V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)
An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai
Re-accredited with 'A' Grade (3rd Cycle) by NAAC
VIRUDHUNAGAR - 626 001

RULES AND REGULATIONS FOR QUALITY EVALUATION

1. CONTINUOUS INTERNAL ASSESSMENT:

a) The Continuous Internal Assessment for undergraduate programmes shall carry 25% of marks for each theory paper and 40% for each practical. The internal assessment includes the following components and the marks shown against them.

UG Programmes (All subjects)

Test	15 Marks
Assignment	5 Marks
Quiz (or) Seminar	5 Marks
	25 Marks

b) For the UG programmes there shall be three tests of two hour duration, three announced written quizzes and three (class or home) assignments. The average marks of the best two of the three tests, one best quiz mark and one best assignment mark will be taken for computing the internal assessment mark.

c) Based on the suggestions given by the PG Board of Studies meetings held on 7.6.2018, the evaluation scheme for PG Programmes have been revised as follows:

Internal Assessment – 40 Marks
External Assessment – 60 Marks

Total   - 100 Marks
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d) For PG and M.Phil. programmes there shall be three tests of two hour duration, a seminar for each subject and two assignments for each subject. The average of the best two of the three tests, one best assignment mark and the seminar mark will be taken for computing the internal assessment mark.

e) If a student is unable to appear for a test on account of her being deputed to represent the college in any activity, she shall be given a re-test.

2. EXTERNAL ASSESSMENT:

a) All courses of external (summative) examinations shall be of three hour duration except Part IV courses (NME and Skill based subjects) which shall be of two hour duration each.

b)   The question paper for the external (summative) examination shall be set by an external examiner. The scheme of valuation shall be prepared by the question setter only.

c)   Only single valuation is adopted for all the theory papers in the summative examinations for UG, PG and M.Phil programmes.

3. NORMS FOR SUBMISSION OF M.Phil. DISSERTATION:

For the M.Phil. scholars who join the programme from 2018-2019 onwards, the following norms are framed:

One paper presentation in a Seminar / Conference outside the College is mandatory for the submission of the dissertation.

Internal Maximum for Core and Elective courses is 40 and External Maximum is 60.

The Internal Maximum for Dissertation is 75 and External Maximum is 75.

The total mark (External only) allotted for Viva-Voce is 50.

Pre-Viva presentation in the presence of all faculty members in the department is compulsory for M.Phil. scholars.

Soft copy of the dissertation is to be checked for plagiarism and certificate issued by the Librarian in this regard is to be attached to the dissertation on submission.

M.Phil. students of 2018-2019 batch can submit their dissertation on or before 30th June.

4. NORMS FOR SUBMISSION OF PG PROJECTS:

The following are the norms for the submission of PG projects:

The students of M.A. English, M.A. Tamil, M.Sc. Mathematics, M.Sc. Physics, M.Sc. Biochemistry, M.Sc. Computer Science, M.Sc. Food Processing & Quality Control, M.Sc. Chemistry, M.Sc. Zoology, M.Sc. IT , M.C.A. and M.B.A. should submit their projects to the office of Controller of Examinations in their fourth / sixth semester on or before 30th April.

The PG projects should be paper bound; spiral-binding is not allowed.

They are permitted to submit within a period of fifteen days with a fine amount of ₹ 200/- per student ie. on or before 15th May.

If the student fails to submit her project even after a period of 15 days, she will be allowed to submit her project only in the next academic year along with the next batch of students. She also has to pay examination fees for the project at that time.

The Viva-Voce for the PG Project will be conducted in the third week of May.

A team consisting of not more than two students can do a project.

5. PHOTOCOPY OF THE ANSWERSCRIPTS:

The students can apply for photocopy of the answerscripts in the prescribed form within ten days from the date of the publication of the results.

6. PROVISION FOR REVALUATION:

Revaluation of answerscripts is permitted for UG, PG and M.Phil. programmes. The students can apply for revaluation within fifteen days from the date of the publication of the results.

7. ATTENDANCE:

a) The students who have attended the classes for 85% and above are permitted to appear for the Summative Examinations without any condition.

b) The students who have 78% of attendance and above – upto 84% are permitted to appear for the Summative Examinations by paying a fine of ₹ 500/- .

c) The students who have 66% of attendance and above – upto 77% can appear for the Summative Examinations only after getting special permission from the Principal. Special permission can be got from the Principal on medical grounds, by paying a fine of ₹ 1,000/- along with the application form for exemption. If permission is not granted, they have to appear for the Summative Examinations in the next Semester by paying a fine of ₹ 1,000/-.

d) The students who have less than 65% of attendance cannot appear for the Summative Examinations and have to repeat the whole semester.

e) These rules are applicable to all UG, PG and M.Phil. Programmes and come into effect from 2018-2019 onwards.

f) For Part V, the students require 75% of attendance to get a credit.

g) For Certificate, Diploma, Advanced Diploma and PGDCA Programmes, the students require 75% of attendance to appear for the Theory/ Practical Examinations.

8. Part V:

a) A I or II year undergraduate student should have a minimum attendance of 75 per cent in any one of the Part V – Extension activities namely R.R.C, N.S.S., Y.R.C., Science Forum, ECO Club, Consumer Forum, Health and Fitness Club, Library and Information Science and Physical Education, at the end of the academic year to become eligible to appear for the summative examinations of II and IV semesters.

b) Shortage of attendance in Part V - Extension activities below the prescribed minimum of 75 per cent may be condoned on medical grounds. Such condonation shall be granted by the Principal. The application for condonation must be submitted by the student to the Principal within 3 days after the last working day for the concerned class. Each application for condonation shall be accompanied by a condonation fee of ₹ 300/-.

c) The Principal shall have the power to grant exemption to the physically handicapped students from participation in any kind of academic or co-curricular or extra-curricular activities, wherein they have to be physically involved.

9. ELIGIBILITY NORMS FOR OBTAINING THE DEGREE:

a) A student shall be declared eligible to receive the Degree of Bachelor of Arts or Science or Commerce or Business Administration or Computer Applications when she has completed the course of study prescribed and has passed all the papers under Part I, II, III , IV & V as specified in the course structure.

b) A student shall be declared eligible to receive the respective Master's degree or M.Phil. degree in Arts, Science or Commerce, when she has completed the course of study prescribed and has passed all the papers specified in the course structure.

10. CONDUCT OF EXAMINATIONS AND ISSUE OF STATEMENT OF MARKS AND GRADES:

Summative examinations will be conducted in November and April for odd and even semester respectively. The Examination schedule will be designed by the Examination Committee. Each student will be provided with 'Statement of Marks and Grades' for the summative examination she appeared at the end of the respective semester and the consolidated statement of Marks and Grades at the end of the course.

The Grading System

a) The Grading system will be followed for UG, PG and M.Phil. programmes and the Grades shall be:

U.G.

RANGE OF MARKS	95 - 100	90 - 94	85 - 89	80 - 84	75 - 79	70 - 74	65 - 69	60 - 64	55 - 59	50 - 54	45 - 49	40 - 44	0 - 39	ABSENT
LETTER GRADE	O+	O	D++	D+	D	A++	A+	A	B+	B	C+	C	U	AA
GRADE POINTS	9.5 - 10.0	9.0 - 9.4	8.5 - 8.9	8.0 - 8.4	7.5 - 7.9	7.0 - 7.4	6.5 - 6.9	6.0 - 6.4	5.5 - 5.9	5.0 - 5.4	4.5 - 4.9	4.0 - 4.4	0.0	0.0

P.G. & M.Phil.

RANGE OF MARKS	95 - 100	90 - 94	85 - 89	80 - 84	75 - 79	70 - 74	65 - 69	60 - 64	55 - 59	50 - 54	0 - 49	ABSENT
LETTER GRADE	O+	O	D++	D+	D	A++	A+	A	B+	B	U	AA
GRADE POINTS	9.5 - 10.0	9.0 - 9.4	8.5 - 8.9	8.0 - 8.4	7.5 - 7.9	7.0 - 7.4	6.5 - 6.9	6.0 - 6.4	5.5 - 5.9	5.0 - 5.4	0.0	0.0

The minimum pass marks for the summative examinations are:

UG & Certificate Programmes:

Theory & Practical   -   External Minimum 35%   Aggregate minimum 40%

PG & M.Phil. Programmes:

Theory & Practical   -   External Minimum 45%   Aggregate minimum 50%

RANK CERTIFICATES:

- Rank Certificate should be designed. It should be simple with the college logo in the middle and of half the size of A4 size paper and a single line border on all sides.

- Rankings are based only on Part III subjects for UG courses and all subjects for PG courses.

- Only if there is a minimum of 5 students enrolled and appeared for the examinations in a course, Ranks will be allotted. There will be no rankings if there are students below the above specified number in a course.

- In a course with a maximum enrollment of 25 students, there will be only one rank. In a course with the maximum enrollment of 50 students, two ranks are to be given, for 100 students, 4 and above 100, 8.

11. PUBLICATION OF RESULTS:

The results of the summative examinations for various courses shall be published shortly after the last date of the examination. But under any circumstance, the time interval between the date of last examination and the date of publication of results should not exceed 30 days.

12. SUPPLEMENTARY EXAMINATION:

After the publication of the results of the final semester (IV for P.G. programmes and VI for U.G. programmes), supplementary examination will be conducted.

Supplementary examination will be conducted after a month of the publication of the results exclusively for the final year students. The results will be published within two weeks.

The eligible students can apply and appear for a maximum of three papers in I to VI semesters in UG programmes and I to IV semesters in PG courses and I & II semesters in M.Phil. programmes.

13. CONTINUOUS INTERNAL ASSESSMENT IMPROVEMENT:

* Outgone students with less than 40% for UG and 50% for PG in the internals can improve the same by applying for Continuous Internal Assessment Improvement.

* They can apply through the concerned Head of the Department to the Office of Controller of Examinations at the beginning of the respective semester.

* They should attend two internal tests and one written quiz (full portion) and an assignment along with the regular students of the respective semester.

14. MALPRACTICE IN INTERNAL TESTS:

* Students indulging in malpractice during internal tests will be severely punished.

* They have to face an enquiry committee with their parents.

* The enquiry committee comprises of the Principal, Head of the Department, Course Teacher and Invigilator of the respective hall.

* The enquiry committee will decide and inform the nature of punishment.

MALPRACTICE IN SUMMATIVE EXAMINATIONS:

* Students indulging in malpractice during Summative Examinations will be severely punished.

* They have to face an enquiry committee with their parents.

* The enquiry committee comprises of the Principal, Head of the Department, Hall Invigilator, Controller of Examinations & Additional Controller of Examinations.

The following are the punishments in case the offence is proved.

*   First time offence: Cancellation of examination taken in the particular paper and debarring the student from appearing for that paper for one subsequent summative examination.

*   Repeat offence: Cancellation of examination of all papers registered for that semester and debarring the student from appearing for these papers for one subsequent summative examination.

The above rules and regulations are to be followed strictly. If necessary, the Examination Committee shall amend any rule or introduce new regulations.

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