

GUIDELINES OF UG PROGRAMME

ALLOTMENT OF MARKS

Study Components	Internal	External
Part - I		
Tamil / Other languages	25	75
Part - II		
English	25	75
Part - III		
Theory Papers (core course, Discipline Specific Elective and Generic Elective)	25	75
Practical Papers (Major & Generic Electives)	40	60
Project (V Semester)	40	60
Part - IV		
1. NMEC	40	60
2. AECC	40	60
3. Skill Based Courses	40	60
4. Foundation Course	60	40

Ability Enhancement Compulsory Courses (AECC)

The ability enhancement courses are based on the content that leads to knowledge enhancement.

- Environmental studies
- English Communication

The relevant study materials are provided by the institution. These are mandatory for all disciplines.

English Communication

Internal components include Creative Writing, Viva-voce and Language Laboratory. Viva-voce examination will be based on speaking and reading skills.

- For speaking - Questions from Unit II & V.
- Students will have 4 hours of Language Laboratory on rotational basis.
- 30 minutes practical at the end of the respective semester.

For external, 3 questions out of 5 from four unit must be answered. Each question carries 5 marks. Unit V is only for Viva voce examination.

Environmental Studies (II Semester)

Internal components

Album Based on Environmental issues - group of 8 students.

Album can contain poems, pictures, collage, paper cuttings, paintings, drawings etc. Marks must be given for content and not for decorations.

- Field visit - outside working hours.
- Field Report - 10 - 15 pages typed, with 1 or 2 photos.
- Viva voce - based on field work report.

For external 2 hours examination is conducted for 60 marks.

Part IV - Skill Based Course (SBC)

Students will be divided into 2 categories

Category A: Computer Science, English (Aided & S.F.), Zoology, History, Chemistry, Tamil (S.F.)

Category B: Commerce (Aided & S.F.), Maths (Aided & S.F.), Botany, Physics and Economics

Category	Semester III	Semester IV
A	Meditation and Exercise	Computer Literacy
B	Computer Literacy	Meditation and Exercise

External: Two hours of practical exam

Part IV - Foundation Course

These courses are conducted during the value education hour. The duration for external exam is 1½ hours.

For Value Education I & II, external examination will be conducted at the end of II & IV semesters respectively. For HRE, external examination will be conducted at the end of V Semester for 1½ hours.

For Women Studies, external examination will be conducted at the end of VI Semester for 1½ hours.

Value Education I (I Year)

Internal Components include

Song, Mime and Skit - 7 members in each group. Maximum no. of groups: 6 to 9

Written test - 4 out of 6 questions. Each question carries 5 marks.

A Kind Action - Student's life experience/life experience of family member / a friend.

Value Education II (II Year)

Group Album: 7 members in each group.; maximum no. of groups: 6 to 9;page limit: 10; lot method to select the title; mode of presentation may include poems, pictures, drawings, printouts, paper cuttings, photographs, quotes, collage etc.

Human Rights Education (HRE) - (V Semester)

Title for Album will be chosen from the prescribed text.

Maximum of 7 members in each group: 6-9 groups

Women Studies (WS) - (VI Semester)

For album, title should be related to women's issues discussed in the text book.

Maximum of 7 members in each group: 6-9 groups

PART: V

i) Skill Development Programme (SDP) - Certificate Courses

Journalism and Mass Communication	-	Dept. of English
Clinical Chemistry	-	Dept. of Chemistry
Folklore (Kalari)	-	Dept. of Tamil (S.F.)

The courses such as Artificial Jewel Making, Artificial Bouquet Making, Bridal Makeup & Hair dressing, Catering, Computer Accounting, Computer Hardware, Clay Design, Handicrafts, Hand Embroidery, Hindi, Glass Painting, Saree Painting, Poster Painting, Tailoring and Music are offered by Holy Cross Academy

- Compulsory for all I year students.
- 60 hours programme with one credit- included in the curriculum.
- Courses and final examinations will be conducted by external experts.
- Certificates will be issued to those who pass in the examinations.
- If a student fails, she is not eligible to get the degree.

ii) Service Training Programme (STP)

Compulsory for all I & II year students.

Clubs and Committees - Eco Club, YRC, Rotaract Club, NSS/ RRC, AICUF, Consumer Club, Legal Literacy and Women's Cell. Each student can opt for one of the clubs/committees.

iii) Service Learning Programme: Reaching the Unreached Neighbourhood (RUN)

60 hours programme - Reaching the Unreached Neighbourhood (RUN) programme with one credit - included in the curriculum.

If a student fails, she is not eligible to get the degree.

Value Added Courses

In order to make the students excel in knowledge and entrepreneur skills, value added courses are introduced for all UG students. The courses are organized by the departments in collaboration with other institution. Each course is of 30 hours duration.

Part I, Part II & Part III Theory Papers

Test	=	15 marks
Quiz	=	5 marks
Assignment	=	5 marks
Total	=	25 marks

Part IV

Non major Elective Courses (NMEC)

Test	=	20 marks
Quiz	=	10 marks
Assignment	=	10 marks
Total	=	40 marks

Ability Enhancement Compulsory Course (AECC)

1) English Communication - I Semester

Creative Writing	=	10 marks
Viva (Speaking & Reading)	=	20 marks
Language Lab	=	10 marks
Total	=	40 marks

2) Environmental Studies - II Semester

Album	=	10 marks
Field Visit	=	10 marks
Fieldwork Report	=	10 marks
Viva voce	=	10 marks
Total	=	40 marks

iii) Skill Based Course (SBC)

1) Computer Literacy (III / IV Semester)

Objective type questions (30 X 1)	=	30 marks
Exercise (Book) (1x 10)	=	10 marks (Compulsory)
Total	=	40 marks

2) Yoga/Meditation and Exercise (III / IV Semester)

Objective type questions (20 x 1) = 20 marks

Exercise (2 x 10) = 20 marks

Total = 40 marks

Foundation Course**Value Education I (I Year)**

Songs, Mime, Skit = 20 marks

Written Test (4 x 5) = 20 marks

A Kind Action = 20 marks

Total = 60 marks

Value Education II (II Year)

Exercise from book = 20 marks

Written test (4 x 5) = 20 marks

(4 out of 6 questions)

Group Album = 20 marks

Total = 60 marks

Human Rights Education (HRE) and Women Studies (WS) - III Year

Album = 20 marks

Group Song, Mime, Skit = 20 marks

Written test (4 x 5) = 20 marks

(4 out of 6 questions)

Total = 60 marks

EXTRA CREDITS FOR UG PROGRAMME

Certificate Courses (Organized by the dept.) - 1 Credit per Course

Self Learning Course (Maximum 2 courses) - 2 Credits per Course

Sports: Representation - Maximum 5 credits

International level - 5 Credits

National level - 4 Credits

State level - 3 Credits

University level - 2 Credits

District / College level - 1 Credit

Paper Presentation / Publication in Proceedings (National / State)

Upto 3 papers - 1 Credit

More than 3 papers - 2 Credits

International level (upto 3 papers) - 2 Credits

International level (more than 3 papers) - 3 Credits

Publication of articles in Journals / Books - 2 Credits

Conversion of marks to Grade Points and Letter Grade for UG Programme

Range of Marks	Grade Point	Letter Grade	Description
90-100	9-10	O	Outstanding
80-89	8-8.9	A+	Excellent
75-79	7.5-7.9	A	Very Good

70-74	7-7.4	B+	Good
60-69	6-6.9	B	Above Average
50-59	5-5.9	C	Average
40-49	4-4.9	P	Pass
0-39	0	F	Fail
Absent	0	Ab	Absent