

A.V.C. COLLEGE (AUTONOMOUS)

UGC Recognized 'College with Potential for Excellence - Phase I & II'

NIRF All India Ranking 2020: College Rank-Band: 101-150

**MANNAMPANDAL,
MAYILADUTHURAI- 609 305,
TAMILNADU, INDIA**



ACADEMIC CALENDAR
for
ODD SEMESTER 2020-21



COAT OF ARMS OF THE COLLEGE

The coat of arms of the College shows the picture of the poet Bharathidasan and a lotus flower with an “**Agal Vilakku**” on the middle petal. This indicates that the college is affiliated to Bharathidasan University, Tiruchirappalli.

The Peacock with the temple tower symbolises Mayiladuthurai, the place where the college is situated.

The five bunches of the paddy corn symbolise the five philanthropic families of Anbanathapuram, Enathimangalam, Pallavarayapettai, Karugudi and Kanganamputhur Villages to which the founders belong.

The “**Kuthuvilakku**” stands for the spreading of Knowledge.

The motto of the College in the emblem means “The more men learn, the more knowledge do they gain”.

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிர்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெரும் தமிழணங்கே உன்
சீரிளமைத் திறம்வியந்து செயல்மறந்து வாழ்த்துதுமே !

வாழ்த்துதுமே !!

வாழ்த்துதுமே !!!

- ‘மனோன்மனியம்’ பெ. சுந்தரம் பிள்ளை

PERSONAL MEMORANDA

 : College : 04364 - 222264
e-mail : avccollegeauto@gmail.com
website : www.avccollege.net

Name _____

Reg. No. _____ Class _____

Date of Birth _____

Vehicle No. _____

S.B.A/c.No. _____

Present Address :

Permanent Address :

Tutor's Name _____

IMPORTANT NOTICE

- The campus is free from 'Ragging' and if anybody is found involving in ragging, as per the guidelines of UGC and Government order, a suitable legal action and immediate suspension will be initiated by the college.
- Fees not paid (FNP) students will not be allowed for ODD/EVEN semester Supplementary Examinations.

New Academic Regulations implemented for the students admitted in UG/PG courses from the academic year 2018-19 and onwards

- As per the UGC Guidelines and Bharathidasan University order the modified study period for UG courses is -3 years. (Time span +2 years. The student should complete the degree within Five years). For example students admitted during 2020 - 2021 should complete the course before the academic year 2024-2025, June 2025)
- As per the UGC Guidelines and Bharathidasan University order the modified study period for PG courses is - 2 years (Time span + 2 years. The student should complete the degree within 4 years). For example - students admitted during 2020-21 should complete the course before 2023-2024, June 2024)

Special Note:

The campus is free from 'Ragging' and if anybody is found involving in ragging, as per the guidelines of UGC and Government order, a suitable legal action and immediate suspension will be initiated by the college.

UNDER GRADUATE PROGRAMME OUTCOMES

Programme Outcomes state the potentialities that the students are expected to have by the time of graduation. Students completing their Undergraduate Degree Programme will be able to acquire the following Programme Outcomes.

1. **Comprehension of Basic Facts:** Students acquire knowledge of basic facts and figures concerned with their subjects. They comprehend the basic concepts, fundamental principles and various theories in their relevant subjects.
2. **Scientific Outlook:** Their skills of observation and drawing logical inferences are enriched. They develop scientific outlook not only with respect to subjects of study but also in all aspects related to life.
3. **Integration of Skills and Knowledge:** They know how to integrate the learned skills and knowledge derived from the study of their respective subjects, acquiring the necessary depth and breadth required for a transdisciplinary perspective.
4. **Application of Knowledge:** Their demonstrative proficiency is enriched in using appropriate methods for research, critical analysis, creative work as professional performance. They articulate and apply values, principles and ideals derived from an individual as well as integrated understanding of their areas of study and demonstrate an awareness of current stream of thoughts and theories.
5. **Effective Communication:** They become effective communicators. They are able to communicate interpretations, implications and conclusions clearly, concisely and effectively. They excel both in oral and written communication in reaching out different types of audience. They are connected with and contribute to the world.
6. **Enhancement of Soft Skills and Stress Management:** Students are aware of the problems and challenges that they have to encounter. They acquire the stress management skill, enabling them to measure attitude, aptitude and interest and also adjust skills within the people. Appropriate and leadership qualities are obtained by them.
7. **Sensitisation of Environment and Gender:** They comprehend the unique relationship of man with the environment and are concerned with the havoc done by man to the environment. They are equally aware of the gender based issues. This leads to the change in the attitude of the students towards nature and opposite gender for more positive, proactive and eco-friendly and sustainable lifestyle. This not only ensures the high standard of behavioral attitude but also shapes the students socially responsible citizens.

POST GRADUATE -- PROGRAMME OUTCOMES

Programme Outcomes are the statements which highlight the capabilities the students are expected to have obtained by the time of graduation. On Completion of Post Graduate Degree Programmes, the Students will be able to acquire the following Programme Outcomes (POs).

- 1. Enhanced Knowledge:** Students will be able to develop specialized field knowledge and integrate knowledge across content areas. Through Curriculum and assessment mechanisms defined by each Post Graduate Degree Program, they will be able to demonstrate mastery relative to advanced knowledge, methods, research, pedagogy, communication and professionalism.
- 2. Diverse Perspective:** They will be able to evaluate diverse points of view embedded within varying frameworks which may include temporal, cultural, linguistic social political or technological contexts. They are capable of demonstrating comprehensive knowledge and understanding of one or more disciplines.
- 3. Critical Inquiry and Competency:** Students possess the capacity to engage in critical inquiry through principle approaches or methods and through effective and ethical information search and evaluation strategies. They possess the sense of inquiry and capability to ask appropriate questions, recognize cause and effect relationships, define problems, formulate and test hypotheses, analyze, interpret and draw conclusions from data, plan, execute and report the results of an experiment or investigations.
- 4. Application of Learning:** They obtain the knowledge of application of their learning. They apply disciplinary or interdisciplinary learning across multiple contexts, integrating knowledge and practice. They are well equipped to apply analytic thought to a body of knowledge, analyse and evaluate evidence, arguments, claims on the basis of empirical evidence, identify relevant assumptions, formulate coherent arguments, critically evaluate practices, policies and theories and derive at logical conclusions.

- 5. Exemplary Communication:** They display exemplary communication skills in presenting their ideas and thoughts both orally and in writing. They communicate with others using appropriate media. They confidently share their views and express their opinions. They demonstrate the ability to listen carefully, read and write analytically and present intricate and complex information in a distinct and effective manner to various groups.
- 6. Ethical Reasoning Power:** Their learning undergoes refinement and they obtain high moral and ethical reasoning power. This makes them to reason ethically various perspectives, policies and practices relevant to their field of study. They possess knowledge of the values and beliefs of multiple cultures and have a global perspective. They aim for multicultural society interacting respectfully with diverse groups. Ethical values are embraced in their life and career.
- 7. Constant Pursuit of Knowledge:** They have the ability to work independently, identify appropriate resources required for a project, acquire knowledge and skills through self-paced and self-directed learning aimed at personal development. They realise that the pursuit of knowledge is a lifelong process and one can achieve success only with untiring efforts and positive attitude.

CALENDAR - ODD SEMESTER - 2020-21

DATE	DAY	JUNE – 2020	Corona Lockdown	
DATE	DAY	JULY – 2020	Corona Lockdown	
DATE	DAY	AUGUST – 2020	DAY ORDER	WORKING DAY
1	Sat	Bakrid	*	*
2	Sun		*	*
3	Mon	Online Class starts	I	1
4	Tue		II	2
5	Wed		III	3
6	Thu		IV	4
7	Fri		V	5
8	Sat		VI	6
9	Sun		*	*
10	Mon		I	7
11	Tue	Krishna Jayanthi	*	*
12	Wed		II	8
13	Thu		III	9
14	Fri		IV	10
15	Sat	Independance Day	*	*
16	Sun		*	*
17	Mon		V	11
18	Tue		VI	12
19	Wed		I	13
20	Thu		II	14
21	Fri		III	15
22	Sat	Vinayaga Chaturthi	*	*
23	Sun		*	*
24	Mon		IV	16
25	Tue		V	17
26	Wed		VI	18
27	Thu		I	19
28	Fri		II	20
29	Sat		III	21
30	Sun		*	*
31	Mon		IV	22

CALENDAR - ODD SEMESTER - 2020-21

DATE	DAY	SEPTEMBER - 2020	DAY ORDER	WORKING DAY
1	Tue		V	23
2	Wed		VI	24
3	Thu	Last Date for Submission of Assignment – I	I	25
4	Fri		II	26
5	Sat		III	27
6	Sun		*	*
7	Mon		IV	28
8	Tue		V	29
9	Wed		VI	30
10	Thu		I	31
11	Fri		II	32
12	Sat		III	33
13	Sun		*	*
14	Mon		IV	34
15	Tue		V	35
16	Wed		VI	36
17	Thu		I	37
18	Fri		II	38
19	Sat		*	*
20	Sun		*	*
21	Mon		III	39
22	Tue	Last Date for Submission of Assignment – II	IV	40
23	Wed		V	41
24	Thu		VI	42
25	Fri		I	43
26	Sat		II	44
27	Sun		*	*
28	Mon		III	45
29	Tue		IV	46
30	Wed		V	47

CALENDAR - ODD SEMESTER - 2020-21

DATE	DAY	OCTOBER - 2020	DAY ORDER	WORKING DAY
1	Thu		VI	48
2	Fri	Gandhi Jayanthi	*	*
3	Sat		*	*
4	Sun		*	*
5	Mon		I	49
6	Tue		II	50
7	Wed		III	51
8	Thu		IV	52
9	Fri		V	53
10	Sat		VI	54
11	Sun		*	*
12	Mon	Commencement of CIA Tests – I	I	55
13	Tue		II	56
14	Wed		III	57
15	Thu		IV	58
16	Fri		V	59
17	Sat		VI	60
18	Sun			
19	Mon		I	61
20	Tue		II	62
21	Wed		III	63
22	Thu		IV	64
23	Fri		V	65
24	Sat		VI	66
25	Sun	Ayutha Pooja / Saraswathi Pooja	*	*
26	Mon	Vijaya Dhashami	*	*
27	Tue	Last Date for Submission of Assignment – III	I	67
28	Wed		II	68
29	Thu		III	69
30	Fri	Milad un-Nabi	*	*
31	Sat		IV	70

CALENDAR - ODD SEMESTER - 2020-21

DATE	DAY	NOVEMBER - 2020	DAY ORDER	WORKING DAY
1	Sun		*	*
2	Mon		V	71
3	Tue		VI	72
4	Wed		I	73
5	Thu		II	74
6	Fri	Commencement of CIA Tests – II	III	75
7	Sat		IV	76
8	Sun		*	*
9	Mon		V	77
10	Tue		VI	78
11	Wed		I	79
12	Thu		II	80
13	Fri		*	*
14	Sat	Deepavali	*	*
15	Sun		*	*
16	Mon		III	81
17	Tue		IV	82
18	Wed		V	83
19	Thu		VI	84
20	Fri		I	85
21	Sat		II	86
22	Sun		*	*
23	Mon	Publication of CIA Marks	III	87
24	Tue		IV	88
25	Wed		V	89
26	Thu		VI	90
27	Fri		I	91
28	Sat		II	92
29	Sun			
30	Mon			

1. AUTONOMY

A.V.C. College was conferred autonomy in the year 1987 by the University Grants Commission and Autonomous review committee assessed the performance of the college and extended the autonomous Status of the college until 2022. Under autonomy, the college has the freedom to determine and prescribe its own courses of studies and syllabi, prescribed rules of admission (subject to the reservation policy of the State Government), evolve methods of evaluation and to conduct examinations. The degrees are awarded by the Bharathidasan University, Trichirappali under its seal with the name of the College mentioned.

2. SEMESTER SYSTEM

The college has opted for the Semester system. In this system an academic year shall consist of two semesters and each semester shall have not less than 90 working days. These days exclude the preparatory and examination days. However, individual departments may arrange extra classes, tutorials, laboratory sessions and remedial classes apart from the usual working days. The Odd Semester is the period from June to November and Even Semester is the period from November to April.

The semester pattern is a convenient, effective, well-ordered educational system in which both the teacher and the taught can participate fully in the productive act of creative learning. In this system a student learns and earns his marks as he goes along without having to wait for the burdensome, traditional annual examinations. Thus from the student point of view, the semester pattern is a facilitator. If the student is regular and prompt, attending to his/her day-to-day work, no special preparation will be needed for the tests and examinations. The examinations become part of the academic routine devoid of the fear and tension they usually cause.

The medium of instruction in all U.G and P.G courses is English (Except Part I Language/major Tamil). Students shall take all tests and examinations only in English.

3. CONTINUOUS INTERNAL ASSESSMENT (C.I.A.)

The Continuous Internal Assessment is a built-in, integral part of the semester pattern, which helps a student secure good marks. It is nothing but a continuous evaluation of the development and knowledge of the students by the teachers. It is a process that extends

over the period of a semester and it provides for a gradual build-up of cumulative judgement about the performance of students. The End Semester Examination (ESE) is used to evaluate the student on the sum total of his achievement during the semester. C.I.A. is mainly intended to provide feedback to the teacher and learner about the continuous progress of the student as he/she learns. The weightage of marks for the C.I.A. and End Semester Examination (ESE) is as follows.

UG & PG Courses

CIA	- 25	ESE	- 75 (For Theory)
CIA	- 40	ESE	- 60 (For Practical)
CIA	- 25	ESE	- 75 (For Project) [for PG only]

The following tools are used for the C.I.A.

1. Attendance
2. Assignments
3. Tests
4. Seminar

The break-up of marks for the four components of the C.I.A. is:

1.	Attendance	10%
2.	Assignments (3 nos.)	20%
3.	Tests (2 nos.)	60%
4.	Seminar	10%
	Total	100%

3.1. Attendance

Marks for attendance are given as per the table given below.

% of Attendance	Marks	% of Attendance	Marks
0 -74	0	86-90	8
75	5	91-95	9
76-80	6	96-100	10
81-85	7		

- i. **Unless a student earns a minimum of 75% attendance in a paper, he/she is not eligible to appear for the examination in that paper.**
- ii. Attendance in terms of percentage is calculated for each paper while awarding marks for the attendance component of C.I.A.
- iii. In the case of late admissions, the attendance is calculated from the date of admission to the course.
- iv. Exemption from attendance is given in the form of "on duty" (O.D) for participation in sports, camps, competitions and other

co-curricular and extra-curricular activities arranged by the college, or other recognized bodies. Only the Principal has the authority to grant this exemption.

- v. Leave on medical grounds will not in any way help a student to compensate the loss of attendance. It will help a student only to continue his studies in the college without a break in studies.
- vi. Attendance earned by a student is published in the department notice board three times in a semester.

LACK OF ATTENDANCE

- vii. A student is eligible for condonation of the attendance stipulation in a paper if he/she puts in attendance ranging from 50% to 74% in that paper. He will be permitted to sit for the End Semester Examination, after paying the prescribed condonation fee.

REDO THE COURSE

- viii. A student who earns less than 50% attendance in a paper can redo the course so as to secure the stipulated attendance, after completing his/her tenure of study of the course, by getting permission from the respective Head of the Department and the Principal, registering his name with the Controller of Examinations, and paying the prescribed fee for redoing the course.
- ix. A student who leaves the course of study (Discontinued) in the middle is not eligible for readmission.

MAXIMUM DURATION

- x. As per the UGC Guidelines and Bharathidasan University order the modified study period for UG courses is -3 years. (Time span +2 years. The student should complete the degree within Five years). For example students admitted during 2020 - 2021 should complete the course before the academic year 2024-2025, June 2025)
- xi. As per the UGC Guidelines and Bharathidasan University order the modified study period for PG courses is - 2 years (Time span + 2 years. The student should complete the degree within 4 years). For example - students admitted during 2020-21 should complete the course before 2023-2024, June 2024)

3.2. Assignment

Three Assignments are given in each paper in a semester. These assignments are valued and returned to the students with the teacher's remarks. The last date for the submission of each assignment is given in the College calendar.

3.3. Tests

Two C.I.A. Tests are conducted in each paper in a semester and the dates of commencement of tests are given in the college calendar. Schemes for I & II Cycles of the C.I.A. Tests are put up on the College Notice Board, a week in advance from the date of commencement of the Tests. The Examination Committee will make centralized arrangements for the tests. Announcements regarding the portion and the pattern of question paper will be made by the HODs well in advance. The test papers shall be valued in a week and returned to the students. The marks are published in the Department Notice boards along with his/her attendance regularly.

3.4. Seminar

Each student shall take a Seminar in each paper. The date of the Seminar will be informed to the students in advance. Performance in seminar will be assessed by the respective Staff-in-charge of the C.I.A.

The consolidated C.I.A. marks in each paper will be notified through the department notice board on the date earmarked for the publication of C.I.A. marks. **Doubts/discrepancy, if any, in the C.I.A. marks must be brought to the notice of the staff-in-charge of the C.I.A. concerned and the HOD within 2 days from the date of publication of the C.I.A. marks.**

4. END SEMESTER EXAMINATIONS

At the end of each semester, the END SEMESTER EXAMINATIONS are conducted. The examinations conducted during November and April are respectively called ODD and EVEN SEMESTER EXAMINATIONS. In order to help the students to clear the arrears, supplementary examinations are conducted.

Examination Time tables for Theory, Practical and Viva-voce are put up on the College Notice Board, separately, one week before the

commencement of these examinations. It is the responsibility of the students to know the examination time-table. **Any doubt regarding the date, the title of the paper, eligibility of a student to appear for the examination, etc., must be clarified from the Controller of Examinations.**

The Semester Examinations are purely external, i.e., all the question papers are set and the answer-scripts valued by the competent examiners chosen from other institutions and Universities.

4.1. Semester Examination

i. There is only one valuation of the U.G. answer scripts by external examiners.

ii. All the P.G. answer papers are valued under double valuation system- i.e., the first by an internal examiner and the second by an external examiner.

iii. If the mark difference between the first and second valuation exceeds a prescribed limit, the paper is referred for a third valuation by an external examiner.

iv. Students can apply for **Retotalling** of marks, if they have doubts in totalling, by paying the prescribed fee. But the retotalling of marks is allowed only for the theory papers and the students should apply for retotalling within **six** days from the date of declaration of results.

v. **Revaluation of answer paper/transparency** (Xerox copies of valued answer scripts) in the valuation of answer scripts is permitted only for UG students on payment of a prescribed fee.

vi. Viva-Voce examinations are conducted only once a year i.e., during the Even Semester Examinations.

vii. A student who fails in the Semester Practical Examinations can appear for the same only in the subsequent Semester Practical Examinations.

viii. **Student failing in only one paper :**

In the final semester Supplementary Examinations (VI SSE for UG, IV SSE for PG) a Candidate with only one arrear in theory /

Practical / Viva-voce can appear irrespective of the semester in which the candidate failed.

ix. **Project work / Dissertation:** A Student who fails to secure the prescribed passing minimum in the project work/dissertation shall be required to re-submit the project work/dissertation by getting permission from the respective Head of the Department and the Principal, registering his name with the Controller of Examinations, and paying the prescribed fee.

4.2. Choice Based Credit System (CBCS)

In the technically advanced modern times, the learner is expected to make horizontal and vertical mobility. To enable him to achieve this, multi-disciplinary learning must be given due consideration. Choice Based Credit System (CBCS) promotes both quality and relevance in higher education. Under this system, a student can select his own combination of courses that may suit his caliber and interest. Ultimately he can prepare himself thoroughly for competitive examinations and higher studies at the national and international levels and also for higher studies in abroad. The College offers this system and the students can get themselves benefited from it.

Besides Core Course (CC) and Allied course (AC) the college provides certain other viable and socially relevant courses such as EDC (Extra Disciplinary Course) Skill Based Course and Value Education Course. Every department offers selected subjects in EDC and Skill Based Courses. The students of one faculty can choose any other subject of his/her own choice offered by other faculties. The system enables the students to become well versed in different subjects.

Environmental Studies paper of UGC syllabi are provided to students of all faculties. By studying such subjects the students can attain environmental social awareness and thereby render great service to humanity in future. Further, courses such as Soft Skill

Development, Gender Studies & Human Values and Ethics are offered to all UG Students.

The re-structured syllabi offered in each department thus fulfill all the needs and expectations of the learners.

4.3. Credits

The term “Credit” refers to the weightage given to a course, usually in relation to the instructional hours assigned to it.

The total minimum credits required for completing a UG Programme shall be 140 (including Part I, II, III, IV and V) and for a PG Programme is 90.

The calculation for the Results and awarding Grade will be followed as per the norms of the Bharathidasan University such as

4.4. Passing Minimum

A student is declared as PASS in a subject when he secures a minimum of 40% in the UG programmes and 50% in the PG programmes, inclusive of external and internal assessments.

4.5. Grading of Marks

ABBREVIATIONS:

MAX	-	Maximum
CIA	-	Continuous Internal Assessment
ESE	-	End Semester Examination
LC	-	Language Courses
ELC	-	English Language Courses
CC	-	Core Courses
AC	-	Allied Courses
EC	-	Elective Courses
NME	-	Non Major Elective
GIC	-	General Interest Course
SBC	-	Skill Based Courses
VBC	-	Value Based Courses
EA	-	Extension Activities
PW	-	Project Work
EDC	-	Extra Disciplinary Courses
*	-	Supplementary

4.8. GRADING OF THE COURSES FOR UG-STUDENTS admitted from - 2016 onwards :

Marks range	Grade Point	Corresponding Grade	Classification of Final Results
90 and above	10	O	Outstanding
80 and above but below 90	9	A+	Excellent
70 and above but below 80	8	A	Very Good
60 and above but below 70	7	B+	Good
50 and above but below 60	6	B	Above Average
40 and above but below 50	5	C	Average
Below 40	0	R.A.	Reappearance

4.9. GRADING OF THE COURSES FOR PG AND M.Phil, Students admitted from - 2016 onwards

Marks range	Grade Point	Corresponding Grade	Classification of Final Results
90 and above	10	O	Outstanding
80 and above but below 90	9	A+	Excellent
70 and above but below 80	8	A	Very Good
60 and above but below 70	7	B+	Good
50 and above but below 60	6	B	Above Average
Below 50	N.A.	R.A.	Reappearance

The over all performance of the candidate from the First semester to Final Semester i.e. CGPA (Cumulative Grade Point Average) and WAM (Weighted Average Marks) are calculated by the following formulae:

$$\text{GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}; \quad \text{WAM} = \frac{\sum_{i=1}^n C_i M_i}{\sum_{i=1}^n C_i}$$

Where

- C_i - Credit earned for the course i
- G_i - the grade point obtained by the student for the course i
- M_i - Marks obtained for the course i .
- n - number of courses cleared
- Σ - summation sign

4.10. Award of Degrees

A candidate shall be eligible for the award of the Degree or Diploma only after he/she has passed all the examinations prescribed for the course including the project work/dissertation, Part IV papers and Part V activities and the Degree or Diploma shall be awarded by the Bharathidasan University.

5. ADDITIONAL INFORMATION ABOUT SEMESTER EXAMINATIONS

1. Payment of Examination fees and submission of application form must be made as per the dates given in the College calendar. Change in the date, if any, will be informed through circulars and the same will be put up in the College notice board also. Late remittance of Examination fees or late submission of application form will not be allowed on any account.

2. Hall tickets will be issued two days before the commencement of examinations.

3. Results of all examinations will be published in a month's time from the date of the last examination.

4. Mark sheets will be issued from the very next day of the publication of the results.

5. On receiving the first semester Statement of Marks, the student should take care to verify the details regarding his/her name, initial, date of birth, etc. Request for correction should be made within a week in the COE Office.

6. One has to apply for i) **Retotalling of marks** within **SIX DAYS** from the date of publication of results.

ii) **Transparency** in the valued answer scripts within **EIGHT DAYS**.

iii) **Re-valuation** of answer scripts within **TEN DAYS**.

7. Duplicate Mark sheet can be had by paying the prescribed fee and by making a request to the Controller of Examinations. The request should be accompanied by a certificate issued by the Sub Inspector of Police or Thasildar in the respective region.

8. Consolidated mark sheets will be issued soon after the semester mark sheets of all courses are distributed.

9. The Bharathidasan University issues Provisional certificates. A student is eligible to get the provisional certificate only when he/she passes all the papers prescribed for the course, including the project work.

10. Degrees and Diplomas are issued under the seal of the University. One has to apply for convocation to the University, through the College. Convocation forms will be made available in the College.

11. All particulars relating to Semester Examinations can be obtained from the Controller of Examinations.

12. For all matters relating to C.I.A Tests one has to contact the Convener, Examinations Committee.

13. For all matters relating to syllabi students can contact the respective Heads of the Departments or the Controller of Examinations.

14. Fees not paid (FNP) students will not be allowed for ODD / EVEN semester Supplementary Examinations.

6. INSTRUCTION TO BE FOLLOWED BY THE STUDENTS IN THE EXAMINATIONS HALL

1. Be present 15 minutes before the commencement of Examination.
2. Be seated as per the seating arrangement made.
3. Leave your books and other study materials outside the Examination hall.
4. Kindly observe the instructions given by the invigilator.
5. Ensure the possession of Hall Ticket and Identity Card.
6. Write your register number in the appropriate box of main book only.
7. Fill up the main sheet column very carefully.
8. Handover the answer scripts to the invigilator personally.
9. Don't indulge in any type of malpractice.
10. Write your register number in the Question Paper also.
11. Write the answers only in English (Except for Part I and Major Tamil).
12. In the case of Malpractice at the Examination Hall; action will be taken by the Disciplinary Committee against the students, based on the report submitted by the Examinations Committee.