

**MAR GREGORIOS COLLEGE OF ARTS & SCIENCE**  
**Affiliated to University of Madras**

**FOR THE UNDER-GRADUATE PROGRAMS OFFERED IN THE**  
**AFFILIATED ARTS AND SCIENCE COLLEGES**

**(FACULTY OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT**  
**STUDIES)**

**B.A., B.Sc., B.C.A., B.Com., and B.B.A.**  
**DEGREE PROGRAMMES' REGULATIONS**

**1. DURATION OF THE PROGRAMME**

1.1. Three years (six semesters)

1.2. Each academic year shall be divided into two semesters. The odd semesters shall consist of the period from June to November of each year and the even semesters from December to April of each year.

1.3 There shall be not less than 90 working 'days for each semester.

**2. ELIGIBILITY FOR ADMISSION**

A pass in the Higher Secondary Examinations (Academic or Vocational Stream) conducted by the Government of Tamil Nadu or an Examination accepted as equivalent thereof by the Syndicate of the University of Madras and the subjects specified below:

**For all B.A. Degree Programs -Under Faculty of Arts**

Sl. No	Program & Branch	Major Subjects Study in HSE(+2)
1	English	A pass in the Higher Secondary Examinations (Academic or Vocational Stream)
2	Tamil	

**For all B.Sc. & B.C.A. Degree Programs –under Faculty of Science**

Sl. No.	Program & Branch	Major subjects of study
1	Computer Science	Computer Science or Mathematics or Statistics or Business Mathematics
2	Electronic and Communication Science	Mathematics and Physics
3	Mathematics	Mathematics or Physics or Chemistry or Statistics or Computer Science
4	Visual Communication	Any subjects
5	BCA	Computer Science or Mathematics or

		Statistics or Business Mathematics
6	BCA Lateral Entry 0	Pass in the 3 Year Diploma in CSE or EEE or ECE conducted by the DTE or an Examination accepted as equivalent thereof by the Syndicate of the University of Madras

**For all B.Com Degree Programs – under Faculty of Commerce**

Sl. No.	Program & Branch	Major subjects of study
1.	Accounting and Finance	Accountancy and Commerce
2.	Commerce	Accountancy and Commerce
4.	Computer Applications	Accountancy, Commerce and Computer Science
5.	Corporate Secretaryship	Accountancy and Commerce
9.	B.Com Lateral Entry	Pass in the three years Diploma in Commercial Practices/Modern Office Practices by the DTE or an Examination accepted as equivalent thereof by the Syndicate of the University of Madras

**For Bachelor of Business Administration Degree Program – under Faculty of Management**

Sl. No.	Program & Branch	Major subjects of study
1	B.B.A	A pass in the Higher Secondary Examinations (Academic or Vocational Stream)

**3. CREDIT REQUIRMENTS AND ELIGIBILITY FOR AWARD OF DEGREE**

3.1. A Candidate shall be eligible for the award of the Degree only if he/she has undergone the prescribed course of study in a College affiliated to the University for a period of not less than three academic years and passed the examinations of all the Six Semesters prescribed earning a minimum of **140 credits as per the distribution given in Regulation 4 for Part I, II, III, IV & V** and also fulfilled such other conditions as have been prescribed thereof.

**4. COURSE OF STUDY, CREDITS AND SCHEME OF EXAMINATION**

4.1. The Course Components and Credit Distribution shall consist of the following: (Minimum Number of Credits to be obtained)

Course Component	Name of the Course	Credits allotted for Four Semester Language Papers *	Credits allotted for Two Semester Language Papers #
PART I	Tamil or Other Languages	12	06
PART II	English	12	06
PART III	Core Courses	60	72
	Allied Courses	20	20
	Project/ Three Elective Courses	15	15
PART IV	i. Basic Tamil/ Advanced Tamil/ NME	04	04
	ii. Soft Skill Courses	12	12
	iii. Environmental Studies	02	02
	iv. Value Education	02	02
PART V	Extension Activities	01	01
<b>Total Credits</b>		<b>140</b>	<b>140</b>

\*Applicable for B.A., and B.Sc. Degree Programms.

# Applicable for B.Com, B.B.A., B.C.A., B.Sc. Electronics and Communication Science, Degree Programms

#### 4.2. DETAILS OF COURSE OF STUDY OF PARTS I – V

**4.2.1. PART I: Tamil and Other Languages:** Tamil or any one of the following Modern (Indian or Foreign) or Classical languages at the option of candidates and according to the syllabus and text-books prescribed from time to time:

**a. Modern** - Indian - Telugu, Kannada, Malayalam, Urdu & Hindi

**Foreign** - Chinese, French, German, Italian, Japanese & Russian

**b. Classical** – Sanskrit, Arabic & Persian

**4.2.2. PART II: English:** According to the syllabus and text-books prescribed from time to time

**4.2.3. PART III: Core, Allied and Project/Three Elective Courses:** As prescribed by the concerned Board of Studies

#### 4.2.4. PART IV:

**i. Basic Tamil/ Advanced Tamil/ NME:**

**a.** Students who have not studied Tamil up to XII STD and have taken any Language other than Tamil in Part I shall take Basic Tamil comprising of Two Courses (level will be at 6<sup>th</sup> Standard).

- b. Students who have studied Tamil up to XII STD and have taken any Language other than Tamil in Part I shall take Advanced Tamil comprising of Two Courses.
- c. Students who have studied Tamil up to XII STD and also have taken Tamil in Part I shall take Non-Major Elective comprising of Two Courses.

**ii. Soft Skill Courses**

**iii. Environmental Studies**

**iv. Value Education**

**4.2.5. PART V: Extension Activities:**

Students shall be awarded a maximum of 1 Credit for Compulsory Extension Service. All the Students shall have to enrol for NSS /NCC/ NSO (Sports & Games) Rotract/ Youth Red Cross or any other Service Organizations in the College and shall have to put in compulsory minimum attendance of 40 hours which shall be duly certified by the Principal of the College before 31<sup>st</sup> March in a year. If a student lacks 40 hours attendance in the first year, he or she shall have to compensate the same during the subsequent years.

Those students who complete minimum attendance of 40 hours in one year will get 'half-a-credit and those who complete the attendance of 80 or more hours in Two Years will get 'one credit'. Literacy and Population Education and Field Work shall be compulsory components in the above extension service activities.

**4.2.6. Scheme of Examinations and Syllabus of each programme as given separately in Annexure-II**

**5. INSTRUCTIONAL (TEACHING) HOURS( Not applicable for Autonomous Colleges)**

**5.1. For First, Second, Third and Fourth semesters:**

Course	BA, BBA and B. Com	B. Sc and BCA without Practical	B. Sc and BCA with Practical
<b>Language</b>	4 + 2 hours *	4 + 2 hours *	4 + 2 hours *
<b>English</b>	4 + 2 hours @	4 + 2 hours @	4 + 2 hours @
<b>Core Course I</b>	5 hours	5 hours	5hours Theory 3hours Practical
<b>Core Course II</b>	5 hours	5 hours	-
<b>Allied Course</b>	6 hours	6 hours	5 hours Theory 3 hours Practical
<b>Non-Major Elective Course</b>	2 hours	2 hours	2 hours
<b>Total</b>	30 hours	30 hours	30 hours

\*2 hours for Part IV Basic Tamil/ Advanced Tamil/ Non-Major Elective Courses  
@ 2 hours for Soft Skills Courses.

## 5.2. For Fifth and Six Semesters:

Course	BA, BBA, BSW and B. Com	B. Scand BCA
Core Course (each)	6 hours	6 hours
Elective Course (each)	5 hours	5 hours

## 6.REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER

- 6.1. Eligibility:** Students shall be eligible to go to subsequent semester only if they earn sufficient attendance as prescribed there by the Syndicate from time to time.
- 6.2. Attendance:** All Students must earn 75% and above of attendance for appearing for the University Examination. (Theory/Practical)
- 6.3. Condonation of shortage of attendance:** If a Student fails to earn the minimum attendance (Percentage stipulated), the Principals shall condone the shortage of attendance up to a maximum limit of 10% (i.e. between 65% and above and less than 75%) after collecting the prescribed fee of Rs.250/-each for Theory/Practical examination separately,(Theory Rs.250/- Per semester/Per Student: Practical Rs.250/- Per semester/Per Student) towards the condonation of shortage of attendance. Such fees collected and should be remitted to the University.
- 6.4.Non-eligibility for condonation of shortage of attendance:** Students who have secured less than 65 % but more than 50 %of attendance are NOT ELIGIBLE for condonation of shortage of attendance and such Students will not be permitted to appear for the regular examination, but will be allowed to proceed to the next year/next semester of the program and they may be permitted to take next University examination by paying the prescribed condonation fee of Rs.250/- each for Theory/Practical separately. Such fees shall be remitted to the University. Name of such Students should be forwarded to the University along with their attendance details in the prescribed format mentioning the category (3 copies)Year wise/Branch wise/Semester wise together with the fees collected from them, so as to enable them to get permission from the University and to attend the Theory/Practical examination subsequently without any difficulty.
- 6.5.Detained students for want of attendance:** Students who have earned less than 50% of attendance shall be permitted to proceed to the next semester and to complete the Program of study. Such Students shall have to repeat the semester, which they have missed by rejoining after completion of final semester of the course, by paying the fee for the break of study as prescribed by the University from time to time.

**6.6. Condonation of shortage of attendance for married women students:** In respect of married women students undergoing UG programs, the minimum attendance for condonation (Theory/Practical) shall be relaxed and prescribed as 55% instead of 65% if they conceive during their academic career. Medical certificate from the Doctor(D.G.O) attached to the Government Hospital and the prescribed fee of Rs.250/-there for together with the attendance details shall be forwarded to the university to consider the condonation of attendance mentioning the category.

**6.7.Zero Percent (0%) Attendance:** The Students, who have earned 0% of attendance, have to repeat the program (by rejoining) without proceeding to succeeding semester and they have to obtain prior permission from the University immediately to rejoin the program.

**6.8. Transfer of Students and Credits:** The strength of the credits system is that it permits inter Institutional transfer of students. By providing mobility, it enables individual students to develop their capabilities fully by permitting them to move from one Institution to another in accordance with their aptitude and abilities.

**6.8.1.**Transfer of Students is permitted from one Institution to another Institution for the same program with same nomenclature.

Provided, there is a vacancy in the respective program of Study in the Institution where the transfer is requested.

Provided the Student should have passed all the courses in the Institution from where the transfer is requested.

**6.8.2.**The marks obtained in the courses will be converted and grades will be assigned as per the University norms.

**6.8.3.** The transfer students are eligible for classification.

**6.8.4.**The transfer students are not eligible for Ranking, Prizes and Medals.

**6.8.5.** Students who want to go to foreign Universities up to two semesters or Project Work with the prior approval of the Departmental/College Committee are allowed to get transfer of credits and marks which will be converted into Grades as per the University norms and are eligible to get CGPA and Classification; they are not eligible for Ranking, Prizes and Medals.

## **7. EXAMINATION AND EVALUATION (Autonomous Colleges can modify these regulations and get it approval in their College Academic Council)**

**7.1.Register for all subjects:** Students shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examination. For this purpose, Students shall register for all the arrear subjects of earlier semesters along with the current (subsequent) Semester Subjects.

## 7.2.Marks for Internal and End Semester Examinations for PART I, II, III, and IV

Category	Theory	Practical
Internal Assessment	25	40
End semester Examination (University)	75	60

## 7.3 Procedure for Awarding Internal Marks

Course	Particulars	Marks
<b>Theory Papers</b>	Tests (2 out of 3)	10
	Attendance	05
	Seminars	05
	Assignments	05
	<b>Total</b>	<b>25</b>
<b>Practical Papers</b>	Attendance	05
	Test best 2 out of 3	30
	Record	05
	<b>Total</b>	<b>40</b>
<b>Project</b>	Internal Marks (best 2 out of 3 presentations)	20
	Viva-Voce	20
	Project Report	60
	<b>Total</b>	<b>100</b>

### 7.4: (i) Awarding Marks for Attendance (out of 5)

Attendance below 60% = 0 marks, 61 % to 75% = 3 marks, 76 % to 90% = 4 marks and above 91%= 5 marks

(ii)Conducting Practical and Project Viva-voce Examination: By Internal and External Examiners

## 7.5.Question Paper Pattern for End Semester (University) Examination

### SECTION–A

(30 words)10 questions out of 12 questions

10 \* 2 marks =20 marks

### SECTION – B

(200 words) 5 questions out of 7 questions

5 \* 5 marks = 25 marks

### SECTION – C

(500 words) 3 questions out of 5 questions

3 \* 10 marks = 30 marks

**TOTAL = 75 marks**

## 7.6. PASSING MINIMUM

- 7.6.1 There shall be no passing minimum for Internal.
- 7.6.2 For external examination, passing minimum shall be 40% [Forty Percentage] of the maximum marks prescribed for the paper for each Paper/Practical/Project and Viva-Voce.
- 7.6.3 In the aggregate [External/Internal] the passing minimum shall be of 40%.
- 7.6.4 He/She shall be declared to have passed the whole examination, if he/she passes in all the papers and practical wherever prescribed as per the scheme of the examinations by earning 140 CREDITS in Part I, II, III, IV & V. He/she shall also fulfil the extension activities prescribed earning a minimum of 1 credit to qualify for the Degree.

**7.7. INSTANT EXAMINATION:** Instant Examinations is conducted for the students who appeared in the final semester examinations. Eligible criteria for appearing in the Instant Examinations are as follows:

- 7.7.1. **Eligibility:** A Student who is having arrear of only one theory paper in the current final semester examination of the UG Degree programme alone is eligible to appear for the Instant Examinations.
- 7.7.2 **Non-eligibility for one arrear paper:** A Student who is having more than one arrear paper at the time of publication of results is not eligible to appear for the Instant Examinations.
- 7.7.3. **Non-eligibility for arrear in other semester:** Student having arrear in any other semester is not eligible and a Student who is absent in the current appearance is also not eligible for appearing for the Instant Examinations and those Student who have arrear in Practical/Project are not eligible for the Instant Examinations.
- 7.7.4. **Non-eligibility for those completed the program:** Students who have completed their Program duration but having arrears are not eligible to appear for Instant Examinations.

## 7.8. RETOTALLING, REVALUATION AND PHOTOCOPY OF THE ANSWER SCRIPTS:

- 7.8.1. **Re-totalling:** All UG Students who appeared for their Semester Examinations are eligible for applying for re-totalling of their answer scripts.
- 7.8.2. **Revaluation:** All current batch Students who have appeared for their Semester Examinations are eligible for Revaluation of their answer scripts. Passed out candidates are not eligible for Revaluation.



**7.8.3. Photocopy of the answer scripts:** Students who have applied for revaluation can download their answer scripts from the University Website after fifteen days from the date of publication of the results.

## 8. CLASSIFICATION OF SUCCESSFUL STUDENTS

### 8.1. PART I TAMIL / OTHER LANGUAGES; PART II ENGLISH AND PART III CORE SUBJECTS, ALLIED, ELECTIVES COURSES AND PROJECT:

Successful Students passing the Examinations for the Part I, Part II and Part III courses and securing the marks (a) 60 percent and above and (b) 50 percent and above but below 60 percent in the aggregate shall be declared to have passed the examination in the **FIRST and SECOND** class respectively; all other successful candidates shall be declared to have passed the examination in the **THIRD Class**.

**9. MARKS AND GRADES:** The following table shows the marks, grade points, letter grades and classification to indicate the performance of the Student:

RANGE OF MARKS	GRADEPOINTS	LETTERGRADE	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	Re-appear
ABSENT	0.0	AAA	ABSENT

### 9.1. Computation of Grade Point Average (GPA) in a Semester, Cumulative Grade Point Average (CGPA) and Classification

$$\text{GPA for a Semester:} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

That is, GPA is the sum of the multiplication of grade points by the credits of the courses divided by the sum of the credits of the courses in a semester.

$$\text{CGPA for the entire programme:} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

That is, CGPA is the sum of the multiplication of grade points by the credits of the entire programme divided by the sum of the credits of the courses of the entire programme

Where,

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

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

$n$  = Semester in which such courses were credited.

### 9.2. Letter Grade and Class

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

\*The Students who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses only) are eligible.

## 10. RANKING

Students who pass all the examinations prescribed for the Program in the **FIRST APPEARANCE ITSELF ALONE** are eligible for Ranking / Distinction, provided in the case of Students who pass all the examinations prescribed for the Program with a break in the First Appearance due to the reasons as furnished in the Regulations 6 supra are only eligible for Classification.

## 11. CONCESSIONS FOR DIFFERENTLY-ABLED STUDENTS

**11.1. Dyslexia students:** For students who are mentally disabled, learning disability and mental retardation, who are slow learners, who are mentally impaired having learning disorder and seizure disorder and students who are spastic and cerebral Palsy, the following concessions shall be granted:

- i) Part I Foundation course Tamil or any other Language can be exempted.
- ii) One-third of the time of paper may be given as extra time in the examination.
- iii) Leniency in overlooking spelling mistakes, and
- iv) Amanuensis for all courses provided the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree.

### 11.2. Hearing, Speaking Impaired & Mentally retarded:

For students who are hearing and speaking impaired and who are mentally challenged, the following concessions shall be granted:

- i) One Language paper either Part I Foundation course Tamil or any other Language or Part II English or its equivalent can be exempted
- ii) Part IV Non-Major Elective (NME) or Basic Tamil or Advanced Tamil can be exempted.

### **11.3. Visually Challenged students:**

- i) Exempted from paying examination fees.
- ii) A scribe shall be arranged by the College and the scribe be paid as per the College decision.

## **12. MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMS TO QUALIFY FOR A DEGREE**

**12.1.** A Student who for whatever reasons is not able to complete the program within the normal period (N) or the Minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. (Time Span = N + 2 years for the completion of programme.)

**12.2.** In exceptional cases like major accidents and child birth an extension of one year be considered beyond maximum span of time (Time Span = N + 2 +1 years for the completion of programme).

**12.3.** Students qualifying during the extended period, shall not be eligible for **RANKING**.

**Note:** Autonomous Colleges have their freedom to modify any of the above regulations based on the UGC guidelines for Autonomous Colleges or guidelines of the Tamil Nadu State Council for Higher Education with the approval of the University.

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