

P.K.R. ARTS COLLEGE FOR WOMEN
(Accredited with 'A' Grade by NAAC)
An autonomous institution – Affiliated to Bharathiar University
No.:21 Pariyur Road, GOBICHETTIPALAYAM – 638476.
Ph.: 04285-222128, 221569 Email:pkroffice@gmail.com Website pkrarts.org

**RULES AND REGULATIONS FOR STUDENTS ADMITTED FROM
2020 – 21 & ONWARDS (PG PROGRAMME)**

**RULES AND REGULATIONS FOR STUDENTS ADMITTED FROM
2020-21 & ONWARDS (PG PROGRAMME)**

P.K.R. Arts College founded in the year 1994 with the vision to make the college a “Centre of Excellence” in higher education by imparting value based quality education to rural women, to empower and make them economically independent and socially committed to the task of building a strong nation. Ever since its inception the college took steps to inculcate the core values of truth and righteousness through right kind of teaching and learning methods and grown to leap and bounds.

As per the expectations of UGC on the Autonomous colleges, our college has initiated the following measures for the quality improvement of its functioning:

1. To Re-structure and design the course curricula;
2. To Inculcate research culture amongst the students and teachers;
3. Promote healthy practices such as community service, extension services, projects, etc. for the benefit of the society

The P.K.R. Arts College for Women follows the UGC, TANSICHE and Bharathiar University guidelines of CBCS pattern in framing Course Scheme and scheme of examinations for the students admitted in various UG and PG Programmes from the Academic year 2017-18 and onwards.

DEFINITION OF TERMS:

Choice Based Credit System (CBCS):

CBCS is a flexible system of learning that permits students to,

- Learn at their own pace,
- Choose electives from a wide range of elective courses offered by the departments
- Adopt an inter-disciplinary approach in learning, and
- Undergo additional courses and acquire more than the required number of credits
- Make best use of the expertise of available faculty

Programme:

The term “*Programme*” is used to refer to the Bachelor or Master level of study offered in P.K.R. Arts College for Women. For e.g. B.A. Programme indicates Bachelor of Arts and B.Sc Programme indicates, Bachelor of Science and M.Sc Programme indicates, Master of Science.

Branch:

The term “*branch*” is used to refer to the subject specialization under the Bachelors or Masters Level of study offered in P.K.R. Arts College for Women. For e.g. B.A. Tamil Literature indicates, the Bachelor of Arts, specializing Tamil Literature and M.Sc - Mathematics, indicates Master of Science, specializing in Mathematics.

Duration:

The total study periods of various programmes are:

- Undergraduate (Bachelors) programmes : (B.A. or B.Sc or B.Com or BCA or BBA) :Three years (Six semesters)
- Postgraduate (Masters) programme (M.A. or M.Sc, M.Com & M.B.A): Two years (Four semesters) and M.C.A. Regular stream (Three years – Six Semesters), Lateral entry stream (Two years – Four Semesters).

Curriculum:

The term “Curriculum” indicates the various components of the programme and branch of study.

Course:

The term “Course” is used to refer to the specific subject or the paper of the particular Programme and branch of study.

Course Scheme:

Course scheme denotes the course outline or the components of the particular Programme and branch of study.

Scheme of examinations:

Scheme of examination indicates the contact hours allotted for each course, the duration of End Semester Examination, marks details for CIA and ESE and the credit score specified for each course.

Syllabus:

The subject content of each course is referred to as “Syllabus”.

Semester:

The term “semester” denotes the start and the end of teaching period of the Academic year. The college adopts two semester pattern of an Academic Year. The duration of each semester is roughly around six months period but not less than 90 working days. The semester is subdivided as (ODD and EVEN) spanning six months (odd semester is from June to November) and Even semester (December to May).

Credit system:

It is a system of assigning weightage to each one of the courses and components of the curriculum of a programme and branch of study in terms of the weightage of the teaching learning process of that particular course. The weightages are given in terms of credit points.

Credit point:

Credit point is the numerical weightage given to the particular course of study. The student learner should obtain the mandatory minimum credit points specified for each programme and branch of study to earn her degree. The student learner may also earn additional credits by the way of completing extra courses (subjects).

Programmes offered:

M.A.	: Tamil Literature
M.A.	: English Language and Literature
M.Sc	: Mathematics
M.Sc	: Physics
M.Sc	: Computer Science
M.C.A.	: Master of Computer Applications
M.Com	: Commerce
M.B.A.	: Master of Business Administration

Qualification for Admission:

The eligibility conditions and the guidelines issued by the Bharathiar University in admitting students are followed for all the PG Programmes offered in P.K.R. Arts College for Women.

Duration:

For all the PG programmes except M.C.A. the duration is two (02) years. For M.C.A. regular stream, the duration is 3 years and for lateral entry stream it is 2 years time period.

COMPONENTS: FOR PG PROGRAMMES:

- i) Core courses :
- ii) Core Elective courses :
- iii) Skill Enhancement courses: Cyber Security : offered during II Semester
 - a. Employability Enhancement course : offered during III Semester
 - b. Proficiency Enhancement :
 - i) Online course / Learning Object Repository : offered during II-IV Semester
 - ii) Extra Credit Course : offered during II - IV Semester
 - iii) Certificate Course : offered during II - IV Semester

Minimum credit to be earned to complete the programme:

- All Post Graduate (UGC approved) Programmes : **100** credits minimum
- AICTE approved M.C.A. Programme : **100** credits minimum
- AICTE approved M.B.A. Programme : **108** credits minimum

EXAMINATION AND EVALUATIONS:**Requirement for appearing End Semester Examinations:****Attendance: (as per the norms and guidelines of Bharathiar University)**

- i) A candidate is eligible to appear for the End Semester examinations in any semester if:
 - She secures not less than 75% of attendance in the number of working days during the semester.
 - Her progress has been satisfactory
 - Her conduct has been satisfactory

ii) Candidates who earn attendance between 65% to 75% are not eligible to appear for the current semester examinations. However, the Principal may condone the lack of attendance of those students on the following grounds and permit them to write End Semester Examinations, after the payment of condonation fee:

- * Prolonged illness
- * Major Surgery
- * Accident which demands a long rest

The cause of the long period of absence should be informed with supportive documents to the Principal within a week's time and get the leave sanctioned.

iii). Candidates who earn attendance between 55% and 64% are not eligible to appear for the current semester examinations. However, they can write arrear subjects, if any. They are permitted to continue their studies in the next semester; while continuing in the next semester, they have to compensate and earn combined attendance of 75% or more by taking the average of the attendance earned in the current and the previous semester.

iv). Candidates who earn attendance below 55% are not eligible to appear for the current semester examinations and also have to discontinue the course and rejoin in the same semester in the next academic year, if vacancy is available, with proper approval from the Bharathiar University and the Principal through the Head of the Department concerned. These candidates are eligible to write arrear subjects, if any.

v). Students having a minimum of 75% of attendance in the Practical classes alone will be eligible to submit their record note books and appear for CIA and ESE practical examinations.

vi). Students shall be permitted to appear for the practical examinations only with the submissions of bonafide records

Scheme of examinations:

i). All End Semester Examinations (theory and practical) shall be conducted twice a year, in November / December and in April / May. All failed candidates shall be governed by the regulations and syllabus in force at the time of their subsequent appearances.

ii). Additional supplementary End Semester Examinations in final semester subjects and Special Supplementary End Semester Examinations for students who have failed in only one subject up to V semester (UG Programs) and up to III semester (PG Programs) are conducted in June / July every year to facilitate the final year failed students to go for higher studies or seek job early.

RULES TO BE FOLLOWED BY STUDENTS DURING EXAMINATION

1. A candidate entering the examination hall must possess hall-ticket and identity card issued by the Principal; else she will be denied admission to write the examination.
2. Candidates have to occupy their allotted seats 10 minutes before the commencement of examination and maintain discipline and silence inside the examination hall. They have to give due attention to the instructions given by the Hall Superintendent before the commencement and also during the examination.
3. No candidate will be permitted to enter examination hall after 30 minutes from the commencement of examination. Similarly, no candidate will be permitted to leave the hall before 30 minutes from the commencement of examination.
4. A candidate who leaves the examination hall will not be permitted to re-enter the hall under any account.
5. Candidates are expected to bring their own pens, pencils, eraser, geometrical instruments, non-programmable calculators etc. and will not be allowed to borrow from others.
6. Candidates should use only blue or black ink or ball pen while answering their papers. Only for drawing diagrams or chart colour pens/sketch pens are allowed.
7. Clark's mathematical table, Statistical table and Compound present value table will be supplied to candidates on request and the same should be returned immediately after use, without any scribbling. However, the candidates will be allowed to use their own mathematical and statistical tables / data sheets /graph sheets which are uncommon and specifically required to answer a particular paper after obtaining permission from Chief/Hall Superintendent. Such sheets or tables with any scribbling will not be permitted.
8. Candidates are prohibited from possessing study material in any form or mobile phone or and any such Electronics / Communication instruments inside the examination hall. Mere

possession of such materials inside the examination hall itself will be considered as the material meant for malpractice and will lead to disciplinary actions.

9. Candidates must verify and satisfy themselves that they have received correct question paper before they start answering for questions. Question paper not relevant should be returned to the hall superintendent at once.
10. Candidates are not allowed to write beyond the time prescribed for the examinations.
11. Rough work, if any, must be done by the candidates on the bottom of the page itself. Candidates can reserve, if necessary, one fourth of the page at the bottom exclusively for the purpose. No separate answer book for rough work will be supplied to candidates. Rough work carried out of by a candidate will become part and parcel of the answer paper.
12. Candidates are forbidden from asking questions or clarifications of any kind from the fellow student or Hall Superintendent during the examination.
13. Candidates should not detach any sheet from the main answer book or smuggle out additional sheet or main book.
14. Candidates should handover the answer books personally to the Hall superintendent, before leaving the examination hall.
15. Candidates should not write their Register number anywhere else (except in the specified space) on the first page of Answer Book. Writing the name or making any appeal in the answer book or any other identifiable marking will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary measures.
16. The students who indulge in any malpractice while writing examination will be immediately referred to the Chief Superintendent for the initiation of appropriate disciplinary action.
17. In case of impersonation, the accused will be handed over to police authorities for investigation and necessary action.
18. In the event of public holiday being declared after the publication of timetable, the examinations will not be postponed or cancelled. The examinations will be conducted as scheduled unless otherwise notified.
19. Any letter or telegram or phone call to a candidate shall not in any case be delivered / informed to the candidate until he/she completes examination.

20. The differently abled candidates who could not write examination by themselves shall submit a request to the Principal in the beginning of the Academic Year with the support of documentary evidences for alternate arrangements.

Transitory positions:

The candidate who have completed the course of study but have arrears will be permitted to take up the examinations only under the regulations in force at the time.

Facility to appear in an examination already passed:

The Candidates who have passed examinations may be permitted to appear again (Only once) for the end semester examinations of that course or courses under the regulations and syllabi in force then, with a view to improve their performances (s). If they do not show improvement their previous marks shall be the final marks in all records (such candidates should not have applied for their Degree certificate in Convocations held in between). Also such reappearances shall be permitted to appear only once at the examination / examinations conducted in the college in the next two semesters only.

Provision to re-total the answer book:

Candidates who desire to have their answer books re-totaled shall apply to the controller of Examinations, remitting the prescribed fees within 10 calendar days from the date of publication of results. Where the marks obtained in the re-totaling are higher than the marks awarded earlier, the Controller of Examinations shall issue the revised mark sheets after withdrawing the previous one.

Provision to appeal for re-evaluation of End Semester Examination Marks:

Candidates who desire to have their answer books revalued shall apply to the Controller of Examinations, remitting the prescribed fees within 10 calendar days from the date of publication of results (The date mentioned in the Mark sheet). If the revalued marks are higher to the extent of getting a passing minimum and more than the marks awarded earlier, then the COE shall issue the revised mark sheet after withdrawing the mark sheet issued previously. If the revalued marks are higher than the marks awarded earlier but not to the extent of getting a

passing minimum, then the first valuation marks shall be the final marks. The principles of moderation formulated in the Results Passing Board for the respective examination shall be applied for the revaluation cases also.

Transparency system:

Under this system, the photo copy of the answer script written by the student is issued on request. The procedure is that the candidate who desires to get the Photo copy of her answer script shall apply to the COE, remitting the prescribed fee within 10 calendar days from the date (noted in the mark sheet) of publication of results. On a specific day, the candidates who have applied for this facility will be given with the photo copy of the answer script and would be directed to discuss the issues with the subject expert who are specially appointed for the purpose. The students may scrutinize the answers script, discuss with the subject expert, get clarifications and if they are not convinced with the marks awarded then they may go for applying for revaluation. Such a request shall be made within 3 calendar days. The procedure followed for the revaluation is applied to this category also.

Facility to qualify in Extra subjects:

The candidates desirous of qualifying themselves in course (subjects) other than those Prescribed for the programmes can appear for the ESE in those courses (subjects) as an additional (Extra) course paper in Part-III with prior permission. Attendance is not compulsory and therefore the candidate shall study independently and appear for the examination. The marks awarded for this will not be counted for classification of Part: III courses. However it will be considered for the completion of Part: V, if opted as an optional course under Part: V.

Passing Minimum:

A candidate who secures not less than 50% marks in ESE of various components shall be declared to have passed the examination in that course (subject).

Classification of successful candidates and grading system:

No candidate shall be eligible for classification or grading unless...

- The candidate has undergone the prescribed course of study for the prescribed period
- Has passed / completed all the subjects / components prescribed for the programme
- Has earned the credit points prescribed for the course.

Part: III

Candidates who have passed all the Part: III examinations in FIRST ATTEMPT within the study period of the respective semester and securing 75% and above in aggregate of Part: III shall be declared to have passed the Part: III examination in first class with distinction. All other candidates who have passed Part: III subjects and securing 60% to 69.9% & above, 50% to 59.9% and 40% to 49.9% shall be declared to have passed the Part: III examinations in First, Second and Third class respectively.

GRADING SYSTEM

Based on the guidelines of Bharathiar University on grading system the following grading System for the students admitted from 2017-18 & onwards.

Conversion of Marks to Grade Points and Letter Grade:

RANGE OF MARKS	GRADE POINT	LETTER GRADE	DESCRIPTION
90 - 100	9.0 -10.0	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	Reappear
Absent	0.0	AAA	Absent

Classification:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First class – 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

Applicable only to U.G. Programme

* Applicable for the students who have passed the Part: III examinations in FIRST APPEARANCE within the study period of the respective semesters.

- Cumulative Grade Point Average (CGPA) and final classifications are to be made for the students who have passed all subjects / completed all components prescribed for the programme
- Part-III components alone are considered for CGPA
- Part-IV & Part-V are not to be considered for finding the CGPA or for the classification of Part—III
- The maximum marks per course (subject) are to be fixed at 100. (if it is less or more than 100 it should be converted to 100)
- Grade point average – For a semester: $(GPA): = \frac{\sum CGP}{C}$

Where C= Credits earned for the course in any semester

G= Grade Points obtained for the course in any semester

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

- Cumulative Grade Point Average – For the entire programme: (CGPA) is calculated by using the formula:

$$\text{CGPA} = \frac{\sum \text{CGP}}{\sum \text{C}}$$

Where C= Credit Point GP= Grade Point

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

- **CGPA is given only in Consolidated mark / Grade sheet**

Ranking:

- Candidates who have passed all the courses (subjects) or completed all the components prescribed for the programme within the period of study are only eligible for Ranking
- Ranking is based on the marks scored in Part-III subjects only.
- Candidates passing the Part-III subjects in First Attempt within the study period of respective semesters are only eligible for ranking.
- In case of Reappearance, the first appearance mark is only considered for ranking
- Candidates absenting for the courses (subjects) prescribed in Part-III and getting higher marks in the subsequent appearances will not be considered for Ranking.

MALPRACTICE AND PUNISHMENT

Punishment for malpractice committed during End Semester Examinations.

The students, who indulge in any malpractice, while writing examination, will be directed to report to Chief Superintendent. The chief superintendent will review and forward the case to Controller of Examinations and the Coe in turn will submit the details to Examination Committee for the initiation of appropriate disciplinary proceedings.

NATURE OF MALPRACTICE	NATURE OF PUNISHMENT	LEVEL OF PUNISHMENT
Making an appeal in any form inside the answer script	Warning may be given and if repeated the examination taken by the candidate will be cancelled	LEVEL: I
Possession of mobile phone / study materials / incriminating materials in any form	The particular examination taken by the candidate will be cancelled	LEVEL: II
Aiding / Passing / Referring / Copying from mobile phone / study material	The particular examination and all the examinations written already in this semester including Arrear will be cancelled and may be permitted to write subsequent semester examinations	LEVEL: III
Insubordinate behavior or threatening the Invigilator	The particular examination and all the examinations written already in this semester will be cancelled and also will be debarred from appearing for the ONE subsequent semester examinations	LEVEL:IV
Inserting previously written answers	The particular examination and all the examinations written already in this semester will be cancelled and also will be debarred from appearing for the TWO subsequent semester examinations	LEVEL: V
Case of Impersonation	The particular examination and all the examinations written already in this semester will be cancelled and will be expelled From the college and the matter will be referred to the Police if necessary for further action.	LEVEL: VI

GUIDELINES:

Institutional / Industrial Training:

A student shall visit an institution / organisation and learn its operations according to the nature of her discipline of study after approval from the Department for a period of 15 days during her summer vacation between II and III semesters. Work carried out during this period will have to be recorded in a work diary provided by the department. An institutional training report should be submitted by the student at the end of the third semester (ESE) to complete the programme.

Core Optional

A student shall take up one **CORE OPTIONAL** course offered by other departments under Part: III to complete the programme. The score obtained in this course will be accounted for CGPA calculation. The enrollment is based on first come first served basis depending upon the available strength. The following is the list of optional papers offered by each department.

PG PROGRAMME 2017 – 2018 & 2018-19 ONWARDS

S.No.	Course Code	Department	Course
1.	20COP01	English	Business Communication
2.	20COP02	Tamil	Novel literature
3.	20COP03	Mathematics	Statistical Methods
4.	20COP04	Physics	Concepts of Electrical Appliances
5.	20COP05	Computer Science	Animation Practicals
6.	20COP06	Commerce	Banking and Insurance
7.	20COP07	Management	Agri-Entrepreneurship

Proficiency Enhancement - Self Study:

No lecture hours are provided for self study courses and the students are expected to prepare the courses on the prescribed syllabi by their own. Students have to appear for the ESE that would be conducted as per the curriculum specification of each department and scoring a passing minimum is mandatory for completion of the programme. The score obtained in this course will not be accounted for CGPA calculation.

Extra Credit Course(s):

A student shall take up a minimum of ONE Extra Credit Course which is /are offered by other departments under Part: III. Also, a student will be permitted to appear for any number of Extra Credit Course(s) during her tenure of study. On passing an extra course, a student will earn 2 extra credits which will be mentioned in her mark sheet but failing to score a passing minimum will not be reflected in her mark sheet as an arrear. The score obtained in this (these) course(s) will not be accounted for CGPA calculation. No lecture hours are provided for extra credit course(s). The student has to take up end semester exam.

DISTRIBUTION OF MARKS & QUESTION PAPER PATTERN

For all the PG programmes except MBA

CATEGORY	TOTAL MARKS	DISTRIBUTION OF MARKS		PASSING MINIMUM FOR (ESE)	OVERALL PASSING MINIMUM FOR (CIA & ESE)
		CIA*	ESE **		
Theory (Both CIA and ESE)	100	25	75	38	50
Practical	100	40	60	30	50
Skill Enhancement: Cyber security	100	100	-	50	50
Project	100	20	80	40	50
Proficiency Enhancement(Self study)	100	-	100	50	50
Comprehension	100	--	100	50	50

i) *Appearance for CIA is mandatory to take up the ESE.

ii) **Bloom's Taxonomy based assessment pattern is adopted.

Components and Breakup of Marks for Theory Courses (With CIA and ESE)

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA	Assignment	5	25
	Quiz/Seminar/Concept Clarification	5	
	Consolidation of CIA Tests	10	
	Model Exam	5	
Model Exam and ESE	Section A: (10X2=20) K1: Remember Level Two questions from each unit (<i>No Choice</i>)	20	75
	Section B: (5X4=20) K2: Understand Level K3: Apply Level K4: Analyze Level K5: Evaluate Level One question from each unit (<i>Either / or</i>)	20	
	Section C: (5X7=35) K2: Understand Level K3: Apply Level	35	

SPLIT - UP	COMPONENTS	MARKS	TOTAL
	K4: Analyze Level K5: Evaluate Level K6: Create level (Compulsory question) One question from each unit (<i>Open Choice</i>)		

Components and Breakup of Marks for Practical Courses (With CIA and ESE) under Part III:

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA	Conduct of Experiments (<i>Minimum 10 experiments to be conducted/practical course/semester</i>)	10	40
	Class Test : 10 Marks	25	
	Model Test : 15 Marks		
	Record Work	5	
ESE	Record Work	10	60
	Experiment / Activity: 1 Algorithm/Steps/Procedure/Logic	10	
	Input/Execution/Observations/Output/Result	15	
	Experiment / Activity: 2 Algorithm/Steps/Procedure/Logic	10	
	Input/Execution/Observations/Output/Result	15	

Components and Breakup marks for - Cyber Security

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA Question Paper Pattern	Test I : 4 X 5 = 20 1 Hour	20	40
	Test II: 4X5=20 1 Hour	20	
	Test III : (Model) 2 Hours (5 out of 8 essay type questions)	50	50

Assignments	Two assignments 2 X 5 = 10 (Meaning, definition and concept clarification from various sources)	10	10
-------------	---	----	----

Note : 100% Internal

**Components and Breakup of Marks for evaluation of Project (ESE) of under Part III:
(Except MCA/M.Sc (CS) Programme)**

Departments encouraging project work may adopt the following structure for evaluation of reports else, they shall define their own rubrics as per need **The project reports** are evaluated at the end of semester by the **Internal & External Examiners** as appointed By COE. Following weightages shall be used to evaluate the Project report:

SPLIT - UP	COMPONENTS		TOTAL MARKS (100)
CIA	Regularity	10	20
	Review / Presentation	10	
ESE*	Knowledge about the organisation / theme of study	20	80
	Nature of Work / Logic behind the study	20	
	Learning Outcome	20	
	Viva – Voce	20	

*ESE Viva-Voce for projects will be jointly conducted by internal and external examiners.

Components and Breakup marks for – Proficiency Enhancement (Self study)

SPLIT - UP	COMPONENTS	MARKS	TOTAL
ESE*	5x20=100 (5 out of 8 Questions)	100	100

*100% External

Part III - COMPREHENSION IN _____ (I, II, III, IV)

(For those admitted in June 2018-19 & onwards)

The Comprehension in _____ examination will be conducted at the end of each semester I, II, III, IV for a maximum of 100 marks which consists of

Comprehension (Multiple Choice Questions) (50x2=100) Marks

The students are examined on Core, Core Allied, Core Elective papers studied in I, II, III, IV Semester. In the comprehension component, the students are tested on their grasping ability of the subjects of study.

Course	No. of Questions	Marks	Total Marks
Part : III Core (Online Exam)*	50	50 X 2 = 100	100

* Online Exams are conducted in the computer laboratory at the end of each semester

With one credits each.

**DISTRIBUTION OF MARKS AND QUESTION PAPER PATTERN for M.B.A.
PROGRAMME**

CATEGORY	MARK DISTRIBUTION		PASSING MINIMUM FOR 100	TOTAL MARKS
	CIA*	ESE **		
Theory (Both CIA and ESE)	25	75	50	100
Practical	40	60	50	100
Skill Enhancement Course	100	-	50	100
Employability Enhancement Course	100	--	50	100
Social Immersion Project	100	-	50	100
Research Immersion Project	20	80	50	100
Entrepreneurship Immersion Project	100	-	50	100
Comprehension in Management	--	100	50	100
Core-Optional	25	75	50	100
Proficiency Enhancement (Self Study)	-	100	50	100

*Appearance for CIA is mandatory to take up the ESE.

**Bloom's Taxonomy based assessment pattern is adopted.

Components and Breakup of Marks for Theory Courses (With CIA and ESE) under Part III:

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA	Assignment	5	25
	Seminar	5	
	Average of Two CIA Tests	5	
	Model Exam	10	
Model Exam and ESE	Section A: (10 X 2 = 20) K1: Remember Level Two questions from each unit (<i>No Choice</i>)	20	75
	Section B: (8 X 5 = 40) K2: Understand Level K3: Apply Level K4: Analyze Level K5: Evaluate Level One question from each unit (<i>Either / or</i>)	40	
	Section C : (1 X 15 = 15) K6: Create Level One Question from any Unit	15	

Marks for Assignment:

A student is expected to submit three assignments on any topic relevant to her course as directed by her course instructor based on the assignment schedule provided at the beginning of the semester for every course. Marks will be awarded based on concept clarification and justification on the task. Average marks of the three assignments is considered in this case.

Marks for Seminar:

A student shall handle a seminar on any topic relevant to her course as directed by her course instructor for which marks shall be awarded based on concept clarification and justification on the task.

Components and Breakup of Marks for Practical Courses (With CIA and ESE) under Part III:

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA	Conduct of Experiments (Minimum 10 experiments to be conducted/practical course/semester)	10	40
	Class Test : 10 Marks	25	
	Model Test : 15 Marks		
	Record Work	5	
ESE	Record Work	10	60
	Experiment / Activity: 1 Algorithm/Steps/Procedure/Logic	10	
	Input/Execution/Observations/Output/Result	15	
	Experiment / Activity: 2 Algorithm/Steps/Procedure/Logic	10	
	Input/Execution/Observations/Output/Result	15	

Components and Breakup of Marks for Skill Enhancement (Cyber security) under Part IV:

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA Question Paper Pattern	Test I : 4 X 5 = 20 1 Hour	20	40
	Test II: 4X5=20 1 Hour	20	
	Test III : (Model) 2 Hours (5 out of 8 essay type questions)	50	50

Assignments	Two assignments 2 X 5 = 10 (Meaning, definition and concept clarification from various sources)	10	10
-------------	---	----	----

Note : 100% Internal Paper

Components and Breakup of Marks for Employability Enhancement Course under Part IV:

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA	Conduct of Experiments <i>(Minimum 10 experiments to be conducted/practical course/semester)</i> <i>Each carries 4 marks</i>	40	100
	Record Work	20	
	Viva voce	40	

Norms for evaluation of Projects under Part III:

i) Social Immersion Project :

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA	Significance of the Attempt	10	100
	Sensitisation of the issue	20	
	Plan of Action	10	
	Sustainability of outcome and future plans	10	
	Team work (Peer assessment)	10	
	Report Preparation and presentation of Visuals	20	
	Viva-Voce	20	

*Assessment to be done at the CIA by the internal examiner.

ii). Research Immersion Project :

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA	Identification of the problem and Review of literature	5	20
	Design of the instrument and	5	

	research methodology		
	Data Analysis and Inferences	5	
	Regularity	5	
ESE*	Knowledge about the problem investigated	20	80
	Nature of Work / Logic behind the study	20	
	Learning Outcome	20	
	Viva – Voce	20	

*Assessment will be done at the ESE jointly by the internal and external examiners.

iii). Entrepreneurship Immersion Project :

SPLIT – UP	COMPONENTS	MARKS	TOTAL
CIA	Study of the Entrepreneur and identification of the problem	25	100
	SWOT Audit	25	
	Presentation of the report	10	
	Learning Outcome	20	
	Viva – Voce	20	

* Assessment to be done at the ESE by the internal examiner.

Components and Breakup marks for – Proficiency Enhancement (Self study) under -V

SPLIT - UP	COMPONENTS	MARKS	TOTAL
ESE*	5x20=100 (5 out of 8 Questions)	100	100

*100% External

Components and Breakup marks for Comprehension in Management (Online Exams) ESE under Part – III :

Course	Duration of ESE*	No. of Questions	Marks	Total Marks
Part – III : Comprehension in Management	One and Half Hours	100	50 X2 = 100	100

*Assessment will be conducted under the supervision of the CoE.

GUIDELINES FOR MCA Programme

Institutional / Industrial Training:

A student shall visit an institution / organisation and learn its operations according to the nature of her discipline of study after approval from the Department for a period of 15 days during her summer vacation between IV and V semesters. Work carried out during this period will have to be recorded in a work diary provided by the department. An institutional training report should be submitted by the student at the end of the fifth semester (ESE) to complete the programme.

Institutional Training reports are evaluated at the end of semester- V by the **Internal Examiners** only as appointed By COE. Following weightages shall be used to evaluate the institutional training report:

COMPONENTS*	MARKS	TOTAL MARKS
Understanding and articulation of concepts	30	100
Clarity and comprehensiveness of presentation in the report	30	
Structure and neatness of the report	40	

- a. Different metrics may be evaluated depending on the nature of the work carried out during the training period and is left to the discretion of the department.

MINI PROJECT

- a. The aim of the Mini Project is to lay a foundation for the Main Project.
- b. Each student should carry out individually one Mini Project Work and it may be a case study using the software packages that they have learned or may be an implementation of a concept in a paper prescribed on a journal.
- c. It should be compulsorily done in the college only under the supervision of the staff concerned.

Departments encouraging project work may adopt the following structure for evaluation of reports else, they shall define their own rubrics as per need. **The project reports** are evaluated at the end of semester by the **Internal & External Examiners** as appointed By COE. Following weightages shall be used to evaluate the Project report:

SPLIT - UP	COMPONENTS		TOTAL MARKS (100)
CIA	Review I and Presentation	20	40
	Review II and Presentation	20	
ESE*	Problem Identification	10	60
	Nature of Work / Logic behind the study	20	
	Learning Outcome	10	
	Viva – Voce	20	

***ESE Viva-Voce for projects will be jointly conducted by internal and external examiners.**

MAJOR PROJECT

- a. Each student should carry out individually one Major Project Work using the software packages that they have learned or may be an implementation of a concept in a paper prescribed on a journal.
- b. It should be compulsorily done in the IT Industry or some other company only under the supervision of the staff concerned.

Departments encouraging project work may adopt the following structure for evaluation of reports. **The project reports** are evaluated at the end of semester by the **Internal & External Examiners** as appointed By COE. Following weightages shall be used to evaluate the Project report:

SPLIT - UP	COMPONENTS		TOTAL MARKS (300)
CIA	Regularity	20	200
	Review I and Presentation	60	
	Review II and Presentation	60	
	Review III and Presentation	60	
ESE*	Problem Identification	20	100
	Nature of Work / Logic behind the study	20	
	Learning Outcome	10	
	Viva – Voce	50	

***ESE Viva-Voce for projects will be jointly conducted by internal and external examiners.**