

MAZHARUL ULOOM COLLEGE

(AUTONOMOUS)

(Established & Managed by the Ambur Muslim Educational Society)

Accredited by NAAC with Grade “A” CGPA 3.23 in Cycle 3

Affiliated to Thiruvalluvar University, Vellore

Ambur 635802 (Tirupattur District)



REGULATIONS FOR POST GRADUATE DEGREE COURSES UNDER CBCS PATTERN

Effective from 2025-2026

Definitions:

Programme: “Programme” means a course of study leading to the award of a degree in a discipline.

Course: “Course” refers to a paper / practical / subject offered under the degree programme. Each Course is to be designed variously under lectures / tutorials/laboratory or field work / seminar / practical training / Assignments / Term paper or Report writing etc., to meet effective teaching and learning needs.

I) Core Courses

“The Core Courses” related to the programme concerned including practicals offered under Part III of the programme”.

II) Elective Courses

“Elective courses” related to the core courses of the programme concerned, offered under Part III of the programme.

III) Individual/Group Project

“The Individual / Group Project” related to the core courses of the programme concerned, offered under Part III of the programme.

A detailed explanation of the above with relevant credits are given under “**Scheme of Examination along with Distribution of Marks and Credits**”

Credits:

The weightage given to each course of study (subject) by the experts of the Board of Studies concerned. The term ‘Credit’ refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For instance, a six-hour course per week is assigned 6/5/4 credits; a five-hour course per week is assigned 5/4/3 credits; and a four-hour course per week is given 4/3/2 credits. However, in no instance can the credits of a course be greater than the hours allotted to it. **Credit System:**

The course of study under this regulation, where weightage of credits are spread over to different semesters during the period of study and the Cumulative Grade Point Average shall be awarded based on the credits earned by the students. A total of 95 credits are prescribed for the Postgraduate Programme offered in two years.

Choice Based:

All Postgraduate Programmes offered by the autonomous college shall be governed under the Choice Based Credit System (CBCS), in accordance with the academic autonomy granted by the affiliating University. The curriculum design and delivery shall follow the principles of Outcome-Based Education (OBE) and the Learning Outcomes-based Curriculum Framework (LOCF). The structure and content of each programme shall be developed by the institution and approved by its Academic Council, in alignment with the guidelines prescribed by the University Grants Commission (UGC) and the Tamil Nadu State Council for Higher Education (TANSCHÉ). These frameworks ensure academic flexibility, multidisciplinary learning, and a focus on measurable learning outcomes, in keeping with national and state-level higher education standards.

Choice Based Credit System (CBCS)

This system is designed to enhance the quality of higher education and facilitate student mobility within and across universities both nationally and internationally. By aligning with the CBCS, OBE, and LOCF frameworks, the autonomous college ensures that its academic programmes are comparable, transparent, and transferrable, thereby enabling students to pursue further education or career opportunities seamlessly across institutions in India and abroad.

Outcome-Based Education (OBE)

OBE is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels based on Bloom Taxonomy. In OBE college introduced Bloom Taxonomy for teaching, learning and evaluation process within the framework of question setting pattern and internal assessment pattern

1. Eligibility for Admission to the Course

A candidate who has passed the Undergraduate Degree Examination, generally as main subject of study of any University recognized by UGC in the same subject or accepted by the Governing Body Mazharul Uloom College (Autonomous), Ambur as equivalent there to shall be eligible for admission to the master's degree.

No student shall be eligible for admission to a Master's degree programme in any of the faculties unless he/she has successfully completed a three years undergraduate degree or earned prescribed number of credits for an undergraduate degree through the examinations conducted by a University / autonomous institution or possesses such qualifications

recognized by Thiruvalluvar University as equivalent to an undergraduate degree. Provided that candidates for admission into the specific main subject of study shall also possess such other qualifying conditions as may be prescribed by the University in the Regulations governing respective courses of study.

2. Duration of the Course

This means the stipulated years of study to complete a programme as prescribed by the college from time to time. Currently for the postgraduate programme the duration of study is TWO years. These regulations shall apply to the regular course of study in the college. Each academic year has been divided into two semesters name ODD and EVEN semesters. The first academic year has first and second semesters, the second academic year has third and fourth semesters respectively. The ODD semester has the period from June to November of each year and the EVEN semester has the period from December to April of each year. Each semester has minimum 90 working days and comprising 450 instructional hours and the whole programme has 1800 teaching hours.

3. Cancellation of Admission

The admission is at the student's risk and is provisional, subject to the approval of Thiruvalluvar University. If the admission is not approval for any reason, the candidate shall not hold the college responsible for it. If selected, in the event of leaving the college after admission but any time before completing the programme, the fee for the residual period of the course should be paid by the student as per the rules in force.

4. Course of Study

The course of study for the PG degree courses of all branches shall consist of the following:

First Year–Semester–I

Part	List of Courses	Credits	No. of Hours
	Core–I	5	7
	Core–II	5	7
	Core–III	4	6
	Elective–I	3	5
	Elective–II	3	5
		20	30

Semester-II

Part	List of Courses	Credits	No. of Hours
	Core-IV	5	6
	Core-V	5	6
	Core-VI	4	6
	Elective-III	3	3
	Elective-IV	3	3
	Skill Enhancement Course [SEC]-I	2	4
	MOOC Course	2	-
	Human Rights	2	2
		26	30

Second Year-Semester-III

Part	List of Courses	Credits	No. of Hours
	Core-VII	5	6
	Core-VIII	5	6
	Core-IX	5	6
	Core (Industry Module)-X	4	6
	Elective-V	3	3
	Skill Enhancement Course-II	2	3
	Internship/Industrial Activity [Credits]	2	-
		26	30

Semester-IV

Part	List of Courses	Credits	No. of Hours
	Core-XI	5	6
	Core-XII	5	6
	Project with VIVA VOCE	7	10
	Elective-VI (Industry Entrepreneurship)	3	4
	Skill Enhancement Course – III / Professional Competency Skill	2	4
	Extension Activity	1	-
		23	30

Total 95 Credits for PG Courses

5. Project

- a. There will be project work which is compulsory at the end of Semester IV as prescribed by the respective boards of studies.
- b. b. Ph.D. Research Methodology is applicable to write the Project Report.
- c. The Project Report shall carry a maximum of 75 marks and shall be evaluated by an external examiner appointed by the autonomous college, as per the norms approved by the Academic Council and in alignment with Thiruvalluvar University guidelines. The Viva-Voce Examination shall be conducted jointly by the external examiner and the internal examiner (guide/teacher concerned). The average of the marks awarded by both the examiners for the Viva-Voce shall be computed and submitted along with the project evaluation marks to the Controller of Examinations of the autonomous college for final consolidation.
- d. The Project Report may consist of a minimum of 50 pages.
- d. The candidate has to submit the Project Report 30 days before the commencement of the IV Semester Examinations.
- e. A candidate who fails in the Project/Dissertation or is absent may resubmit the project, on the same topic, with necessary modification / correction / improvements in the subsequent even semester examination for evaluation and shall undergo viva-voce examination.

6. MOOC:

- (i) Inclusion of the PG Level Massive Open Online Courses (MOOCs) with Two credits available on SWAYAM, NPTEL and other such portals approved by MHRD, Government of India.
- (ii) For MOOC, a co-coordinator is to be nominated by the college Principal for guiding / supervising MOOC-related study of the students. A mentor is to be nominated in each department by the Head of the Department with the advice of the principal. The mentor can guide the students to pass MOOC. MOOC-related activities may be organized in all stages.

7. Requirements to appear for the examinations

Thiruvalluvar University norms are followed strictly by the cell to allow the students to write the End Semester Examinations.

- a) A candidate shall be permitted to appear for the end-semester examinations conducted by the autonomous college in accordance with the regulations prescribed

by the institution and approved by the Academic Council for any semester (theory as well as practical) only if

- i. He/she secured not less than 75% of attendance in theory as well as in practicals (separate attendance registers shall be maintained for theory and practicals) in the number of working days during the semester.
- ii. In the case of married woman candidates, the minimum attendance requirement due to maternity shall be not less than 55% of the total instructional days in theory as well as in practicals.
- iii. 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.
- iv. His/her conduct should be satisfactory.

Provided that it shall be open to the Principal of the autonomous college, or any authority delegated with such powers by the Academic Council, to grant exemption to a candidate who has failed to earn 75% of the attendance in theory and practicals, for valid and genuine reasons, subject to the conditions prescribed by the college regulations and in alignment with the guidelines of Thiruvalluvar University.

b) A candidate who has secured more than 65% but less than 75% attendance in any semester, separately for theory and practicals, shall be permitted to appear for the end-semester examination, subject to the recommendation of the Head of the Department and the approval of the principal of the autonomous college. Such condonation shall be granted on payment of the prescribed condonation fee, separately for theory and practicals, as per the norms approved by the Academic Council and in alignment with the guidelines of Thiruvalluvar University.

c) A candidate who has secured less than 65% attendance in any semester in theory as well as in practical is NOT ELIGIBLE for condonation of shortage attendance and such students will not be allowed to proceed to the next semester and to complete the programme of study. Such student shall have to repeat the semester, which he / she missed by Re-do after completion of final semester of the course, paying the fee for the break of study as prescribed by the University from time to time. However, it is left to the discretion of the respective colleges to derive a befitting methodology (seminar, test,

assignment etc.) to record the compensation of lack of attendance in the form of special attendance outside the business hours and then allow the students to pay the prescribed fees and to write the examination. Separate attendance register shall be maintained in theory as well as practical, for compensating for the shortage of attendance. During the hours of compensation of attendance, the candidate shall not be given attendance for the regular semester classes. At any time, the university authorities may scrutinize these records to ensure implementation of these rules and regulations in the interest of the students.

d) In case of medical emergencies, a candidate who has secured less than 65% but not less than 55% should have medical proof for being hospitalized for at least four days.

e) A candidate who has secured less than 65% attendance in the final semester, separately in theory and practicals, shall be required to compensate for the shortage of attendance through academic activities as prescribed by the concerned Head of the Department, with the prior approval of the Principal and in accordance with the norms set by the Academic Council of the autonomous college. Such a candidate shall be permitted to re-join the 4th semester and complete the programme after the completion of the regular two-year course duration, subject to fulfilling all attendance and academic requirements as per the regulations of the autonomous college and in alignment with the guidelines of Thiruvalluvar University.

8. Examination

8.1. Scheme of examination

- a. Any theory examination is conducted for 3 hours irrespective of total marks allotted for the examinations.
- b. There shall be theory examinations at the end of each semester, for odd semesters in the month of October/November; for even semesters in April/ May. However, there shall be practical examinations at the end of even semesters in general, with exceptions in a few courses as prescribed by the Boards of studies, concerned. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examination to be held in October/November or April / May.
- c. All candidates admitted in first year should get registered for the first semester examination, compulsorily. If registration is not possible owing to any reason including shortage of attendance beyond condonation limit, Belated joining or on medical grounds, the candidates are permitted to rejoin the course in the next year.

- d. In case of project work there will be a Viva-Voce Examination. Each candidate shall be required to appear for Viva-Voce Examination.
- e. For the Project Report, the maximum marks will be 75 of which 50 marks for report and 25 marks for the Viva-Voce. The other 25 marks will be allotted to project reviews (minimum two reviews).

8.2. Appearing in arrear papers in the examinations

Any candidate having arrear paper(s) shall have to appear in all arrear papers along with the regular semester papers, in theory as well as in practicals.

8.3. Medium of Instruction and examinations

The medium of instruction for the courses is English

8.4. Submission of Record Notebooks for practical examinations

Candidates appearing for practical examinations should submit Bonafide Record Notebooks prescribed for practical examinations, otherwise the candidate shall not be permitted to appear for the practical examinations. However, in genuine cases where the students could not submit the Record Notebooks, candidates shall be permitted to take up the practical examination provided the Head of the Department concerned certifies that the candidate has performed and Completed the experiments, prescribed for the course on the basis of the observation note book signed by the class teacher, concerned, submitted by the candidate. For such candidates who do not submit record notebooks “zero mark” will be awarded for the record notebooks in the practical examinations.

8.5. Passing Minimum

- a) A candidate shall be declared to have passed the whole examination, if the candidate passes in all the theory papers and practicals wherever prescribed as per the scheme of examinations by earning 95 credits in Core and Elective courses, including practicals.
- b) A candidate shall be required to secure a minimum of 50% marks in the external (end-semester) examination in each paper, including practicals, to be eligible for a pass. In addition, the candidate must obtain not less than 50% marks in aggregate, combining the external (end-semester) examination and the Continuous Internal Assessment (CIA), in each theory paper and practical. There shall be no passing minimum for the CIA

component alone. However, a candidate who fails to appear for the CIA components, even after being provided a repeated opportunity, shall be awarded zero marks in the respective component (i.e., 0 out of 25 for theory and 0 out of 40 for practicals, as applicable).

8.6. INSTANT EXAMINATION:

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

- a) **Eligibility:** A Student who is having arrear in only one theory paper in any semester examination of the UG degree programme alone is eligible to appear for the Instant Examinations.
- b) **Non-eligibility for more than one arrear paper:** A student who is having more than one arrear paper at the time of publication of results is not eligible to appear for the Instant Examinations.
- c) **Non-eligibility for arrear in other semester:** A student who fails to appear for the final semester examination is also not eligible for appearing for the Instant Examinations and those Students who have arrears in Practical /Project are not eligible for the Instant Examinations.
- d) **Non-eligibility for course completion:** Students who have completed their Program duration but have arrears are not eligible to appear for Instant Examinations.

8.7. REVALUATION AND PHOTOCOPY OF THE ANSWER SCRIPTS:

Revaluation: All current batch Students who have appeared for their Semester Examinations are eligible to apply for Revaluation of their answer scripts. Passed out candidates are not eligible for Revaluation.

Photocopy of the answer scripts: Students who have applied for photocopy can collect their answer scripts after seven days from the date of publication of the results

8.8. Distribution of Marks

Table – 1(A): The following are the distribution of marks for external and internal for End Semester (external) examination and continuous internal assessment, and the passing minimum marks for theory papers of PG programmes.

Exam Total (ESE)	Passing Minimum For ESE	CIA Total	Passing Minimum For CIA	Total Marks Allotted	Passing Minimum (ESE+CIA)
75	38	25	0	100	50

Note : ESE-End Semester Examination

Table-1(B): The following are the Distribution of marks for the Continuous Internal Assessment in the theory papers of PG programmes.

S. No	For Theory – PG courses	Distribution of Marks	
		Assignments	Tests
1	Assignment-1 (First 3 Units of the Syllabus)	10	-
2	CIA Test-I (First 3 Units of the Syllabus, 2 Hours) – (45 th working day)	-	50 (converted to 100)
3	Assignment-2 (Remaining Units of the Syllabus)	10	-
4	CIA Test-II (Entire Syllabus, 3 Hours – Model Exam) - 80 th working day	-	75 (converted to 100)
	TOTAL MARKS	20	200
	Marks to be converted to	5	20
Total Maximum Marks for CIA		25	

Table – 2(A): The following are the distribution of marks for End Semester (external) examinations and continuous internal assessments and passing minimum marks for the practical courses of PG programmes.

Exam Total (ESE)	Passing Minimum For ESE	CIA Total	Passing Minimum For CIA	Total Marks Allotted	Passing Minimum (ESE+CIA)
75	38	25	0	100	50

Note: ESE-End Semester Examination

Table-2(B): The following are the distribution of marks for the Continuous Internal Assessment in PG practical courses.

S. No.	For Practical-PG courses	Distribution of Marks	
		Assignments	Tests
1	Regular maintenance of the Observation Notebook – I (50 th working day)	10	-
2	CIA Practical Test–I (2 Hours)	-	75
3	Regular maintenance of the Observation Notebook – I (80 th working day)	10	-
4	CIA Practical Test–II (3 Hours)	-	75
5	Regular maintenance & proper completion of the Record Note Book (80 th working day)	10	-
	TOTAL MARKS	30	150
	Marks to be converted to	10	15
Total Maximum Marks for CIA		25	

8.9. Grading:

Once the marks of the CIA and end-semester examinations for each of the courses 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:

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course/Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Distinction
75-79	7.5-7.9	D	
70-74	7.0-7.4	A+	FirstClass
60-69	6.0-6.9	A	
50-59	5.0-5.9	B	SecondClass
00-49	0.0	U	Re-appear
Absent	0.0	AAA	ABSENT

Ci=Credits earned for course in any semester

Gi=GradePointobtainedforcourseiinanysemester

n = refers to the semester in which such course were credited

8.10. Grade point average (for a semester)

Calculation of grade point average semester-wise and partwise is as follows:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum C_i G_i}{\sum C_i}$$

Sum of the multiplication of grade points by the credits of the courses offered under each part

$$\text{GPA} = \frac{\text{Sum of the credits of the courses under each part in a semester}}{\text{Sum of the credits of the courses under each part in a semester}}$$

Calculation of Grade Point Average (CGPA) (for the entire programme):

A candidate who has passed all the examinations prescribed is eligible for the following partwise computed final grades based on the range of CGPA.

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum \sum C_{ni} G_{ni}}{\sum \sum C_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire programme under each part CGPA =

Sum of the credits of the courses of the entire programme under each part

CGPA	GRADE
9.0 and above but below 10.0	O
8.0 and above but below 9.0	D+
7.5 and above but below 8.0	D
6.5 and above but below 7.5	A+
6.0 and above but below 6.5	A
5.0 and above but below 6.0	B
0.0 and above but below 5.0	U

8.11. Classification of Successful candidates

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

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.0 and above but below 10.0	O	First Class - Outstanding
8.0 and above but below 9.0	D+	First Class with Distinction
7.5 and above but below 8.0	D	
6.5 and above but below 7.5	A+	First Class
6.0 and above but below 6.5	A	
5.0 and above but below 6.0	B	Second Class

- a) A candidate who has passed all the examination including practicals in the first appearance within the prescribed duration of the PG programme and secured a CGPA of 9 to 10 and equivalent grade “O” in Core and Elective subjects shall

be placed in the category of “**First Class – Outstanding**”.

- b) A candidate who has passed all the examination including practicals in the first appearance within the prescribed duration of the PG programmes and secured a CGPA of 7.5 to 9 and equivalent grades “D” or “D+” in Core and Elective shall be placed in the category of “**First Class with Distinction**”.
- c) A candidate who has passed all the examination including practicals of the PG programme and secured a CGPA of 6 to 7.5 and equivalent grades “A” or “A+” shall be declared to have passed that parts in “**First Class**”.
- d) A candidate who has passed all the examination including practicals of the PG programmes and secured a CGPA of 5.5 to 6 and equivalent grade “B” shall be declared to have passed those parts in “**Second Class**”.

8.12 Conferment of the Degree

No candidate shall be eligible for the conferment of the Postgraduate Degree unless the candidate:

- i. has undergone the prescribed programme of study for a period of not less than four semesters in an institution granted autonomous status and affiliated to Thiruvalluvar University or has been exempted as per the regulations of the autonomous college approved by the Academic Council, and has passed all the examinations as prescribed in the curriculum.
- ii. has completed all components under Core, Elective, and Other prescribed courses in the CBCS framework, and has earned a minimum of 95 credits as required by the programme structure approved by the Academic Council.
- iii. has successfully completed the prescribed Field Work / Project / Internship, as applicable, and such completion is duly certified by the Head of the Department and the Principal of the autonomous college.

9. Grievance Redressed Committee

The College shall form a Grievance Redressed Committee for each course in each department with the Course Teacher as a member and the HOD as the convener. This Committee shall solve all grievances relating to the Internal Assessment marks of the students.

10. Question Paper Pattern

The following question paper pattern shall be followed for the candidates admitted from the academic year 2025-2026 wherever applicable.

External Maximum 75 Marks – wherever applicable (Ext. 75 + Int. 25 = Total. 100)			
Section A	Very short answer questions	10 X 2 = 20	10 questions – 2 from each unit
Section B	Short answer questions of either / or type (like 1a or 1b)	5 X 5 = 25	5 questions – 1 from each unit
Section C	Essay-type questions/Problem (Answer any 3 out of 5)	3 X 10 = 30	5 questions – 1 from each unit

11. Syllabus

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

Programme outcome, objectives, outcomes, course outcome and programme outcome mappings, list of textbooks, list of reference books, online course materials shall be given to each paper.

12. Revision of Regulations and Curriculum

The above Regulations and Scheme of Examinations shall remain in force without any change for a minimum period of three academic years from the date of approval by the Academic Council of the autonomous college. However, the Academic Council of the autonomous college, in alignment with the guidelines of Thiruvalluvar University and other statutory bodies, reserves the right to revise, amend, or modify the Regulations and Scheme of Examinations whenever deemed necessary in the interest of academic quality and relevance.

13. Transitory Provision

- Any candidate having arrear paper(s) shall have to take the examinations in arrear paper(s) along with the subsequent regular Semester papers.
- Candidate who fails in any of the papers shall pass the paper(s) concerned within 4 years from the date of admission to the said programme. If they fail to do so, they shall take the Examination in the revised Text/Syllabus, if any, prescribed for the immediate next batch of candidates. If there is no change in the Text/Syllabus they shall take the Examination in that paper with the Syllabus in vogue, until there is a change in the Text or Syllabus. In the event change of nomenclature of a previous course and change of Regulations and/or curriculum after 4 year period, the candidates shall have to take on equivalent paper in the revised syllabus as suggested by the Chairman of respective Boards of

Studies and fulfill the requirements as per Regulations/Curriculum for the award of the Degree.

(c) This transitory provision will be available till April 2029 for the students of the old regulation admitted in 2025-2026 prior to the grant of autonomous status. Thereafter, they will be permitted for the examination only under the autonomous regulations in force.

ELIGIBILITY FOR ADMISSION TO THE FOLLOWING COURSES

1.M.Sc. INFORMATION TECHNOLOGY

A candidate who has passed the BCA / B.Sc. Degree Examination with Mathematics / Statistics of any UGC recognized University or an Examination of any University accepted by the Governing Body of Mazharul Uloom College (Autonomous), Ambur as equivalent thereto shall be permitted to appear and qualify for the Master of Science (M.Sc.) in Information Technology Degree Examination.

2.MASTER OF COMMERCE

A candidate who has passed any of the following undergraduate degree programmes from Thiruvalluvar University or any other University recognized as equivalent by the Syndicate of Thiruvalluvar University shall be eligible for admission to the Master of Commerce (M.Com.) degree programme:

- B.Com.
- B.Com. (Corporate Secretaryship)
- B.C.S. (Bachelor of Corporate Secretaryship)
- B.B.A.
- B.Com. (Bank Management)
- B.A. (Co-operation)
- B.A. (Economics)
- B.A. (Corporate Economics)
- B.Sc. (Mathematics)
- B.Sc. (Computer Science)
- B.C.A.
- B.Sc. (Information Systems Management)

Provided that such candidates must have studied any two Core Papers offered at the B.Com. level of any UGC recognized University or an Examination of any other University accepted by the Governing Body of Mazharul Uloom College (Autonomous), Ambur as equivalent.

All the above rules pertaining to admissions are also governed by the admission guidelines issued by the Directorate of Collegiate Education/ Thiruvalluvar University, from time to time.
