



**KG COLLEGE OF ARTS AND SCIENCE**

Autonomous Institution | Affiliated to Bharathiar University

Accredited with A++ Grade by NAAC

ISO 9001:2015 Certified Institution

**KGiSL** Campus, Saravanampatti, Coimbatore – 641 035

# **Curriculum Structure for the Programmes Offered Under Autonomy**

**Revised Regulations for 2024 – 2025**

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## **I. Introduction**

KG College of Arts and Science (KGCAS) was established in the year 2005 under the auspices of KGiSL Trust, by our founder trustee Dr.Ashok Bakthavathsalam. The culture of trust is “Work is Worship”. The trust has established itself in five verticals namely, Software, Medical, Infrastructure, Learning and Energy (SMILE) engaging employee strength of nearly a lakh. Under learning, it has established three educational institutions in the areas of Information Management, Arts and Science, Engineering and Technology with the intent to provide quality higher education. KGCAS, one among them located on the KG Campus, is the perfect match to the Industry-Institute learning environment. The lush green landscape with lawns and trees in the campus provides a congenial learning atmosphere. The college had a modest beginning in 2005 with 4 programmes, 165 students and 20 full-time academic faculty members and has grown to offer 17 UG, 05 PG and 10 Research Programmes catering to 4285 students with faculty strength of 181, in a span of less than two decades. New programmes such as B.Com. A&F, B.Sc. Visual Communications, B.Sc. Psychology and M.Com., are introduced during the last two years. B.Sc. Computer Science (Artificial Intelligence & Data Science) will be added in the year 2024-2025. The institution is recognized under 2(f) and 12(B) of UGC. The college is affiliated to Bharathiar University, accredited A++ grade with CGPA of 3.54 out of 4 by NAAC in the academic year 2022 - 2023. Subsequently UGC has conferred KGCAS with autonomous status for ten years from the academic year 2024-2025. It is an ISO 9001:2015 certified institution.

We have signed 11 MoUs with National and International organizations and Universities. Recently 3 more MoUs have been signed with Malaysian Universities like Manipal, Saito & Asia Pacific University - which initiates students, faculty exchange and collaborative research. Our Value Added courses are designed in line with MoU signed with National Stock Exchange (NSE), MSME, IIT Bombay Spoken Tutorial and Coursera. KGCAS has received the Bold Innovator award from Coursera for having completed 1,15,000 Certificate Courses in the last three years. We have been the Active local chapter of NPTEL since 2019. ICT Academy has awarded KGCAS with a certificate of appreciation for successful completion of number of courses by our students and faculty members.

Product Development Centre (PDC) as Pre incubation centre was created to inculcate the sense of designing process as Proof of Concept to promote Entrepreneurism. Funds were received from DST – NIMAT to conduct awareness camps. Entrepreneurship Development Cell (EDC) , Creative Ideas Club, Technical Club conduct workshops and hands-on training to enhance the mental preparedness and skills required for national coding challenges

spanning 48-56 hours. KGCAS has established an active presence in the Hackathon and Botathon events since 2018. In Coimbatore Innovation and Incubation Centre - FORGE Accelerator Hackathon, our team got a scholarship to pursue PROTOSEM Diploma course worth Rs.65,000 at FORGE in 2018. In TiE Coimbatore funding Carnival our team received Rs.30000/- per month for one year to proceed with their start-up. KGCAS students participated in the national innovation contest, Toycathon event and won the title with a cash award of Rs 25,000. We have published 06 patents and obtained 14 copyrights. Won 3<sup>rd</sup> position in the Regional Youth Talk organised by ICT Academy. Student's Projects were selected for funding from TNSCST. Received CISCO Net academy Membership. 50 women self-help group members were trained by professional trainers with materials in creating wealth from biodegradable waste to improve their livelihood for which we have received funds from TNSCST.

The college has won 6<sup>th</sup> place in All India level SWACHHTA Ranking – 2017 for Higher Education Institutions. Received Rs.20,69,000/- for preserving the most ancient and traditional weaving arts of Toda's by applying science and technology under DST-SEED scheme. The institution is recognized as 'Band B' Institution (Rank between 26 – 50) in the category of Private Self-Financed College in Atal Ranking of Institutions on Innovation Achievements (ARIIA) with "Best Performer" status. Institution's Innovation Council (IIC) on Annual performance rating our institution got five stars in 2019 and four star rating in 2020. KGCAS has initiated two tech communities, 1) Ui Path RPA Community, 2) AWS DeepRacer Community. In the student champion contest, conducted by UiPath, our student got selected as champion, one among the 82 across the world. In RPA Tools Hackathon and Teckathon conducted by Honeywell & ICT Academy, our students got second placed. In the Block chain hackathon conducted by Binance, two of our students won at national level. The AWS DeepRacer Community has established physical setup, launched physical track for autonomous car in the campus. AGILE Incubation Centre (AIC) with 6000 sq. ft is created with co working space for the tech start-up named Nunnarivu Labs Pvt. Ltd. (micro knowledge)

The Mathematics Department conducted YSSP 2023-24 (Young Students Scientist Programme) with funding received from the Tamil Nadu State Council for Science and Technology (TNSCST). Through this program, 100 government school students who show potential in science are provided with exposure to scientific research and activities.

KGiSL Trust proudly achieved its second consecutive **"Great Place to Work"** recognition, highlighting its exceptional work culture.

## **II. Autonomous Status to the College**

The University Grants Commission (UGC) provides autonomy to institutions, defining it as a functional status that grants greater flexibility for purely academic development, aiming to enhance academic standards and excellence. Autonomous colleges function as independent branches of a State and Central Universities, allowing them the freedom to determine their courses, syllabi, fee structure, and pedagogy. Despite this independence, degrees are conferred under the name of the parent University. We take pride in informing that the UGC has conferred autonomous status to KG College of Arts and Science for 10 years vide communication No.F. 2-10/2023(AC-Policy)

### **Objectives of Autonomy**

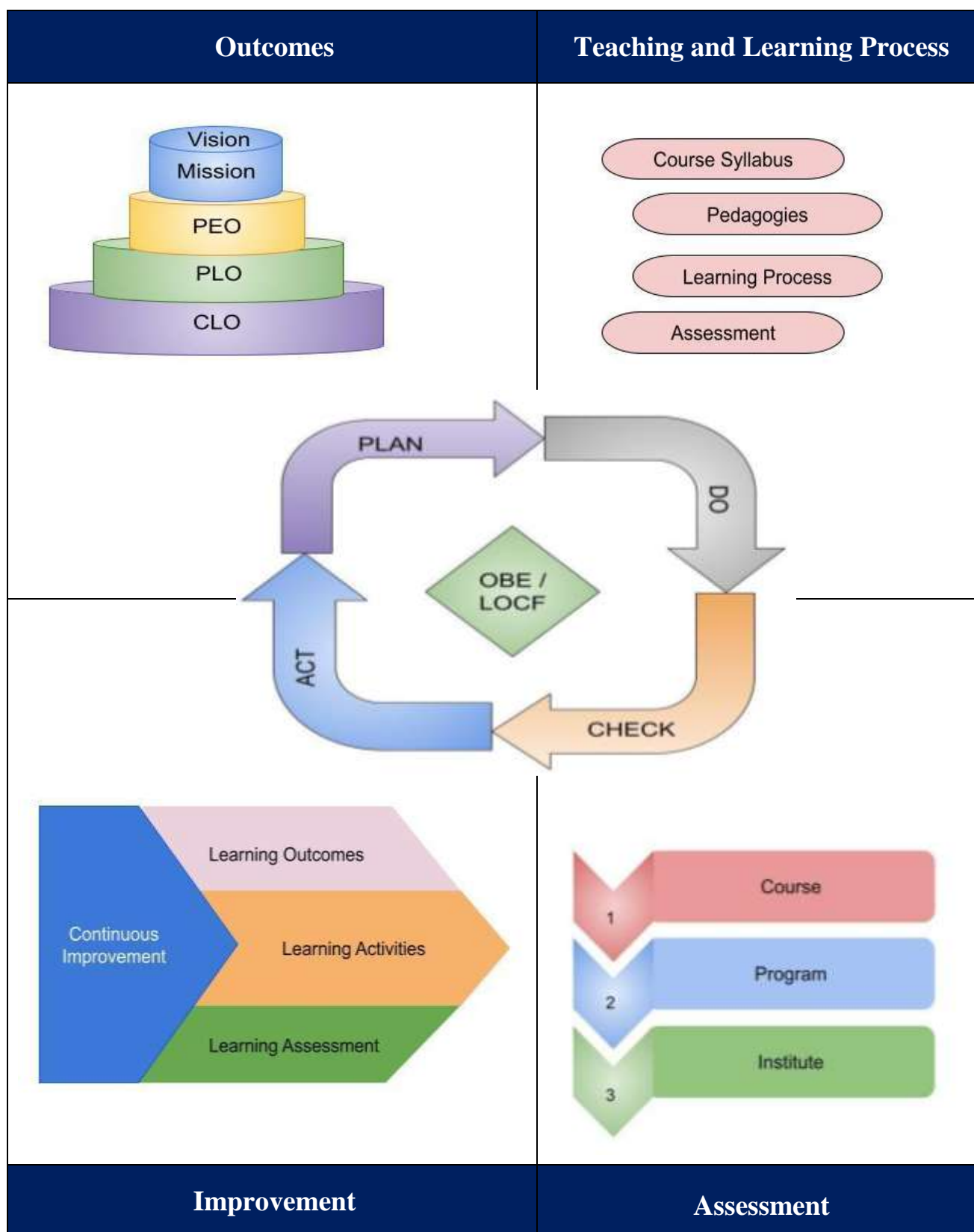
1. To determine and prescribe its own courses of study and syllabi.
2. To redesign and restructure existing courses to suit local, regional and national needs.
3. To offer need-based short-term certificate courses to enhance students' employability.
4. To apply modern educational pedagogy in teaching and learning, fostering creativity among both teachers and students.
5. To promote community connection through extension activities and community services.

### **Advantages of Autonomy**

1. **Curricular Flexibility:** Autonomous colleges in Tamil Nadu have the advantage of curricular autonomy, allowing them to design and modify their course offerings to align with industry requirements and emerging trends.
2. **Industry-Relevant Syllabus:** Autonomous colleges can tailor their syllabi to be industry-centric, ensuring that students are equipped with the skills and knowledge needed for employment in various sectors.
3. **Innovative Teaching Methods:** Autonomy empowers colleges to adopt modern and innovative teaching methods, incorporating the latest educational technologies to enhance the learning experience.
4. **Research and Development Opportunities:** Autonomous colleges often have the freedom to engage in research and development activities, fostering a culture of innovation among both students and faculty members.

5. **Flexible Examination System:** The flexibility to design their examination system allows autonomous colleges to adopt varied assessment methods, promoting a more comprehensive evaluation of students' capabilities.
6. **Quick Decision-Making:** Autonomous colleges can make decisions independently and promptly implement the improvements, allowing them to respond more efficiently to changes in the educational landscape.
7. **Community Engagement:** Autonomous colleges can actively participate in community engagement through extension activities and community services, contributing to societal development.
8. **Enhanced Student Internship Opportunities:** Autonomy enables colleges to establish strong connections with industries, providing students with ample internship opportunities to gain experiential learning experience and enhance employability.
9. **Prestigious Image:** Autonomous status often confers a prestigious image to colleges, attracting students and faculty members who value academic freedom and commitment to excellence.
10. **Quality Assurance:** Autonomy reflects a commitment to maintaining and enhancing the quality of education, as colleges can implement and enforce stringent quality assurance measures tailored to their specific needs.

### III. Learning Outcomes Based Curriculum Framework (LOCF)



The University Grants Commission (UGC) has initiated Quality Mandate (QM) and recommends the drive for developing **Learning Outcomes Based Curriculum Framework (LOCF)** under the international standards of **Outcome Based Education (OBE)**. (Website [www.ugc.ac.in](http://www.ugc.ac.in)). LOCF for undergraduate and postgraduate education is based on specific learning outcomes and academic standards expected to be attained by graduates of a programme of study. Learning outcomes specify what graduates completing a particular programme of study are expected to know, understand and be able to do at the end of their programmes of study. It shows the success by making or demonstrating outcomes using statements "able to do" in favour of students. It provides clear standards for observable and measurable outcomes. Outcome based approach moves away from the emphasis on what is to be taught to focus on what is actually learnt by way of demonstrable outcomes. This approach provides greater flexibility to the teachers to develop and the students to accept and adopt different learning and teaching pedagogy in an interactive and participatory ecosystem. The idea is to integrate social needs and teaching practices in a manner that is responsive to the need of the community.

LOCF are intended to allow for flexibility and innovation in

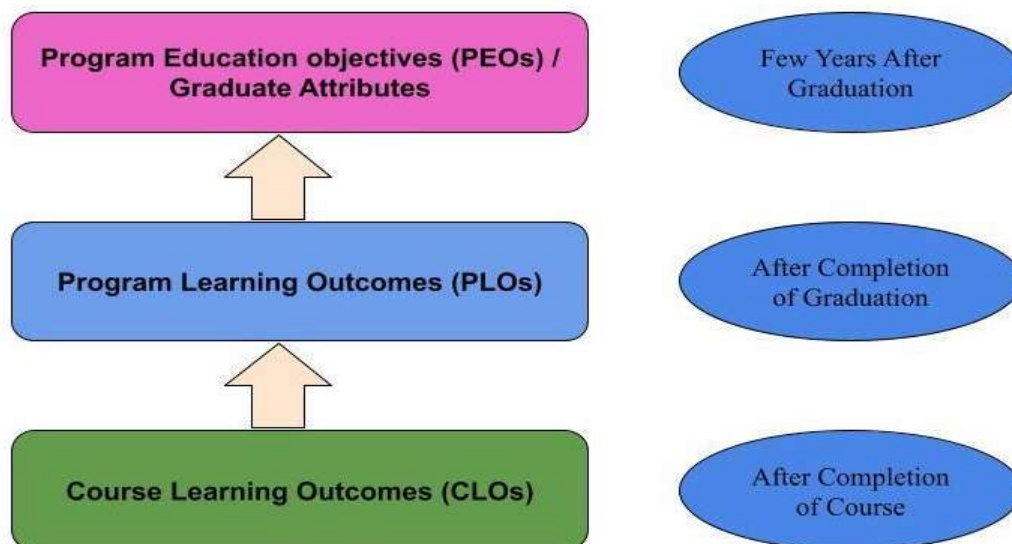
- Designing the programme and developing the syllabi
- Teaching-learning process
- Assessing the learning levels of student , and
- Reviewing the programme periodically.

The expected learning outcomes are used as reference points that would help formulate Graduate Attributes, Qualification Descriptors, Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs).

Measures of Progress of the Graduates under LOCF/ OBE Model

- Program Educational Objectives (PEOs) / Graduate Attributes
- Program Learning Outcomes (PLOs)
- Course Learning Outcomes (CLOs)





**Cognitive** - Thinking, intellectual abilities. Comprehending information, organizing ideas, evaluating information and actions.

**Affective** - Emotions toward learning. Interests, feelings, attitudes, opinions, appreciations, values, emotional sets

**Psychomotor** - Basic motor skills, coordination, and physical movement.

### Bloom's Taxonomy



#### **IV. Choice Based Credit System (CBCS)**

The CBCS system, introduced by the University Grants Commission (UGC), serves as a pivotal initiative to enhance and promote the liberalization of traditional higher education models. Within the framework of the X plan guidelines, the UGC has mandated the incorporation of a credit system, emphasizing its application not only across colleges in general but specifically within autonomous colleges. In alignment with the educational paradigm shift, KGCAS has embraced the CBCS, offering a dynamic learning platform that grants students the autonomy to choose from a diverse array of core, elective and skill enhancement courses. Emphasizing a student-centric philosophy, our approach to learning adopts a cafeteria-style model. This allows students to meticulously select courses, aligning with their personal meters and professional needs. Notably, the course content is collaboratively developed by both academicians and industrial experts, fostering an interdisciplinary approach to higher education a methodology embraced by leading institutions globally.

To qualify for a degree, students are required to secure a minimum number of credit points

**Undergraduate degrees - 140 credits**

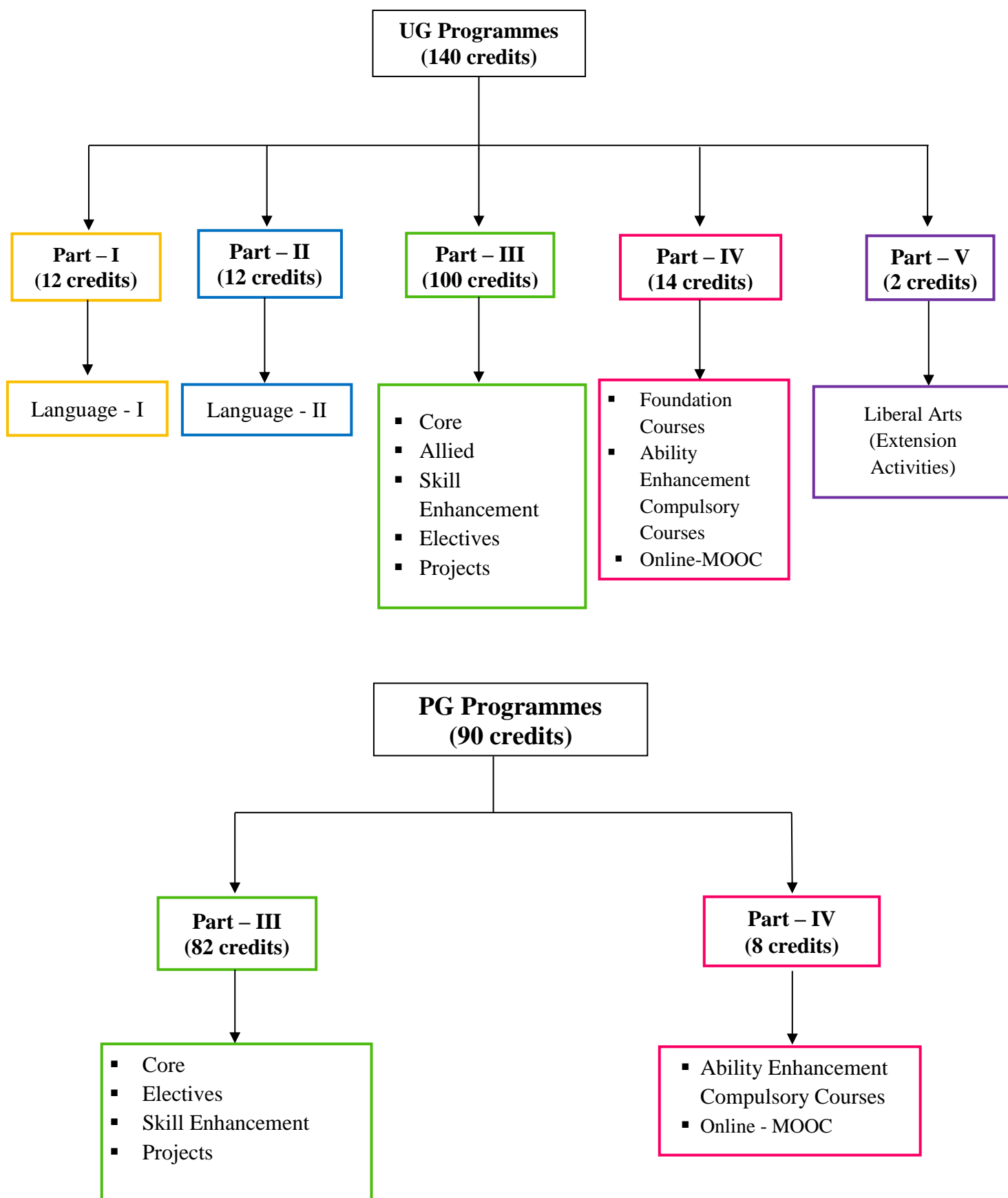
**Postgraduate degrees - 90 credits.**

## V. Graduate Attributes / PEO

Attributes	Skills	How could you demonstrate this?
<b>Intellectual Rigour</b>	<ul style="list-style-type: none"> <li>Gain clarity in higher order and creative thinking, engage critically and reflectively with knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>Give a presentation / demonstration</li> <li>Write a report / blog / paper</li> <li>Take part in class discussions</li> <li>Give and receive peer feedback</li> </ul>
<b>Disciplinary Expertise and Digital Fluency</b>	<ul style="list-style-type: none"> <li>Apply your disciplinary expertise to broader contexts and society</li> <li>Digital proficiency.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake work experience, placements or internships</li> <li>Develop or test a business idea</li> <li>Use digital resources to research a topic</li> <li>Use computer programming to model and solve problems / produce results</li> <li>Learn, communicate and collaborate using digital platforms</li> </ul>
<b>Lifelong Learning</b>	<ul style="list-style-type: none"> <li>Apply a flexible and resilient approach to your life</li> </ul>	<ul style="list-style-type: none"> <li>Manage your course workload alongside other competing demands</li> <li>Keep trying if things don't work out first time</li> <li>Explore formal and informal learning opportunities for professional growth.</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>Identify clear personal and career goals, take responsibility for your own growth and development</li> </ul>	<ul style="list-style-type: none"> <li>Create a personal development plan Identify your own strengths and areas for development.</li> <li>Set targets for yourself. Undertake independent study</li> </ul>
<b>Nurture the Research Culture</b>	<ul style="list-style-type: none"> <li>Engage critically and reflectively with knowledge. Demonstrate an innovative and creative approach to problem solving</li> </ul>	<ul style="list-style-type: none"> <li>Write a comparative essay. Argue a case. Analyse data and produce recommendations.</li> <li>Use information to make a diagnosis and create new knowledge.</li> <li>Work in a group to solve problems. Complete experiments in the lab. Develop solutions for product or system design</li> </ul>

Attributes	Skills	How could you demonstrate this?
<b>Entrepreneurial Spirit</b>	<ul style="list-style-type: none"> <li>▪ Multitasking, and making critical business decisions, delegating responsibilities, problem solving risk-taking and networking in teams, excelling in hard and soft skills. Financial skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Building and managing relationship with other professionals. sending reports and messages through emails</li> <li>▪ Meet deadlines</li> <li>▪ Excel in technical skills as well as verbal communication skills. Volunteer to manage projects and lead meetings.</li> <li>▪ handle resources, assess investments, calculate ROI, use accounting and budgeting software</li> <li>▪ customer service skills</li> </ul>
<b>Team Working</b>	<ul style="list-style-type: none"> <li>▪ Participate effectively and inclusively in different roles as part of a team, including as a leader.</li> <li>▪ Collaborate with a diverse range of colleagues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take part in group work activities and discussions</li> <li>▪ Give and receive peer feedback</li> <li>▪ Participate in or lead a student society or group.</li> <li>▪ Interact and work with a wide range of peers</li> </ul>
<b>Commitment to Society</b>	<ul style="list-style-type: none"> <li>▪ Recognise and value your individual worth and identify the contributions you can make, promote socially responsible behaviour for a global sustainable future</li> </ul>	<ul style="list-style-type: none"> <li>▪ Respect, listen to, and value others and their opinions.</li> <li>▪ Involve in social and community outreach activities.</li> <li>▪ Take part in group work activities and discussions.</li> <li>▪ Be active in sustainability groups on and off campus to nurture the environment.</li> <li>▪ Work with the local community</li> </ul>

## VI. Components Under CBCS



## VII. Nomenclature

**Schools:** Refers to a group of programmes concerned with a major division of knowledge

**Programme:** Refers to the Bachelor of Science / Commerce / Arts stream that a student has chosen for study.

**Batch:** Refers to the starting and completion year of a programme of the study. Eg. Batch of 2023-26 refers to students belonging to a 3 years degree programme admitted in 2023 and completing in 2026.

**Course:** Refers to components of a programme. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work / lab training / report writing / viva- voce, etc., or a combination of these, meet effectively the teaching learning needs.

**Part I : Language I :** Tamil / Hindi / Malayalam / French

**Part II : Language II :** English

Both Part I & II shall be offered during the first four semesters with one examination at the end of each semester (4 courses – 12 credits)

### **Part III:**

- a. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement.
- b. **Electives:** Elective course offered under the same **discipline** / subject of study.
- c. **Internships:** Course should be of a practical experience in the chosen field/ discipline with the possible opportunities to learn and sharpen the real time technical and managerial skills required for professional career.
- d. **Projects:** Course involving application of knowledge in problem solving / analysing / exploring a real life situation / difficult problem. The project work will be given in lieu of a core courses.
- e. **Allied:** A course chosen generally from a **related discipline** / subject with an intention to seek exposure in the discipline relating to the core domain of the student
- f. **Skill Enhancement Courses (SEC):** value-based and/or skill-based courses which are aimed at providing **hands-on-training**, competencies, skills, etc.

**Part – IV**

- a. Foundation Courses (FC):** The foundation course will aim at making the learners acquire conceptual clarity and develop respect for human rights norms and values, and make the learners sensitive to the weaker and the vulnerable sections of society.
- i. **Environmental Studies:** All the UG programmes shall offer a course in Environmental Studies during the first semester
  - ii. **Value Education:** All the UG programmes shall offer a course in “Human Rights” during the second semester.
  - iii. **Yoga:** The Yoga for Human Excellence course is required for all undergraduate programmes to promote physical and mental well-being, enhance stress management skills, and foster overall personal development, thereby preparing students for academic and life challenges.
  - iv. **Basic Tamil:** Those who have not studied Tamil up to the XII standard and have selected a non-Tamil language under Part I must enrol in a basic Tamil course during the third semester.
  - v. **Advanced Tamil:** Those who have studied Tamil up to XII Std and taken a non-Tamil language under Part I must enrol in advanced Tamil during the third semester.
  - vi. **Indian Knowledge System (IKS):** Those who have not opted Basic Tamil and Advanced Tamil must enrol a course in IKS during the third semester as self-study and open book examination.

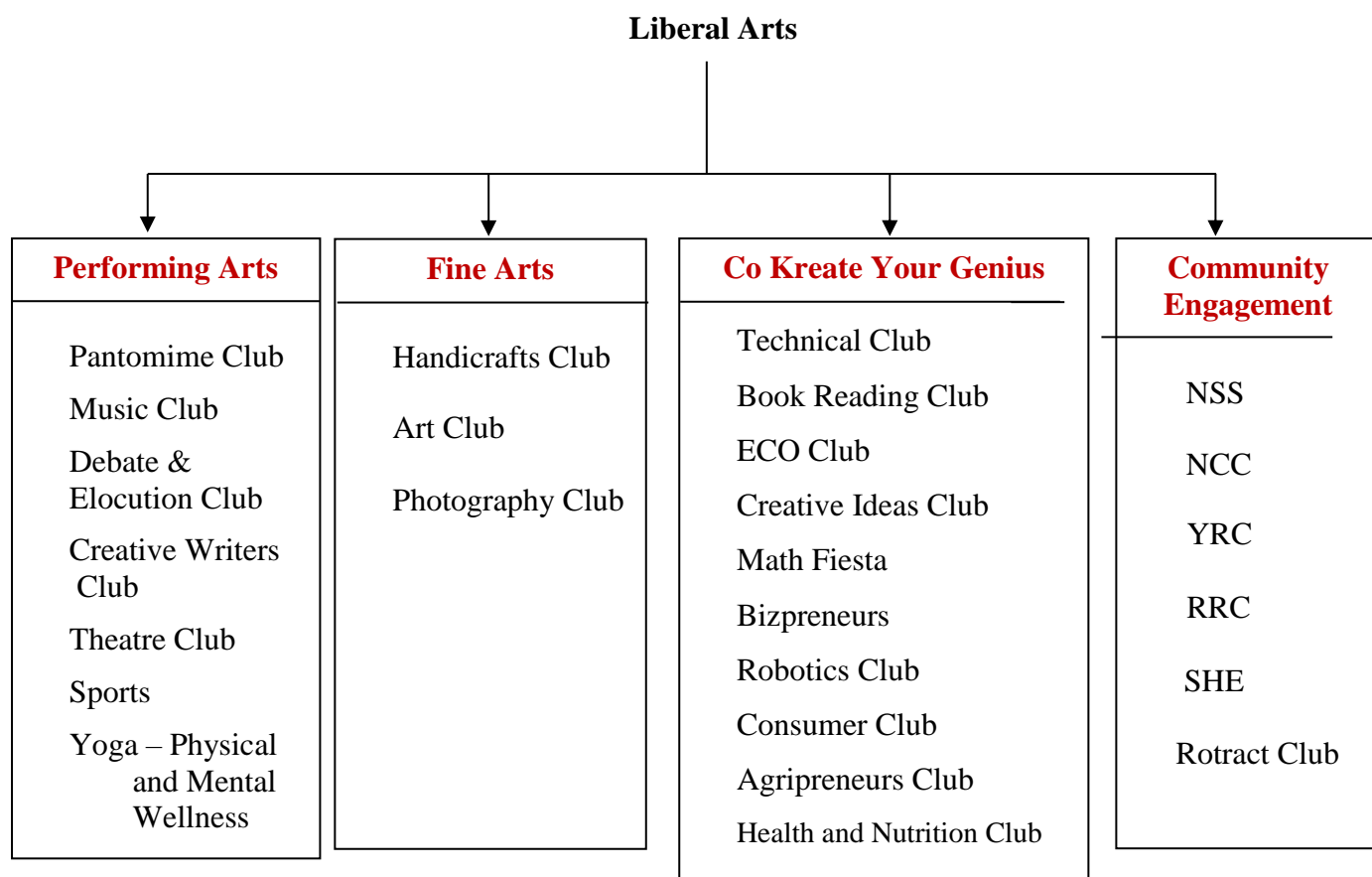
**b. Ability Enhancement Compulsory Courses (AECC)**

- i. **I Semester :** Quantitative Aptitude Course is offered to the students
- ii. **II Semester :** Soft Skills is offered in this semester
- ii. **III Semester:** At least one NPTEL Course to be completed before the end of third semester.
- iii. **IV Semester:** In the fourth semester Innovation/IPR/Entrepreneurship is offered for the students. They can choose any one from these three courses.

**Part V - Liberal Arts** (Extension Activities)

**Extra-Curricular & Co-curricular activities**

Student has to enrol as member in any one of the following clubs. Credits will be awarded at the end of the **fourth semester** based on the participation and achievements in any one chosen club activities for minimum of **30 hours** from semester I to IV.





## VIII. Collaborations

S. No	Industry Collaborations	Domain	Programme
1.	Board Infinity	Fintech	B.Com / B.Com PA/ B.Com A & F
2.		Data Analytics	B. Com CA / B. Com IT
3.		Generative AI	B. Sc. CS (AI & DS)
4.	Blackperl	Cybersecurity	B. Sc. CT / B. Sc. CS (Cybersecurity)
5.	KGM	Full Stack Development	B. Sc. CS / B. Sc. IT
6.		Data Engineering	M. Sc. SS
7.		Digital Marketing	BBA/BBA CA
8.	Maya Academy	Graphics Designing	BCA/B. Sc. Visual Communication
9.	Bio Xplora	Medical Coding	B. Sc. Biotechnology
10.	KGiSL Innovation Labs	Embedded Systems	B. Sc. ECS

## IX. Scheme of the Examination

### UG Programmes

Part	Course Category	Exam (Hours)	Max. Marks		
			CIA	ESE	Total
I	Language – I	3	25	75	100
II	Language – II	3	25	75	100
III	Core Theory	3	25	75	100
III	Core Lab	3	40	60	100
III	Allied Lab	3	40	60	100
III	Allied Theory	3	25	75	100
III	Elective	3	25	75	100
III	Project	-	40	60	100
III	Internship	-	50	-	50
III	SEC Theory	3	25	75	100
III	SEC Lab	3	40	60	100
IV	FC	2	50	-	50
IV	AECC	2	-	50	50
IV	MOOC	-	-	-	-
V	Liberal Arts (Extra-Curricular & Co-Curricular) (Minimum 30 hours)	-	50	-	-

### PG Programmes

Part	Course Category	Exam (Hours)	Max. Marks		
			CIA	ESE	Total
III	Core Theory	3	25	75	100
III	Core Lab	3	40	60	100
III	Elective	3	25	75	100
III	Project	-	100	100	200
III	Internship	-	50	-	50
III	SEC Theory	3	25	75	100
III	SEC Lab	3	40	60	100
IV	AECC	2	-	50	50

## Continuous Internal Assessment

### Schedule

Assessment	Commencement of Test	Duration (Hrs.)	Portions
<b>Theory</b>			
CIA	After completing 45 working days	2	I & II Units
Model	After completing 90 working days	3	All the 5 units
<b>Lab</b>			
Test	After completing 45 working days	2	50% of experiments / programs
Model	After completing 90 working days	3	All the experiments/ programs

### Course Category : Embedded Course : PG

Component/ Category	Test /CIA	Model	Experiments	Observation
<b>Duration(Exam)</b>	2 hrs	3 hrs	-	-
<b>Theory</b>	2Q*10 m = 20 marks	2Q *10 m = 20 marks	-	-
<b>Lab</b>	2Q* 15 m = 30 marks	2Q * 20 m= 40 marks	-	-
<b>Total</b>	<b>50 marks</b>	<b>60 marks</b>	<b>10 marks</b>	<b>5 marks</b>
<b>Weightage</b>	<b>10 marks</b>	<b>15 marks</b>	<b>10 marks</b>	<b>5 marks</b>
<b>Final Marks (Internals)</b>	<b>Test + Model + Experiments + Observation = Total marks</b> <b>10 marks + 15 marks + 10 marks + 5 marks = 40 marks</b>			

<b>End Semester Examination</b>	Theory – 20 marks (2Q * 10m = 20 marks)	Lab – 30 marks (2Q * 15m=30 marks)	Record / viva-10 marks
<b>Final Total Marks</b>	Theory + Lab + Record = Total <b>20 marks + 30 marks (execution) + 10 marks(record) = 60 marks</b>		

### Distribution of Internal Marks

Components	Core Theory	Core Lab	Project	Internship	SEC Theory	SEC Lab	FC
<b>CIA</b>	5	-	-	-	5	-	25
<b>Model</b>	10	15	-	-	10	15	25
<b>Test</b>	-	10	-	-	-	10	-
<b>Experiments</b>	-	10	-	-	-	10	-
<b>Observation</b>	-	5	-	-	-	5	-
<b>Attendance</b>	5	-	-	-	5	-	-
<b>Active Engagement</b>	5	-	-	-	5	-	-
<b>Review I</b>	-	-	15	15	-	-	-
<b>Review II</b>	-	-	15	15	-	-	-
<b>Viva voce</b>	-	-	10	20	-	-	-
<b>Total</b>	<b>25</b>	<b>40</b>	<b>40</b>	<b>50</b>	<b>25</b>	<b>40</b>	<b>50</b>

### Question Paper Pattern -Theory

Component	Duration in Hours	Section A			Section B			Section C			Total	Weightage
		Type of Questions	No. of Questions	Marks	Type of Questions	No. of Questions	Marks	Type of Questions	No. of Questions	Marks		
CIA Theory	2	MCQ	8	8x1=8	Either or	3	3x6=18	Either or	3	3x8=24	50	5
Model Exam Theory	3	MCQ	10	10x1=10	Either or	5	5x5=25	Either or	5	5x8=40	75	10
CIA - FC	2	-	-	-	-	-	-	Open choice	5 (5 out of 8)	5x10=50	50	25
Model- FC	2	-	-	-	-	-	-	Open choice	10 (10 out of 14)	5x10=50	50	25

### Question Paper Pattern – Lab

Component	Duration in Hours	No. of Experiments	Lab	Viva	Total Marks	Weightage
Test	2	2	50	-	50	10
Model	3	2	50	10	60	15

**Marks for Attendance**

S. No.	Attendance Range	Marks Awarded
1.	95% and above	5
2.	90% - 94%	4
3.	85% - 89%	3
4.	80% - 84%	2
5.	75% - 79%	1

**Components for Active Engagement  
(Any one chosen by the Course Coordinator)**

S. No.	Activities	Evidence for Completion
1.	Guided project-Online	Completion certificate
2.	Assignment	Minimum six pages
3.	Seminar	PowerPoint presentation with minimum 10 slides
4.	e-content Creation	Videos with minimum five minutes duration
5.	Case Study	Report Submission / Presentation
6.	Field Study	
7.	Field Survey	
8.	Paper presentation in Conference / Seminar	Certificate / Proceedings with ISBN
9.	Participation in Hackathons / Ideathons etc.	Certificate for Participation

### Guidelines for Internship

1. The internship is mandatory as a part of the curriculum. Students can graduate only when they complete the internship as prescribed.
2. Minimum duration for internship is four weeks which can go up to six weeks (on need basis).
3. Internships will start in the fourth semester of second year around April and the duration ranges between four weeks to six weeks and should be completed on or before start of the 5<sup>th</sup> semester.
4. Internship can be with Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise/ Online Internship.
5. Internship should be of a practical experience in the chosen field/ discipline with the possible opportunities to learn and sharpen the real time technical and managerial skills required for professional career.
6. Internship in incubation centre with Project Prototype through entrepreneur development and start-up are also encouraged.
7. Internship should be preferably aligned with Project activities in the domain areas.
8. 80% of the attendance is mandatory for the students where he/she is undergoing internship.
9. Student should contact his /her academic guide from college on weekly basis and communicate the progress. At the end the student has to prepare internship report in the given format in consultation with the academic guide.
10. Students should submit internship report along with certificate obtained from the industry/organisation.
11. The Internship report should consists of the following:
  - (i) Title (ii) Company Profile (ii) Objectives (iii) Process/Methodology (iv) Outcome (v) Annexures/Screenshots/Questionnaires
12. Total marks for internship is **50** and is evaluated based on the performance in
  - Review I** - 15 marks
  - Review II** - 15 marks and
  - Viva voce** - 20 marks.

13. In **Review I**, the student should have identified the

- company for internship,
- the domain and objectives.

Further the methodology of the implementation is to be presented.

14. In **Review II** ,

- the process/methodology,
- outcomes should be presented with screenshots.(if any )

15. Viva voce is conducted based on the report submitted by the student.

16. In case of the report for Management/Arts stream, the profile of the company may include

- organization-chart,
- people in key-positions,
- year of establishment and growth pattern (for at least five years),
- products dealt and market to which it caters to,
- sales turn-over, market share [for last three years], competitors' details,
- number of employees and their brief profile,
- share capital & share holding pattern,
- market capitalization (in case of listed public company),
- profit and loss analysis
- group companies, if any,
- Awards & recognitions (if any received), litigations, if any involved and so on.,

17. Certificate of completion from the industry is mandatory and to be submitted along with the report to avail the credits.



### **Guidelines for the Project Work**

1. The project work as a part of curriculum is to acquire practical knowledge on the implementation of the concepts/knowledge gained.
2. Each student should carry out individually one project work and it may be a work using the software or statistical packages that they have learned or the implementation of concepts from the papers studied or implementation of any innovative idea focusing on application oriented concepts.
3. The project work should be compulsorily done in the college only under the supervision of the faculty concerned.
4. Project work carries 100 marks for Undergraduate, out of which 40 marks is for internals and 60 marks will be evaluated by the external examiner on the day of the conduct of the examination.
5. Project work carries 200 marks for Postgraduate, out of which 100 marks is for internals and 100 marks will be evaluated by the external examiner on the day of the conduct of the examination.
6. A minimum of two reviews have to be done, one at the time of finalizing the company with profile, project title, questionnaire/identifying the primary data. The second review is at the time of design, implementation, testing, and report writing.
7. In Review I,
  - Science Stream - students should have identified the company in which he/she has to do the project, domain area and title of the project, existing and proposed system.
  - Arts stream - structuring and finalizing the questionnaire/identifying the primary data to be collected.Finalisation of the above, should be done only with the concern or with the confirmation from the respective guides.
8. In Review II,
  - Science Stream - Design (Entity Relationship Diagram, Data Flow Diagram, Table Structure), Testing (test cases) and Implementation (Execution of the project to be carried out) should be presented to the respective project guides and
  - Arts Stream - starts with commencement of report writing and should present the work done to the respective guides.
9. Finally, implementation/execution/presentation of the project should be done in the presence of the members of the faculty, along with the respective guides, Head of the Department and experts if any. Based on the performance in the viva voce the marks will be awarded.

10. External Examination for the UG project carries 60 marks and PG project carries 100 marks. It is distributed as for

**Undergraduate:**

- Documentation/Report Writing - 15 marks.
- Execution/implementation/presentation - 30 marks.
- Performance in the Viva voce - 15 marks.

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**Total** **60** marks  
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**Postgraduate :**

- Documentation/Report Writing - 25 marks
- Execution/implementation/presentation - 50 marks
- Performance in the Viva voce - 25 marks.

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**Total** **100** marks  
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Viva-Voce will be conducted at the end of the year by both Internal (Respective Guides) and External Examiners, after duly verifying the execution and Project Report.

### **Credit Transfer for NPTEL Online Courses - Guidelines**

- The students should complete the NPTEL course during the first three semesters.
- The course duration is four weeks or more for two credits.
- Students must take prior approval from the mentor to register for NPTEL courses. Mentor, before recommending, shall check the content of the NPTEL course for relevance / importance/ applicability to the course / programme of study.
- After the completion of the course, the student shall be required to submit an application to the department for credit transfer of NPTEL against the course along with the photocopy of completion certificate showing marks obtained and prior approval of course registration.
- The mentor will send the recommendation to the Controller of Examination for credit transfer. The student gets **two** credits for online MOOC course.
- If a student is unable to clear the NPTEL exam after two attempts, she/he can to complete the course through Coursera recommended by the mentor. The mentor, before recommending, shall check content for the minimum 30 hours and relevancy/ importance/ applicability to the course/ programme of study

## End Semester Examination

### Theory

Duration in Hours	Section A			Section B			Section C			Total
	Type of Questions	No. of Questions	Marks	Type of Questions	No. of Questions	Marks	Type of Questions	No. of Questions	Marks	
3	MCQ	10	10x1=10	Either or	5	5x5=25	Either or	5	5x8=40	75

### AECC

Duration in Hours	Mode of Exam	Type of Questions	No. of Questions	Marks
2	Online	MCQ	50	50x1=50

### Lab

Duration in Hours	No. of Experiments	Lab	Record	Viva voce	Total Marks
3	2	50	5	5	60

### Project Viva voce

Programme	Documentation	Implementation	Viva voce	Total Marks
UG	15	30	15	60
PG	25	50	25	100

## **X. Attendance Rules**

- The monthly statement of attendance will be displayed on the Department Notice Board by the respective departments within the first five working days of the following month.
- If the student is absent for one period in any session (forenoon or afternoon) she/he will be marked as absent for half a day.
- Students should earn a minimum of 75% attendance in the current semester to become eligible to write the End-of-Semester examinations.
- Candidates who earn attendance less than 75% but 65% and above are not eligible to appear for the current semester examinations. However, the Principal may condone the lack of attendance of the students on the medical grounds on the submission of medical certificate and permit them to write End Semester examinations, after the payment of relevant fee.
- The cause of the long period of absence should be informed to the Principal within a week's time and get the leave sanctioned.
- Candidates who earn attendance between 55% and 64% are not eligible to appear for the current semester examinations. However, they can write arrear exams, if any. They are permitted to continue their studies in the next semester; while continuing in the next semester, they must earn combined attendance of 75% or more by taking the average of the attendance earned in the current and the previous semester. These candidates are eligible to write previous semester subjects along with the current semester subjects. Otherwise, they will not be permitted to appear for both the previous semester and current semester papers, and they must redo the course from the previous semester in the following academic year, if vacancy is available, after obtaining the approval from the Bharathiar University and the Principal through the Head of the Department concerned.
- Candidates who earn attendance below 55% are not eligible to write the examination in the current semester subjects and must discontinue the course and re-join 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.
- A candidate who has secured less than 65% of attendance in the final semester has to compensate his/her attendance shortage in a manner to be decided by the Head of the Department concerned and the dean of the school concerned, after re-joining the course.

## **XI. Evaluation Procedure**

### **End Semester Examinations (ESE)**

- A semester consists of a minimum of 90 teaching days excluding the CIA examination and End-of-Semester Examination days.
- End Semester Examinations for all courses taught in a semester will be held at the end of the semester after 90 working days.
- Passing minimum for each course under UG programme is 40% (30marks) in ESE and 40% in aggregate, i.e., CIA + ESE (40 marks)
- Passing minimum for each course under PG programme is 50% in ESE(38 marks ) and 50% in aggregate, i.e., CIA + ESE(50 marks).

### **Examinations and Pattern of Evaluation**

- End Semester Theory Examinations for Core / Allied / Elective Subjects are held in the month of November and April every academic year.
- Project / Practical Examinations are conducted prior to the theory examinations in the respective semesters.
- Time table for examinations will be displayed **20 days** prior to the commencement of examination and the Hall Tickets are issued to the eligible candidates **five** days before the commencement of examinations.
- Single valuation of answer scripts with the option for revaluation/photocopy is adopted for all UG, PG Programmes.
- For Ability Enhancement Compulsory Courses (AECC) end semester examination will be conducted online.

### **Re-appearance for Arrear Subjects**

- Students who failed in the End Semester Examinations can take up arrear examinations in the next semester on the payment of relevant fee.

### **Restrictions to Appear for the Examinations**

Candidates, who fail in any of the papers under Part I, II, III and IV of the UG-End Semester Examinations and Core and Elective Papers of the PG-End Semester Examinations, shall complete the paper concerned within **five** years from the date of admission for the

particular programme. If they fail to do so, they shall take the examination in the revised regulations/syllabus of the paper prescribed for the subsequent batch of candidates, in force at the time of their re-appearance. In the event of removal of that paper consequent to change of regulation / curriculum, the candidate shall have to take up an equivalent paper in the revised syllabus as suggested by the Chairman, Board of Studies concerned.

### **Special Supplementary Examinations**

Special supplementary examinations will be conducted for **final year students** for the candidates with **only one** arrear paper relating to any previous / current semester in about **30 days** from the date of publication of results every year. This is to help the final year students to complete their course in the same year itself and help them for their vertical mobility. Students who wish to apply for special supplementary examinations, can do so by applying within **five** working days from the date of the publication of results of the current semester. If she/ he wishes to apply for revaluation, the application for the same has to be submitted within **five** working days from the date of publication of results. If the revaluation results are **not favourable**, she/ he can apply for special supplementary examinations within five working days of the publication of revaluation results

The students with more than one arrear paper and the students who committed malpractice in the final semester are not allowed to apply for special supplementary examinations.

### **Information Regarding Examinations**

For the candidates who have completed the duration of the course and left the college, all information regarding regular, arrear and supplementary examinations, results, issue of certificates and application for graduation will be available in the College Website **www.kgcas.com** and in the general notice board of the college. Regular students will, however, be informed of the examinations by circulation in addition to the modes mentioned above. In their regard there is no individual communication.

### **Retest for CIA (For Absentees)**

- Candidates who have represented the college in NCC, Sports and on leave due to genuine medical reasons during the specified days of the examination are eligible to take up the retest. The department will arrange it on a suitable date with prior permission from the Dean/ Principal and intimation to the CoE office.

**Minimum Marks for Passing**

- There is no separate minimum marks for internal test. In ESE, for both theory and practical the minimum pass marks is **30** out of 75 for UG and **38** out of 75 for PG. Passing minimum (inclusive of CA and ESE) for UG programme is 40% and for PG programme is 50%.
- A candidate passing the examination in all the subjects of Part I, II, III, IV, V and VI and satisfying all the norms stipulated shall be declared as qualified for the degree.



## XII. Grievance and Appeal Committee

If a candidate is not satisfied with the marks awarded in CA, she/he can approach the Grievance and Appeal Committee through their respective department (with a written request) within **three** days after the issue of the mark sheet. The decision of the committee will be final.

### Malpractice and Action Taken

#### i. Punishment for Malpractice Committed During Continuous Internal Assessment Tests

Students, who are found guilty of committing any kind of malpractice during CIA tests, will not be awarded marks for CIA of the particular paper and it will be entered as Zero (0).

#### ii. Punishment for Malpractice Committed During and After the End Semester Examinations

S. No.	Nature of Malpractice	Actions to be taken
1	(i) Writing one's internal marks in the answer script and requesting for a pass.	The result will be put on hold A penalty will be collected from the defaulter after getting written explanation about the malpractice. [ In case if it is due to ignorance] Marks can be awarded with a penalty of <b>5</b> marks
	(ii) Irrelevant writing by the student in the answer script.	
	(iii) Enclosing a letter of appeal coupled with promise of any form of consideration along with the answer script.	
	(iv) Student facilitating the other to copy from his/ her answers script.	Invalidating the examination of the particular subject written by the student.
2	Possession of incriminating material for copying. (Including all form of Electronic Gadgets)	The particular examination taken by the candidate stands cancelled and he/she will not be permitted to write the <b>rest</b> of the examinations of that semester. However, the result of the examinations written prior to the date of malpractice will be published. Any electronic gadgets seized inside the

S. No.	Nature of Malpractice	Actions to be taken
		examination hall will not be returned.
3	(i) Copying from notes, books or any written / printed material related to the subject of the examination.	The particular examination taken by the candidate stands cancelled and he/she will not be permitted to write the rest of the examinations, if any, in that semester, including supplementary / additional subjects of examinations.
	ii) Bearing the answer book of another candidate to copy.	Current semester examinations will be cancelled for both. If repeated, the candidate will be debarred from appearing for ensuing <b>two</b> semester examinations.
4	Threatening the invigilator/any such insubordinate behaviour.	Appearing for current semester examinations will be cancelled, and the candidate will be debarred from appearing for the ensuing <b>four</b> semester examinations that follow.
5	For manhandling/injuring the Superintendent, Hall Superintendent and other examination officials/personnel (College and other Institutions)	
6	Candidate on account of his / her malpractice exhibiting verbal resistance inside or outside the examination hall or running out of the hall with or without the answer paper or script.	
7	Candidate snatching away the question or answer papers from the Chief Superintendent / Hall Superintendent or any other official who possesses them.	

S. No.	Nature of Malpractice	Actions to be taken
8	Case of impersonation (Current students and past students who are now appearing as private candidates)	The impersonator will be handed over to the administrator, and actions will be taken accordingly. The person(s) responsible for impersonation, he or she will be barred from writing the next <b>six</b> semester examinations that follow.
9	Entering the examination hall after consuming or in possession of drug/alcohol.	Expulsion from the examination hall and cancellation of the performance in that subject shall not be permitted for the remaining examinations of the subjects of that semester or year. He / She will be recommended for <b>dismissal</b> from the college with immediate effect. The matter will be referred to <b>police</b> for further action.
10	Tampering in the statement of marks/provisional certificates /degree certificates issued by the College/ University.	The tampered certificates will be retained by the college, and duplicates will be provided with penalty. The matter will be referred to the <b>police</b> for further action, if necessary.

**NOTE:** Though the above penalties are stipulated for various malpractice cases, it is left to the discretion of the Examination Committee to affirm, reduce, and enhance the penalty depending upon the nature of malpractice.

1) The matter regarding the malpractice will be placed before the Disciplinary Action Committee for enquiry and decision of the Committee shall be the final and the same will be informed to the Results Passing Board.

**2) Documents to be enclosed while reporting the malpractice case:**

- Report of the Hall Superintendent(s) in written format on malpractice to the Chief Superintendent
- Explanation if any submitted by the student.
- Covering letter and report by the Chief Superintendent to the Controller of Examinations.

- Answer booklet of the student involved in malpractice.
- Incriminating material used by the student.
- Sketch of the seating arrangement (wherever necessary)

The report of the Hall Superintendent in written format must be unbiased and clear. Based on the report of the Hall Superintendent, the Chief Superintendent must also enquire the student and send his written report along with report of the Hall Superintendent. The nature of the punishment will be inflicted by the Disciplinary Action Committee.

**Composition of Disciplinary Action Committee:**

Chairperson	The Principal
Members	<ol style="list-style-type: none"><li>1. A senior faculty (female)</li><li>2. A senior faculty (male)</li><li>3. The Head(s) of the Department(s) and the mentor of the student(s) booked under malpractice case</li><li>4. The Controller of Examinations</li></ol>

- Cancellation of one or more papers written by the candidate, who was found guilty of committing malpractice, will be indicated as Zero (0) against the title of the respective paper in the statement of marks.
- If a candidate is reported to have committed any malpractice for the second time, the Disciplinary Action Committee will enhance the punishment suitably.
- The above regulations are guidelines for appropriate actions.
- The Disciplinary Action Committee may suitably deal with any other case of malpractice which is not covered under any of the above clauses, considering cognizance (seriousness) of the case.
- Penalty will be levied from each candidate who was found guilty of committing malpractice, to meet out the expenditure towards conduct of enquiry proceedings.

### **XIII. Results**

**End semester exam results will be published within 15 working days after the conduct of the last examinations.**

#### **Provision for Revaluation and Obtaining Photocopy of the Valued Answer Scripts.**

- PG/UG candidates may apply for re-valuation/photocopy of valued answer scripts, to the Controller of Examinations through the Heads of the Departments and the Principal, in the prescribed form, remitting the prescribed fee within **five** working days from the date of publication of results.
- Revaluation/obtaining photocopy of answer scripts is permissible for all who has appeared for any paper in the current end semester examinations.
- Those who wish to apply for revaluation of final semester papers can do so within **five working** days from the date of publication of results.
- Revised mark statement will be issued after withdrawing the previous one, if the marks obtained in revaluation are higher than the marks obtained earlier. In other cases, the original marks obtained earlier will be retained and the matter will be intimated to the student concerned as '**No change**'.
- Candidate who desires to apply for revaluation after obtaining the photocopy of valued answer scripts can do so within **five** working days from the date of receipt of the photocopy, remitting the prescribed fee for revaluation.
- The option for photocopies & revaluation is not applicable for the answer scripts subjected to revaluation and special supplementary examinations.

## XIV. Marks and Grades

- The mark sheet issued at the end of each semester will indicate the credits, marks and grades obtained in each course.
- In the consolidated mark sheet issued, the class in which the candidate has passed will be given separately for Part I, II and III. Cumulative Grade Point Average (CGPA) will be given for part – III (Including only core & allied courses) only for UG programme, and based on all the courses undergone by the student for the PG programme.

### Marks and Grades

The following table gives the marks, grade points, letter grades and classification to indicate the performance of the candidate.

#### Conversion of Marks to Grade Points and Letter Grade:

Range of Marks	Grade Points	Letter Grade	Description	
			UG	PG
90 – 100	9.0 – 10.0	O	Outstanding	Outstanding
80 – 89	8.0 – 8.9	D+	Excellent	Excellent
75 – 79	7.5 – 7.9	D	Distinction	Distinction
70 – 74	7.0 – 7.4	A+	Very Good	Very Good
60 – 69	6.0 – 6.9	A	Good	Good
50 – 59	5.0 – 5.9	B	Average	Average
40 – 49	4.0 – 4.9	C	Satisfactory	Satisfactory
00 – 39	0.0	U	Re – appear	Re – appear
Absent	0.0	AAA	Absent	Absent

#### For a Semester:

$$\text{Grade Point Average (GPA)} = \frac{\sum CG}{\sum C}$$

#### For the Entire Programme:

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum CG}{\sum C}$$

C = Credits earned for course in any semester.

G = Grade point obtained for course in any semester.

A Candidate who passes all the examinations in Parts I to V shall be eligible for degree. The CGPA and grades shall be calculated as follows for Part I, Part II and Part III only.

CGPA	Grade	Classification of Final Result	
		UG	PG
9.5 – 10.0	O+	*First Class - Exemplary	*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	*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	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	Second Class
5.0 and above but below 5.5	B		
4.5 and above but below 5.0	C+	Third Class	Re – Appear
4.0 and above but below 4.5	C		
0.0 and above but below 4.0	U	Re – Appear	

\*A Candidate who has passed all the part – III courses in the first appearance within the prescribed duration of the programme; otherwise He / She shall be placed in the category of “first class”.

### **Criteria for Rank**

- A candidate who qualifies for the UG/PG Degree, passing all the examinations and secures I shall be eligible for ranking.
- Ranking shall be confined to the first three rank holders of the total number of candidates qualified in that particular branch of study.

- c) Marks secured in all the courses are considered for PG programmes and marks secured in Part III only (core and allied courses) are considered for UG programmes for the purpose of ranking.
- d) Candidate must have passed all courses in the first attempt in the respective semesters.
- e) Candidate should have completed the course within the minimum period prescribed for the programme of study.

### **Examinations Fees**

Students must pay the examination fee through online every semester for all the subjects (theory and practical) enlisted in the application form within the stipulated time, failing which the fees should be paid with penalty within the extended date.

### **Re-do Candidates**

Candidates of this college who discontinued the programme due to lack of attendance / any other reasons will be readmitted in the same programme, subject to the conditions of vacancy, after obtaining permission from the Bharathiar University.

### **Transfer Candidates**

Candidates who want to join this college by transfer from other regular colleges recognized by Bharathiar University/ other Universities will be admitted in the same programme, subject to the conditions of vacancy, after obtaining permission from Bharathiar University. Migration and Eligibility certificates are required for the students from other Universities/other States.

### **Attendance and Continuous Internal Assessment (CIA) for Redo and Transfer candidates**

The Principal is empowered to grant attendance for the exempted subjects to the students admitted under **Redo** and **Transfer** Category. The regular attendance mark will be awarded for the exempted subjects. The CIA for the additional subjects to be written shall be completed by the candidate with the consultation by the course in-charge concerned / the Head of the respective Department and marks of the same will be submitted to the Office of CoE before the commencement of the End Semester Examinations.



**Issue of Certificates and Mark Statements**

- The Certificates and Mark Sheets will be issued after the publication of the results with a note of the due date to receive the same.
- The students on receiving Certificates and Mark Sheets must verify them for correctness of Name, Reg. No., Course, etc. and must contact the Controller of Examinations within **three** days, if any discrepancy is found.
- In case of destroy, or loss of their original mark sheets, he/she can apply for duplicate. For getting duplicate Mark Sheets, an affidavit through a Notary Public/Principal must be submitted along with the fee prescribed.