

EXAMINATION WING

Chief Controller of Examinations

Dr.Sasi Kanta Dash

Principal



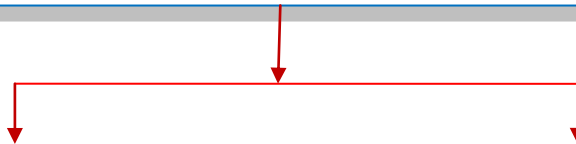
Controller of Examinations

Dr.V.K.Somasundaram



Deputy Controller of Examinations

Dr.A.Noyaline Bibiyana Arulmary



Asst. System Manager

Mrs.A.Sathya

Clerical Assistant

Mr.R.Ramesh

SPECIAL INSTRUCTIONS TO THE STUDENTS/CANDIDATES

1. The fees once paid will not be refunded or adjusted for subsequent examinations.
2. After the publication of the results, all the candidates who have paid the prescribed fee for the statement of marks should obtain the same from the Head of the Department concerned/Office.

3. Candidates applying for the FIRST TIME in a particular semester shall pay the fees prescribed for **all the papers** in that semester IRRESPECTIVE of the number of papers they wish to appear and send the application through the Department concerned.
4. Any grievance related to examinations has to be represented and set right by the student through the Principal at the earliest preferably prior to the commencement of next semester examination. Inordinate delay on the part of students cannot be attended to.
5. The admission to the examinations is provisional. If it is found at a later date that a student does not fulfill any one of the conditions of eligibility, the candidature will be cancelled and no appeal against such cancellation will be entertained. Therefore, the students are advised to check carefully and satisfy themselves that they fulfill all the conditions of eligibility.
6. Defective examination applications in any respect WILL BE REJECTED.
7. While receiving hall ticket, check for entry of name, register number, number of papers registered etc and avoid last minute embarrassment
8. Check the date, subject, code number of the subject, session of all examinations carefully which are displayed in the notice board.
9. In examination hall, read the questions well before answering it; specify the question numbers correctly; revise the paper before handing it over to the invigilator.
10. When the students receive various certificates like Pass Certificate, Transfer Certificate, Conduct Certificate, Mark Statements [both semester and consolidated], Degree Certificate, verify them carefully and diligently and ensure correctness about:

Name and initial, Date of birth, Address, Contents of the certificate, Place, Date of issue, Signature of the issuing official and Office seal etc.

ATTENTION: Ensure all the details are correctly entered in the certificate before leaving the place. Even a small error in your Certificate can give you a lot of trouble in future. So, whenever you receive any certificate,

spend a few minutes to check it and ensure its correctness in every respect. *If any discrepancy is noticed, immediately bring the certificate(s) to Examination Wing.*

THE FOLLOWING RESTRICTION FOR COMPLETION OF UG & PG COURSES WILL APPLY

The maximum period to complete the course is:

One year course	- 1+2 (3 years)
Three year course	- 3+3 (6 years)
P.G. Course	- 2+2 (4 years)

Example: An undergraduate student admitted in July 2010 can take up semester examination up to May 2016 only. ***If she does not pass out all the subjects within this stipulated time, she will not be permitted to write examination thereafter.***

With the following conditions, the **supplementary examinations** are conducted for the benefit of outgoing students.

- a) Only sixth semester students are eligible to appear for supplementary examination.
- b) The candidate should have a maximum of 2 arrears as of now. i.e. students having 3 or more number of arrear papers are not eligible for supplementary examination.
- c) The candidate should have paid fees for these arrear papers during semester examination prior to the supplementary examination.
- d) Application for supplementary examination should be submitted to *Examination wing* within **ten** days from the date of publication of semester results.
- e) Hall tickets for supplementary examination will be issued at examination wing two days prior to examination.

11. Revaluation will be considered in all subjects where there is single evaluation and candidates who have *passed* or *failed* in any subject(s) can apply for revaluation. However, the revaluation or retotalling of answer scripts is restricted to **two** theory papers (subjects) only and not for practical examination papers. The application for revaluation must be submitted in the prescribed form

duly forwarded by the Head of the Department. A candidates cannot apply simultaneously both for revaluation and retotalling of the same paper.

12. A fee of Rs.300/- will be charged per paper for revaluation and Rs.100 for retotalling.

As per the rules of Pondicherry University, the students will be graded as below:		
1	85% and above	Outstanding
2	75% to 84.99%	Distinction
3	60% and Above	First Class
4	50% to 59.99%	Second Class
5	40% to 49.99%	Third Class
<i>0.5 and above will not be rounded off</i>		

13. The rules and regulations of the college are subject to change from time to time.
14. In the semester examination application form, the students need to write only arrear paper code(s) (*if there is any arrear*) and need **NOT** write current semester paper codes.

The *first semester students* should paste one PASS PORT size **colour photo** [not stamp size] and submit copy of H.Sc. **mark statement** along with semester examination application.

15. The students are advised to visit College website/Examination Wing notice board for all information related to Semester Examinations.

M.Phil Degree Examination **Examination Scheme under CBCS**

Every year, the M.Phil session starts in June and ends in next year May. This is the session (academic year) that will be mentioned in the certificates even if the scholar submits the dissertation after this

stipulated period. The Part-I written examination will be conducted in the month of January. The registration of topic in the prescribed form shall be made in December. The change of topic, if any (after registration), shall be reported to the COE in writing with the payment of fee of Rs.300.

The executive summary (at least one page) of the work done along with panel of examiner shall be submitted to the Examination Wing on or before 30th June. The last date for submission of M.Phil dissertation is 31st July. The dissertation should be in soft binding.

Scheme of examination- M.Phil [FSM & D]						
Semester		Internal marks	End Sem marks	Max marks	Passing Min	Max marks in Part-I & II
I [Part-I]	Paper-I (Hard Core-I)	40	60	100	50	500
	Paper-II (Hard Core-II)	40	60	100	50	
	Paper-III (Soft Core-I)	40	60	100	50	
	Paper-IV (Soft Core-II) (Question paper to be prepared by the Guide concerned and answer script is also evaluated by the Guide and mark sheet is to be submitted to Examination wing)	40	60	100	50	
	Paper-V (Inter-disciplinary)	40	60	100	50	
II [Part-II]	<i>Submission of dissertation -</i> Internal evaluation of dissertation by Guide	100 marks	(Average of internal & external) 100		50	200
	External evaluation of dissertation by Outside Examiner	100 marks				
	Viva voce examination – External examiner	--	100		50	
Total marks						700
Scheme of examination- M.Phil [CORPORATE SECRETARYSHIP]						
Semester		Internal marks	End Sem marks	Max marks	Passing Min	Max marks in Part-I & II
I [Part-I]	Paper-I (Hard Core-I)	40	60	100	50	400
	Paper-II (Hard Core-II)	40	60	100	50	
	Paper-III (Hard Core-III) (Question paper to be prepared by the Guide concerned and answer script is also evaluated by the Guide and mark sheet is to be submitted to Examination wing)	40	60	100	50	
	Paper-IV (Soft Core-II) (Inter-disciplinary)	40	60	100	50	

II [Part-II]	<i>Submission of dissertation -</i> Internal evaluation of dissertation by Guide	100 marks	(Average of internal & external) 100	50	200
	External evaluation of dissertation by Outside Examiner	100 marks			
	Viva voce examination – External examiner	--	100	50	
Total marks					600

1. Though the session ends in May, the last date for submission of dissertation is 31st July.
2. M.Phil Paper-IV of **FSM & D** & Paper-III of **Corporate Sec.ship** – Written Examination should be conducted on any one of the specified dates as given in M.Phil Time Table in consultations with the respective Head of the Department.
3. Main Answer Books, Addl.Books, P.G. mark sheets for manual entry and plastic covers are provided to the respective Department by COE section.
4. After the conduct of Examinations, the respective Guides shall evaluate the answer script within three days from the date of Examination of Paper-IV of **FSM & D** & Paper-III of **Corporate Sec.ship** and submit the mark sheet to the Controller of Examination in a separate cover.
5. Examiners are requested to kindly enter the marks only on the P.G. Mark sheet provided to them AND mark entries should NOT be made on the front page of the answer scripts. Passing minimum is 50%
6. After the valuation, Guide should submit along with the mark sheet (in separate cover) the valued answer script with one question paper in the plastic cover provided.
7. In line with Pondicherry University stipulated maximum period for completion of course, Part-I (written) papers are to be passed within three years subject to not more than **two** reappearances. Similarly, the dissertation will not be allowed to submit after **three** years from the date of joining.
8. Examiners are requested to kindly adhere strictly the above instructions without fail.

M.Com [Corporate Secretaryship] – CBCS – 2015 ONWARDS

FIRST SEMESTER

SL NO.	COURSE COMPONENTS & PAPER CODE		COURSE TITLE	CREDITS	Marks		
					CIA	Ext.	Total
				Exam			
1	HC- I	B-3117	Organizational Behaviour	5	25	75	100
2	HC- II	B-3118	Advanced Company Law - I	6	25	75	100
3	HC- III	B-3119	Advanced Corporate Accounting	6	25	75	100
4	HC- IV	B-3120	Statistical Analysis	5	25	75	100
5	SC-ELE -1	B-3121	Drafting and Conveyance	4	25	75	100
6	SC-ELE-2	B-3122	Marketing Management				
7	INTER-DISCI-1*	B-4139	<i>Nutrition through life cycle</i>	4	25	75	100
Credits/hours/marks				30	150	450	600

SECOND SEMESTER

8	HC-V	B-3123	Accounting For Managerial Decisions	5	25	75	100
9	HC- VI	B-3124	Corporate Laws	6	25	75	100
10	HC-VII	B-3125	Advanced Company Law - II	6	25	75	100
11	HC-VIII	B-3126	Security Analysis and Portfolio Management	5	25	75	100
12	SC-ELE-3	B-3127	Investment Banking	4	25	75	100
13	SC-ELE-4	B-3128	Business Ethics and CSR				
14	INTER-DISCI-2*	B-4147	<i>Assessment of Nutritional Status</i>	4	25	75	100
Credits/hours/marks				30	150	450	600

THIRD SEMESTER

15	HC-IX	B-3129	MIS & Corporate Communication	5	25	75	100
16	HC-X	B-3130	General And Commercial Laws	6	25	75	100
17	HC-XI	B-3131	Direct Taxes	6	25	75	100
18	HC-XII	B-3132	Corporate Restructuring	5	25	75	100
19	SC-ELE-5	B-3133	Strategic Management	2	25	75	100
20	SC-ELE-6	B-3134	Operation Research				
21	INTER-DISCI-3*	B-4154	<i>Food Preservation techniques</i>	4	25	75	100
Credits/hours/marks				28	150	450	600

FOURTH SEMESTER

22	HC-XIII	B-3135	Indirect taxes	5	25	75	100
23	HC-XIV	B-3136	Financial Management	6	25	75	100
24	HC-XIV	B-3137	Securities And Financial Markets	6	25	75	100
25	HC-XVI	B-3138	Institutional Training, Visit and Report	5	0	100	100
26	SC-ELE-7	B-3139	Managerial Economics	2	25	75	100
27	SC-ELE-8	B-3140	Corporate Information Systems				
28	INTER-DISCI-4*	B-4158	<i>Tourism and Catering Management</i>	4	25	75	100
<i>Credits/hours/marks</i>				28	125	125	600

HC – Hard Core SC-Soft Core ELE- Elective INTER- Interdisciplinary

* Offered by Home Science

M.Sc [FSMD] FROM JUNE 2015 & ONWARDS - CBCS

FIRST SEMESTER

SI. No.	Comp onents	PAPER CODE	Subjects	CREDI TS	Max. Marks		Total marks	Remarks
					CIA	External		
1	HC-1	B-4131	Clinical Biochemistry	4	25	75	100	Written exam
2	HC-2	B-4132	Advanced Food Science	4	25	75	100	Written exam
3	HC-3	B-4133	Applied Food Microbiology	4	25	75	100	Written exam
4	HC-4	B-4134	Food Service Layout & Equipment	4	25	75	100	Written exam
5	HC-P1	B-4135	Food Microbiology Lab	2	50	---	50	Lab
6	HC-P2	B-4136	Techniques of Food Analysis Lab	2	50	---	50	Lab
7	SC-1	B-4137	Sanitation & Hygiene	2	25	50	75	Written exam
8	SC-2	B-4138	Sensory Evaluation	1	25	50	75	Written exam
9	*Inter Disci-I	B-3123	Consumer Awareness & Protection	3	25	75	100	Written exam
Total				26	275	475	750	

SECOND SEMESTER

SI. No.	Compon ents	PAPER CODE	Subjects	CREDI TS	Max. Marks		Total marks	Remarks
					CIA	External		
10	HC-5	B-4140	Therapeutic Nutrition	4	25	75	100	Written exam
11	HC-6	B-4141	Front Office Management & Accommodation	4	25	75	100	Written exam
12	HC-7	B-4142	Research Methodology	4	25	75	100	Written exam
13	HC-8	B-4143	Hospital Administration	4	25	75	100	Written exam
14	HC-P3	B-4144	Clinical Nutrition & Dietetics- Lab	2	50	---	50	Lab
15	HC- I-1	B-4145	Hospital Internship	3	50	50	100	Internship
16	SC-3	B-4146	Nutraceuticals & Functional Foods	1	25	50	75	Written exam
17	* Inter Disci-II	B-3130	Entrepreneurship Development	3	25	75	100	Written exam
Total				25	250	475	725	

THIRD SEMESTER

Sl. No.	Components	PAPER CODE	Subjects	CREDITS	Max. Marks		Total marks	Remarks
					CIA	External		
18	HC-9	B-4148	Bio Statistics	4	25	75	100	Written exam
19	HC-10	B-4149	Quantity Food Production	4	25	75	100	Written exam
20	HC-P4	B-4150	Quantity Food Production Lab	2	50	---	50	Lab
21	HC-11	B-4151	New Product Development-minor Project	4	100	---	100	minor Project
22	HC-I-2	B-4152	Hotel Internship	3	50	---	50	Internship
23	SC-4	B-4153	Food Biotechnology	2	25	50	75	Written exam
24	* Inter Disci-III	B-3137	Basics of Business finance and accounting	3	25	75	100	Written exam
Total				22	225	350	575	

FOURTH SEMESTER

Sl. No.	Components	PAPER CODE	Subjects	CREDITS	Max. Marks		Total marks	Remarks
					CIA	External		
25	HC-12	B-4155	Food Service Management	4	25	75	100	Written exam
26	HC-13	B-4156	Tourism Management	4	25	75	100	Written exam
27	HC-14	B-4157	Dissertation	6	50	150	200	Dissertation
28	*Inter Disci-IV	B-3144	Personnel Management	3	25	75	100	Written exam
Total				17	175	325	500	

B-4157 = Guide 50 marks and internal viva 50 marks + only external evaluation 100 marks

*** Offered by Corporate Secretaryship**

MARKS OBTAINED (out of 100)	YOUR GRADE	YOUR GRADE POINT	CALCULATE YOURSELF [EXAMPLE]					
			SUBJECTS	MARKS OBTAINED	GRADE	GRADE POINT	CREDIT	QUALITY POINTS
91 - 100	A+	10	SUB1	93	A+	10	6	60
81 - 90	A	9	SUB2	87	A	9	6	54
71 - 80	B+	8	SUB3	85	A	9	5	45
61 - 70	B	7	SUB4	72	B+	8	5	40
50 - 60	C	6	SUB5	79	B+	8	4	32
BELOW 50	F	0	SUB6	85	A	9	4	36
ATTENDANCE LACK	FA	0					30	267

Grade F & FA : Re-appearance required

Semester Grade Point Average [SGPA] = 267/30 8.9

	QUALITY POINTS	CREDITS
SEM1	267	30
SEM2	286	32

SEM3	218	28
SEM4	278	30
	1049	120

Cumulative Grade Point Average [CGPA] = 1049/120 8.74