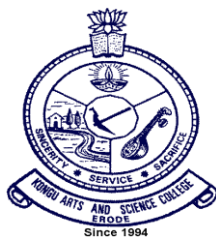


KONGU ARTS AND SCIENCE COLLEGE (Autonomous)

Affiliated to Bharathiar University, Coimbatore
Approved by UGC & AICTE, New Delhi & Re-accredited by NAAC
(An ISO 9001:2015 Certified Institution)
NANJANAPURAM, ERODE – 638 107.



EXAM MANUAL

Under CBCS Pattern for UG/PG Programme effect from
2017 - 2018



1. Profile of the College

The institution was established in the year 1994 and has been rendering yeoman service to the cause of higher education. It is one of the pioneer institutions of Bharathiar University and was conferred with Autonomous Status during the academic year 2015 -2016 and the curriculum is restructured to suit the present day job requirements. The Institution is recognized by UGC and re-accredited by NAAC (National Assessment and Accreditation Council). Four Science Departments such as Biochemistry, Biotechnology, Mathematics, Physics and Computer Science Department have received the "Star Status" from DBT.

Under the impact of liberalization and globalization, a need for reforming higher education system to be in-line with the needs and expectations of the society, has been felt necessary. In accordance with this trend, the Institution has introduced the Choice Based Credit System (CBCS) for the students admitted in the year 2008 - 2009 and onwards for UG, PG and PG Diploma Programmes. Based on the recommendations of the Tamil Nadu State Council for Higher Education, the Curriculum has been modified from the academic year 2008-2009 onwards.

Vision

“To impart knowledge and skills to rural youth in order to meet their intellectual and social aspirations and cultural and technical needs of the society”

Mission

- *To develop an effective curriculum and optimize institutionalized student activities*
- *To involve learners in practical life situations*
- *To expose students to rural realities*
- *To sensitize learners to national heritage and values*

Objectives

- *To mould the rural youth as self-reliant and socially responsible citizens*
- *To facilitate the learners to hone their leadership qualities*
- *To equip the learners with updated technological knowledge*
- *To enhance the research activities of the rural youth and uplift them to serve the educational needs of the society*

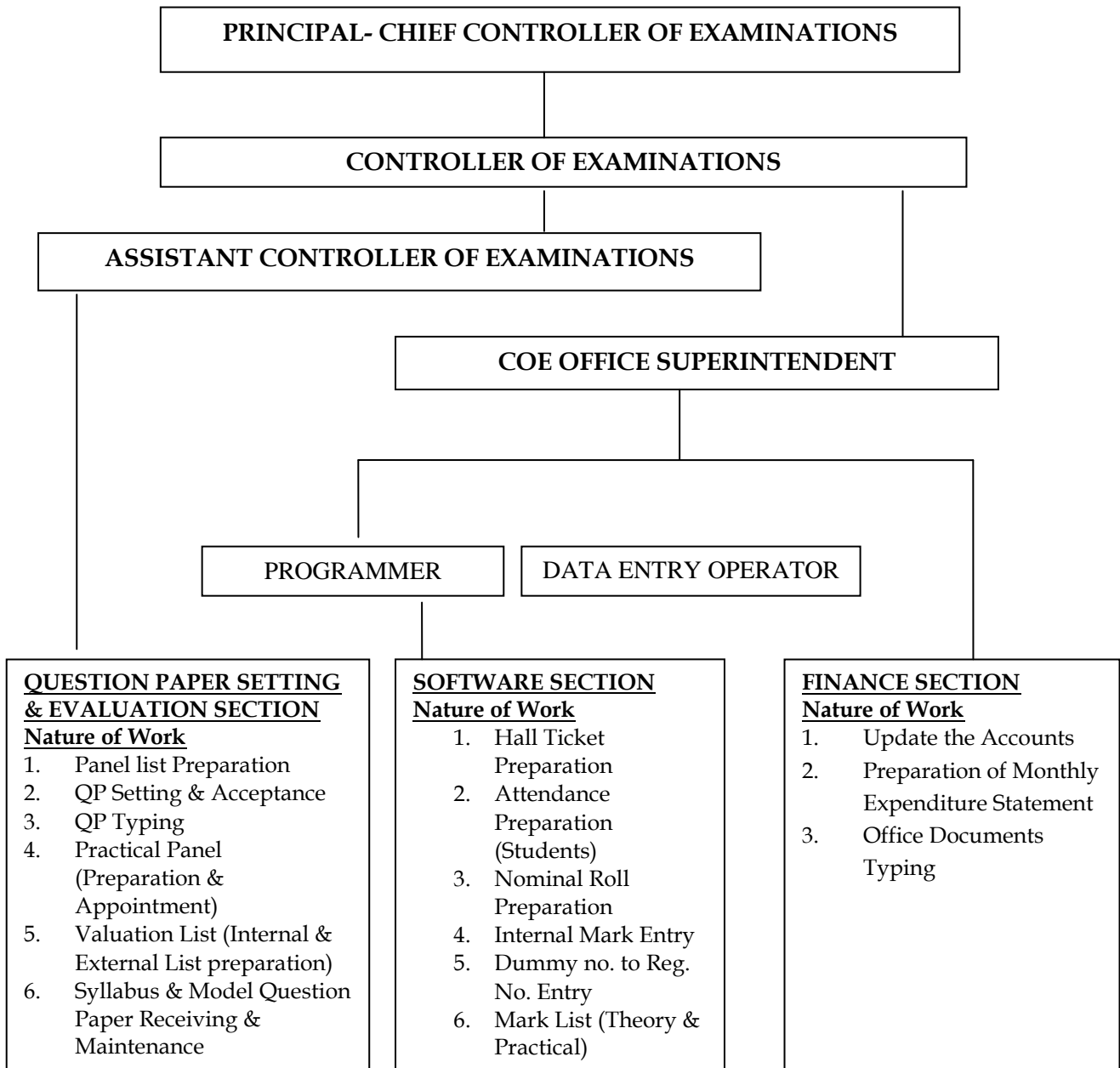
Quality Policy

“We are committed to instill knowledge and values to the students by providing quality education to meet the global challenges”

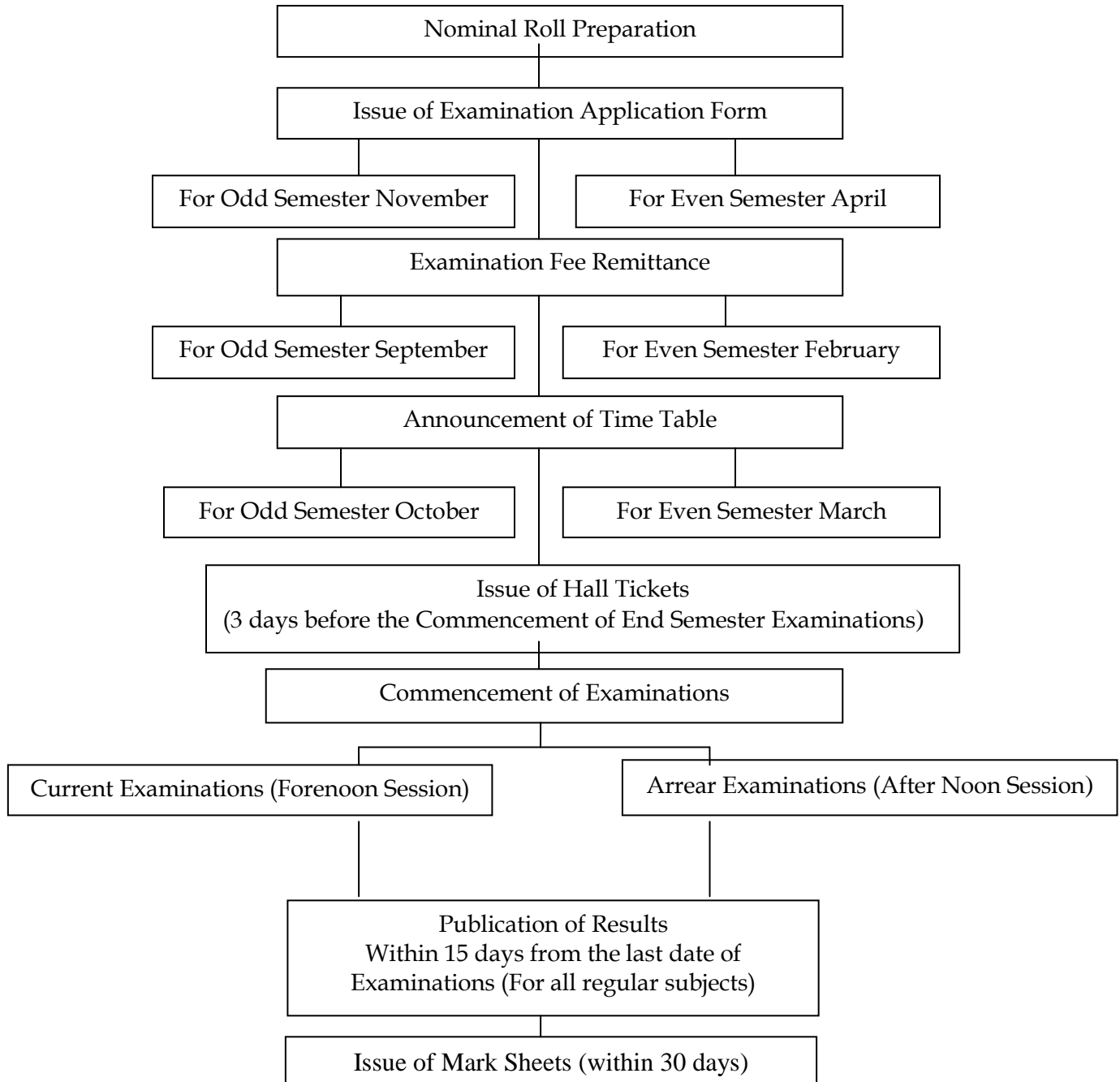
This will be achieved by:

- *Well framed Syllabus to satisfy the needs of the learners and on par with global standard and industrial requirements*
- *Committed and Planned teaching*
- *Continual upgradation of the Facilities and Resources*
- *Effective implementation of the Quality Management System*

2. ORGANIZATIONAL STRUCTURE FOR OFFICE OF THE CONTROLLER OF EXAMINATIONS



SCHEDULE OF ACTIVITIES FOR THE CONDUCT OF EXAMINATIONS



3. Controller of Examinations:

- The Principal of the College shall be the Chief Controller of Examinations.
- On the approval of the Governing Body, the Principal shall appoint the Controller of Examinations.
- The Controller shall be an academician not lower in rank than an Associate Professor with Doctoral Degree.
- The Controller of Examinations shall retire on attaining the age of 70.
- When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is, by reasons of illness, absences or any other cause, unable to perform the duties of his office, the duties of his office shall be performed by a person appointed by the Principal for the purpose.

Functions:

A. The Controller of Examinations shall

- be responsible for the conduct of all Examinations, such as scheduling, appointment of question paper setters from the panel of names recommended by the Board of Studies, Examiners, Chief Superintendent and all other matters connected with the examinations with the prior approval of the Principal
- be responsible for the safe custody of all Question /Answer Papers, Documents, Certificates and other Confidential Files connected with the conduct of all Examinations.
- verify the traveling allowance bills and remuneration bills of examiners and paper setters and all other bills relating to the examinations.
- place cases relating to the malpractices at the examinations with relevant reports to the Principal
- maintain the register of matriculates and permanent records of each student including his/her academic accomplishments, conduct etc.
- be responsible for the collection of fees for various examinations and other fees / costs related to the conduct of examinations /awarding Degree.
- Make all arrangements for the conduct of Annual Convocations and maintain all connected records / registers.

- be responsible for the maintenance of a register of all Degrees and Diplomas conferred by the University and a register of graduates and other information deemed necessary.
- be responsible for performing such other duties as directed by the Principal.

B. Office Administration

| | | |
|---|--------------------------------------|----|
| A | Controller of Examinations | 01 |
| B | Assistant Controller of Examinations | 01 |
| C | Other Supporting Staff Members | 07 |

- C. Syllabus for each department shall be prepared by the Board of Studies and approved by the Standing Committee on Academic Affairs. It, in turn, will be placed before the Academic Council for approval / ratification. Such approved syllabus shall be used for question paper setting.
- D. Uniform Question Paper pattern shall be followed for UG and PG or as approved by the Board of Studies.
- E. Internal and External Examiners Panel List shall be prepared and kept ready.
- F. Complete data about individual student to be collected and stored in the Software as Student Datasheet (with Photo). The following features are available in COE software package.
- (i) Application Format
 - (ii) Hall Ticket Format
 - (iii) Nominal Roll
 - (iv) Entry of Continuous Assessment Marks
 - (v) Entry of Comprehensive Examination Marks
 - (vi) Declaration of Results
 - (vii) Student individual Mark Statement
 - (viii) Printing of Results.

- G. Autonomous Examinations Question Paper Setting – 100% External Examiners for UG and PG Examinations, Examiner should be maintain the distance more than 70 km apart from our College.
- H. Based upon the Examiners Panel and Experience in the respective subjects, question paper setting shall be carried out. (Minimum 10 years of teaching experience is considered for question paper setting. In few cases, where experienced teachers are not available, it shall be relaxed upto 5 years of total teaching experience).
- I. Two sets of Question Papers shall be collected from Examiners.
- J. After collecting the Question Papers from the setters, all the Question Papers should be Scrutinized and Conformed by the External Subject Experts.
- K. Absolute secrecy in Question Paper printing shall be ensured.
- L. The Question Paper packets are issued only just Half-an-hour before the time of the examinations to the Chief Superintendent.
- M. The Answer Script packets will be returned to COE Office after the Examinations with secured seal within half an hour of completion of examinations.
- N. Answer Scripts will be valued at the Central Valuation Camp. 50% of the examiners will be drawn from other Colleges. 50% of the examiners will be drawn from Kongu Arts & Science College, Coimbatore.
- O. Marks secured by individual students are posted immediately to the soft copy (Double entry is being carried out to avoid mistakes).
- P. Result Passing Board (RPB) considers the results, gives feedback and suggests moderation if any and pass the results.
- Q. Results are declared after the meeting of Result Passing Board.

4. Choice Based Credit System (CBCS) – Concept and Implementation

In this system, a numerical weightage is given to each one of the courses or a particular component of the programme. This is known as credit point, that assesses the work efficiency based on the student's regularity in attending lectures, practical work, field work etc., participation in seminars, private study in the library or at home and performance in the examination.

A key issue of higher education in India is that it should be related to employability criteria. The CBCS facilitates the process of narrowing down the gap between education and the demands of

the job market. A student can choose from a variety of courses available and get due credits to qualify for graduation. Core courses are a part of the main discipline and are compulsory for students pursuing a particular programme. A number of interdisciplinary courses are also offered with multiple choice and the students can choose from them. The courses are being designed availing the services of not only the academicians but also the experts from industries as well. In accordance with international standards, the following is the minimum credit points to be secured by each student to qualify for the degree.

UG - 144 credits

PG - 90 credits

5. Structure of the Programme

5.1 The medium of instruction and Examinations shall be in English except for courses on languages other than English.

5.2 Each UG Programme shall have a curriculum comprising of Theory and Practical courses with specified syllabus. The courses shall cover

- A. Part - I Language (Tamil/ Malayalam / Hindi / French/Sanskrit)
- B. Part - II English
- C. Part – III Core, Allied and Elective courses (Practical/Project wherever applicable)
- D. Part–IV Environmental Studies/ Value Education / Skill Based Subjects and Non - Major Elective Courses (NMEC) Basic Tamil/Advanced Tamil
- Part - V Extension Activity (NCC/NSS/YRC/Physical Education)

5.3 Course of Study

The course of study for the UG Programmes shall consist of the following:

Part – I: Tamil /Malayalam/ Hindi/ French / Sanskrit

The Programmes such as B.A. (Tamil & English Literature) , B.Sc.(Mathematics), B.Sc.(Physics), B.Sc.(Biochemistry) and B.Sc.(Biotechnology) and B.Sc.(Psychology) shall offer Part–I during the first four semesters with one Examination at the end of each semester (4 Courses–16 Credits). The rest of the Programmes shall offer Part I in the first two semesters with one Examination at the end of each semester (2 Courses – 8 Credits).

Part – II: English

The Programmes such as B.A. (Tamil & English Literature) , B.Sc.(Mathematics), B.Sc.(Physics), B.Sc.(Biochemistry), B.Sc.(Biotechnology) and B.Sc.(Psychology) shall offer Part II English during the first Four Semesters with one Examination at the end of each semester (4 Courses–16 Credits). The rest of the Programmes shall offer Part II English in the first two semesters with one Examination at the end of each semester (2 Courses – 8 Credits).

Part – III

(i) Core Courses

As per Bharathiar University under TANSCHÉ norms, a job oriented course, Professional English, is incorporated for all first year UG programmes.

As prescribed in the Scheme of Examinations, Examination shall be conducted for the Core Courses at the end of every semester.

For the Programmes with 4 Semester Languages: 15 Core Courses with 59 Credits shall be offered.

For the Programmes with 2 semester Languages: 19 Core Courses with 75 Credits shall be offered.

(ii) Allied Courses

As prescribed in the Scheme of Examination, 4 Courses in I, II, III and IV semesters for a total of 16 Credits shall be offered. These are courses offered by the same department or another related department. For UG Programmes the current concept of allied is applicable with two allied subjects and one paper at the end of every semester from semester I to IV. The students can opt for the allied papers from amongst the courses offered by the cluster of departments formed. Such options are available either for one allied subject only or for both the allied subjects.

(iii) Elective Courses

Three Elective Courses with 12 Credits shall be offered one in the V semester and 2 in the VI Semester. Elective Courses are to be selected from the list of electives prescribed by the Board of Studies concerned.

(iv) Advanced Learners Courses

Advanced Learners Course (ALC) is a specially designed Self Study Course for the students who aspire to earn additional credits. The candidates should have cleared all the papers of the previous semesters in first attempt while applying for ALC. The UG students can opt one ALC each in Fourth and Fifth Semesters. The PG students can opt one ALC in Third Semester. In UG(Part III only), the Arts students who secure 7.0 CGPA and Science students who secure 7.5 CGPA are eligible to take up ALC in III and IV Semesters. The MCA students shall take up the ALC in the Third/Fifth Semesters. The following procedures are the eligibility criterion to appear for the ALC courses.

- The number of Advanced Learners Courses (ALC) will be 2.
- These Courses are optional and purely Self Study Courses.
- The students can choose any one of the Courses offered.
- Only End Semester Examination (ESE) will be conducted for these Courses.
- 2 Extra Credits are allotted for each ALC.
- The marks obtained in ALC will not be considered for computation of CGPA.
- The students who have no standing arrear are eligible to choose ALC.
- The students who have failed in ALC (IV Semester) are not eligible to reappear and choose the ALC in the succeeding Semester (V Semester).

(v) Project

The aim of the Project work is to acquire practical knowledge on the implementation of the concepts studied. The Head of the Department of the Programme concerned shall assign a Project Supervisor. Each student should carry out individually one Project Work. The project report should be submitted at the end of the course of study certified by the supervisor and duly countersigned by the Head of the Department.

Guidelines for Project Work

- Students are divided into groups for UG and individual project for PG students.
- A supervisor is allotted to each group or student by the Department.
- The group can select the broad field and the topic of the project by discussing with the Respective Supervisor.
- Each group should maintain a work diary wherein weekly work carried out has to be

written which will be reviewed by the supervisor.

- Three reviews have to be done.
 - In the first review, the group has to submit the basic materials which are needed for the project.
 - During the second review, the progress of the project will be monitored.
 - In the final review, the group has to submit the rough copy of the project.
- They should be asked to present the work done to the respective supervisor during the reviews.
- The group should submit a rough copy of the project to their supervisor before the submission of final copy.
- The work diary along with project report should be submitted at the time of viva-voce examination.

(vi) Institutional /Industrial Training

Institutional /Industrial Training is a Specialized Field Training Programme required to be attached to an Industry/ Institution as in-house internee for a period prescribed by the Board of Studies concerned. At the end of the Training Programme, each student should submit a report for End Semester Examinations. To provide the grade system to the candidates after examining both UG and PG students.

Part – IV

i) Environmental Studies, Value Education (Foundation Courses)–Online Examination

All the UG Programmes shall be offered a course “Environmental Studies” in the First Semester. Examination shall be conducted through online mode at the end of the semester with 2 credits.

ii) Value Education

All the UG Programmes shall offer a course “Value Education” offered in the Second Semester. Examination shall be conducted through online mode at the end of the semester with 2 credits.

The format of Online Examination for Foundation Courses is 100 Multiple Choice Questions (No Essay type questions) comprising of Environmental Studies in I Semester and Value Education in II Semester. In both the examinations, each question carries ½ mark for maximum of 50 marks with duration of 100 minutes.

iii) Non Major Electives

Students those who have not studied Tamil upto 12th standard and taken a Non-Tamil Language under Part-I shall take Basic Tamil comprising of 2 courses with 2 credits each (4 credits) in the Third and Fourth Semesters. The course contents equivalent to the prescribed content for 6th standard by the Board of Secondary Education shall be offered. There shall be no End Semester Examinations and the students shall be assessed as per the Scheme of Continuous Internal Assessment (CIA) for the total marks prescribed.

(OR)

A. Those who have studied Tamil upto 12th standard and chosen a Non-Tamil Language under Part-I shall take Advanced Tamil comprising of 2 courses with 2 credits each (4 credits) in the Third and Fourth Semesters.

(OR)

B. Others who do not come in the above A&B categories can choose the following Non Major Electives comprising of 2 courses with 2 credits each (4 credits) in the Third and Fourth Semesters.

(OR)

C. The students shall not take the course offered by their Department and select any one course offered by other Departments.

The assessment for the category in B and C courses shall be through End Semester Examination (ESE) for the total marks prescribed. There shall be no Continuous Internal Assessment (CIA).

iv) Skill Based Courses

All the UG Programmes shall offer 4 courses of Skill Based Courses, one each in III, IV,V&VI semesters with 3 credits each (12 credits) for which Examination shall be conducted at the end of the respective semesters.

Part V: Extension Activities

The final year UG students should involve themselves in any one of the Extension Activities like NSS/NCC/YRC/RRC/ECO CLUB/ETHICS CLUB/SCIENCE FORUM /PHYSICAL EDUCATION and the marks are to be awarded under various categories.

Extra Credit Courses:**i) SWAYAM/MOOC**

The students can undergo 4 weeks course in SWAYAM/MOOC. Minimum 1 credit will be awarded and maximum of 2 credits will be awarded after the completion of the courses.

ii) For Post Graduate Programme**Comprehensive Examination - Online Test**

A Comprehensive Examination is an evaluation that measures a student's competency and mastery of concepts in the field of academic discipline. The format of comprehensive examination is 100 Multiple Choice Questions (No Essay type questions) comprising of the core areas of the program. Each question carries 1 mark for maximum of 100 marks with duration of 90 minutes.

iii) Certificate Courses:

The Certificate course 'Diploma in Human Rights Education' are conducted for both UG/PG candidates who are willing to appear for the examination and the certificates will be awarded by the Parent University.

6. Programme Details

Based on the Recommendations of Tamil Nadu State Council for Higher Education and Bharathiar University, the credit distribution for the Under Graduate and Post Graduate Programmes are formulated in the following tables:

6.1 Undergraduate Courses:

Table – 1: Allocation of Courses and Credits for UG Programmes with Two/Four Semester Languages

| Parts | Study Components | Duration (Semester) | No. of Papers | Marks | Total Marks | Credits |
|--------------|---|------------------------|---------------|--------|-------------|------------|
| I | Tamil – I / Other Languages | I | 1 | 100 | 100 | 4 |
| | Tamil – II / Other Languages | II | 1 | 100 | 100 | 4 |
| | Tamil – III / Other Languages | III | 1 | 100 | 100 | 4 |
| | Tamil – IV / Other Languages | IV | 1 | 100 | 100 | 4 |
| | Total | | 4 | | 400 | 16 |
| II | English – I | I | 1 | 100 | 100 | 4 |
| | English – II | II | 1 | 100 | 100 | 4 |
| | English – III | III | 1 | 100 | 100 | 4 |
| | English – IV | IV | 1 | 100 | 100 | 4 |
| | Total | | 4 | | 400 | 16 |
| III | a. Core Courses | I to VI (Theory) | 16 | 75/100 | 1550 | 59 |
| | b. Allied Courses | I to IV | 4 | 100 | 400 | 16 |
| | c. Elective Courses | V to VI | 3 | 100 | 300 | 12 |
| | Total | | 22 | | 2250 | 87 |
| IV | a. Foundation Courses | I to II | 2 | 50 | 100 | 4 |
| | b. Basic Tamil/ Advanced Tamil/ Non Major Electives | III to IV | 2 | 50 | 100 | 4 |
| | c. Skill Based Courses | III to VI (Practicals) | 4 | 75 | 300 | 12 |
| V | a. Extension Activities (NSS/NCC/Sports & Games/ Extra Curricular Activities) | VI | | | 50 | 1 |
| Total | | | | | 3600 | 140 |

6.2 Post Graduate Courses:

Table -1: Allocation of Courses and Credits for M.Sc. Biochemistry

| Subject | Course | Credit | Total Credits | Marks | Total Marks |
|--------------|-----------|--------|---------------|-------|-------------|
| Core | 17 | 4 | 64 | 100 | 1700 |
| Electives | 4 | 4 | 16 | 100 | 400 |
| Project | 1 | 10 | 10 | 200 | 200 |
| Total | 22 | | 90 | | 2300 |

Table -2: Allocation of Courses and Credits for MBA Programme

| Subject | Course | Credit | Total Credits | Marks | Total Marks |
|-----------|--------|--------|---------------|-------|-------------|
| Core | 17 | 4/5 | 72 | 100 | 1700 |
| Electives | 8 | 3 | 24 | 100 | 800 |
| Project | 1 | 4 | 4 | 100 | 100 |
| Total | 26 | | 100 | | 2600 |

Table -3: Allocation of Courses and Credits for MCA Programme

| Subject | Course | Credit | Total Credits | Marks | Total Marks |
|-----------|--------|--------|---------------|-------|-------------|
| Core | 31 | 3/4 | 113 | 100 | 3100 |
| Electives | 4 | 3 | 12 | 100 | 400 |
| Project | 1 | 10/15 | 10 | 200 | 200 |
| Total | 36 | | 135* | | 3700* |

* For Lateral entry students i) Marks for Project Viva-Voce is 375 with 15 credits

ii) Total Maximum Marks : 2475 with 90 credits

Table -4: Allocation of Courses and Credits for M.Com.(CA) Programme

| Subject | Course | Credit | Total Credits | Marks | Total Marks |
|-----------|--------|--------|---------------|-------|-------------|
| Core | 17 | 4 | 68 | 100 | 1700 |
| Electives | 4 | 4 | 16 | 100 | 400 |
| Project | 1 | 6 | 6 | 200 | 200 |
| Total | 22 | | 90 | | 2300 |

Table -5: Allocation of Courses and Credits for M.Sc. Mathematics & M.Sc (CDF) Programme

| Subject | Course | Credit | Total Credits | Marks | Total Marks |
|-----------|--------|--------|---------------|-------|-------------|
| Core | 17 | 4 | 68 | 100 | 1700 |
| Electives | 4 | 4 | 16 | 100 | 400 |
| Project | 1 | 6 | 6 | 200 | 200 |
| Total | 22 | | 90 | | 2300 |

Table -6: Allocation of Courses and Credits for M.A. English Literature Programme

| Subject | Course | Credit | Total Credits | Marks | Total Marks |
|-----------|--------|--------|---------------|-------|-------------|
| Core | 17 | 3/4 | 66 | 100 | 1700 |
| Electives | 4 | 4 | 16 | 100 | 400 |
| Project | 1 | 8 | 8 | 200 | 200 |
| Total | 22 | | 90 | | 2300 |

Table -7: Allocation of Courses and Credits for M.S.W. Programme

| Subject | Course | Credit | Total Credits | Marks | Total Marks |
|--------------------|--------|--------|---------------|-------|-------------|
| Core | 16 | 4 | 64 | 100 | 1600 |
| Electives | 5 | 4 | 20 | 100 | 500 |
| Project | 1 | 4 | 4 | 100 | 100 |
| Training Viva-Voce | 2 | 1 | 2 | 50 | 100 |
| Total | 24 | | 90 | | 2300 |

7. Salient Features

OBE-Curriculum:

OBE Curriculum at both UG/PG levels is designed based on the approach of Outcome Based Education (OBE). The central aspect of OBE is to set measurable learning outcomes for Programmes and courses and then align it with teaching and learning and assessment processes. Bloom's Taxonomy has been used as the basis for setting learning outcomes, teaching methods and in students assessment

Bloom's Category levels are followed in setting the Question Papers

| | | |
|---------------------|---|----|
| Remembering Level | - | K1 |
| Understanding Level | - | K2 |
| Applying Level | - | K3 |
| Analysing Level | - | K4 |
| Evaluating Level | - | K5 |
| Creating Level | - | K6 |

8. Attendance Requirement

The guidelines of attendance requirement issued by Bharathiar University are adopted by the College. Attendance shall be considered Semester-wise (not annually).

- i) Shall contain the list of candidates who have earned 75% of attendance and above in the Current Semester and are eligible to write the Examinations.
- ii) Shall contain the list of candidates who have earned attendance between 65% and 74% (both included) in the Current Semester. These candidates are eligible to appear for the Examination in Current Semester courses if the shortage of attendance is condoned by the Principal after paying the condonation fee.
- iii) Shall contain the list of all candidates who have earned attendance between 55% and 64% (both included) in the current semester. Such candidates are not eligible to write the examination in current semester courses but are permitted to continue their studies in their next semester provided that this is the first time that the candidates' earned attendance is between 55% and 64% or else the candidates have to discontinue the programme and re-join in the same semester in the next year with proper approval of the Registrar. However, these candidates are eligible to write arrear courses, if any.
- iv) Shall contain the list of all candidates who have earned attendance between 54% and below. They are not eligible to write the examination in current semester courses and also have to discontinue the course and re-join in the same semester in the next year with proper approval of the Registrar. These candidates are eligible to write arrear courses, if any.
- v) Shall contain the list of all candidates who have earned attendance between 55% and 64% in the previous semester and who have earned combined attendance of 75% or more by taking the average of the combined attendance earned combined in the current and the previous semesters. These candidates are eligible to write previous courses along with the Current Semester Courses.
- vi) Shall contain the list of all candidates who have earned attendance between 55% and 64% in the previous semester and earned combine attendance 65% and 74% by taking

the average of the attendance earned after combining the attendance earned in the current and the previous semesters. Such candidates are eligible for condonation of shortage of attendance by the Principal by paying the condonation fee to the Institution and are eligible to write previous courses along with the current semester courses.

- vii) Shall contain the list of all candidates who have earned attendance between 55% and 64% in the previous semester and who have earned combined attendance of 64% and below by taking the average of the attendance earned in the current and the previous semesters. Such candidates are not eligible to write examination in previous and current semester subjects and shall discontinue the course and rejoin to continue the previous semester of study in the next academic year with proper approval from the Registrar. However, these candidates are eligible to write arrear courses, if any.

9. Continuous Internal Assessment (CIA)

- (a) The Continuous Internal Assessment will be made by the teachers responsible for the courses they teach and the dates centrally specified by the College Examination Cell. There will be two periodical tests and one Model Examination for each Theory Course. Retest is not allowed except in the case of students who miss CIA tests, as they were away on those days representing the college in sports or for any acceptable reason. However, any retest shall be decided by the Principal in consultation with the Head of the Departments. The CIA tests should be completed before the commencement of the End Semester Examination.
- (b) The Continuous Internal Assessment answer scripts shall be valued within 3 days after the completion of the tests and the answer scripts shall be distributed to the students for verification.
- (c) A mark register for Continuous Internal Assessment will be maintained by the Department and is open for clarification by the students.

9.1 Question Paper Pattern for Continuous Internal Assessment Test for UG:

| | | | |
|---|---|--|--|
| Time: 2 hours | | Max. Marks: 50 | |
| SECTION-A (5 X 1 = 5 Marks) Answer ALL Questions Choose the Correct Answer | SECTION-B (5 X 7 = 35 Marks) Answer ALL Questions Either ..OR ..type | SECTION-C (1 X 10 = 10 Marks) Answer ALL Questions Either ..OR.. type | |

| SKILL BASED / ALLIED COURSES | | | |
|---|---|--|--|
| Time: 2 hours | | Max. Marks: 40 | |
| SECTION-A (5 X 1 = 5 Marks) Answer ALL Questions Choose the Correct Answer | SECTION-B (5 X 3 = 15 Marks) Answer ALL Questions Either ..OR ..type | SECTION-C (1 X 10 = 10 Marks) Answer ALL Questions Either ..OR.. type | |

| ADVANCED TAMIL / NON-MAJOR ELECTIVE (II CIA only) | |
|--|----------------|
| Time: 2 hours | Max. Marks: 50 |
| SECTION-B (3 X 10 = 30 Marks) Answer ALL Questions Either ..OR ..type | |

| ENVIRONMENTAL STUDIES & VALUE EDUCATION (II CIA only) | |
|--|----------------|
| Time: 2 Hours | Max. Marks: 30 |
| SECTION-A (30X 1 = 30 Marks) Answer ALL Questions Choose the Correct Answer | |

Question Paper Pattern for Continuous Internal Assessment Test for PG:

| | | | |
|--|---|---|--|
| Time: 2 hours | | Max. Marks: 50 | |
| SECTION-A (5X 1 = 5 Marks) Answer ALL Questions Choose the Correct Answer | SECTION-B (5 X 7 = 35 Marks) Answer ALL Questions Either ..OR ..type | SECTION-C(1 X 10 = 10 Marks) Answer ALL Questions Either ..OR ..type | |

9.2 Scheme of Assessment

To ensure the gradual and steady progress of the students, Continuous Internal Assessment system is followed. 5 marks shall be awarded for the submission of assignment. Two periodical tests shall be conducted at convenient stages of the Semester for 50 marks each. Average of the two test marks earned will be calculated out for 5 marks. One Model

Examination shall be conducted for 75 marks after the completion of entire syllabus and marks earned will be calculated for 10 marks.

| Test/Model | Portion to be covered | Test Duration | Max. Marks |
|------------|-----------------------|---------------|------------|
| Test-I | 1.5 Units | 2 Hrs | 50 |
| Test-II | 1.5 Units | 2 Hrs | 50 |
| Model | All the 5 units | 3 Hrs | 75/55/50 |

9.3 Marks for Continuous Internal Assessment

The following is the list of various components along with the distribution of marks on the Continuous Internal Assessment for 25% of the total marks.

Theory

| Components | | UG | | PG |
|------------|--|----|----|----|
| | | 25 | 20 | 25 |
| 1. | Internal Test * (I CIA+ II CIA /2) | 5 | 5 | 5 |
| 2. | Model Examination | 10 | 5 | 10 |
| 3. | Two Assignments | 5 | 5 | - |
| 4. | Seminar | - | - | 5 |
| 5. | Attendance | 5 | 5 | 5 |

* To follow the procedure of taking the average marks of both First and Second Internal Tests.

Practical :

| Components | | 40 (Ext.:60) | 30 (Ext.:45) | 20 (Ext.:30) |
|------------|--|-----------------|-----------------|-----------------|
| 1. | Minimum 10 Experiments to be conducted | 20 | 10 | 5 |
| 2. | Internal Test | 3 | 3 | 2 |
| | Model Examination | 7 | 7 | 3 |
| 3. | Record | 5 | 5 | 5 |
| 4. | Attendance | 5 | 5 | 5 |

Project :

| S. No. | Parameters | Maximum Marks | | |
|--------------|---------------|---------------|-----------|-----------|
| | | | | |
| 1. | First Review | 5 | 5 | 10 |
| 2. | Second Review | 5 | 5 | 10 |
| 3. | Final Review | 5 | 10 | 15 |
| 4. | Attendance | 5 | 5 | 5 |
| Total | | 20 | 25 | 40 |

Summer Placement Report Viva-Voce

| S. No. | Parameters | Maximum Marks |
|--------------|-------------------------|---------------|
| | | PG |
| 1. | Summer Placement Report | 35 |
| 2. | Viva-Voce | 15 |
| Total | | 50 |

Basic Tamil I & II:

| S. No. | Parameters | Marks |
|--------------|-------------------|------------|
| 1 | Class Test – 1 | 15 |
| 2 | Class Test – 2 | 15 |
| 3 | Model Examination | 15 |
| 4 | Training Report | 5 |
| 5 | Viva - Voce | 20 |
| 6 | Attendance | 5 |
| Total | | 75* |

* Internal Only

10. End Semester Examination (ESE)

The academic year is divided into two semesters. Each semester will have a minimum of 90 working days.

- i. End Semester Examination will be conducted in all the semesters during November/December and April/May every year for all the UG and PG Programmes.

- ii. The schedule for ESE will be notified by the COE in consultation with the Principal (Chief Controller of Examinations).
- iii. A student, who fails in any of the courses in any semester shall be permitted to take it at subsequent End Semester Examination, provided that the student has fulfilled the attendance requirements.
- iv. Examination fee shall be fixed and collected as per Autonomous Regulations.
- v. The students should get no dues from the Department to get the Hall Ticket for the End Semester Examination.
- vi. Registration is mandatory for Current Semester Examination, failing which the candidate will not be permitted to move to the next semester.
- vii. To appear for End Semester Examination, each student should have required attendance.

Theory Examination

- i. Duration of the Examination - 3 hours
- ii. Maximum - 75 / 55 / 50 marks

Practical Examination

- i. Duration of the Examination - 3 hours /4 hours /6 hours
Maximum - 60/45 /30 marks

10.1 Question Paper Pattern for End Semester Examinations - UG Programme

| | | |
|---|---|---|
| Time: 3 hours | | Max. Marks: 75 |
| SECTION-A (10 X 1 = 10 Marks) Answer ALL Questions Choose the Correct Answer Two questions from each unit | SECTION-B (5 X 7 = 35 Marks) Answer ALL Questions Either ..OR ..type Two questions from each unit | SECTION-C(3 X 10 = 30 Marks) Answer any THREE Questions |

| SKILL BASED / ALLIED COURSES | | |
|---|---|---|
| Time: 3 hours | | Max. Marks: 55 |
| SECTION-A (10 X 1 = 10 Marks) Answer ALL Questions Choose the Correct Answer Two questions from each unit | SECTION-B (5 X 3 = 15 Marks) Answer ALL Questions Either ..OR ..type Two questions from each unit | SECTION-C(3 X 10 = 30 Marks) Answer any THREE Questions |

| ADVANCED TAMIL / NON-MAJOR ELECTIVE | |
|--|-----------------------|
| Time: 3 hours | Max. Marks: 50 |
| SECTION-B (5 X 10 = 50 Marks) Answer ALL Questions Either ..OR ..type Two questions from each unit | |

| ENVIRONMENTAL STUDIES & VALUE EDUCATION | |
|--|-----------------------|
| Time: 3 Hours | Max. Marks: 50 |
| SECTION-A (5 X 10 = 50 Marks) | |

| | | |
|--|--|--|
| Answer ALL Questions | | |
| CERTIFICATE COURSES | | |
| Time: 3 hours | | Max. Marks: 100 |
| SECTION-A (10 X 2 = 20 Marks) Answer ALL Questions | SECTION-B (5 X 6= 30 Marks) Answer any FIVE Questions out of EIGHT | SECTION-C (5 X 10 = 50 Marks) Answer any FIVE Questions out of EIGHT |

10.2 Question Paper Pattern for End Semester Examinations - PG Programme

| | | | |
|---|---|---|--|
| Time: 3 hours | | Max. Marks: 75 | |
| SECTION-A(10 X 1 = 10 Marks) Answer ALL Questions Choose the Correct Answer Four options should be given ('None of these' should be avoided) | SECTION-B (5 X 7 = 35 Marks) Answer ALL Questions Either ..OR ..type Two questions from each unit | SECTION-C(3 X 10 = 30 Marks) Answer any THREE Questions | |
| <u>MBA Programme</u> | | | |
| Time: 3 hours | | Max. Marks: 100 | |
| SECTION-A(5 X 6 = 30 Marks) Answer ALL the Questions | SECTION-B (3 X 10= 30 Marks) Answer any THREE Questions One question from each unit | SECTION-C (1 X 15 = 15 Marks) Case Study | |

10.3 Practical Assessment:

Candidates appearing for Practical Examination should submit Bonafide Record Note Book prescribed for Practical Examination, otherwise the candidates shall not be permitted to appear for the Practical Examination.

| Parameters | Maximum Marks | | | |
|--|---------------------------|-----------|-----------|-----------|
| | A) Record Notebook | 05 | 05 | 05 |
| B) Program – I | | | | |
| 1. Algorithm / Logic | 10 | 08 | 05 | 3 |
| 2. Program with Correct Syntax / Documentation | 15 | 10 | 05 | 5 |
| 3. Keying, Execution and Compilation | 10 | 10 | 10 | 5 |
| B) Program – II | | | | |
| 1. Algorithm / Logic | 10 | 07 | 05 | 2 |
| 2. Program with Correct Syntax / Documentation | 15 | 10 | 05 | 5 |
| 3. Keying, Execution and Compilation | 10 | 10 | 10 | 5 |
| Total | 75* | 60 | 45 | 30 |

* ESE Only

| S.No. | Parameters | Maximum Marks |
|-------|---------------------|---------------|
| 1. | Record | 5 |
| 2. | Volumetric Analysis | 13 |
| 3. | Organic Analysis | 12 |
| Total | | 30* |

*Allied Practical marks for Physics, Biochemistry, Biotechnology

10.4 Project Viva -Voce Examination

| S.No. | Parameter | Maximum Marks | | | | |
|-------|--------------|---------------|----|-----------|-------------|------------|
| | | | | | | |
| 1 | Project Work | 40 | 50 | 60 | 120 | 100 |
| 2 | Viva -Voce | 15 | 25 | 20 | 40 | 60 |
| Total | | 55* | 75 | 80 | 160* | 160 |

* Jointly evaluated by Internal and External Examiners.

10.5 Marks for Attendance (Common for both Theory & Practical)

5 marks allotted to this component under CIA of Theory and Practical will be awarded as follows.

| Percentage of General Attendance | Marks awarded |
|----------------------------------|---------------|
| 95 – 100 | 5 |
| 90 – 94 | 4 |
| 85 – 89 | 3 |
| 80-84 | 2 |
| 75-79 | 1 |
| < 75 | 0 |

11. Malpractice

Candidates found copying from the incriminating materials owned or written on hand or borrowed in the form of printed, photocopied, cyclostyled, handwritten or in any other means i.e. written on paper, cloth, scale, furniture or answer book of another candidate; the Particular Examination taken by the candidate will be cancelled. For any type of malpractice, the punishments will be decided by Examination Disciplinary Committee.

12. Procedure for completing the Programme

- A candidate who is required to repeat the study of any semester for want of attendance and who desires to rejoin the course after a period of discontinuance or who upon his / her own request is permitted by the authorities to repeat the study of any semester, may join the semester which he / she is eligible or permitted to rejoin, only at the time of its normal commencement for a regular batch of candidates and after obtaining the approval from Bharathiar University, Coimbatore.
- If a candidate fails to submit the report on Project Work on or before the date specified by the College, he / she shall be deemed to have failed in the Project Work and shall submit the report for evaluation in the respective Semester only.

- c) If a candidate fails to submit the Practical Record Work for the Practical Examination he / she shall be deemed to have failed in the Practical Course and shall submit the record and appear in the subsequent/respective Semester only.

13. End Semester Evaluation

13.1 Evaluation Procedure for Theory Courses

The evaluation procedure shall be as follows:

- a) The Institution shall adopt the system of Central Evaluation of the Answer Scripts by appointing the External Examiners / Evaluator from reputed Institutions.
- b) The following officials for Central Evaluation system will be appointed by the Principal.

13.2 Chief Examiners - Central Evaluation

The respective board Chairman can act as a Chief Examiners for evaluation. In case the chairman declines the offer, next senior most faculty member at Associate professor /Assistant Professor level with minimum 10 years of experience shall be nominated as the in-charge of the central valuation and will be responsible for conduct of the evaluation of the end semester answer scripts.

13.3 Additional Chief Examiners:

Subject Wise : Any faculty having at least 10 years of total teaching experience and who have taught the subject concerned at least for three times shall be appointed as Chief Examiner by the Chief Controller /Controller.

Examiners : The Internal / External Examiners ratio is 50:50.

Tabulators : The Controller of Examinations shall nominate Tabulators to scrutinize the answer scripts and tabulation of award list. Tabulators may be the faculty from other disciplines to ensure the proper correction and tabulation of marks. Principal/COE has rights to appoint senior most (Govt/Aided staff) External Examiners from other Colleges as a Chief Examiner in some rare situations.

13.4 Working Model for the Central Evaluation System

- i) The concerned Chief Examiner of each subject shall convene a pre-evaluation meeting of all the Examiners / Evaluators associated and provide the scheme, solutions and discuss in detail the various aspects of the evaluation process.

- ii) No Internal / External Examiners shall leave the evaluation hall without completing the assigned work i.e. completion of evaluation and tabulation of all the answer scripts allotted.
- iii) In the spot, Chief Examiner shall issue two bundles of answer books in a day each containing 25 scripts to the evaluator.
- iv) To ensure uniformity in marking, a given question (or a set of questions) shall be evaluated by a single examiner for all the students registered in the course.
- v) After evaluation of each bundle, the answer books along with the award list shall be handed over to the tabulator by the concerned subject Chief Examiner.
- vi) The Internal / External Examiner and Tabulator shall sign on the marks gally of answer books which they have checked / evaluated and scrutinized in the space provided on the answer books.
- vii) The Chief Examiner of the Board shall randomly check and put signature in the answer books.
- viii) After valuing the answer scripts, the examiners shall enter the marks in the mark sheet and verifying the mark sheet to be reviewed by the Chief Examiner.
- ix) The examiners shall readout the register number and respective marks entered in the Mark sheet to the Chief Examiner to verify the appropriateness of marks entry.
- x) In case of any corrections made, the examiners shall be requested to their initials on the mark sheet.
- xi) On completion of valuation the Chairman is responsible to collect all issued scheme / question paper copies and return it back to the COE section.
- xii) Before vacating the evaluation hall, the Chairman/Chief Examiner should carefully check if any of the examination materials (Mark sheet/answer books/stationery / question papers /scheme/etc..) are left in the Hall and return it back to COE section.

14. Publication of Results

The results for each semester will be published on or before the expiry of 15 days from the last examination held. The results will be displayed in the college website, send SMS to the candidate's mobile number and the results will be sent to the Department concerned on same day. The Statement of Marks will be issued within the next 30 days.

14.1 . Passing Requirements and Provisions

The following are the minimum passing requirements in End Semester Examinations for UG Programmes.

| Course | Total Marks | Maximum Marks | | Minimum Marks | | |
|-----------|-------------|---------------|-----|---------------|------------------------|-------|
| | | ESE | CIA | (40%) | | |
| | | | | ESE | CIA | Total |
| Theory | 100 | 75 | 25 | 30 | No minimum requirement | 40 |
| | 75 | 55 | 20 | 22 | | 30 |
| Practical | 100 | 60 | 40 | 24 | | 40 |
| | 75 | 45 | 30 | 18 | 30 | |
| | 50 | 30 | 20 | 12 | 20 | |

The following are the minimum passing requirements in End Semester Examinations for PG Programme

| Course | Total Marks | Maximum Marks | | Minimum Marks | | |
|-----------|-------------|---------------|-----|---------------|------------------------|-------|
| | | ESE | CIA | (50%) | | |
| | | | | ESE | CIA | Total |
| Theory | 100 | 75 | 25 | 38 | No minimum requirement | 50 |
| | 75 | 55 | 20 | 28 | | 38 |
| Practical | 100 | 60 | 40 | 30 | | 50 |

15. Provision for Revaluation

Students shall apply for revaluation in the specified format within 10 days of publication of results. Request for revaluation for each course shall be made separately. The prescribed fee for each course under appeal should be paid. Revaluation is not permitted for the Practical Course and Project Work.

16. Provision for Retotalling

If a candidate is not satisfied with the marks awarded in ESE in any subject, he/she has the right to appeal to the Principal for retotalling of the answer script. The prescribed fee for each course under appeal should be paid.

17. Provision for Transparency

Students shall apply for transparency in the specified format within 10 days of publication of results. Request for transparency for each Course shall be made separately. The prescribed fee for each Course under appeal should be paid.

18. Provision for Improvement

There is a provision for the students to improve their marks in any of the Theory Courses. They can apply for Improvement Examination only in the immediate next semester. The highest total (Actual or Improvement) will be taken as the final marks. Improved marks shall not be considered for awarding Distinction and Rank.

19. Provision for Reappearance

Candidates who fail in any of the Courses in the UG and PG End Semester Examinations shall complete the Course concerned within 5 years from the date of admission to the particular Programme. If they fail to do so, they shall re-register their names and take the Examination in the revised regulations/syllabus of the course prescribed for the subsequent batch of candidates, in force at the time of their reappearance. In the event of removal of that course consequent to change of regulation and/or curriculum after 5-year period, the candidate shall have to take up an equivalent course in the revised syllabus as suggested by the Chairman, Board of Studies concerned.

20. Provision for Supplementary Examination

In order to provide an opportunity to the final year students to complete the programmes in the same year without any loss of time and to enable them for vertical mobility, Supplementary Examinations are conducted in the even semester for the final year students of all disciplines (i.e. end of the programme period). Candidates who fail in one theory course in any one of the semesters will be permitted to take up Supplementary Examinations. Candidates who wish to apply for Supplementary Examinations can apply to the Controller of Examinations through the Principal, in the prescribed format, along with the prescribed fee within 15 working days from the date of publication of the results.

21. Provision for Disabled Candidates

The disabled candidates shall be given extra time to take up their examination provided that they should submit a Medical Certificate stating the recommendations of the Board concerned.

22. Provision for the Appointment of Scribes

Scribes may be appointed upon the request of the candidates. The candidate has to submit valid reasons along with Medical Certificate. Based on the request, the Principal may permit

the candidate to write the examinations through scribe. The candidates who seek should pay the prescribed fee for such utilization.

23. Reappearance of Failed Candidates

A candidate failed in the End Semester Examination shall appear for the same course in the subsequent semester. For the Language Courses, the candidate shall appear for the exams with the same syllabus till he completes the course. For other courses the candidate shall follow the same syllabus for three years after the completion of the course. After that period, he/she can appear only according to the regulations in vogue.

24. Marks and Grades for UG Programmes

The following table gives the Marks, Grade Points, Letter Grades and Classification to indicate the performance of the candidate. From the Second Semester onwards, the total performance within a semester and continuous performance starting from the First Semester are indicated for the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

Conversion of Marks to Grade Points & Letter Grade

| Range of Marks | Grade Points | 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 - 3.9 | U | Re-appear |
| Absent | 0.0 | AAA | Absent |

* The candidates who have passed in the first appearance and within the prescribed semester of the UG Programme (Core, Allied and Elective Course alone) are eligible

Classification of Final Result

| CGPA | Grade | Classification |
|------------|-------|-------------------------------|
| 9.5 – 10.0 | O+ | First Class – Exemplary * |
| 9.0 – 9.4 | O | |
| 8.5 – 8.9 | D++ | First Class with Distinction* |
| 8.0 – 8.4 | D+ | |
| 7.5 - 7.9 | D | |
| 7.0 - 7.4 | A++ | First Class |
| 6.5 – 6.9 | A+ | |
| 6.0 – 6.4 | A | |
| 5.5 – 5.9 | B+ | |
| 5.0 – 5.4 | B | Second Class |
| 4.5 – 4.9 | C+ | Third Class |
| 4.0 – 4.4 | C | |

25. Marks and Grades for PG Programmes

The following table gives the Marks, Grade Points, Letter Grades and Classification to indicate the performance of the candidate. From the Second Semester onwards, the total performance within a Semester and continuous performance starting from the First Semester are indicated for the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

Conversion of Marks to Grade Points & Letter Grade

| Range of Marks | Grade Points | 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 |
| 00 - 49 | 0.0 - 4.9 | U | Re-appear |
| Absent | 0.0 | AAA | Absent |

Classification of Final Result

| CGPA | Grade | Classification |
|------------|-------|-------------------------------|
| 9.5 – 10.0 | O+ | First Class – Exemplary* |
| 9.0 – 9.4 | O | |
| 8.5 - 8.9 | D++ | First Class with Distinction* |
| 8.0 - 8.4 | D+ | |
| 7.5 – 7.9 | D | |
| 7.0 - 7.4 | A++ | First Class |
| 6.5 - 6.9 | A+ | |
| 6.0 - 6.4 | A | |
| 5.5 - 5.9 | B+ | |
| 5.0 - 5.4 | B | Second Class |

* The candidates who have passed in the first appearance and within the prescribed semester of the PG Programmes are eligible.

CGPA Calculation

For Part III

C_i Credits earned for i^{th} course in any semester

G_i Grade point obtained for i^{th} course in any semester

n refers to the semester in which such courses were credited

n_i refers to the i^{th} course of n^{th} semester

For a Semester:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{GPA} = \frac{\text{Sum of product of grade points and the credits for the courses}}{\text{sum of the credits of the courses in a semester}}$$

For the Entire Programme

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{n_i} G_{n_i}}{\sum_n \sum_i C_{n_i}}$$

$$\text{CGPA} = \frac{\text{Sum of product of grade points and the credits for the entire programme}}{\text{sum of the credits of the courses of the entire programme}}$$

26. Provisional and Degree Certificate

The Principal shall recommend the eligible candidates to the Bharathiar University for the issue of Provisional and Degree Certificates.

27. Conferment of the Degree

- (i) No candidate shall be eligible for conferment of the Degree unless he / she has undergone the prescribed course of study for a period of not less than Six/ Four Semesters in an institution in UG / PG Programmes respectively or has been exempted from, as in the manner prescribed and has passed the Examinations as it has been prescribed there of.
- (ii) Candidates who have completed all the components prescribed under Part I to Part V in the CBCS pattern to earn 140 credits for Undergraduate Programmes. 100 credits and 135 credits for MBA & MCA respectively and 90 credits for the rest of the Postgraduate Programmes.
- (iii) Candidates who have successfully completed the prescribed Field Work/Institutional/ Industrial Training as evidenced by certificate duly endorsed by the Principal.

28. Revision of Curriculum and Regulations

The College Academic Council may revise, amend or change the regulations, Scheme of Examination and Syllabi as and when required. Such revision/changes shall be made in the Board of Studies and shall be recommended by the Standing Committee on Academic Affairs (SCAA), and shall be approved by the Academic Council.

29. Revision of Autonomous Regulations

The Rules and Regulations pertaining to Autonomous functioning shall be revised as and when found to be necessary to impart Quality Education.

30. Re-admission

Candidates who are re-admitted to the Programme shall do the course in the syllabus which is originally applicable to them for a period of 5 consecutive years from the year of first admission to the Programme. Otherwise they have to take up the courses in the syllabus in vogue at the time of readmission.

31. Ranks

- Marks secured in all the papers are considered for PG Programmes and marks secured in core and allied courses that is Part III are considered for UG Programmes.

- Candidates who qualify for the UG and PG Degree Programmes passing all the Examinations in the first attempt, within the prescribed period of study from the date of admission to the Programme and secures First Class shall be eligible for ranking
- Improvement marks will not be considered for ranking but will be considered for classification.
- The number of Ranks awarded for each Programme is 5% of the total admitted strength but subject to maximum 9 Ranks according to the intake of the students' strength.

32. Transcripts

Transcripts shall be issued to successful candidates on request and on payment of the prescribed fees.