



**AUXILIUM COLLEGE (Autonomous)**  
(Accredited by the NAAC with A+ Grade with a CGPA of 3.55 in the 3<sup>rd</sup> Cycle)

**Gandhi Nagar, Vellore – 632 006**

**ACADEMIC PROGRAMME - REGULATIONS**

**With effect from the Academic Year 2020 - 2021**

Auxilium College, an autonomous institution, follows the Semester Pattern with Choice Based Credit System (CBCS) of evaluation, requiring 3 years of study for an Undergraduate Degree Programme and 2 years of study for a Postgraduate Degree Programme. The duration of a semester is 90 days of instruction.

The CBCS offers internal assessment, inter-departmental academic collaboration and course credits. It offers freedom to the departments to design the course structure, to frame rules pertaining to academic programmes and also to introduce new study programmes. It aims at making the academic programme student-oriented, interdisciplinary, flexible and relevant to the times. Under this system, the students will have ample freedom to select the electives to suit their interest, aptitude and needs.

A curriculum is a programme of studies and/or activities (curricular, co-curricular and extra curricular). Arising from the basic needs and moving on to individual, social and cultural needs, the curriculum attempts to fulfill the ideal needs also, such as moral, intellectual, aesthetic and spiritual needs.

**Credit System**

The Autonomous status of the College offers a student the benefits of Choice Based Credit System. Every paper is allotted a certain number of credits. A student is awarded the specified credits on obtaining a pass in the respective paper.

The student has abundant opportunities during the course of study to obtain additional credits by doing Optional Certificate Courses offered by different Departments of the College. This facility will strengthen the academic potential of the student, as it provides flexibility in the choice of courses offered beyond the framework of the respective discipline of study. The introduction of the CBCS ensures compatibility with the academic norms practiced in other educational institutions of repute in India and abroad.

The structure of undergraduate programmes provides a wide range of choice for students to opt for courses based on their eligibility, aptitude and career goals. The undergraduate curriculum will include the following categories of courses in order to accomplish a holistic approach to undergraduate education.

## **OUTCOME BASED EDUCATION**

In adherence to the UGC and NAAC guidelines, Auxilium College(Autonomous) adopted Outcome Based Education for students admitted from 2020-21 onwards. The curriculum framework was revised for all the Undergraduate and Postgraduate Programmes with special focus on the knowledge, understanding, skills, attitudes and values that the students should have attained on the completion of the programme. The outcomes were framed at three levels namely;

**Programme Outcomes (PO)** specify the academic standards that all the students should attain on the completion of their programme, which correlate with the Vision, Mission and Goals of the college

**Programme Specific Outcomes (PSO)** denote discipline-specific knowledge, understanding, skills, attitudes and values that the student should have attained on completing the particular programme

**Course Outcomes (CO)** specify what the students will know and will be able to do at the end of a course

### **PROGRAMME OUTCOMES (PO)**

#### **Undergraduate Programme:**

On completion of the UG Programme, students will be able to;

**PO1:** Attain knowledge and understand the principles and concepts in the respective discipline.

**PO2:** Acquire and apply analytical, critical and creative thinking, and problem-solving skills

**PO3:** Effectively communicate general and discipline-specific information, ideas and opinions.

**PO4:** Appreciate biodiversity and enhance eco-consciousness for sustainable development of the society.

**PO5:** Emulate positive social values and exercise leadership qualities and team work.

**PO6:** Pursue higher knowledge, qualify professionally, enhance entrepreneurial skills and contribute towards the needs of the society.

**Postgraduate Programme:**

On completion of the PG Programme, students will be able to;

**PO1:** Attain an in-depth knowledge in the respective domains augmented through self-learning.

**PO2:** Assimilate and apply principles and concepts towards skill development and employability.

**PO3:** Apply critical and scientific approaches to address problems and find solutions.

**PO4:** Develop research skills through multi/inter/trans-disciplinary perspectives.

**PO5:** Integrate issues of social relevance in the field of study.

**PO6:** Persist in life-long learning for personal and societal progress.

**M.Phil Programme:**

On completion of the M.Phil Programme, scholars will be able to;

**PO1:** Develop research aptitude in the respective discipline.

**PO2:** Master the framework of research process.

**PO3:** Acquire technical and writing skills to communicate research findings.

**PO4:** Engage in ethically oriented original research for the benefit of the society.

**PO5:** Design innovative research techniques and find probable solutions to socially relevant research problems.

**PO6:** Commit to life-long learning with the intellectual interest created.

**Ph.D Programme:**

On completion of the Ph.D Programme, scholars will be able to:

**PO1:** Acquire expertise in specific areas of study.

**PO2:** Formulate, analyze and apply theories and design methodologies.

**PO3:** Focus on socially relevant research and follow research ethics.

**PO4:** Gain skills to write research and project proposals for grants.

**PO5:** Network and offer consultancy at national and international levels.

**PO6:** Strive to obtain Intellectual Property Rights for inventions and innovations.

**Structure of Undergraduate Degree Course  
as per R.C. No. 2909/M1/08 dated 02.05.2008**

- Part I            Foundation Course in Language  
                    Tamil/Hindi
- Part II            Foundation Course in English
- Part III           (a) Core Courses  
                    (b) Allied Courses  
                    (c) Project/ Electives
- Part IV           1. (a) Basic level course in Tamil or  
                    (b) Advanced level course in Tamil or  
                    (c) Non-Major Electives  
                    2. Skill-Based Electives  
                    3. Environmental Studies  
                    4. Value Education
- Part V            Extension Activities

**(i) Part I and Part II - Foundation Course in Language and English**

Each B.A./B.Sc. Degree Programme has two Foundation Courses – one in Tamil/Hindi and another in English, offered during the first four semesters.

B.Com./B.B. A/B.C.A. Degree Programme have two Foundation Courses – one in Tamil/Hindi and another in English offered during the first two semesters.

**(ii) Part III - Core Courses**

Each Programme has a set of Core courses and Elective courses spread over six Semesters. The prescribed syllabi of the Core courses will help the student to acquire mastery over the fundamental concepts, in-depth knowledge of the respective discipline, and to get updated with the latest developments in the course. This will help the student to have a vertical mobility to pursue higher studies.

**(iii) Part III - Allied Courses**

The Allied courses will be of two categories – Mandatory and Optional, offered during the first four semesters. A student will have a choice in the Optional Allied courses, if offered by the respective Department. Allied courses complement the Major courses of Study.

**(iv) Part III – Major Electives/Project**

Each Department offers three papers, of which one may be a project. It will help the student to acquire knowledge in a specialised area of interest related to the core selected.

**(iv) Part IV – Courses in Tamil/ Non-Major Electives**

Each Department offers one/two papers during the last two semesters.

**(a) Basic Level Course in Tamil**

It is mandatory for a student who has not studied Tamil up to Std. XII and has taken a non-Tamil language under Part I, to do two Basic level courses in Tamil (The level is of Std. VI)

**(b) Advanced Level Course in Tamil**

It is mandatory for a student who has studied Tamil up to Std. XII and has taken a non-Tamil language under Part I, to take two Advanced level courses in Tamil.

**(c) Those who do not come under (a) or (b) above, will choose any two non-major electives offered by other departments.**

Each Department will offer to the students of other disciplines, courses with a syllabus containing fundamental concepts of the respective course. It will facilitate the student to acquire a basic knowledge of other disciplines and will enhance her competency for acquiring a suitable job.

The student is required to register her name for the course she opts for, with the department concerned, by the date specified.

**(v) Part IV – Skill-Based Electives**

They are job-oriented, skill-based and need-based courses designed to develop skills in the student to enhance her competency for acquiring a suitable job.

Every Department will offer at least one skill-based course per semester. This provides a wide choice for the student to select the course of her choice. Each student should take six skill-based electives, one in each semester. Each student may take two general skills, two soft skills and two skills in the core course of study.

The student is required to register her name for the course she opts for, with the department concerned, by the date specified. The number of students per course will be 30. (30 to 35, if needed)

**(vi) Part IV – Environmental Studies**

This paper offered in the fourth Semester provides awareness to the student regarding the basic concepts of environment and environment-related issues. It is intended to motivate the students to develop a positive attitude towards environmental concerns of the society. It is mandatory for every student to obtain a pass in this course as per the directives of the Supreme Court.

**(vii) Part IV – Value Education**

This course offered every semester, is intended to build up the moral values in the student. It also offers inputs for personality development and social consciousness.

**(viii) Part V - Extension Activities**

Extension Activities is a part of the Curriculum. A student should put in 90 hours of extension activity during the course of study. It includes service activities extended by a student through the Department or any service group of the College, to any marginalised community outside the College premises. It should be carried out after/before the regular working hours of the College, as the case may be. The Head of the Department/ the concerned staff-in-charge will certify for the work done by the student to earn the respective credits.

**(ix) Others**

**(a) Certificate Course in Computers**

A student should complete a basic course in Computers. This is to make the student computer literate. The student may or may not attend the classes offered by the College for the said course, but should appear for the examination in the course conducted by the College (and should obtain a Pass to complete the Degree Course).

**(b) Other Certificate Courses**

These courses are not a part of the curriculum. They are job-oriented, skill-based and need-based courses designed to develop skills in the student to enhance her opportunities for acquiring a suitable job.

The student may or may not attend the classes offered by the College for the said courses, but should appear for the examination in those courses conducted by the College and should obtain a pass to receive additional credits.

The duration of the Certificate Courses will be 75 hours per semester (2 semesters).

*Medium of Instruction and Examination*

The medium of instruction and examination will be English.

**Distribution of Hours:****(a) Undergraduates: B.A – 15 Weeks/Semester**

| Part         | Course                 | Hours/Week |           |           |           |           |           | Total Credits      |
|--------------|------------------------|------------|-----------|-----------|-----------|-----------|-----------|--------------------|
|              |                        | Sem I      | Sem II    | Sem III   | Sem IV    | Sem V     | Sem VI    |                    |
| I            | Language: Tamil/Hindi  | 6          | 6         | 5         | 6         | -         | -         | 12                 |
| II           | Part II: English       | 6          | 6         | 6         | 5         | -         | -         | 12                 |
| III          | Core                   | 10         | 10        | 6         | 9         | 19        | 19        | 60                 |
|              | Allied                 | 5          | 5         | 5         | 5         | -         | -         | 20                 |
|              | Project/Major Elective | -          | -         | 5         | -         | 5         | 5         | 15                 |
| IV           | Non-Major Electives    | -          | -         | -         | -         | 3         | 3         | 4                  |
|              | Skill-Based Electives  | 2          | 2         | 2         | 2         | 2         | 2         | 12                 |
|              | Environmental Studies  | -          | -         | -         | 2         | -         | -         | 2                  |
|              | Value Education        | 1          | 1         | 1         | 1         | 1         | 1         | 2                  |
| V            | Extension Activities   |            |           |           |           |           |           | 1                  |
| <b>Total</b> |                        | <b>30</b>  | <b>30</b> | <b>30</b> | <b>30</b> | <b>30</b> | <b>30</b> | <b>140 Credits</b> |

**(b) Undergraduates: B.Sc. – 15 Weeks/Semester**

| Part | Course                 | Hours/Week |        |         |        |       |        | Total Credits |
|------|------------------------|------------|--------|---------|--------|-------|--------|---------------|
|      |                        | Sem I      | Sem II | Sem III | Sem IV | Sem V | Sem VI |               |
| I    | Language: Tamil/Hindi  | 6          | 6      | 5       | 6      | -     | -      | 12            |
| II   | English                | 6          | 6      | 6       | 5      | -     | -      | 12            |
| III  | Core                   | 9          | 9      | 10      | 8      | 19    | 14     | 60            |
|      | Allied                 | 6          | 6      | 6       | 6      | -     | -      | 20            |
|      | Project/Major Elective | -          | -      | -       | -      | 5     | 10     | 15            |
| IV   | Non-Major Electives    | -          | -      | -       | -      | 3     | 3      | 4             |
|      | Skill-Based Electives  | 2          | 2      | 2       | 2      | 2     | 2      | 12            |
|      | Environmental Studies  | -          | -      | -       | 2      | -     | -      | 2             |
|      | Value Education        | 1          | 1      | 1       | 1      | 1     | 1      | 2             |
| V    | Extension Activities   |            |        |         |        |       |        | 1             |



|              |           |           |           |           |           |           |                    |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| <b>Total</b> | <b>30</b> | <b>30</b> | <b>30</b> | <b>30</b> | <b>30</b> | <b>30</b> | <b>140 Credits</b> |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|

**(c) Undergraduates: B.Com./B.B.A./B.C.A. – 15 Weeks/Semester**

| Part         | Course                 | Hours/Week |           |           |           |           |           | Total Credits      |
|--------------|------------------------|------------|-----------|-----------|-----------|-----------|-----------|--------------------|
|              |                        | Sem I      | Sem II    | Sem III   | Sem IV    | Sem V     | Sem VI    |                    |
| I            | Language: Tamil/Hindi  | 6          | 6         | -         | -         | -         | -         | 6                  |
| II           | English                | 6          | 6         | -         | -         | -         | -         | 6                  |
| III          | Core                   | 10         | 10        | 17        | 20        | 19        | 19        | 72                 |
|              | Allied                 | 5          | 5         | 5         | 5         | -         | -         | 20                 |
|              | Project/Major Elective | -          | -         | 5         | -         | 5         | 5         | 15                 |
| IV           | Non-Major Electives    | -          | -         | -         | -         | 3         | 3         | 4                  |
|              | Skill-Based Electives  | 2          | 2         | 2         | 2         | 2         | 2         | 12                 |
|              | Environmental Studies  | -          | -         | -         | 2         | -         | -         | 2                  |
|              | Value Education        | 1          | 1         | 1         | 1         | 1         | 1         | 2                  |
| V            | Extension Activities   |            |           |           |           |           |           | 1                  |
| <b>Total</b> |                        | <b>30</b>  | <b>30</b> | <b>30</b> | <b>30</b> | <b>30</b> | <b>30</b> | <b>140 Credits</b> |

**Branches of Study Offered**

| Degree | Programme                           | Code | Category                     |
|--------|-------------------------------------|------|------------------------------|
| B.A.   | History                             | HI   | Aided                        |
|        | English                             | EN   | Aided & Unaided (2 Sections) |
| B.Sc.  | Mathematics                         | MA   | Aided & Unaided (2 Sections) |
|        | Chemistry                           | CH   | Aided                        |
|        | Zoology                             | ZO   | Aided                        |
|        | Physics                             | PH   | Unaided                      |
|        | Biochemistry                        | BC   | Unaided                      |
|        | Computer Science                    | CS   | Unaided                      |
|        | Microbiology                        | MB   | Unaided                      |
|        | Visual Communication and Multimedia | VC   | Unaided                      |
|        | Psychology                          | PY   | Unaided                      |
| B.Com. | Commerce                            | CO   | Aided & Unaided              |
|        | Commerce (Banking and Insurance)    | BI   | Unaided                      |
| B.B.A. | Business Administration             | BA   | Unaided                      |

|        |                         |    |                      |
|--------|-------------------------|----|----------------------|
| B.H.A. | Hospital Administration | HA | Unaided              |
| B.C.A. | Computer Applications   | CA | Unaided (2 Sections) |

| <b>CA</b>  |              | <b>SE</b>             |              |
|--|--------------|-----------------------|--------------|
| <b>Components</b>  | <b>Marks</b> | <b>Components</b>     | <b>Marks</b> |
| Performance during regular practicals                        | 10           | Record                | 10           |
| Regularity and submission of Observation Notebook and Record | 5            | Practical Examination | 45           |
| Practical Examination  | 25           | Viva                  | 5            |
| <b>Total</b>   | <b>40</b>    | <b>Total</b>          | <b>60</b>    |

## Requirements of Attendance

1. The minimum requirement of attendance for a candidate is 75% per semester, to enable her to appear for the Semester Examinations.
2. If the attendance of a candidate is between 65 - 75%, due to any of the following reasons, the candidate is eligible to appear for the current Semester Examinations only after obtaining condonation from the Principal, by payment of the prescribed Condonation Fee:
  - a. Prolonged illness
  - b. Major surgery
  - c. Accident, which requires a long period of rest

The reason for the long period of absence should be informed to the Principal and the sanction obtained, within a week from the commencement of absence.

If the attendance of a candidate is between 55% - 65% in a semester, **she is not eligible to appear for the current Semester Examinations**. But she is permitted to appear for the arrear courses, if any. She is also permitted to move to the next Semester.

If the attendance of a candidate is below 55%, she is **not eligible to continue her studies** but can complete the Programme by re-joining the same Semester in the following academic year, if vacancy is available. She should obtain the approval from the University through the concerned Head of the Department and the Principal.

## TESTING, ASSESSING AND VALUATION

Each Undergraduate Programme consists of six Semesters.

There are two components in the Valuation and Assessment of a student - **Internal Assessment (CA)** and **Semester Examinations (SE)**.

### Continuous Assessment (CA):

1. The maximum marks for CA is 40 and SE is 60, both for theory and practical papers.
2. Each CA written examination is of two hours duration for 50 marks. The tests will be conducted centrally. The average of two such CA is calculated for 35 marks.
3. Other Innovative Components will be for 5 Marks

The innovative component is for 5 marks, conducted during the class hours by the Staff member in charge of the course, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition,

etc. The topic and time for submission/ presentation will be announced by the staff member in charge of the course in advance. Each student should explain and defend her presentation.

4. For SBE courses: 2 CA examinations of one and half an hour each for 30 Marks converted to 35 Marks. Other Innovative Components will be for 5 Marks. The Semester Examination will be of 2 hours duration for 60 Marks.
5. For Environmental Studies: One CA of one hour for 25 Marks, Project for 25 Marks, converted to 40 Marks. The Semester Examination will be of 2 hours duration for 60 Marks.
6. For major and allied papers, the Semester Examination will be of 3 hours with maximum 100 marks which will be converted to 60.
7. Syllabus of not less than two units shall be included for each CA.
8. A retest for CA will be conducted for those students who were absent due to participation in NSS/NCC/Sports activities on prior written permission obtained through the concerned staff member.
9. There is no passing minimum for CA.
10. There is no provision for improvement in CA.

### **Semester Examinations (SE)**

1. A student should register herself to appear for the Semester Examinations by payment of the prescribed fee.
2. The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each course. It will be of 3 hours duration, irrespective of the number of credits allotted to it.
3. If a candidate fails to obtain Pass marks even after the third attempt due to less marks in the CA examination, the marks of the next examination will be converted to be out of 100.
4. The maximum marks for each course shall be 100.

### **Valuation of Answer Scripts**

1. There shall be single valuation for Undergraduate, Postgraduate as well as M.Phil. Programmes. The Panel of Examiners will consist of internal and external examiners.
2. The valuation will be centralised.
3. A student has a maximum period of five years from the Date of Admission to clear all the course prescribed for the Programme at the time of her admission. After the fifth year, to complete the programme, the student has to appear for an examination in the same/equivalent paper offered under the revised syllabus structure.

4. Fraction of final marks in CA and SE shall be rounded off to the nearest integer.

#### Revaluation

1. A student can apply for the photocopy of answer scripts, if needed, on payment of the prescribed fee.
2. A student can apply for revaluation of any course, on payment of the prescribed fee within the specified date. Receipt of the photocopy of the answer script is a pre-requisite for revaluation.

#### Supplementary Examination

After the declaration of the results of the final semester, a student who has only one paper in any semester can apply by the specified date, for Supplementary Examination, either for reappearance or for improvement. This facility is available only for those students who have not obtained a pass due to one paper or want to improve performance in one paper. The examination will be conducted and results published within a month of the first publication of the result.

#### Improvement:

The facility to improve one's performance in any paper(s) is offered to all the students. A student, who wishes to improve her performance in any paper(s), may apply for the examination in the same, if the examination is conducted in that paper(s) during that particular semester/ Supplementary Examination. This provision is available till the Supplementary Examination after the final semester examination.

#### Note:

A student can report any grievance regarding CA or SE, to the Controller of Examinations, who in turn, will present the same to the Examination Committee, chaired by the Principal.

#### CA and SE for Laboratory and Practical Work

| CA   |           | SE                    |           |
|--|-----------|-----------------------|-----------|
| Components   | Marks     | Components            | Marks     |
| Performance during regular practicals                        | 10        | Record                | 10        |
| Regularity and submission of Observation Notebook and Record | 5         | Practical Examination | 45        |
| Practical Examination  | 25        | Viva                  | 5         |
| <b>Total</b>   | <b>40</b> | <b>Total</b>          | <b>60</b> |

#### Passing Minimum:

A candidate shall be declared to have passed in a course if she secures

| <b>For Undergraduate Programme</b>   | <b>For Postgraduate Programme</b>  |
|--|--|
| 40% and above in the SE. If a candidate fails in any paper, she shall be required to appear only for the SE in the respective paper. | 50% and above in the SE. If a candidate fails in any paper, she shall be required to appear only for the SE in the respective paper. |

### **Classification of Successful Candidates:**

Conversion of Marks to Grade Points and Letter Grade:

| <b>Range of Marks</b> | <b>Grade Points</b> | <b>Letter Grade</b> | <b>Description</b> |
|-----------------------|---------------------|---------------------|--------------------|
| 90 - 100              | 9.0 – 9.5           | O                   | Outstanding        |
| 80 – 89               | 8.0 – 8.9           | D+                  | Excellent          |
| 75 – 79               | 7.5 – 7.9           | D                   | Distinction        |
| 70 – 74               | 7.0 – 7.4           | A+                  | Very Good          |
| 60 – 69               | 6.0 – 6.9           | A                   | Good               |
| 50 – 59               | 5.0 – 5.9           | B                   | Average            |
| 40 – 49 #             | 4.0 – 4.9           | C                   | Satisfactory       |
| 00 – 39               | 0.0                 | U                   | Re-appear          |
| ABSENT                | 0.0                 | AA                  | ABSENT             |

### **Calculation of Grade Point Average**

Based on the grades obtained by a candidate, the Grade Point Average (GPA) is calculated as follows:

$$\text{Grade Point Average (GPA)} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

i.e., GPA =  $\frac{\text{Sum of the multiplication of Grade Points by the credits of the courses}}{\text{Sum of the credits of the courses in a Semester}}$

Where  $C_i$  = Credits earned for course  $i$  in any semester

$G_i$  = Grade Point obtained for course  $i$  in any semester

### For the Entire Programme:

Based on the grades obtained by a candidate for the entire programme, the Cumulative Grade Point Average (CGPA) is calculated as follows:

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

i.e., CGPA =  $\frac{\text{Sum of the multiplication of Grade Points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$

Where  $C_i$  = Credits earned for course  $i$  in any semester

$G_{nj}$  = Grade Point obtained for course  $i$  in any semester

$n$  refers to the Semester in which such courses were credited.

The final classification is based on the following Grade Conversion Table:

| CGPA                        | GRADE | CLASSIFICATION OF FINAL RESULT |
|-----------------------------|-------|--------------------------------|
| 9.5 – 10.0                  | O+    | First Class with Exemplary*    |
| 9.0 and above but below 9.5 | O     |                                |
| 8.5 and above but below 9.0 | D++   | First Class with Distinction*  |
| 8.0 and above but below 8.5 | D+    |                                |
| 7.5 and above but below 8.0 | D     |                                |
| 7.0 and above but below 7.5 | A++   | First Class                    |
| 6.5 and above but below 7.0 | A+    |                                |
| 6.0 and above but below 6.5 | A     |                                |
| 5.5 and above but below 6.0 | B+    | Second Class                   |
| 5.0 and above but below 5.5 | B     |                                |
| 4.5 and above but below 5.0 | C+ #  | Third Class                    |
| 4.0 and above but below 4.5 | C #   |                                |
| 0.0 and above but below 4.0 | U     | Re-appear                      |

\* The candidates who have passed in the first appearance and within the prescribed semester of the U.G. programme (Major, allied and elective courses alone) are eligible.

# Only applicable to U.G. Programme

### Ranking of Successful Candidates

Ranking will be based on CGPA. Candidates who passed in all the examinations prescribed for the Programme in the very first appearance only are eligible for ranking.

**Important Note:**

It is mandatory for a student to secure a Pass in the Certificate Course in Computers as well as to fulfill the 90 hour-requirement of the Extension Activities, in order to be declared as **'Programme Completed'**. Only such a candidate is eligible to receive the Diploma.



Malpractices:

**Resolved that the following norms be followed in dealing with the cases of malpractices in CA/Semester Examinations.**

| <b>S.No.</b> | <b>Nature of Malpractice</b>  | <b>Action Suggested</b>   |
|--------------|---|---|
| 1.           | Appeal by a candidate for favourable consideration or mercy in the answer script                      | Warn the candidate  |
| 2.           | Letter of appeal for favourable consideration, promising bribe in cash or kind.                       | Cancel the examination taken in that particular Course only   |
| 3.           | Candidate writing her own name in any part of the answer book   | Warn the candidate  |
| 4.           | Candidate writing her own Register Number in any part of the answer book other than on the front page | Warn the candidate  |
| 5.           | Possessing notes or books relevant to the course of the examination                                   | Cancel the examination taken in that particular Course only   |
| 6.           | Possessing notes or books relevant to the course of the examination (repeated)                        | Cancel the examinations taken previously and not to allow to appear for the remaining examinations in that Semester |
| 7.           | Using or copying from notes or books relevant to the course of the examination                        | Cancel the examination taken in that particular Course only   |
| 8.           | Using or copying from the answer scripts of other candidates  | Cancel the examination taken by both the candidates in that particular Course only                                  |
| 9.           | Inserting pre-written answer sheet(s) brought from outside, in the main answer book.                  | Cancel the examinations taken previously and not to allow to appear for the remaining examinations in that Semester |
| 10.          | Threatening or assaulting the Invigilator or behaving in any insubordinate manner                     | Cancel the examination taken  |
| 11.          | Manhandling or injuring any examination personnel   | Cancel the examination taken  |

|              |   |  |
|--------------|---|--|
| 12.          | Impersonation   | Cancel the examination taken and debar from the examination for the next three years   |
| <b>S.No.</b> | <b>Nature of Malpractice</b>  | <b>Action Suggested</b>  |
| 13.          | Tampering with spelling/ name /initials in any certificate                          | The candidate has to produce fresh certificates and a fine of ₹ 1,000/-  |
| 14.          | Tampering with the Date of Birth in the certificate issued by the College           | The candidates should not be permitted to appear for any examination of this College for a period of two years from the date of submission of documents and not to pursue any course of studies for the corresponding period                                 |
| 15.          | Tampering with the Grade Certificate or any other Certificate issued by the College | The College will retain the tampered certificate and duplicate certificate will not be issued for three years from the date of presentation of documents. The candidate should not pursue any course of studies in this College for the corresponding period |

**Important Note:**

The above rules are intended to guide the Examination Committee and to be judiciously applied to any form of malpractice by candidates.

**The decision of the Principal shall be final in all matters pertaining to the Academic Programme.**

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## **AUXILIUM COLLEGE (Autonomous)**

(Accredited by the NAAC with A+ Grade with a CGPA of 3.55 in the 3<sup>rd</sup> Cycle)

**Gandhi Nagar, Vellore – 632 006**

### **ACADEMIC PROGRAMME – REGULATIONS (PG)**

**With effect from the Academic Year 2020 - 2021**

Auxilium College, an autonomous institution, follows the Semester pattern with Choice Based Credit System (CBCS) of evaluation, requiring 3 years of study for an Undergraduate Degree Programme and 2 years of study for a Postgraduate Degree Programme. The duration of a semester is 90 days of instruction.

The CBCS offers internal assessment, inter-departmental academic collaboration and course credits. It offers freedom to the departments to design the course structure, to frame rules pertaining to academic programmes and also to introduce new study programmes. It aims at making the academic programme student-oriented, interdisciplinary, flexible and relevant to the times. Under this system, the students will have ample freedom to select the electives to suit their interest, aptitude and needs.

A curriculum is a programme of studies and/or activities (curricular, co-curricular and extra curricular). Arising from the basic needs and moving on to individual, social and cultural needs, the curriculum attempts to fulfill the ideal needs also, such as moral, intellectual, aesthetic and spiritual needs.

#### **Credit System**

The Autonomous status of the College offers a student the benefits of Choice Based Credit System. Every paper is allotted a certain number of credits. A student is awarded the specified credits on obtaining a pass in the respective paper.

The student has abundant opportunities during the course of study to obtain additional credits by doing Optional Certificate Courses offered by different Programmes of the College. This facility will strengthen the academic potential of the student, as it provides flexibility in the choice of courses offered beyond the framework of the respective discipline of study. The introduction of the CBCS ensures compatibility with the academic norms practiced in other educational institutions of repute in India and abroad.

The structure of undergraduate programmes provides a wide range of choice for students to opt for courses based on their eligibility, aptitude and career goals. The undergraduate curriculum will include the following categories of courses in order to accomplish a holistic approach to undergraduate education.

**Structure of Postgraduate Degree Programmes  
as per R.C. No. 2909/M1/08 dated 02.05.2008**

- (a) Core Courses
- (b) Major Electives
- (c) Human Rights

**(i) Core Course**

Each Programme has a set of Core courses spread over four Semesters. The syllabi of the Core courses will help the student to acquire an in-depth knowledge in the course and to stay abreast with the recent developments in the respective discipline. This Programme includes Project work.

**(ii) Major Electives**

Each department offers a course in Major electives which consists of three/four papers spread over the course of study.

**(iii) Human Rights Education**

A course in Human Rights Education is offered in the II Semester. It is mandatory for every student to obtain a pass in this Paper.

**(iv) Teaching and Research Aptitude**

A course in Teaching and Research Aptitude is offered in the III Semester. It is aimed to assess the teaching and research capabilities of the students. Common classes will be held outside normal working hours.

**(v) Independent Elective course**

It was made mandatory for all the Pg Students to take up one independent elective course every semester with effect from 2018 onwards.

**(vi) Online Course**

Each semester a student should complete one course conducted by -----  
This is to make the student gain more knowledge other than their own courses.

## Medium of Instruction and Examination

The medium of instruction and examination will be English

### Distribution of Hours:

Postgraduates: 15 Weeks/Semester

| Course                                 | Hours/Week |           |           |           | Total Credits     |
|--|------------|-----------|-----------|-----------|-------------------|
|  | Sem I      | Sem II    | Sem III   | Sem IV    |                   |
| Core (Including Practical and Project) | 25         | 23        | 25        | 25        | 65                |
| Major Electives                        | 5          | 5         | 5         | 5         | 20                |
| Human Rights                           | -          | 2         | -         | -         | 2                 |
| Teaching and Research Aptitude         | -          | -         | -         | -         | 3                 |
| <b>Total</b>                           | <b>30</b>  | <b>30</b> | <b>30</b> | <b>30</b> | <b>90 Credits</b> |

### Requirements of Attendance

1. The minimum requirement of attendance for a candidate is 75% per semester, to enable her to appear for the Semester Examinations.
2. If the attendance of a candidate is between 65 - 75%, due to any of the following reasons, the candidate is eligible to appear for the current Semester Examinations only after obtaining condonation from the Principal, by payment of the prescribed Condonation Fee:
  - a. Prolonged illness
  - b. Major surgery
  - c. Accident, which requires a long period of rest

The reason for the long period of absence should be informed to the Principal and the sanction obtained, within a week from the commencement of absence.

If the attendance of a candidate is between 50% - 65% in a semester, **she is not eligible to appear for the current Semester Examinations.** But she is permitted to appear for the arrear courses, if any. She is also permitted to move to the next Semester.

If the attendance of a candidate is below 50%, she is **not eligible to continue her studies** but can complete the Programme by re-joining the same Semester in the following academic

year, if vacancy is available. She should obtain the approval from the University through the concerned Head of the Department and the Principal.

## **TESTING, ASSESSING AND VALUATION**

There are two components in the Valuation and Assessment of a student - **Internal** and **External**. These are implemented through

1. Continuous Assessment (CA) during the Semester for 40 marks. It consists of two **written tests** and an **innovative component**.
2. Semester Examination (SE) at the end of the Semester for 100 marks which will be converted to 60.

The maximum marks for each Paper shall be 100.

Each Postgraduate Programme consists of four Semesters.

### **Continuous Assessment (CA):**

1. The Continuous Assessment of each student will be done by the respective Departments.
2. Each written test is of two hours duration for 50 marks. The tests will be conducted centrally. The average of two such CA is calculated for 35 marks.
3. The innovative component is for 5 marks, conducted during the class hours by the Staff member in charge of the course, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member in charge of the course in advance. Each student should explain and defend her presentation.
4. Syllabus of not less than two units shall be included for each CA.
5. A retest for CA will be conducted for a student only if a student is absent due to NSS/NCC/Sports camps on prior written permission obtained through the concerned staff member.
6. There is no passing minimum for CA.
7. There is no provision for improvement in CA.

### **Semester Examinations (SE)**

1. A student should register herself to appear for the Semester Examinations by payment of the prescribed fee.
2. The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each course. It will be of 3 hours duration, irrespective of the number of credits allotted to it.

### **Valuation of Answer Scripts**

1. There shall be single valuation for Postgraduate Courses. The Panel of Examiners will consist of internal and external examiners.
2. The valuation will be centralised.
3. A student has a maximum period of five years from the Date of Admission to clear all the courses prescribed for the Programme at the time of her admission. After the fifth year, to complete the programme, the student has to appear for an examination in the same/equivalent paper offered under the revised syllabus structure.
4. Fraction of final marks in CA and SE shall be rounded off to the nearest integer.

### **Revaluation**

1. A student can apply for the photocopy of answer scripts, if needed, on payment of the prescribed fee.
2. A student can apply for revaluation of any paper, on payment of the prescribed fee within the specified date. Receipt of the photocopy of the answer script is a pre-requisite for revaluation.

### **Supplementary Examination**

After the declaration of the results of the final semester, a student who has only one paper in any semester can apply by the specified date, for Supplementary Examination, either for reappearance or for improvement. This facility is available only for those students who have not obtained a pass due to one paper. The examination will be conducted and results published within a month of the first publication of the result.

### **Improvement:**

The facility to improve one's performance in any paper(s) is offered to all the students. A student, who wishes to improve her performance in any paper(s), may apply for the examination in the same, if the examination is conducted in that paper(s) during that particular semester/ Supplementary Examination.

This provision is available till the Supplementary Examination after the final semester examination.

**Note:**

A student can report any grievance regarding CA or SE, to the Controller of Examinations, who in turn, will present the same to the Examination Committee, chaired by the Principal.

**CA and SE for Laboratory and Practical Work**

| <b>CA</b>  |              | <b>SE</b>             |              |
|--|--------------|-----------------------|--------------|
| <b>Components</b>  | <b>Marks</b> | <b>Components</b>     | <b>Marks</b> |
| Performance during regular practicals                        | 10           | Record                | 10           |
| Regularity and submission of Observation Notebook and Record | 5            | Practical Examination | 45           |
| Practical Examination  | 25           | Viva Voce             | 5            |
| <b>Total</b>   | <b>40</b>    | <b>Total</b>          | <b>60</b>    |

**Passing Minimum:**

A candidate shall be declared to have passed in a course if she secures 50% and above in the SE. If a candidate fails in any paper, she shall be required to appear only for the SE in the respective paper.

**Classification of Successful Candidates:**

Conversion of Marks to Grade Points and Letter Grade:

| <b>Range of Marks</b> | <b>Grade Points</b> | <b>Letter Grade</b> | <b>Description</b> |
|-----------------------|---------------------|---------------------|--------------------|
| 90 - 100              | 9.0 – 9.5           | O                   | Outstanding        |
| 80 – 89               | 8.0 – 8.9           | D+                  | Excellent          |
| 75 – 79               | 7.5 – 7.9           | D                   | Distinction        |
| 70 – 74               | 7.0 – 7.4           | A+                  | Very Good          |
| 60 – 69               | 6.0 – 6.9           | A                   | Good               |
| 50 – 59               | 5.0 – 5.9           | B                   | Average            |
| 00 – 49               | 0.0                 | U                   | Re-appear          |



|        |     |    |        |
|--------|-----|----|--------|
| ABSENT | 0.0 | AA | ABSENT |
|--------|-----|----|--------|

### Calculation of Grade Point Average

Based on the grades obtained by a candidate, the Grade Point Average (GPA) is calculated as follows:

$$\text{Grade Point Average (GPA)} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

i.e., GPA = Sum of the multiplication of Grade Points by the credits of the courses

Sum of the credits of the courses in a Semester

Where  $C_i$  = Credits earned for course  $i$  in any semester

$G_i$  = Grade Point obtained for course  $i$  in any semester

### For the Entire Programme:

Based on the grades obtained by a candidate for the entire programme, the Cumulative Grade Point Average (CGPA) is calculated as follows:

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

i.e., CGPA = Sum of the multiplication of Grade Points by the credits of the entire programme

Sum of the credits of the courses of the entire programme

Where  $C_i$  = Credits earned for course  $i$  in any semester

$G_{nj}$  = Grade Point obtained for course  $i$  in any semester

$n$  refers to the Semester in which such courses were credited.

The final classification is based on the following Grade Conversion Table:

| CGPA                        | GRADE | CLASSIFICATION OF FINAL RESULT |
|-----------------------------|-------|--------------------------------|
| 9.5 – 10.0                  | O+    | First Class with Exemplary*    |
| 9.0 and above but below 9.5 | O     |                                |
| 8.5 and above but below 9.0 | D++   | First Class with Distinction*  |

|                             |     |              |
|-----------------------------|-----|--------------|
| 8.0 and above but below 8.5 | D+  | First Class  |
| 7.5 and above but below 8.0 | D   |              |
| 7.0 and above but below 7.5 | A++ |              |
| 6.5 and above but below 7.0 | A+  |              |
| 6.0 and above but below 6.5 | A   |              |
| 5.5 and above but below 6.0 | B+  | Second Class |
| 5.0 and above but below 5.5 | B   |              |
| 0.0 and above but below 5.0 | U   | Re-appear    |

\* The candidates who have passed in the first appearance and within the prescribed semester of the P.G. programme only are eligible.

### **Ranking of Successful Candidates**

Ranking will be based on CGPA. Candidates who passed in all the examinations prescribed for the Programme in the very first appearance only are eligible for ranking.

Malpractices:

Resolved that the following norms be followed in dealing with the cases of malpractices in CA/Semester Examinations.

| <b>S.No.</b> | <b>Nature of Malpractice</b>  | <b>Action Suggested</b>                                     |
|--------------|---|---|
| 1.           | Appeal by a candidate for favourable consideration or mercy in the answer script                      | Warn the candidate  |
| 2.           | Letter of appeal for favourable consideration, promising bribe in cash or kind.                       | Cancel the examination taken in that particular Course only |
| 3.           | Candidate writing her own name in any part of the answer book   | Warn the candidate  |
| 4.           | Candidate writing her own Register Number in any part of the answer book other than on the front page | Warn the candidate  |
| 5.           | Possessing notes or books relevant to the course of the examination                                   | Cancel the examination taken in that particular Course only |

|     |  |  |
|-----|--|--|
| 6.  | Possessing notes or books relevant to the course of the examination (repeated)       | Cancel the examinations taken previously and not to allow to appear for the remaining examinations in that Semester  |
| 7.  | Using or copying from notes or books relevant to the course of the examination       | Cancel the examination taken in that particular Course only  |
| 8.  | Using or copying from the answer scripts of other candidates                         | Cancel the examination taken by both the candidates in that particular Course only   |
| 9.  | Inserting pre-written answer sheet(s) brought from outside, in the main answer book. | Cancel the examinations taken previously and not to allow to appear for the remaining examinations in that Semester  |
| 10. | Threatening or assaulting the Invigilator or behaving in any insubordinate manner    | Cancel the examination taken   |
| 11. | Manhandling or injuring any examination personnel                                    | Cancel the examination taken   |
| 12. | Impersonation  | Cancel the examination taken and debar from the examination for the next three years   |
| 13. | Tampering with spelling/ name /initials in any certificate                           | The candidate has to produce fresh certificates and a fine of ₹ 1,000/-  |
| 14. | Tampering with the Date of Birth in the certificate issued by the College            | The candidates should not be permitted to appear for any examination of this College for a period of two years from the date of submission of documents and not to pursue any course of studies for the corresponding period |
| 15. | Tampering with the Grade Certificate or any other Certificate issued by the          | The College will retain the tampered certificate and duplicate certificate will not be issued for  |

|  |         |  |
|--|---------|--|
|  | College | three years from the date of presentation of documents. The candidate should not pursue any course of studies in this College for the corresponding period |
|--|---------|--|

**Important Note:**

The decision of the Principal shall be final in all matters pertaining to the Academic Programme.

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