

Rathinam college of Arts and Science

(Autonomous)

REGULATIONS FOR UNDERGRADUATE DEGREE COURSES

CBCS PATTERN with effect from 2015-2016 onwards

Definitions:

- a) Programme – A course of study leading to the award of a degree in a discipline. (E.g.: B.Sc\B.Com)
- b) Branch – Discipline of study (e.g.: B.Sc computer science)
- c) Curriculum – The various courses (subjects) a student must study in a particular branch.
- d) Course – The theory & practical subject OFFERED under the curriculums.
- e) Credit – A unit of measurement based on the duration of the contact hours, Content and quality of the subject matter.

1. **UG Curriculum:** The UG Curriculum under the CBCS consists of five parts and the medium of instruction is English.
2. **Eligibility for Admission to the Course:** Candidate for admission to the first year of the UG degree programme shall be required to **have passed the higher secondary examination** (Academic or Vocational) conducted by the Govt. of Tamil Nadu in the relevant subjects or other examinations accepted as equivalent thereto by the parent university, subject to such other conditions as may be prescribed there for.

- 3. Duration of the Programme:** The UG programme will comprise six semesters with two semesters per academic year, extending over a total duration of three years. Examination shall be conducted at the end of every semester for the respective subjects. Each semester has 90 instructional days consists of 5 teaching hours per working day. Thus, each semester has 450 teaching hours and the whole programme has 2600 teaching hours.
- 4. Choice Based Credit System (CBCS):** All Undergraduate Programmes offered by the University shall be under Choice Based Credit System (CBCS). Choice based credit system is introduced with the aim of offering flexibility in the choice of courses to the students.

Objectives of the Choice Based Credit System:

- To facilitate the students to have greater flexibility in their choice of courses.
- To widen the spectrum of knowledge of students by means of Core, Allied, Project/Electives, Value Education, Environmental Studies and Skill Based Subjects.
 - To revamp the curriculum, to impart entrepreneurial skills and placement potentials qualities.
- To incorporate need based knowledge in tune with the location and neighborhood of the institution.
- To allocate credit points to each paper of the study based on the weight age of the contact hours, content and quality.
- To extend opportunities to fast learners in order to earn additional credit from advanced as well as additional courses.
- To maintain the total credit points of each programme on par with international standards.
- To assess the Performance of students in terms of marks & Credit points
- Each department will offer not less than 3 papers under additional credit system. The papers are job oriented.
- The respective department will offer guidance outside the working hours. Students can choose any number from IV semester onwards.

5. Course of Study: The course of study for the UG degree courses of all branches shall consist of the following

5.1 Part I: Language: Tamil or any one of the modern/classical languages i.e. Malayalam and Hindi.

It is absolutely obligatory for all the UG students to study a language under part I. A student can select and study any one of the languages offered under part I. The syllabus drafted would enable the students, to communicate with the ease and effectiveness in that language. It shall be offered either in the **first two semesters or in first four semesters** with one examination at the end of each semester.

5.2. Part II: Language: English

The study of English has been made mandatory for all UG students under part II. English being the window to the outer world in the context of the globalization scenario the contents of the syllabus is tailored in a fashion suitable for imparting the classical and the modern facets of the language and literature, besides conferring a mastery of fluency and command over the language, providing a clout to compete for employment opportunities. The subject shall be offered during the either in the **first two semesters or in the first four semesters** with one examination at the end of each semester.

5.3 Part III: Core Subjects, Allied Subjects and Project or Elective Courses:

1) Core Subjects: Each programme has a group of core courses arranged semester wise. The syllabi of the core courses will enlighten the students in the acquisition of the basic concepts of their respective disciplines, besides getting focused on to the recent trends. This orientation will amply spur the students towards the vertical mobility in their higher studies. The core courses will span over six semesters and examination shall be conducted in the core subjects at the end of every semester.

2) Allied Subjects: In all disciplines the UG students must study two inter departmental courses along with the core courses, which would supplement, suit and support the major course of study, rendering it extensive and significant. The Allied Subjects is to be studied during the first four semesters of the UG programmes and examination shall be conducted in the core subjects at the end of every semester.

3) Mini project, Project and Electives with three Courses: In all disciplines the UG student must undergo a Project and he/she must study three Elective Courses.

Three elective courses are to be offered one in the V semester and two in the VI Semester. Elective subjects are to be selected from the list of electives prescribed by the Board of Studies concerned in the fifth and Sixth Semester along with the Core Subjects.

A student shall take up a project work in addition to his elective subjects. The report of the study should be submitted at the end of course of study certified by the supervisor and duly forwarded by the Head of the Department/Principal of the College. The Head of the department of the concerned programme shall assign a project supervisor, who in turn shall assign the topic and monitor the project work of the student.

5.4 Part IV:

- 1. a)** Those who have not studied Tamil up to XII std and taken a Non-Tamil language under Part-I shall take Tamil Comprising of Two Courses. The course content of which shall be equivalent to that prescribed for the 6th Standard by the Board of Secondary Education and they shall be offered in the third and fourth semesters.
- b)** Those who have studied Tamil up to XII std and taken a Non-Tamil language under Part-I shall take Advanced Tamil Comprising of Two Courses in the third and fourth semesters.

(OR)

c) Others that do not come under the above **a+ b categories** can choose the following language comprising of two courses in the third and fourth semesters.

Communicative English

2. Skill Based Subjects (Elective): The Elective Courses four in number for each UG Degree programmes from third semester onwards are offered to all students. Four skill based subjects are to be offered one in the III, IV, V and VI Semesters. The examination shall be conducted in the skill based subjects at the end of the semesters where they are offered.

3. Human Rights and Constitution of India: It is a course to impart the knowledge about the basic human rights, classification human rights, Human Rights Commission and Constitution of India. The Examination shall be conducted for 50 marks in the II semester and there is no CIA.

4. Environmental Studies: It is a course on environmental science which underlines the importance of environment apart from sensitizing students to the dimensions of environmental problems to be addressed and sorted out, aimed at the global euphoria. The examination shall be conducted for 50 Marks in the I semester and there is no CIA.

Note: The assessment for the category in Part IV – 3 and 4 subjects shall be through End Semester examination (ESE) for the total marks prescribed. There shall be no continuous internal assessment (CIA).

5.5 Part V: Extension Activities: Every student shall participate compulsorily for period of not less than two years (4 semesters) in any one of the programmes. **(NSS/Sports and games/YRC and other extracurricular activities)**

Each student must choose any one of the three courses offered during the first four semesters. The object of the slot is to build- up the ethics, awareness and involvement in social service, acquisition of knowledge and training in military discipline leading to national integration and patriotism, and feeling fit and fine through participation in games and athletics.

The student's performance shall be examined by the staff in-charge of extension activities along with the Head of the respective department and a senior member of the Department on the following parameters.

The marks shall be sent to the Controller of Examinations before the commencement of the final semester examinations.

- 20% of marks for Regularity of attendance
- 60% of marks for Active Participation in classes/camps/games/special Camps/programmes in the college/District/ State/ University activities.
- 10% of marks for Exemplary awards/Certificates/Prizes.
- 10% of marks for Other Social components such as Blood Donations, Fine Arts, etc.

The grades will be awarded at the end of the Fourth Semester. The mark sheet shall carry the gradation relevant to the marks awarded to the candidates.

| RANGE OF MARKS | GRADE POINT | LETTER GRADE | DESCRIPTION |
|-----------------------|--------------------|---------------------|--------------------|
| 90-100 | 9.0-10.0 | O | OUTSTANDING |
| 80-89 | 8.0-8.9 | D+ | EXCELLENT |
| 75-79 | 7.5-7.9 | D | DISTINCTION |
| 70-74 | 7.0-7.4 | A+ | VERY GOOD |
| 60-69 | 6.0-6.9 | A | GOOD |
| 50-59 | 5.0-5.9 | B | AVERAGE |
| 00-49 | 0.0 | C | RE-APPEAR |
| ABSENT | 0.0 | AAA | ABSENT |

This grading shall be incorporated in the mark sheet to be issued at the end of the semester. (Handicapped students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above fields and be graded and certified accordingly).

6. Additional Credits.

Students are offered the opportunity to undertake optional papers, additional to their compulsory papers, in order to gain additional credit that would boost their grades. These are not mandatory. Each department will offer a minimum of 12 papers in thrust area. A student can choose one from the 12 papers offered in their respective departments, with TWO extra credits for each course. The course will be a self study nature and the concerned departments will offer syllabus and guidance.

7. i. Scheme of examination

UG - PROGRAMMES (CBCS)

Break up of 140 credit points and tenure of study of each part for B.Com/B.COM (C.A)/ B.Com (P.A)/B.Com B.P.S//B.B.A (CA) /B.Sc (C.S)/B.Sc (IT)/B.C.A/B.Sc CT/B.Sc (CD&F) programme offering languages for two semesters.

| Parts | Courses | Semesters | Credit Points | Marks |
|-------|------------------------|-----------|---------------|-------|
| I | Tamil\ Other Languages | I & II | 8 | 200 |
| II | English | I & II | 8 | 200 |
| III | a) Core Subjects | I – VI | 70 | 1750 |
| | b) Allied Subjects | I – IV | 16 | 400 |
| | c) Mini Projects | III – IV | 02 | 50 |
| | d) Project | V – VI | 04 | 100 |
| | e) Electives | V - VI | 12 | 300 |
| IV | 1. Other Languages | III & IV | 4 | 100 |

| | | | | |
|---|--|--------------|------------|-------------|
| | 2. Skill Based Subjects(Electives) | III - VI | 12 | 300 |
| | 3. Human Rights and Constitution of India | II | 2 | 50 |
| | 4. Environmental Studies | I | 2 | 50 |
| V | Extension Activities (NSS/NCC/Sports & Games) | I-IV | - | - |
| | | Total | 140 | 3500 |

| | | | | |
|--|--------------------|----------|---|-----|
| | Additional Credits | III – VI | 8 | 400 |
|--|--------------------|----------|---|-----|

- No CIA marks for Additional Credit and, Foundation courses.
- No CIA Tests or ESE for Extension Activities- Results – Pass/Fail Only
- For Additional Credit the Students can choose 4 papers out of 12 papers offered by their department.

7. ii. Scheme of examination

UG - PROGRAMMES (CBCS)

Break up of 140 credit points and tenure of study of each part for B.A English Literature, B.Sc Maths., B.Sc Visual Communications programme offering languages for four semesters.

| Parts | Courses | Semesters | Credit Points | Marks |
|-------|--|--------------|---------------|-------------|
| I | Tamil\ Other Languages | I - IV | 16 | 400 |
| II | English | I - IV | 16 | 400 |
| III | f) Core Subjects | I – VI | 54 | 1350 |
| | g) Allied Subjects | I – IV | 16 | 400 |
| | h) Mini Projects | III – IV | 02 | 50 |
| | i) Project | V – VI | 04 | 100 |
| | j) Electives | V - VI | 12 | 300 |
| IV | 1. Other Languages | III & IV | 4 | 100 |
| | 2. Skill Based Subjects(Electives) | III - VI | 12 | 300 |
| | 3. Human Rights and Constitution of India | II | 2 | 50 |
| | 4. Environmental Studies | I | 2 | 50 |
| V | Extension Activities (NSS/NCC/Sports & Games) | I-IV | - | - |
| | | Total | 140 | 3500 |

| | | | | |
|--|--------------------|----------|---|-----|
| | Additional Credits | III – VI | 8 | 400 |
|--|--------------------|----------|---|-----|

- No CIA marks for Additional Credit and, Foundation courses.
- No CIA Tests or ESE for Extension Activities- Results – Pass/Fail Only

- For Additional Credit the Students can choose 4 papers out of 12 papers offered by their department.

8. Requirement to appear for the examinations

a) A candidate shall be permitted to appear for the university examinations for any semester (practical/theory) if

- i) He/she secures **not less than 75%** of attendance in the number of working days during the semester.
- ii) He/she earns a progress certificate from the Head of the institution, of having satisfactorily completed the course of study prescribed in the scheme of examinations for that semester as required by these regulations, and
- iii) His/her conduct has been satisfactory.

Provided that it shall be open to the authority to grant exemption to a candidate who has failed to earn 75% of the attendance prescribed, for valid reasons.

b) A candidate who has secured **less than 65% but 55%** and above attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the later semester.

c) A candidate who has secured **less than 55%** of attendance in any semester shall not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 55%

d) A candidate who has secured **less than 65%** of attendance in the final semester has to compensate his/her attendance shortage in a manner as decided by the concerned Head of the department after rejoining the same course.

9. Restrictions to appear for the examinations

- a) Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers.
- b) “Candidates who fail in any of the course of Part I, II, III, IV & V of UG degree examinations shall complete the course concerned **within 5 years** from the date of admission to the said programme, and should they fail to do so, they shall take the examination in the texts/ revised syllabus prescribed for the immediate next batch of candidates. If there is no change in the texts/syllabus they shall appear for the examination in that course with the syllabus in vogue until there is a change in the texts or syllabus. In the event of removal of that course consequent to change of regulation and / or curriculum after 5 year period, the candidates shall have to take up an equivalent course in the revised syllabus as suggested by the Chairman of the concerned board of studies and fulfill the requirements as per the regulation curriculum for the award of the degree.

10. Medium of Instruction and examinations

The medium of instruction and examinations for the courses of Part I, II & IV shall be the language concerned. For part III courses the medium of instruction and the medium of examinations is English.

11. Submission of Record Note Books for practical examinations

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates shall not be permitted to appear for the practical examinations.

12. Distribution: The following are the distribution of marks for examination & evaluation pattern.

1. Distribution of Marks between End Semester Exam (Theory) and Internal Assessment is 75:25. The following table gives the distribution.

| Total Marks | External | | Internal Max.Marks | Overall Passing Minimum for total marks (Internal +External) |
|-------------|-----------|--|-----------------------|---|
| | Max.Marks | Passing Minimum for External Alone | | |
| 100 | 75 | 30 | 25 | 40 |
| 75 | 55 | 22 | 20 | 30 |
| 50 | 40 | 16 | 10 | 20 |

2. Distribution of Marks between End Semester Exam (Practical) and Internal Assessment is 60:40. The following table gives the distribution.

| Total Marks | External | | Internal Max.Marks | Overall Passing Minimum (Internal +External) |
|-------------|-----------|--|-----------------------|--|
| | Max.Marks | Passing Minimum for External Alone | | |
| 100 | 60 | 24 | 40 | 40 |
| 50 | 30 | 12 | 20 | 20 |

3. Distribution of Marks between End Semester Exam (Project work and Viva - Voce) and Internal Assessment is 80:20. The following table gives the distribution.

| Total Marks | External | | Internal Max.Marks | Overall Passing Minimum (Internal +External) |
|-------------|-----------|--|-----------------------|--|
| | Max.Marks | Passing Minimum for External Alone | | |
| 100 | 80 | 32 | 20 | 40 |
| 50 | 50 | 20 | - | 20 |

Evaluation Pattern for Continuous Internal Assessments (CIA)

UG Theory Courses:

The CIA of theory course consists of the components namely

- 1) CIA tests,
- 2) Model exam
- 3) Assignment,
- 4) Seminar.
- 5) Attendance

Out of the 25 marks allotted CIA, 12 marks are set aside for tests T1, T2 and T3, Model exam carries 4 marks, 2 marks for assignment and 2 marks for seminar and 5 marks for attendance. No minimum mark is prescribed for a pass in CIA.

- 1) **CIA tests and Model Exams:** Every semester the students have to appear for 3 class tests and one centralized Model exam. Each test/model exam carries 4 marks put together 16 marks.
- 2) **Assignments:** In each semester, one assignment for each subject must be submitted. The topic and time of submission will be stipulated by the concerned course teacher.
- 3) **Seminar:** One seminar for each subject will be convened every semester. The topic will be assigned and organized by the concerned course teacher. The marks allotted for this component shall be based on the oral performance.

- 4) **Attendance will be given for 5 marks.** The marks allotment for this component will be indicated below.

| Percentage of Attendance | Marks |
|---------------------------------|--------------|
| Above 65 but below 75 | 3 |
| Above 75 but below 90 | 4 |
| 90 and above | 5 |

4. The following are the distribution of marks for the continuous Internal Assessment for Theory Papers of UG programmes.

| Sl.No | Components | Distribution of Marks |
|-------|---|-----------------------|
| 1. | Let three internal test of one hour duration be conducted and all the test performance be taken and proportionally the internal marks be awarded subject to the maximum of 12 marks | 12 |
| 2 | Let one model exam of three hour duration be conducted and the test performance be taken and proportionally the internal marks be awarded subject to the maximum of 4 marks | 4 |
| 3. | Assignments | 2 |
| 4. | Seminar | 2 |
| 5. | Attendance | 5 |
| | Total | 25 |

UG Practical Courses: Each practical course consists of two components viz.

- 1) CIA Practical Model Tests.
- 2) Observation Note Books.

Out of 40 marks allotted for CIA, 25 marks are given to CIA model practical test and 15 marks to observation note book (For 100 marks practical). . No minimum mark is prescribed for a pass in CIA. The CIA practical model will be conducted at the end of the semester.

5. The following are the distribution of marks for the continuous Internal Assessment for practical papers of UG programmes.

| Sl.No | Components | Distribution of Marks |
|-------|--|-----------------------|
| 1. | Let a model test of three/four hours duration be conducted and proportionally the internal marks be awarded subject to the maximum of 25 marks | 25 |
| 2. | Observation note book | 15 |
| | Total | 40 |

6. The following are the distribution of marks for the continuous Internal Assessment for project of UG programmes.

| Sl.No | Components | Distribution of marks |
|-------|---|-----------------------|
| 1. | Let a Review meeting be conducted and proportionally the internal marks be awarded subject to the maximum of 15 marks | 15 |
| 2. | Documentation | 5 |
| | Total | 20 |

7. The following subjects/Course will have only End Semester Exams and No CIA

| S.No | Subject | Total Marks |
|------|--|-------------|
| 1. | Human Rights and Constitution of India | 50 |
| 2. | Environmental Studies | 50 |

13. Passing Minimum: A candidate who secures **not less than 40% in the** End Semester Examination and 40% marks in the external examination and continuous internal assessment put together in any course of Part I, II, III & IV shall be declared to have passed the examination in the subject (theory or Practical). Thus the minimum pass mark is 30 out of 75 in ESE and also 40 marks out of 100(CIA+ESE).

A candidate who passes the examination in all the courses of Part I, II, III, and IV & V shall be declared to have passed, the whole examination. Thus to obtain UG degree a student should pass in all the courses prescribed in the concerned programme. And also he/she should earn 140 credits.

14. Marks & Grade: Once the marks of the CIA and end-semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below and classification to indicate the performance of the candidate.

Conversion of Marks to Grade Points & Letter Grade :(Performance in a course/paper)

| RANGE OF MARKS | GRADE POINT | LETTER GRADE | DESCRIPTION |
|----------------|-------------|--------------|--------------|
| 90-100 | 9.0-10.0 | O | OUTSTANDING |
| 80-89 | 8.0-8.9 | D+ | EXCELLENT |
| 75-79 | 7.5-7.9 | D | DISTINCTION |
| 70-74 | 7.0-7.4 | A+ | VERY GOOD |
| 60-69 | 6.0-6.9 | A | GOOD |
| 50-59 | 5.0-5.9 | B | AVERAGE |
| 40-49 | 4.0-4.9 | C | SATISFACTORY |
| 00-39 | 0.0 | U | RE-APPEAR |
| ABSENT | 0.0 | AAA | ABSENT |

15. Grade Point Average (GPA):

Grade point average (GPA) is calculated for each part taking into account all the courses studied under each part. Calculation of grade point average semester-wise and part-wise is as follows:

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

$$\text{GPA} = \frac{\sum_i (C_i * G_i)}{\sum_i C_i}$$

Where C_i = Credit earned for course i in any semester.

G_i = Grade points obtained for course i in any semester.

16. Cumulative Grade Point Average (CGPA) : For the entire program CGPA is calculated in the following manner.

$$\text{CGPA} = \frac{\sum_n \sum_i C_{ni} * G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme under each part}}{\text{Sum of the Credits of the Courses of the entire programme under each part}}$$

17. Classification of CGPA: A candidate who has passed all the examinations under different parts (Part-I to Part V) is eligible for the following part wise computed final grades based on the range of CGPA.

Based on the Cumulative Grade Points Average the performance of the students is classified as follows:

| 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 |

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows **for Part I or Part II or Part III:**

- a. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 9 to 10 and equivalent grades “O” or “O+” in part III comprising Core, Electives and Allied subjects shall be placed in the category of “**First Class – Exemplary**”.

- b. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 7.5 to 9 and equivalent grades “D” or “D+” or “D++” in part III comprising Core, Electives and Allied subjects shall be placed in the category of “**First Class with Distinction**”.
- c. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 6 to 7.5 and equivalent grades “A” or “A+” or “A++” shall be declared to have passed that parts in “**First Class**”.
- d. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 5.5 to 6 and equivalent grades “B” or “B+” shall be declared to have passed that parts in “**Second Class**”.
- e. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 4.5 to 5 and equivalent grades “C” or “C+” shall be declared to have passed that parts in “**Third Class**”.
- f. There shall be no classifications of final results; therefore, award of class for Part IV and Part V, however, those parts shall be awarded with final grades in the end semester statements of marks and in the consolidated statement of marks.

18. Improvement of Marks in the subjects already passed: Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear in the subsequent semester only. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

19. Conferment of the Degree: No candidate shall be eligible for conferment of the Degree unless he / she

- i. has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed therefore.
- ii. Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140 credits.
- iii. Has successfully completed the prescribed Field Work/ Institutional Training (if any) as evidenced by certificate issued by the concerned authorities.

20. Ranking: A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I or II class shall be eligible for ranking and such ranking shall be confined to 10 % of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks shall not be taken into consideration for ranking.

21. Question Paper Pattern: The question paper patterns shall be followed for CBCS pattern syllabi for the candidates admitted from the academic year 2015-16 are provided **in syllabi itself.**

- The following question paper patterns will be followed for the UG/PG candidates

| Maximum 75 Marks – wherever applicable | | | |
|---|--|-----------|---------------------------------------|
| Section A | Multiple choice questions with four options | $10*1=10$ | 10 questions – 2 each from every unit |
| Section B | Short answer questions of either / or type (like 1.a (or) b) | $5*5=25$ | 5 questions – 2 each from every unit |
| Section C | Essay-type questions of either / or type (like 1.a (or) b) | $5*8=40$ | 5 questions – 2 each from every unit |

| Maximum 50 Marks – wherever applicable | | | |
|--|--|---------|---------------------------------------|
| Section A | Multiple choice questions with four options | 10*1=10 | 10 questions – 2 each from every unit |
| Section B | Short answer questions of either / or type (like 1.a (or) b) | 5*3=15 | 5 questions – 2 each from every unit |
| Section C | Essay-type questions of either / or type (like 1.a (or) b) | 5*5=25 | 5 questions – 2 each from every unit |

| Maximum 40 Marks – wherever applicable | | | |
|--|--|---------|--------------------------------------|
| Section A | Multiple choice questions with four options | 05*1=05 | 5 questions – 1 each from every unit |
| Section B | Short answer questions of either / or type (like 1.a (or) b) | 5*3=15 | 5 questions – 2 each from every unit |
| Section C | Essay-type questions of either / or type (like 1.a (or) b) | 5*4=20 | 5 questions – 2 each from every unit |

The General Awareness paper to have multiple choice questions (with four option) to be evaluated by using separate answer sheet (100 x 0.5 = 50 marks)

For other courses in Part IV of UG programmes namely, Environmental Studies, Human Rights and constitution of India question paper pattern shall be 5 out of 10.

22. Syllabus: The syllabus for various courses shall be clearly demarcated into five viable units in each paper/subject.

23. Revision of Regulations and Curriculum: The above Regulation and Scheme of Examinations shall be in vogue without any change for a minimum period of three years from the date of approval. The college may revise /amend/ change the Regulations and Scheme of Examinations, if found necessary.

24. **Provision for Appeal:** There shall be a provision for Appeal for a candidate who may be dissatisfied with the Grade he/she has been awarded. He/she can approach the Grievance Cell with the written submission together with all facts, the assignments, and test papers etc, which were evaluated. He/she can do so before the commencement of end semester examination. The Grievance Cell is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated. The composition of the grievance cell is as follows.

1. The Principal
2. One senior faculty member (other than those concerned with the evaluation of the course concerned).
3. One senior faculty members / subject experts.

1. **Supplementary Exam:** Supplementary examination will be conducted after the VI semester for the students who have failed in only one subject in the VI semester and no standing arrear in any of the previous semesters.

PG PROGRAMMES-REGULATIONS

1. Duration of the Program:

The UG programme will comprise of six semesters with two semesters per academic year, extending over a total duration of three years. The PG programme shall comprise of four semesters with two semesters per academic year, extending over a total period of two academic years. Each semester will work for 90 instructional days.

2. Choice Based Credit System: (CBCS)

Choice based credit system is introduced with the aim of offering flexibility in the choice of courses the students.

Objectives of the Choice Based Credit System:

- To facilitate the students to have greater flexibility in their choice of courses.
 - To widen the spectrum of knowledge of students by means of Core, Interdepartmental, Extra departmental, Foundation courses, Moral values and the placements oriented courses.
- To revamp the curriculum, to impart entrepreneurial skills and placement potentials qualities.
- To incorporate need based knowledge in tune with the location and neighborhood of the institution.
- To allocate credit points to each paper of the study based on the weight age of the contract hours, content and quality.
- To extend opportunities to fast learners in order to earn extra credit from advanced as well as additional courses.
- To maintain the total credit points of each programme on par with international standards.

3. Definitions:

- a) Programme – Degree (E.g.: M.Sc\\M.Com)
- b) Branch – Discipline of study (e.g.: M.Sc computer science)
- c) Curriculum – The various courses (subjects) a student must study in a Particular branch.
- d) Course – The theory & practical subject studied under the curriculums.
- e) Credit – a unit of measurement based on the duration of the contact hours, Content and quality of the subject matter.

3. Medium of Instruction: English

4. PG Curriculum: The PG Curriculum under the CBCS consists of two parts Viz. I and II

4.1 .Part A:Core Components: Core Courses

1) Core Courses: Each programme has a group of core courses. The syllabus of the core courses will facilitate the students in the acquisition of the basic concepts of their respective disciplines, besides getting exposure to the recent developments. This exposure will suitably guide the students towards their vertical mobility in their higher studies. Core courses will last till the fourth semester.

4.2 part II: Other Components:

It includes an optional courses.

Optional Courses:

Advanced Learner's Courses :(ALC)

The study of optional courses facilitates fast learners with exceptional aptitude to earn extra credits. Each department will offer a minimum of 12 courses in thrust areas, of which the student can choose any one. Extra credits for each course will be awarded to all PG disciplines with exception of MBA programme. The course will be of a self study nature. Syllabi and guidance can be obtained from the concerned department. The evaluations are conducted at the end of I - IV semesters as ESE.

5.The Credit System (PG)

Each course of a PG programme is assigned with credit points based on the contact hours, quality and content.

The following two tables indicate the distribution of credit points, Examination and Evaluation pattern under CBCS for M.Com / M.Sc (CS) / M.Sc (IT) and M.J.M.C courses and for the MBA programme separately.

PG - PROGRAMMES (CBCS)

I. Break up of 90 credit points and tenure of study for M.Com, M.Sc (CS) / M.Sc (IT) and M.J.M.C

| Parts | Courses | Semesters | Credit Points | Marks/Grade |
|--------------|--|------------------|----------------------|--------------------|
| III | Components: i) Core | I to IV | 82 | 2000 |
| III | Internship | IV | 8 | 200 |
| | | Total | 90 | 2200 |
| Optional | i) Advanced Learners Course (ALC) - self study | I- IV | Extra credit 8/sem | 400 |

EXAMINATION & EVALUATION PATTERN UNDER CBCS

For M.Com, M.Sc CS/M.Sc IT/MJMC

| Parts | Semester | Nature & Evaluation | Passing Minimum | | CIA + ESE=Total | Minimum credits |
|--|----------|---------------------|--------------------------|----------------|--------------------|----------------------------|
| | | | CIA | ESE | | |
| Part -IA Cores | I to IV | CIA & ESE | No Passing Minimum | 38/75 (50%) | 50% | 90 |
| Total | | | | | | 90 |
| Part II (Optional) Advanced Learner's Courses | I – IV | ESE only | No CIA | 50% | 50% | 2 Extra credits/se m |

*Self study with department guidance. Each department will offer minimum two courses.

7. General Guidelines: To obtain PG degree a student should pass in all the courses prescribed in the concerned programme by scoring the minimum pass mark and also earn the minimum number of credits as given below.

- a) 50 percent in each course (paper) with a minimum of 50 percent in ESE (i.e., 38 marks out of 75) and
- b) Credit points
 - i) M.Com /M.Sc S/IT/MJMC : 90
 - ii) MBA : 100

8. Grade:

Based on the percentage of marks obtained in each and every course (paper) the student will be allotted an appropriate grade as indicated below:

| RANGE OF MARKS | GRADE POINT | LETTER GRADE | DESCRIPTION |
|-----------------------|--------------------|---------------------|--------------------|
| 90-100 | 9.0-10.0 | O | OUTSTANDING |
| 80-89 | 8.0-8.9 | D+ | EXCELLENT |
| 75-79 | 7.5-7.9 | D | DISTINCTION |
| 70-74 | 7.0-7.4 | A+ | VERY GOOD |
| 60-69 | 6.0-6.9 | A | GOOD |
| 50-59 | 5.0-5.9 | B | AVERAGE |
| 00-49 | 0.0 | C | RE-APPEAR |
| ABSENT | 0.0 | AA | ABSENT |

9. Grade Points (GP):

Based on the grade obtained by a student Grade Points will be assigned as indicated below: $\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$

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

10. Grade Point Average (GPA):

Grade point average (GPA) is calculated for each part taking into account all the courses studied under each part.

$$\text{GPA} = \frac{\sum (C * GP)}{C}$$

Where C = Credit points assigned for each course.

GP= Grade points scored in that course.

C = Sum of credit points.

Classification of GPA:

Based on the Grade Points Average the performance of the students is classified as follows.

| 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 | |
| 0.0 and above but below 5.0 | U | Re-appear |

11. Cumulative Grade Point Average (CGPA)

This is calculated in the same way taking into account all the courses studied under all parts and stipulated by letter grades as shown above.

Annexure - IV

Curriculum and Course Structure

Of

Master of Business Administration (MBA)

(EFFECTIVE FROM THE ACADEMIC YEAR 2015-2016 ONWARDS)

REGULATIONS FOR MASTER OF BUSINESS ADMINISTRATION DEGREE COURSE

(EFFECTIVE FROM THE ACADEMIC YEAR 2015-2016 ONWARDS)

(Note: These regulations are subject to change and such changes will be applicable to students at any stage of their course, as may be decided by the authorities)

1. Definitions :

- Programme – MBA Degree
- Branch – Discipline of study (e.g. : Business Administration)
- Course –a theory or a practical subject or a combination of both, studied in a semester.
- Curriculum – prescribes courses to be studied in each semester. This includes all the curricula and course contents.
- Credit – A unit of measurement based on the duration of contact hours, content and quality of the subject matter.

2. Abbreviations

- MBA – Master of Business Administration
- ESE – End Semester Examination
- CIA – Continuous Internal Assessment

- GP – Grade Point
- GPA – Grade Point Average
- CGPA – Cumulative Grade Point Average.

3. Duration:

The programme is for a period of two years. Courses are delivered on full-time (regular) basis. A year comprises of two semesters each spread over a period of six months. The semester that begins in July (July to November) is known as Odd semester and the semester that begins in December (December to April) is known as Even Semester. There shall be not less than 90 working days for each semester (Exclusive of the days for the conduct of end-semester examination).

4. Choice Based Credit System (CBCS) :

CBCS is an instructional package developed to suit the needs of students to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

Objectives of the Choice Based Credit System:

- To offer flexibility in the choice of courses to students.
- To revamp the curriculum, to impart entrepreneurial skills and placement potential qualities.
- To incorporate need based knowledge in tune with the location and neighborhood of the institution.
- To allocate credit points to each paper of the study based on the weight age of the contact hours, content and quality.
- To extend opportunities to fast learners to earn extra credit points by opting extra credit courses.
- To maintain the total credit points of each programme on par with international standards.

5. Medium of Instruction : English

6. Courses in the Programme:

6.1 Core Courses

The MBA programme has a set of core courses spread all over the four semesters and are to be compulsorily learnt by the students. The syllabus of the core courses will facilitate the students in acquisition of the basic concepts of their respective disciplines, besides getting exposure to the recent developments. This exposure will suitably guide the students towards their vertical mobility in their higher studies.

6.2 Elective Courses

Elective courses are offered in the areas of Marketing, Human Resource Management, Finance, and Financial services, Production, Export Management, Retail Management, Entrepreneurial Development, Hospitality & Tourism Management, International Business, Logistics Management and Information Systems.

A student should select six elective courses during the III Semester. An elective course may be offered if at least 25% of the students in a class opt the particular course.

6.3 Extra Credits

The curriculum facilitates the students to earn 12 credits in addition to the minimum requirement of 100 credits for completion and award of the Degree. Students shall have a choice to study the remaining elective courses in Semester I to IV to earn additional credits. Such option is limited to 2 credits per semester and 8 credits in total. Credits are awarded only if the student attains minimum pass marks in the End Semester Examination. In case where a student fails to attain the minimum marks, reappearance is not allowed.

7. ESE – Evaluation Pattern

A. Core Courses - Theory

A written examination for each core theory course shall be conducted in the stipulated pattern at the end of each semester. Each ESE examination shall be conducted for a duration of 3 hours for a total of 75 marks. The passing minimum for End Semester Examinations conducted for core courses are specified in Table 2.

B. Core Courses – Practical

A Practical examination for the core practical courses shall be conducted in the stipulated pattern at the end of the semester. The ESE examination shall be conducted for duration of 3 hours for a total of 100 marks. The passing minimum for End Semester Examination conducted for core courses are specified in Table 2. Letter grades are assigned to students based on the marks secured as specified in Table-3.

C. Core Course – Internship Training

Students should undergo Internship Training and the report prepared by them thereafter shall be evaluated at the end of the semester. The passing minimum for End Semester Examination conducted for core courses are specified in Table 2. Letter grades are assigned to students based on the marks secured as specified in Table-3.

D. Core Course – Project

The project work carried out by the students and the report prepared by them thereafter shall be evaluated at the end of the semester for 100 marks of which 50 marks are allotted for thesis and 50 marks for performance in the viva-voce.

E. Elective Courses - Theory

A written examination for each elective course shall be conducted in the stipulated pattern at the end of the third semester. Each ESE examination shall be conducted for duration of 3 hours and for a total of 75 marks. The passing minimum for End Semester Examination conducted for the elective courses are specified in Table 2.

F. Extra Credit Courses - Theory

A written examination for each extra credit course chosen by the students shall be conducted in the stipulated pattern at the end of each semester. Each examination shall be conducted for duration of 3 hours and for a total of 75 marks (thereafter it would be converted to 100 marks). There is no CIA for the courses opted for earning extra credits. The passing minimum for the End Semester Examination conducted for extra credit courses are specified in Table 2. Credits are awarded only if the student attains minimum pass marks in the End Semester Examination. In case where a student fails to attain the minimum pass marks, reappearance is not allowed.

8. Continuous Internal Assessment (CIA): Evaluation pattern for CIA

A. Theory Courses:

The CIA of theory courses consists of the following components:

- i. CIA tests
- ii. Model exams
- iii. Assignments
- iv. Seminars
- v. Attendance

Out of 25 marks allotted for CIA, 12 marks are set aside for CIA tests, 4 marks for model exam, 2 marks for assignments, 2 marks for seminars and 5 marks for attendance. No minimum mark is prescribed for a pass in CIA.

i. CIA Tests :

For each course of study, students have to appear for three Continuous Internal Assessment tests that are administered by the respective course instructors.

ii. Model Exam:

For each course of study, students have to appear for one centralized model exam that are administered by college.

ii. Assignments :

For each course of study, students have to accomplish a minimum of one assignment within the time fixed and on the area and topics stipulated by the concerned course instructor in concurrence with the Head of the Department.

iii. Seminar :

Seminar is an inclusive component of a course requirement, wherein, under the guidance of a course instructor a student is expected to do an in-depth study in a specialised area by doing literature survey, understanding different aspects of the problem and arriving at a status report in that area. While presenting a seminar, the student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/ researchers critically, study concepts, techniques and prevailing results pertaining to the course and analyse them for a presentation as a seminar. It is mandatory to give a seminar presentation to the course instructor during the semester in which the course/paper is offered.

B. Major Project Course

Internal Assessment for project course consists of five components:

| | | |
|--------------------------------------|---|-----------|
| Application of ideas, concepts | - | 10 Marks |
| Timely report | - | 10 Marks |
| Research Methodology | - | 10 Marks |
| Use of appropriate statistical tools | - | 10 Marks |
| Clarity | - | 10 Marks |
| Record | - | 50 Marks |
| | | ----- |
| Total (Internal) | | 100 Marks |
| | | ----- |

No minimum marks are prescribed for a pass in CIA.

9. ATTENDANCE

- i. No candidate who has put in less than 75% of the total attendance for the course shall be permitted to take the end semester examination of the course concerned.
- ii. By the end of every month, the Class Instructor shall intimate the Head of the Department the particulars of total class hours, hours attended and percentage of attendance of all students, along with a list of students who have shortage of attendance in the particular month.
- iii. The Head of the Department shall announce the names of the students who will not be eligible to take the end – semester examination in the various courses due to shortage of attendance.
- iv. Condonation for shortage of attendance shall be levied by the head of the institution on the students such that based on the genuineness of the medical certificate the condonation is levied

Note: Students having attendance less than 75% are directed to compensate the shortage of attendance by paying condonation and by attending college on Saturdays and gain minimum of 75% of attendance to appear for End Semester Examination.

- v. Students having less than 50% of the attendance are directed to reregister the respective course again to compensate the short-fall in attendance.

10. Distribution of Marks and Credits

Each course of MBA programme is assigned with credit points based on contact hours, quality and content.

The following tables indicate the distribution of credit points, examination, marks, and evaluation pattern under CBCS for the MBA programme:

Table 1

| S. No | Courses | Semester | Credit points | Marks/Grade |
|--------------|--------------------------|----------|---------------|-------------|
| 1. | Core Theory courses | I to IV | 56 | 1600 |
| 2. | 8 Elective courses | III & IV | 24 | 800 |
| 3 | Internship | III & IV | 20 | 400 |
| Total | | | 100 | 2800 |
| 3 | ALC-Extra Credit Courses | I to IV | 12 | 400 |

Table 2**Examination and Evaluation pattern under CBCS**

| Courses | Semester | Nature & Evaluation | Passing Minimum | | CIA+ESE =Total | Minimum Credit Points/Grade |
|----------------------|----------|---------------------|--------------------|---------------|----------------|-----------------------------|
| | | | CIA | ESE | | |
| Core: Theory | I to IV | CIA & ESE | No Passing Minimum | 38 / 75(50%) | 50% | 52 |
| Core: Practical | I & II | CIA & ESE | No Passing Minimum | 38 / 75(50%) | 50% | 4 |
| Internship Training | III & IV | CIA & ESE | No passing Minimum | 50/ 100 (50%) | 50% | 20 |
| Elective courses | III & IV | CIA & ESE | No Passing Minimum | 38 / 75 (50%) | 50% | 24 |
| Total | | | | | | 100 |
| Extra credit courses | I to IV | ESE only | No CIA | 50/100 (50%) | 50% | 12* |

*Extra credit points & marks – not a minimum requirement and a pass or fail in the extra credit course will not affect the award of the degree of MBA.

11. Passing Minimum

To obtain MBA degree, a student should pass in all the core and elective courses prescribed in the Table 2 by securing the minimum pass marks prescribed under each section of evaluation and in aggregate. Students shall earn the minimum number of credits as given below:

| | | | |
|----------------|------------------|---|------------|
| Credit points: | Core Courses | : | 64 |
| | Elective courses | : | ----- |
| | Total | : | <u>100</u> |

*Minimum Required Credits: 100

12. Marks, Grades & Grade Point

Based on the percentage of marks obtained in each course (subject) the students will be allotted appropriate grades as indicated in the table below. Grade points will be assigned to each course based on the grades obtained by the student as indicated below: The following table gives the marks, grade points, letter grades and classification to indicate the performance of the candidate.

Table 3

Conversion of marks to grade points & Letter grade (Performance in a paper/Course)

| RANGE OF MARKS | GRADE POINT | LETTER GRADE | DESCRIPTION |
|----------------|-------------|--------------|-------------|
| 90-100 | 9.0-10.0 | O | OUTSTANDING |
| 80-89 | 8.0-8.9 | D+ | EXCELLENT |
| 75-79 | 7.5-7.9 | D | DISTINCTION |
| 70-74 | 7.0-7.4 | A+ | VERY GOOD |
| 60-69 | 6.0-6.9 | A | GOOD |
| 50-59 | 5.0-5.9 | B | AVERAGE |
| 00-49 | 0.0 | C | RE-APPEAR |
| ABSENT | 0.0 | AA | ABSENT |

C_i = Credits earned for course in any semester.

G_i = Grade point obtained for course in any semester

n refers to the semester in which such courses were credited.

13. Grade Point Average (GPA)

Grade Point Average (GPA) is calculated for each semester taking into account all the courses studied in that semester.

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

(or) $\text{GPA} = \frac{\sum_i (C_i \times G_i)}{\sum_i C_i}$

Where C_i = Credits earned for course in any semester.

G_i = Grade points obtained for course in any semester.

14. Cumulative Grade Point Average (CGPA)

For the entire program CGPA is calculated in the following manner.

$$\text{CGPA} = \frac{(\sum_n \sum_i C_{ni} \times G_{ni})}{(\sum_n \sum_i C_{ni})}$$

i.e., $\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire program}}{\text{Sum of the credits of the courses of the entire program}}$

Classification of CGPA:

Based on the Cumulative Grade Points Average the performance of the students is classified as follows.

Table 4

| 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 | |
| 0.0 and above but below 5.0 | U | Re-appear |

Relative Grading:

Relative grading, or norm-referenced grading consists of comparisons between a student and others in the same class, the norm group. Those that perform better than most other students receive higher grades. Uses some measure of the percentage of students that will be assigned certain grades. Emphasizes competition among group members and does not accurately reflect any objective level of achievement.

Relative grading invests instructors with great flexibility and responsibility, giving rise to many interpretations of relative grading.

RCAS became autonomous institute from academic session 2013-14 and implementing academic autonomy in progressive manner from the batch admitted in 2014-15. RCAS adopted semester, credit and grade based autonomous working system with relative grading.

1. Continuous Evaluation:-

Proportional weightage of continuous internal assessment:

| Sl.No | Activity | % weightage |
|-------|------------|-------------|
| 1 | T1 | 4 |
| 2 | T2 | 4 |
| 3 | T3 | 4 |
| 4 | T4 | 4 |
| 5 | Assignment | 2 |
| 6 | Seminar | 2 |
| 7 | Attendance | 5 |
| Total | | 25 |

2. Assessment:

a. T1, T2 and T3 will be class test

| | |
|-------------------|--------------------------|
| Max Marks | 25 |
| Portion | Min 1 and half unit |
| Duration | 1 hour |
| Sections | A and B |
| Mark distribution | 5 X 1 = 5 4 X 5 = 20 |
| Choice | 4 out of 6 for Section B |
| Question paper | Printed |
| Answer papers | Stationary from college |

b. T4 will be the model examination.

| | |
|-------------------|---------------------------------------|
| Max Marks | 75 |
| Portion | 5 units |
| Duration | 3 hours |
| Sections | A, B and C |
| Mark distribution | 5 X 1 = 5 5 X 5 = 25 5 X 8 = 40 |
| Choice | Either or for Section B and C |
| Question paper | Printed |
| Answer papers | Stationary from college |

3. Grading System

The marks obtained out of 25 are converted to grades as follows:

The marks of are reduced to relative weightages. The marks obtained in the given subject are sorted in descending order. The class strength (number of students present) is divided into 4 equal groups. The groups are graded as A , B, C and D. The groups will be awarded 4, 3, 2 or 1 marks respectively. If the students getting same mark are in different groups, then they may be brought to the nearest group having higher marks.

Eg: If the total strength of students present for a given subject is 52

then : $52/4 : 13$. 13 students will be categorised in each group and the marks will be awarded accordingly.

| Grade | Marks to be awarded |
|--------------|----------------------------|
| A | 4 |
| B | 3 |
| C | 2 |
| D | 1 |