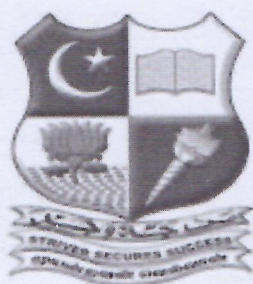# MAZHARUL ULOOM COLLEGE (AUTONOMOUS)

AMBUR - 635 802 - TIRUPATTUR DISTRICT, TAMILNADU

Established and Managed by The Ambur Muslim Educational Society

(Accredited by NAAC with Grade "A" CGPA 3.23 in Cycle 3)

(Affiliated to Thiruvalluvar University, Vellore)

Examination Process Manual

Office of the Controller of the Examinations

2025-2026

Contents

Autonomy may be defined as a functional status given to the Institutions, by the University Grants Commission (UGC) by giving greater flexibility towards purely academic development for improving an academic standards and excellence. An Autonomous Institution carries a prestigious image for the students and the teachers.

- It can determine and prescribe its own courses of study and syllabi, restructure and redesign the courses to suit local needs
- It can also offer need based short term courses for the benefit of the students
- It can use modern tools of educational technology to achieve higher standards and greater creativity
- It can also promote healthy practices such as community service, extension activities, projects for the benefit of the society at large
- It can award the degrees on behalf of the university by providing more academic and operative freedom to function better with credibility

In Brief, Autonomy reflects:

- Efforts for Excellence in academic performances
- Capability of self-governance and
- Enhancement in the quality of education.

Mazharul Uloom College, Ambur was established in 1969 got autonomy from the UGC, New Delhi and Thiruvalluvar University, Vellore from the academic year 2025-2026.

The college offers 3 UG programmes (5 Courses / Degree programs) under Government Aided Stream, 4 UG programmes (5 Courses / Degree programs) and 2 PG programmes (2 Courses / Degree programs) under Self-financing stream for men and women under the autonomous status of the institution. 1 Ph.D. Full Time / Part Time programme for both men and women in Commerce and 3 Ph.D. Part Time programmes in Urdu, Economics and Mathematics through Thiruvalluvar University, Vellore are offered in the institution.

The Controller of Examinations Cell plays a vital role in the successful functioning of the Autonomous Colleges. The CoE Cell was established in our college from this academic year **2025 - 2026 on 09.06.2025** after getting autonomous status for our college from the UGC and the Parent University of our College, Thiruvalluvar University, Vellore.

The Management has appointed **Dr. A. Shafee Ahmed Khan**, Vice-Principal – Shift I, Associate Professor & Head, Department of English, as the first Controller of Examinations of our college from **09.06.2025.**

1. Controller of Examinations Cell

- The principal shall be the Chief Controller of the Examinations.

- The office of the controller of examinations shall have a full time Controller of Examination (CoE) to be appointed by the Management.

- Deputy Controllers of Examinations (Deputy CoE), Office Assistant, Computer Programmer, Data Entry Operator and other helpers in the office of the controller of the examination are appointed to assist the Controller.

- The appointment / nomination will be for a term of three years.

- CoE is responsible for maintaining the standard in the examinations of all programmes.

- CoE is authorized to issue mark statements, grade cards and certificates.

- CoE has to address all the grievances of the stakeholders.

- Deputy CoE will assist the CoE in all matters related with the examination cell.

- Deputy CoE will check all the financial bills before passing to the CoE for payments.

- No CoE or Deputy CoE shall serve the Examinations Cell for more than three consecutive terms and also for not more than three terms in his / her service period.

- CoE's decision is ultimately final in all the matters related with the examination cell.

- The Cell was established with the following staff on 09.06.25 in the academic year 2025-2026.

1.	Dr. A. Shafee Ahmed Khan, Vice-Principal (Shift I) Associate Professor & Head, Dept. of English	Controller of Examinations
2.	Dr. A. Noorul Ameen HoD of Corporate Secretaryship Coordinator Member - CDC	Deputy Controller of Examinations
3.	Mr. K. Mohamed Sadiq	Assistant
4.	Mr. A. Aqeel Ahmed	Assistant
5.	Mrs. Shabreen Kouser	Assistant

The guidelines and regulations given by the Thiruvalluvar University, Vellore, UGC, AICTE and TANSCHE will be followed strictly in the functioning of the Examination Cell.

2. Objectives:

- To bring innovative reforms in the examination system which is the need of the hour by keeping in mind the current trends in higher education.

- To bring effective and uniform methodology in assessing the performance of the students.

- To implement reforms in the existing examination systems keeping in view the best practices of our college.

- To focus on understanding capacity of the learners as marks in the Final Examinations alone do not represent the real worth of the students.

- To transit from mark system in evaluation to grading system.

- To focus on continuous learning by conducting two CIA Tests before the final end semester examinations so that students can face the examinations with confidence and learning can take place at every stage continuously.

- To bring necessary reforms in the Question Paper Pattern, Selection of Examiners, Evaluation Procedure and Publishing Results etc.

- To ensure credibility, transparency in evaluation and revaluations process, encouraging reassessment of answer scripts by providing the photocopies.

- To bring significant improvement in the whole process of examination from registration to generation of examination hall ticket and generation of Grade Card, error free by using computer technology to the maximum extent.

- To evolve a system of checks at every stage, from setting, printing, safe custody and distribution.

- **To appoint observer / observers / Squads for the conduct of the CIA and end semester examinations including both theory and practical examinations.**

- To avoid malpractices in examination, tampering of answer booklets, tampering with mark sheets and certificates

- To take appropriate decision regarding complaints of unfair means in examinations and other related matters, including constitution of the enquiry committee, if necessary.

- To redress the grievances from registration to examination, evaluation and declaration of result.

- To review periodically the examination system and submit a report to the Academic Council of the college.

3. Responsibilities:

- Preparing the Examination Calendar with all Examination related activities at the beginning of the academic year.
- Circulating and informing the stakeholders about the Examination Process.
- Conducting two CIA (Continuous Internal Assessment) tests for both theory and practical courses as per the academic calendar, along with End Semester Autonomous Examinations.
- Forming various committees for the smooth conduct of the all the examinations by the cell with the consultation of the principal.
- Appointing 1 or 2 Observers for the CIA Exams with the consultation of the principal based on the students' strength.
- Processing Evaluations with qualified examiners immediately after the examinations
- Publishing results on time before the start of the next semester.
- Providing photocopies to the students on request to bring more transparency in the examination system.
- Processing revaluations as per the request of the students.
- Issuing Certificates such as Statement of Grade, Consolidated Statement of Grade and Pass Certificate.
- Compiling list of successful candidates along with their CGPA to be send to Thiruvalluvar University for award of Provisional and Degree Certificates.

4. Infrastructural Support:

- The management has provided a dedicated chamber in the Administrative Block, exclusively for the Examination Cell. The Examination Cell is equipped with the state-of-the-art technology infrastructure for effective functioning.
- Office of the controller of examination has the appropriate and required infrastructure to seamlessly undertake all the examination related pursuits like printing of question papers, maintenance of records and dissemination of results.
- Four High configuration computers with LED monitors, which are kept away from access by outsiders to the Examination Cell
- Two compact Laser Jet Multi-Function Printers
- One Colour Laser Jet Multi-Function Printer
- High Speed Copier & Scanner is available to accurately scan documents.
- An exclusive uninterruptible 3 KVA UPS with effective battery backup capacity to handle any Power Shutdown

- Automatic backup system that keeps regular backups of all data, so that any loss due to technical disasters is negligible.

5. Functions:

- Receiving the Academic Council approved Regulations, Schemes of Examinations and a copy of the Syllabi for all programmes from the principal.
- Conducting centralized CIA I and CIA II Examinations for all programmes.
- Obtaining the internal marks online from the subject teachers after the completion of the CIA Tests by generating a login facility for each faculty to enter CIA marks online.
- In case if the University does not allot register numbers, the college shall assign register numbers to newly admitted students following a prescribed order. Thiruvalluvar University allots register numbers to all students enrolled in various courses at autonomous colleges.
- 1st to 3rd digit – college code - 319
- 4th to 5th digit – year of admission -25
- 6th digit – U or P
- 7th to 8th digit – Course Code
- 9th to 11th digit – running number
- Issuing End Semester Examination online applications to UG and PG students
- **Registration and payment of examination fees for both current semester papers and arrear papers are compulsory.**
- **The fees once paid will not be refunded or carried over to the subsequent examinations.**
- Receiving the filled-in Examination Applications from UG and PG Students and uploading the same in Exam Cell software through Scanning QR code.
- Preparing a detailed list of students along with the courses they registered to appear for in the End Semester Examinations (ESE).
- Question paper setters are appointed to submit two sets of question papers along with the answer key and detailed valuation scheme. As per the guidelines, only external examiners are permitted to set question papers for each course, however under special circumstances internal examiners can also be involved in the paper-setting process.
- Announcing the schedule for End Semester Examination (ESE) for all programmes and distributing it to the respective department for Notice Board display and to make it available on the college website.
- Practical Examinations and Project Evaluations, including Viva-Voce, are conducted for all degree programs before the commencement of the End Semester Examinations (ESE).

- The Scrutiny Committee for reviewing the question papers of the Autonomous End Semester Examinations (ESE) is appointed by the Controller of Examinations of the autonomous college, under the supervision of the principal

- Issuing Hall Tickets to eligible candidates through the departments after obtaining the No Dues Certificate from the College Office.

- Observers and Examination Squads for the End Semester Examinations (ESE) are appointed by the Controller of Examinations of the autonomous college, under the supervision of the Principal, in accordance with the UGC norms, to ensure the fair and smooth conduct of examinations.

- Appointing examiners for evaluation of End Semester Examination (ESE) answer scripts. The CoE of the autonomous college is primarily responsible for appointing the examiners for the evaluation of answer script.

- Generating Dummy Numbers for answer scripts to make it ready for valuations

- Reporting the malpractice cases, if any, to the Examination Disciplinary Committee to take appropriate disciplinary action.

- Generating the statistical datasheet and hand it over to the Chairman of the respective board for passing the board

- Showing the ESE results to the Principal for approval.

- Publishing the ESE results on College Website and to hand over the Galley sheets to the respective department

- Arranging for the revaluation of answer scripts whenever necessary or requested by the student concerned.

- Arranging for the Instant Supplementary Examinations for final year UG and PG students

- Issuing the Grade Cards and Consolidated Grade Cards to the students through the departments

- Forwarding the results to get Provisional and Degree Certificates from the Affiliating Thiruvalluvar University

6. Transparency:

- Internal assessment answer scripts are shown to the students after evaluation for their information, ensuring transparency and accountability in the evaluation process.

- The final statement of internal marks is notified, and student signatures are obtained.

- Observers are appointed to monitor the entire Autonomous Semester examination process.

- The entire evaluation process is kept secret and confidential.

- Publication of results on the College Website and a copy of the same is sent to the respective department.

- Any student can get a photocopy of the valued answer scripts of End Semester Examination papers by paying the prescribed fee, irrespective of the number of papers.

- If a student is opting for revaluation, then the student shall apply for revaluation with the prescribed fee within the stipulated period. As a special case, consideration of revaluation of arrear papers can be allowed.

7. CIA Examinations

Two Centralized CIA Examinations are conducted by the cell in every semester before the End Semester Examinations. An observer will be appointed by the CoE with the consultation of the principal based on candidates' strength. The Observer must monitor the whole process of CIA examinations. The marks obtained by the students will be used to award them the internal marks. CIA I exam is conducted for 50 marks (converted to 100 marks) with 2 hours duration and CIA II is conducted as model exam for ESE for 75 marks (converted to 100 marks) with 3 hours duration.

CIA I – Question Paper Pattern – Maximum 2 hrs – Maximum Marks – 50

- Section A: 5 X 2 = 10 marks (No Choice) (Short Answer) (Not more than three questions from each unit)
- Section B: 4X5 = 20 marks (Either or Type Questions) (Two question from each unit)
- Section C: 2 X 10 = 20 marks (2/3 Questions) (At least one question from each unit)

CIA II – Question Paper Pattern – Maximum 3 hrs – Maximum Marks - 75

- Section A: 10 X 2 = 20 marks (No Choice) (Short Answer) (Not more than two questions from each unit)
- Section B: 5X5 = 25 marks (Either or Type Questions) (At least one and not more than two question from each unit)
- Section C: 3 X 10 = 30 marks (3/5 Questions) (At least one question from each unit)

7.1. UG Theory Courses

The following are the distribution of marks for external and internal for the End Semester Examination and continuous internal assessment and passing minimum marks for theory papers of UG programmes. The passing minimum for the End Semester Examinations shall be 40% out of 75 marks (30 Marks), and the overall pass is 40 of 100 Marks.

Exam Total (ESE)	Passing Minimum For ESE	CIA Total	Passing Minimum For CIA	Total Marks Allotted	**Passing Minimum (ESE) + CIA)**
75	30	25	00	100	**40**

The following are the Distribution of marks for the Continuous Internal Assessment (CIA) in the theory papers of UG programmes.

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

7.2. U.G. Practical Courses

The following are the distribution of marks for university (external) examinations and continuous internal assessments and passing minimum marks for the practical courses of UG programmes. The passing minimum for the End Semester Examinations shall be 40% out of 75 marks (30 Marks), and the overall pass is 40 of 100 Marks.

Exam Total(ESE)	Passing Minimum For ES Exam	CIA Total	Passing Minimum For CIA	Total Marks Allotted	Passing Minimum (ESE+CIA)
75	30	25	0	100	40

The following are the distribution of marks for the Continuous Internal Assessment in UG practical courses.

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

7.3. PG Theory Courses

The following are the distribution of marks for external and internal examinations and continuous internal assessment and passing minimum marks for theory papers of PG programmes. The passing minimum for the End Semester Examinations shall be 50% out of 75 marks (38 Marks), and not less than 50% in the aggregate, taking the continuous internal assessment and End Semester Examination marks together the overall pass is 50 of 100 Mark.

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

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) – 50th working day	-	50 (converted to 100 marks)
3	Assignment-2 (Remaining Units of the Syllabus)	10	-
4	CIA Test–II (Entire Syllabus, 3 Hours – Model Exam) - 80th	-	75 (converted

		working day		to 100 marks)
		TOTAL MARKS	20	200
		Marks to be converted to	5	20
		Total Maximum Marks for CIA	25	

7.4. PG Practical Courses

The following are the distribution of marks for External examinations and continuous internal assessments and passing minimum marks for the practical courses of PG programmes. The passing minimum for the End Semester Examinations shall be 50% out of 75 marks (38 Marks), and not less than 50% in the aggregate, taking the continuous internal assessment and End Semester Examination marks together the overall pass is 50 of 100 Mark.

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

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 (50th working day)	10	-
2	CIA Practical Test–I (2 Hours)	-	75
3	Regular maintenance of the Observation Notebook – I (80th working day)	10	-
4	CIA Practical Test–II (3 Hours)	-	75
5	Regular maintenance & proper completion of the Record Note Book (80th working day)	10	-
	TOTAL MARKS	30	150
	Marks to be converted to	10	15
	Total Maximum Marks for CIA	25	

7.5. Instruction to Students

- Students should come fully prepared and appear in all CIA tests sincerely
- Two CIA tests will be conducted before the conduct of the End Semester Examination (ESE)

- CIA I is conducted for maximum 50 marks (converted to 100 marks) and CIA II is conducted for 75 marks (converted to 100 marks).

- All the two CIA tests marks are considered for the award of internal marks as per the resolution of the Academic Council.

- Students are permitted to enter the hall only 10 minutes before the commencement of tests. They can be late to the hall only for 10 minutes from the time of commencement of test. After 10 minutes no students will be allowed inside the examination hall.

- Students must write the examinations at least 2 hours (3 hours paper) and 1½ hours (2 hours paper) as they will not be permitted to leave the hall before the stipulated time.

- Students of all programmes who are unable to write the CIA Exams with valid reason and those who get less than 40% of marks in the tests should get prior permission from the subject teacher and HOD concerned and can write the CIA Re-Tests with or without prescribed fee per paper fixed by the CoE in consultation with the principal. Retest will be conducted by the subject teacher. There is no retest for those who secured low pass marks in CIA Exam.

- All students are expected to attend their classes regularly on all working days. Attendance will be marked on an hourly basis, and students must achieve the required attendance in each course to be eligible to write the ESE.

- These attendance rules and regulations are strictly followed as per the university norms.

- Students who are absent themselves for more than 25% of the course hours will not be permitted to write CIA tests. They should meet HoD concerned along with their parents and submit a valid reason with Medical Certificate etc. and on the recommendation of HoD, they may be permitted to appear in the CIA Tests.

- Students should compulsorily wear their college ID card and also they must wear decent dress during the time of the examinations.

- Malpractice, if any, such as possession of any incriminating materials in the examination hall and copying during the examination will be severely dealt with by imposing severe punishments.

- Students are strictly advised NOT to bring MOBILE PHONES, SMART WATCH, HEADPHONES, or any other ELECTRONIC GADGETS inside the Examination Hall. Students should keep their belongings, which are not required for examination, outside the hall.

- The College is not responsible for the theft of MOBILE PHONES or any ELECTRONIC GADGETS, which are placed in the corridor.

- Students should keep their belongings outside the hall (or) the place specified by the college authorities.

- Students are permitted only to possess materials like pen, pencil, ruler, eraser, non-memory calculators (with the permission of supervisor) Hall ticket and ID card and any other unnecessary things are not permitted in the examinations halls.

- Students are not permitted to write anything on the question paper, hall ticket (or) anywhere in the hall except on the answer script provided to them.
- Upon receiving the Question Paper, students should check whether they have received the correct Question Paper and also check for its completeness and legibility. Any lapse in this regard shall not be entertained later.
- Students should first fill up the Register number, Class, Course Code, Course Title, Date, Session, etc., given in the first page as per the instructions of the invigilators.
- It is the responsibility of the students to check the intactness of their answer script before handing over the same to the invigilator.
- Students should take their belongings, Hall ticket and ID card etc., before they leave the examination hall.
- Students are not permitted to re-enter the hall for any reasons without the prior permission of chief superintendent.
- Any damage caused by students to college property / furniture or building will be made at their expenses and those responsible for such damages shall be dealt severely. Fine against the damage will be imposed on the entire class if the cause of which cannot be traced to any individual.
- Students are expected to read the messages exhibited on the College Notice Board and the website. Ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply with.

7.6 Condonation

- Attendance rules and regulations are strictly followed as per the Thiruvalluvar University norms.
- All students are expected to attend their classes regularly on all working days.
- Attendance will be marked on an hourly basis, and students must achieve the required attendance in each course to be eligible to write the End Semester Examinations.
- They must get 75% of attendance to appear in the ESE.
- Principal can consider 10% of attendance on medical grounds or any other valid reasons and by paying condonation of Rs.1200 such candidates can appear in the examinations.
- The candidates who have attendance less than 75% and more than 66% have to provide proper medical certificate and a requisition letter duly forwarded by the Class Coordinator and HoD to the Principal.
- Principal's decision is final and binding in this regard about allowing the students to appear in the examinations.
- The candidates who get less than 65% of attendance will have to re-do that particular semester.
- Class Coordinator and HoDs have to endorse all leave application of the students.

- Students should submit the leave letters after availing the leave for health issues only, in all other reasons they have to submit leave letters before applying the leave to the HoD.

8. End Semester Examinations (ESE)

8.1 Question Paper Setting

- The Question paper setting will be done by the External examiners for Part I, II, III and IV as suggested by respective Board of studies and the internal examiners are refrained from question paper setting except part –IV if required. However, the CoE has the right to appoint internal examiners also for question paper setting in special situations.
- For all Major courses except Languages Urdu, Hindi and Tamil, the question paper shall be only in English. The College is an English medium institution and thus for all major, elective and other courses except languages Urdu, Hindi and Tamil, the question paper shall be only in English. However, students can be allowed to answer in English or Tamil as per the norms of the university.
- The Examination Cell shall get minimum 2 sets of question papers for each paper from the external examiners.
- The selection of Question paper setter and Question paper is the prerogative of the Controller of Examination.

8.2. Question pattern for End Semester Exam - Total Marks: 75

- Section A: 10 X 2 = 20 marks (No Choice) (Short Answer) (Not more than two questions form each unit)
- Section B: 5X5 = 25 marks (Either or type Questions) (At least one and not more than two question from each unit)
- Section C: 3 X 10 = 30 marks (3/5 Questions) (At least one question from each unit)
- This question paper pattern is applicable to all courses for the CIA II Examinations and the End Semester Examinations.

BLOOMS COGNITIVE TAXONOMY

Action Verbs for Setting Question Paper:

Knowledge	Level	Action Verb
Remember	K1	Choose, Define,Find,Label,List,Match,Name,Recall,Relate,Select,Show,Spell, ell,What,When,Where,Which,Who,Why,Fix,Singleout,Mark,numerate,etc.,
Understand	K2	Choose, Define, Find, Label, List, Match, Name, Recall, Relate, Select, Show, Spell,Tell,What,When,Where,Which,Who,Why,Fix,Singleout,Mark,numerate,etc.,
Apply	K3	Apply,Experimentwith,Identify,Interview,Makeuseof,Model,Organize, Plan,Select,Solve,Utilize,Compute,Categorize,Classify,Sort,Notice,etc.,
Analyse	K4	Analyze, Assume, Compare, Contrast, Discover, Dissect, Distinguish, Divide,Examine,Function,Inference,Inspect,List,Motive,How,Sequence, Diagnose, Decipher, Infer, Explicate, etc.,
Evaluate	K5	Agree, Appraise, Assess, Award, Conclude, Criteria, Criticize, Decide, Deduct, Defend, Determine, Disprove, Estimate, Evaluate, Importance, Influence, Interpret, Judge, Justify, Measure, Prove, Rate, Recommend, Value, Prove, Validate, Verify, Discover, Scrutinize, Support, Reveal, Substantiate, Deduce,Inspect,Probe,Survey,Test,Portray,Sketch,Delineate,Elucidate,etc.,
Create	K6	Adapt, Build, Change, Combine, Compile, Compose, Construct, Create, Delete, Design, Develop, Discuss, Elaborate, Formulate, Happen, Imagine, Improve, Invent, Make up, Maximize, Minimize, Modify, Predict, Solution, Establish,Redraft,Evolve,Promote,Devise,Conceive,Visualize,Improvise,Extempor ize,Fabricateetc.,

INSTRUCTIONS TO THE QUESTION PAPER SETTER				
Section	Bloom Level	Questions	Marks	Number of Questions to be asked
A	K1,K2,K3	1to10 (Answer all the questions)	20	Minimum 2 questions are to be asked from each of the five units
B	K3/K4/K5	10 to15 (either or type)	25	Minimum 2 questions are to be asked from each of the five units
C	K3/K4/K5/K6	16 to 20 (Answer Any Three)	30	1 question from each of the five units

8.3. Question Paper Scrutiny Committee

- A Question Paper Scrutiny Committee is constituted to avoid errors in the question papers. The Committee consists of Heads of the Department / Board Chairman or, in their absence, any senior staff of the departments concerned.
- Two sets of question papers in each course are given to the Scrutiny Committee.
- The reviewer(s) has to ensure that the question paper is in accordance to the syllabus and in the prescribed format with proper unit wise weightage.
- They need to certify that the question paper may be accepted or rejected, pointing out the defects or errors immediately after the scrutiny. They are responsible for any discrepancy in the question papers.

8.4 Duties of the Scrutiny Committee

- To check whether every question paper has covered the questions from each unit as per the norms.
- To check the higher-order thinking level of questions as per Bloom's Taxonomy
- To check the spelling and errors, if any.
- The Scrutiny Committee takes utmost care in scrutinizing the Question Paper, ensuring zero defects. If an unnoticed defective question paper is given to students, the person who scrutinised the Question paper shall be responsible.
- The Committee has the right to correct the question, modify the question or even reject the question.
- The Committee shall adhere to the timings specified by Examination Cell to scrutinize Question Papers.
- The Scrutiny Committee members shall maintain utmost secrecy.

8.5 Packing of Question Paper - Security and Confidentiality

- Scrutinized question papers shall be typed & printed, and the copies taken to the office of the CoE.
- The CoE shall prepare the required number of question papers under his direct supervision.
- CoE along with one programmer and one assistant must complete the whole process of packing.
- No one will be allowed to enter the cell during the printing and packing of the question papers.
- They should be sealed and kept in the Strong Room under the direct custody of the CoE.
- The sealed question papers will be handed over to the Chief Superintendent on the day one hour before to conduct examinations by the CoE or Deputy CoE.
- On the day of the examination, the Chief Superintendent shall open the sealed question paper packets 30 minutes before the commencement of the examination and give the proper number of question papers to the hall superintendent.

- At the end of each Examination Session, the collected answer scripts shall be packed and sealed immediately and handed over to the CoE or Deputy CoE.

8.6. Seating Plan

- Room-wise seating plan will be made available through college website every day in the morning and evening prior to the examination.
- SMS alert will be sent to the student mobile.
- The seating plan will prominently be displayed on the noticeboards.
- The list of students appearing for examination both date-wise and session-wise will be provided in accordance with the seating plan to the examination cell.

8.7. Issue of Application & Hall Ticket to the Students

- The students should pay their prescribed examination fee through online.
- They have to submit examination application after paying the fees through online.
- Proper guidance will be provided in this regard through circulars and assistance will be provided in the examination cell.
- Registration and payment of exam fee for current papers of every semester and all arrears papers are compulsory.
- Hall Ticket will be issued to students two days before the examination by the class coordinators after getting from them the No due forms issued by the college office.

8.8. Pattern of Examination

- The odd Semester (I / III / V) Examination shall be held in the month of November / December and the Even Semester (II / IV / VI) Examinations in the month of April / May.
- The End- Semester Examinations shall be held as per schedule and the same should be displayed on the college notice board and college website at least 15 days before the commencement of the Examination by the Office of the Controller of Examination.
- Office of the Controller of Examination shall get the examination schedule approved by the Principal before displaying it and a copy shall be sent to the CoE, Thiruvalluvar University, Vellore as per the norms before 15 days of the commencement of the examinations.
- After the publication of the result of each End – Semester Examinations, the examinees will be provided with a grade cards reflecting their marks / grade obtained in each paper.

8.9. Appointment of Chief Superintendent, Observers and Squad

- Chief Superintendent of the examination can be appointed by the principal after consulting the CoE. Principal or Deputy CoE can also act as the Chief Superintendent if required, or any senior faculty with not less than 10 years of experience can be appointed as the Chief Superintendent.
- To conduct the ESE smoothly CoE in consultation with the principal can appoint Observers from outside colleges or senior faculty members of our college. They have to monitor the examinations process, and they must report to CoE regarding any kind of lapses in the examination. They have to monitor from the question papers opening to sealing of answer sheets in the covers.
- Squads can also be appointed for the ESE by the CoE in consultation with the Principal. They have to come to college unexpectedly as per their schedule, during the examinations and enter the examinations hall or the examination cell to monitor the examination process. They must report to the CoE if any kind to malpractice is found in the examination hall or in the examination section.
- CoE must issue appointment orders for all those who are involved in the Examination Process.

8.10. Disciplinary Action on Malpractice in Examination

- Student shall not indulge in any form of malpractice during C.I.A. Tests, Model and End Semester Examinations.
- In awarding punishments TANSCHE rules and regulations will be followed.
- Strict disciplinary action will be initiated on those who indulge in any kind of malpractice in the examination hall.
- The student will be disqualified from the examination if he uses Mobile Phone and keeps the same with or without knowledge of the invigilator.
- The following punishments will be given to the students, when they indulge in malpractices in C.I.A. Examinations and End Semester Examinations.
- Examination Disciplinary Committee shall consist of Principal, deputy CoE and two senior faculty nominated by the principal in consultation with the CoE.

Issue	Action
a) Talking in the examination or disturbing the fellow candidates who are writing the examination	The Particular examination paper will be cancelled.
b) Coping from the fellow candidates or the candidate is showing his paper to fellow candidate	The Particular examination paper will be cancelled for both or the punishments will be decided by Examinations Disciplinary Committee based on the report of the invigilator.

a) Possession of notes, books, bits or any incriminating material but not attempted to copy.	The Particular examination paper will be cancelled.
b) Attempting to copy from the material in possession and accepting the malpractice.	The Particular paper and the subsequent papers will be cancelled.
c) If a candidate repeats the malpractice.	The punishments will be decided by Examinations Disciplinary Committee.
d) Possession of Electronic gadgets for communication etc.,	The punishments will be decided by Examinations Disciplinary Committee

8.11. Central valuation

- There shall be a central valuation of answer scripts and one camp officer (Principal, Deputy CoE or any senior member of the teaching staff) shall be appointed and necessary support staff to be provided by the Principal / CoE. Office of the Controller of Examination shall arrange for a centralized evaluation.

- HoD shall be the chairman of Board of examiners and if needed chief examiner (s) shall be appointed.

- The Internal Examiners are the Full Time qualified Teaching Staff of the subject with not less than 3 years and the HoDs shall suggest / nominate their names.

- Evaluators shall be appointed by the office of the controller of examinations from the panel of examiners suggested by the respective BoS and approved by the Academic Council as the need may be, following the same procedure as outlined in paper setting. CoE's decision is final in the appointment of chairpersons and examiners for the central valuations.

- Office of the controller of examination shall issue appointment letters to the examiners / paper – setters / evaluators.

- All the chairpersons of the valuations board must conduct pre board meeting one day before or on the same day to discuss scheme of valuations and other related issues. They have to submit the minutes of the meeting to the exam cell. Chairpersons can decide about the scheme of valuations in the pre board meeting.

- The Camp Officer of the Central valuation camp should verify the appointment order of each Examiner.

- The Scheme of Valuation with the solution sent by the office will be discussed with Chairman of the board one day before the commencement of valuation

- Valuation should be done as per the scheme of valuation supplied at the valuation Centre.

- Before the commencement of valuation, the examiners are requested to verify whether they have handled the subjects of the answers scripts

- The Camp Officer should distribute the answer scripts as per the distribution statement received from the Controller of Examinations to the respective chairman who will distribute the same to the examiners.

- The valuation work will be held from 9.30 a.m. to 12.30 p.m. for the forenoon session and from 01.30 p.m. to 04.30 p.m. for the afternoon session on all the days except Public Holidays and Sundays. However, the camp staff should be present at the Camp half an hour before the commencement of valuation i.e. by 09.00 a.m. for the preliminary arrangements.

- Remuneration and other allowances as per the norms of the college will be provided to the examiners.

- The central valuation camp will ensure utmost secrecy during valuation.

- The maximum number of answer scripts to be valued per day is fixed at 60 for both undergraduate (UG) and postgraduate (PG) courses.

- The camp officer shall submit the marks to the office of CoE as and when the valuations are completed.

- If any Examiner appointed for particular subject is not reported for valuation, the answer papers may be distributed among the available examiners in the subject after consultation with the Chairman.

- The Examiners have to award marks against the answer for each question and record them only on the front page and not inside the answer scripts.

- The Chief Examiners are required to attest corrections, if any, made by them and sign on the first page for having checked the valuation [whether all the answers are valued] and also the total.

- Wherever the valuation by an examiner is considered to be unsatisfactory, the Chief Examiner shall give further instructions to him / her as he / she may find necessary. In case of continued unsatisfactory valuation by an examiner, the Chief Examiner shall bring the facts immediately to the notice of the Controller of Examinations through the Camp Officer. In such cases severe action will be taken against such Examiners.

- Examiners who have reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate to the Controller of Examinations immediately through the respective Chairman and Camp Officer along with the details for suspecting malpractice and all material evidence available.

- Camp Officer / Chief Examiner should not entertain outsiders to enter into the valuation hall.

- The examiners for Practical Papers/ Project shall be appointed.

- The number of hall superintendents / Skilled Assistants shall be based on the number of students enrolled and on the structure of course.

- Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body.

- In no case it should not be less than the remuneration paid by the parent university.

8.12. Moderation Board

- The post board meeting will the conducted after completing of all the valuations. The result will be released after the meeting.
- The moderation board consists of Principal (Chairman) and Controller of Examinations (Convener) and HoD or any one senior faculty of the department.
- The moderation marks are permitted to a maximum of 15% of 75 marks (i.e. 11 marks) the moderation is done by software for students of all regulation.
- Chairman of the Board has to eventually approve the results. All evaluation process and award of marks will be only done by the Chairman of the Board of Examiners.
- These guidelines shall apply to all undergraduate and postgraduate level degree, diploma and certificate programmes under the credit system awarded.

8.13. Instructions to Students

- All rules and regulations of the Thiruvalluvar University will be followed strictly during the End Semester Examinations.
- Students should come fully prepared and take their examinations sincerely.
- Students are permitted to enter the hall only 10 minutes before the commencement of the examination and not allowed after 30 minutes from the commencement of the examination.
- Students should compulsorily bring their Identity Card and Hall Ticket to the Examination Hall.
- Students should follow decent and formal dress code.
- No students can receive the Question paper before taking his or her assigned seat in the hall or room.
- No paper other than question paper should be taken out of the examination hall.
- Malpractice, if any, such as possession of any incriminating materials, including mobile phones, or any other Electronic Gadget in the examination hall and copying, or discussing with others during the examination, will be dealt with severely.
- Students should bring their own Pen, Pencil etc. required for the Examination.
- Students are not permitted to write anything on the question paper [Except for their Register Number], anywhere in the hall, except on the answer script provided to them.
- It is the responsibility of the students to check the intactness of their answer scripts.
- Upon receiving the Question Paper, students should check whether they have received the correct Question Paper and also check for its completeness and legibility. Any lapse in this regard shall not be entertained later.

- Students should take back their belongings, ID card, Hall Ticket, etc. before they leave the examination hall and corridor.
- Students are not permitted to re-enter the hall for any reason without the prior permission of the chief superintendent.
- **The grading systems of the parent university will be followed in the grading the students for the award of degree.**

8.14. Facilities of scribes for disabled candidates

- Students with disabilities should report to the Principal and the Controller of Examinations in advance to avail concessions such as extra time or the facility of a scribe. They must submit the required medical documents and supporting letters to the Office of the Controller of Examinations through the Head of the Department (HOD) at least fifteen days prior to the commencement of the examination.
- The facility of scribe students such as reader/lab assistant may be allowed to any students who has disability of 40% of more if so desired by such student shall be seated in separate rooms. Such candidates may be allowed compensatory time of one hour for examination of three hours duration.

9. Student's Grievances

- The evaluated answer scripts of CIA tests are given to students for their information. Grievances, if any are addressed instantly, by the Course Teacher and HoD.
- Students who get less than 40% of marks in the CIA test can request in writing to the HoD concerned for the conduct of retest by the course teacher. Re-tests are conducted only for absentees and those who secured less than 40% of marks, for other students re-test will not be conducted.
- Students can apply for photocopy and Revaluation whenever they feel unsatisfied with their marks. Revaluation will be done by the senior faculty of the department who have more than 10 years of experience.
- Genuine grievances of students related to pending Grade Cards, Consolidated Statement of grade Card, Hall Ticket download difficulties are cleared effectively and instantly.
- Students can record their examination related Queries & Complaints through the suggestion box kept in the CoE Cell which are redressed by the Students Grievance Redressal Cell immediately.
- Students can report to CoE or Deputy CoE if they have any grievances in the evaluating system or any other issues. They can meet the CoE on all working days from 10.45 am to 11.00 am (Shift I) and from 12.45 pm to 1.00 pm (Shift II – Girls) and 4.45 pm to 5.00 pm (Shift II –Boys) except Fridays.

- Students can also post their genuine Grievances, ComplaintsOnline to coegreivance@gmail.com.
- Feedback and Suggestions can be posted online to coefeedback319@gmail.com.

10. Instructions to Invigilators

- Invigilation work is a part of the duty of all teaching staff members. No change or alternate arrangement can be done for doing the invigilation work, without the approval of the chief superintendent.
- The invigilators are requested to be present 45 minutes before the commencement of examination.
- The invigilators must verify the identity of students, check their register number in their hall tickets and in the answer book and then sign in the column provided for the invigilators.
- The invigilators must also get the signature of the candidates present in the examination hall in the Attendance sheet supplied.
- The attendance should be closed and Attendance sheets submitted after half-an-hour of starting of the examination. No student will be allowed inside the examination hall after half an hour.
- The invigilators must remain inside the hall during the examination and should not substitute others in their place during the examination session.
- The invigilators should not attend to any other work in the examination hall. They must be on the move in the examination hall and see that there is no malpractice by the student.
- Any malpractice or copying by the students must be immediately reported to the Chief Superintendent with the material and evidence.
- The invigilators must collect the answer books as and when the students complete the examination, arrange them and hand them over to the Observer. He must wait till answer papers are checked and received by the Observer.
- The members of the staff who are availing leave in case of emergency/medical grounds during examination days are requested to inform the Chief Superintendent.
- Any problem / grievances during examination may be represented to the CoE.
- Invigilators are totally responsible for conduct of examination in their allotted halls.

11. Declaration of Results

- The office of CoE shall declare the results approved by Board of Examiners represented by the respective Department HoD subject to the ratification of Academic Council within 30 days of the completion of the central valuation.
- Issuing the Grade Cards and Consolidated Grade Cards to students through the departments. Grade Cards shall be issued before the commencement of the next End Semester Examination,

and Consolidated Grade Cards shall be issued after the student has passed all the papers prescribed in the course

12. Instant Examinations:

- The instant examinations have to be conducted only for the final year students who have one arrear paper in the final semester or any other semester. The above examinations have to be conducted only in the month of June / July every year.The fee for Instant Examinations shall be fixed by the Governing Body from time to time. A separate Grade sheet will be issued for instant examination.

13. Examination Reforms

- The Examination Cell provides an Examination calendar for the Odd & Even Semester and Course structure for UG and PG programmes in Student's Hand Book.
- Course teachers shall enter CIA marks through the intranet using their individual login credentials. The entries must be verified and approved by the respective Heads of the Departments (HoDs).
- CIA answer sheets are shown to the students after evaluation for their information which provides transparency and accountability in the evaluation process
- The department head gives the absentees of the internal tests an opportunity to appear for additional test, if they have valid reasons.
- Question papers for CIA tests shall be set by the respective teacher and scrutinized by the HoD of the individual department.
- The CoE will decide on the appointment of observers/squad for End Semester Examination Examination for all the arrear papers (theory and practical courses) are conducted along with regular End Semester Examinations.
- Instant Supplementary Examinations are conducted for Final Year Students with arrear in one paper in Theory Course irrespective of semester.
- Received End Semester Examination applications are uploaded into the Examination Cell Software through scanning QR code

14. Security Features of Grade Card and Consolidated Statement of Grade Card:

- Introduction of photographs of candidates on Grades and consolidated mark sheet
- Unique background with complex pattern and textured layout.
- Micro text throughout the sheet.
- Accountability Number.

- Customized design and print setup.
- Barcode & QR code printing.
- Hologram with College Logo.
- Distinct marking for different students.
- Date of print and names of reader and verifier.
- Manual signature of CoE in individual Grade Card & Consolidated Grade Statement.

15. Process of IT integration:

- Generation of Semester-wise, Degree-wise, Class-wise course list.
- Automated generation of Examination Schedule. Students, Parents, & Staff can view the Exam Schedule and Results on the college Website.
- Entry of Practical and Theory Examination marks through Intranet.
- Randomized student's seating arrangement in Examination Hall.
- Seating arrangements are informed to the students through Student login portal on our College website, half an hour before the commencement of the Examination
- Generation of dummy numbers in answer script through QR code.
- Computerized online Hall tickets are generated with photograph of the student for identification during the examination with regular and arrear papers list.
- Entry of CIA mark by the course teacher through intranet using his Login Credentials.
- Preparation of semester-wise attendance percentages for individual student.
- Students' login facility on the Website to check their attendance position.
- Final attendance shortage list generated from system.
- Result analysis report:
- Course – wise percentage before moderation.
- Re-appear list before moderation.
- Moderation list before moderation for passing board
- Pass Certificate
- Pass percentage for individual course.
- Preparation of examination Galley
- Result published in college website on the same day of Result Passing Board.
- Printing of Semester-wise final Grade Cards, Consolidated Statement of Grade Card.
- Tamper-proof Grade Cards and Consolidated Statement of Grade Cards with QR Code and Encrypted Candidate's Photos
- E-verification for student records.
- Result Publication period from the last day of examination have been reduced drastically to 10 working days.

- IT integration contribution to our college has facilitated the smooth function of the Examination system.

Annexure I – Program Structure

Annexure II- Courses

Annexure III- Fees

Annexure IV- Remuneration

Annexure V – Question Paper Pattern

8/9/25

Controller of Examinations
Mazharul Uloom College (Autonomous)
Ambur

Principal
''azharul Uloom College (Autonomous)
Ambur

Annexure I – Structure

Structure of the UG Program
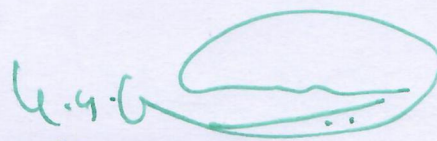
Part	Category of Courses	No. of Courses	Credits
I	Foundation Languages (Urdu, Tamil, Hindi)	4	12
II	Foundation English	4	12
III	Core Course Elective Courses (Generic / Discipline Specific)	26	92
IV	Foundation Course(FC) Skill Enhancement Courses (SEC) Environmental Studies Value Education Internship / Industrial Visit / Field Visit	12	23
V	Extension Activities	01	01
		Total Credits	**140**

*Part I. II, and Part III components will be separately taken into account for CGPA calculation and classification for the under graduate programme and the other components. IV, V have to be completed during the duration of the programme as per the norms, to be eligible for obtaining the UG degree.

Structure of the PG Program
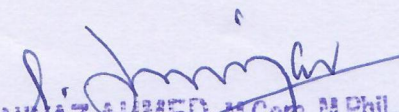
Part	Category of Courses	No. of Courses	Credits
I	Core Courses Elective Courses (Discipline Specific) Project / Dissertation	19	82
II	Skill Enhancement Courses (SEC) Internship Common Course for All PG (MOOC, Human Rights)	06	12
III	Extension Activities	01	01
		Total Credits	**95**

Controller of Examinations
Mazharul Uloom College (Autonomous)
Ambur

Principal
Mazharul Uloom College (Autonomous)
Ambur
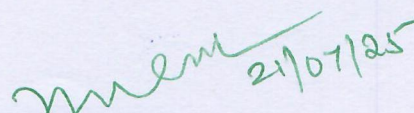
B.A(CORPORATE ECONOMICS)

Sem	Course Code	Part	Course Category	Course Title	Ins. Hrs/ Week	Credit	Marks CIA	Marks ESE	Total
Semester I	URDU -25BLU10 / TAMIL - 25BLT10	I	Language – I (Tamil / Urdu)	Language	6	3	25	75	100
	25BLE10	II	English - I	English	6	3	25	75	100
	25BCE11	III	Core - I	Micro Economics	5	5	25	75	100
	25BCE12	III	Core - II	Monetary Economics	4	4	25	75	100
	25BECE13	III	Elective-I	Basic Statistics	5	4	25	75	100
	25BSCE14	IV	Skill Enhancement Course – I (SEC - I)	Business Communication	2	2	25	75	100
	25BSCE15	IV	Skill Enhancement Course – II (SEC - II)	Personality Development	2	2	25	75	100
	Total				30	23			
Semester II	URDU -25BLU20 / TAMIL - 25BLT20	I	Language – II (Tamil / Urdu)	Language	6	3	25	75	100
	25BLE20	II	English - II	English	6	3	25	75	100
	25BCE21	III	Core – III	Pricing Theory	5	5	25	75	100
	25BCE22	III	Core – IV	Economics of Money and Banking	5	5	25	75	100
	25BECE23	III	Elective_II	Statistics for Economics	4	3	25	75	100
	25BSCE24	IV	Skill Enhancement Course – III (SEC - III)	Economics of Corporate Sector	2	2	25	75	100
	25BSCE25	IV	Skill Enhancement Course – IV (SEC - IV)	Insurance Economics	2	2	25	75	100
	Total				30	23			

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MATHEMATICS

Sem	Course Code	Part	Course Category	Course Title	Ins. Hrs/Week	Credit	Marks		Total
							CIA	ESE	
Semester I	URDU -25BLU10 / TAMIL - 25BLT10	I	Language – I	Language – I	6	3	25	75	100
	25BLE10	II	English - I	English - I	6	3	25	75	100
	25BMA11	III	Core - I	Algebra and Trigonometry	5	5	25	75	100
	25BMA12		Core - II	Differential Calculus	5	5	25	75	100
	25BEMA13A		Elective – I	Numerical Methods -I	4	3	25	75	100
	25BEMA13B			Financial Mathematics					
	25BSMA14	IV	Skill Enhancement Course – I (SEC - I)	Mathematics for Competitive Examinations – I	2	2	25	75	100
	25BSMA15		Fundamental Course	Bridge Mathematics	2	2	25	75	100
Total					**30**	**23**			**700**
Semester II	URDU -25BLU20 / TAMIL - 25BLT20	I	Language – II	Language-II	6	3	25	75	100
	25BLE20	II	English – II	English-II	6	3	25	75	100
	25BMA21	III	Core – III	Integral Calculus	5	5	25	75	100
	25BMA22		Core – IV	Analytical Geometry (2D & 3D)	5	5	25	75	100
	25BEMA23A		Elective – II	Numerical Methods -II	4	3	25	75	100
	25BEMA23B			Industrial Mathematics					
	25BSMA24	IV	Skill Enhancement	Mathematics for Competitive Examinations – I	2	2	25	75	100
	25BSMA25		Skill Enhancement	Office Automation	2	2	25	75	100
Total					30	23			700

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21/07/25

B SC (COMPUTER SCIENCE)

Sem	Course Code	Part	Course Category	Course Title	Ins. Hrs/ Week	Credit	Marks CIA	Marks ESE	Total
Semester I	URDU -25BLU10 / TAMIL - 25BLT10	I	Language – I (Tamil / Urdu)	Tamil –I / Urdu - I	6	3	25	75	100
	25BLE10	II	English – I	English –I	6	3	25	75	100
	25BCS11	III	Core – I	CC1- Object Oriented Programming Concepts Using C++	5	5	25	75	100
	25BECS12A	III	Elective – I	a)Numerical Methods - I	5	4	25	75	100
	25BECS12B			b)Discrete Mathematics - I					
	25BSCS13	IV	Skill Enhancement Course(SEC) – I	SEC- 1: Introduction to HTML	2	2	25	75	100
	25BFCS14	IV	Foundation Course(FC)	Problem Solving Technique	2	2	25	75	100
	25BPCS15	III	Core – II	CC2- Practical: Object Oriented Programming Concepts Using C++ Lab	4	4	25	75	100
	Total				30	23	700		700
Semester II	URDU -25BLU20 / TAMIL - 25BLT20	I	Language – II (Tamil / Urdu)	Tamil –II / Urdu - II	6	3	25	75	100
	25BLE20	II	English – II	English –II	6	3	25	75	100
	25BCS21	III	Core – III	CC3- Data Structures and	5	5	25	75	100
	25BECS22A	IV	Elective – II	a) Numerical Methods – II	5	4	25	75	100
	25BECS22B			b) Discrete Mathematics – II					
	25BSCS23	IV	Skill Enhancement	SEC -2 : Office Automation	2	2	25	75	100
	25BSCS24	IV	Skill Enhancement Course(SEC) – III	SEC-3 : PHP Programming	2	2	25	75	100
	25BPCS25	III	Core – IV	CC4 – Practical : Data Structures and Algorithm Lab	4	4	25	75	100
	Total				30	23	700		700

Department of Corporate Secretaryship

SYLLABUS AND SCHEME OF EXAMINATIONS – I & II SEMESTER

Sem	Course Code	Part	Course Category	Course Title	Ins. Hrs/ Week	Credit	Marks		Total
							CIA	ESE	
Semester I	25BLU10 / 25BLT10	I	Language–I (Tamil / Urdu)	Language–Tamil / Urdu	6	3	25	75	100
	25BLE10	II	English-I	English	6	3	25	75	100
	25BKS11	III	Core-I	Financial Accounting	5	5	25	75	100
	25BKS12	III	Core-II	Corporate Correspondence	5	5	25	75	100
	25BEKS13A	III	Elective–I	Corporate E-Management	4	3	25	75	100
	25BEKS13B			Basics Personal Finance & Investment Management or					
	25BSKS14	IV	Skill Enhancement Course – I (SEC - I)	Logistics Management	2	2	25	75	100
	25BFKS15	IV	Foundation Course	Fundamental Concepts of Accounting & Commerce	2	2	25	75	100
Total					30	23			
Semester II	25BLU20 / 25BLT20	I	Language–II (Tamil / Urdu)	Language–Tamil / Urdu	6	3	25	75	100
	25BLE20	II	English-II	English	6	3	25	75	100
	25BKS21	III	Core–III	Advanced Financial Accounting	5	5	25	75	100
	25BKS22	III	Core–IV	Corporate Management	5	5	25	75	100
	25BEKS23A 25BEKS23B	III	Elective–II	Securities Laws & Regulation of Financial Markets	4	3	25	75	100
				Emotional Intelligence					
	25BSKS24	IV	Skill Enhancement Course – II (SEC - II)	Everyday banking	2	2	25	75	100
	25BFKS25	IV	Skill Enhancement Course – III (SEC - III)	Fundamentals of Auditing	2	2	25	75	100
Total					30	23			
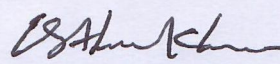
B COM

Sem	Course Code	Part	Course Category	Course Title	Ins. Hrs/Week	Credit	CIA	ESE	Total
Semester I	URDU -25BLU10 / TAMIL - 25BLT10	I	Language – I (Tamil / Urdu)	Language–Tamil/ Urdu			25	75	100
	25BLE10	II	English - I	English I	6	3	25	75	100
	25BCM11	III	Core - I	Principles of Accounting	6	5	25	75	100
	25BCM12	III	Core - II	Business Management	4	5	25	75	100
	25BECM13A	IV	Elective – I	A. Business Communication	4	3	25	75	100
	25BECM13B			B. Business Economics					
	25BSCM14	IV	Skill Enhancement	Office Automation (Theory)	2	2	25	75	100
	25BFCM15	IV	Foundation Course	Fundamentals of Commerce	2	2	25	75	100
Total					30	23			
Semester II	URDU -25BLU20 / TAMIL - 25BLT20	I	Language – II (Tamil / Urdu)	Language–Tamil/ Urdu			25	75	100
	25BLE20	II	English - II	English II	6	3	25	75	100
	25BCM21	III	Core – III	Financial Accounting	6	5	25	75	100
	25BCM22	III	Core – IV	Principles of Marketing	4	5	25	75	100
	25BECM23A	IV	Elective – II	A. Business Environment	4	3	25	75	100
	25BECM23B			B. Indian Economy					
	25BSCM24	IV	Skill Enhancement	E-Commerce	2	2	25	75	100
	25BPCM25	IV	Skill Enhancement	Office Automation (Lab)	2	2	50	50	100
Total					30	23			

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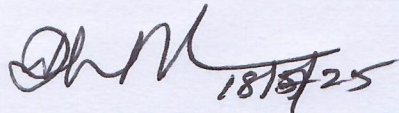# Department of Business Administration

SYLLABUS AND SCHEME OF EXAMINATIONS – I &II SEMESTER

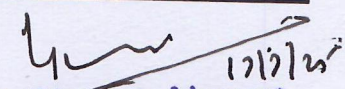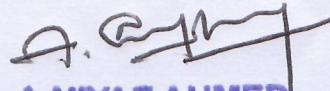| Sem	Course Code	Part	Course Category	Course Title	Ins. Hrs/ Week	Credit	Marks		Total
							CIA	ESE	
Semester I	25BLT10 / 25BLU10	I	Language – I (Tamil/Urdu)	Tamil - I/ Urdu – I	6	3	25	75	100
	25BLE10	II	English – I	English – I	6	3	25	75	100
	25BBA11	III	Core – I	Principles of Management	5	5	25	75	100
	25BBA12	III	Core – II	Accounting for Managers I	5	5	25	75	100
	25BEBA13A	III	Elective – I	a) Managerial Economics	4	3	25	75	100
	25BEBA13B			b) Business Organization			25	75	100
	25BSBA14	IV	Skill Enhancement Course – I (SEC-I)	Basics of Event Management	2	2	25	75	100
	25BFBA15	IV	Fundamental Course	Managerial Communication	2	2	25	75	100
Total					30	23			
Semester II	25BLT20 / 25BLU20	I	Language – II (Tamil/Urdu)	Tamil - II/ Urdu – II	6	3	25	75	100
	25BLE20	II	English – II	English – II	6	3	25	75	100
	25BBA21	III	Core – III	Marketing Management	4	4	25	75	100
	25BBA22	III	Core – IV	Accounting for Managers II	5	5	25	75	100
	25BEBA23A	III	Elective – II	a) International Business	5	4	25	75	100
	25BEBA23B			b) Office Management			25	75	100
	25BSBA24	IV	Skill Enhancement Course – II (SEC-II)	Managerial Skill Development	2	2	25	75	100
	25BSBA25	IV	Skill Enhancement Course – III (SEC-III)	Business Etiquettes and Corporate Grooming	2	2	25	75	100
Total					30	23			

C. SADDAM AHMED KABEER
Assistant Professor & HOD i/c
Department of Business Administration
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Cell No: 88 38 61 78 07
Email: csa@mucollege.ac.in

BCA

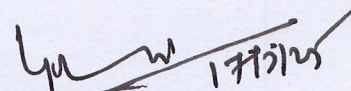|	Course Code	Part	Course Category	Course Title	Ins. Hrs/ Week	Credit	Marks CIA	ESE	Total
Semester I	URDU -25BLU10 / TAMIL - 25BLT10	I	Language–I (Tamil / Urdu)	Urdu-I / Tamil-I	6	3	25	75	100
	25BLE10	II	English	English-I	6	3	25	75	100
	25BCA11	III	Core-I	Python Programming	5	5	25	75	100
	25BECA12A	IV	Elective–I	a) Statistical Methods & its Applications- I	4	3	25	75	100
	25BECA12B			b) Numerical Methods					
	25BSCA13	IV	Skill Enhancement Course (SEC) - I	Computational and Algorithmic Thinking for Problem-Solving	2	2	25	75	100
	25BFCA14	IV	Fundamental Course (FC)	Programming Principles Using C	2	2	25	75	100
	25BPCA15	III	Core-II	Practical: Python Programming Lab	5	5	25	75	100
	Total				30	23	700		700
Semester II	URDU -25BLU20 / TAMIL - 25BLT20	I	Language–II (Tamil / Urdu)	Urdu-II / Tamil-II	6	3	25	75	100
	25BLE20	II	English	English-II	6	3	25	75	100
	25BCA21	III	Core–III	Object Oriented Programming	5	5	25	75	100
	25BECA22A	IV	Elective–II	a) Statistical Methods & its Applications- II	4	5	25	75	100
	25BECA22B			b) Resource Management Techniques					
	25BSCA23	IV	Skill Enhancement Course (SEC) - II	Web Development	2	2	25	75	100
	25BSCA24	IV	Skill Enhancement Course (SEC)- III	Internet Technologies	2	2	25	75	100
	25BPCA25	III	Core–IV	Practical: Object Oriented Programming Concepts Using C++ Lab	5	3	25	75	100
	Total				30	23	700		700

Dr P. Rizwan Ahmed
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Vellore District Tamil Nadu, I··

B .COM(Computer Application)

Sem	Course Code	Part	Course Category	Course Title	Ins. Hrs/Week	Credit	Marks CIA	Marks ESE	Total
Semester I	URDU -25BLU10 / TAMIL - 25BLT10	I	Language	Tamil / Urdu - I	6	3	25	75	100
	25BLE10	II	Language	English-I	6	3	25	75	100
	25BCP11	III	Core -I	Financial Accounting I	5	5	25	75	100
	25BCP12	III	Core-II	Principles of Management	5	5	25	75	100
	25BECP13A	IV	Elective–I	a) Office Automation	2	2	25	75	100
	25BECP13B			b) E-Business Applications					
	25BSCP14	IV	Skill Enhancement Course - I	Business organization	2	2	25	75	100
	25BFCP15	IV	Foundation Course	Fundamentals of Commerce	2	2	25	75	100
	25BPCP16A	IV	Elective–I	c) Office Automation Lab	2	1	25	75	100
	25BPCP16B	IV		d) E-Business Applications Lab					
	Total				**30**	**23**			**800**
Semester II	URDU -25BLU20 / TAMIL - 25BLT20	I	Language	Tamil / Urdu - II	6	3	25	75	100
	25BLE20	II	Language	English-II	6	3	25	75	100
	25BCP21	III	Core–III	Financial Accounting II	5	5	25	75	100
	25BCP22	III	Core–IV	Business Law	5	5	25	75	100
	25BECP23A	IV	Elective–II	a) Programming in C	2	2	25	75	100
	25BECP23B			b) Object Oriented Programming Concepts Using C++					
	25BSCP24	IV	Skill Enhancement Course - II	Industrial Law	2	2	25	75	100
	25BSCP25	IV	Skill Enhancement Course - III	Advertising	2	2	25	75	100
	25BPCP26A	IV	Elective–II	c) Programming in C Lab	2	1	25	75	100
	25BPCP26B	IV		d) Object Oriented Programming Concepts Using C++ Lab					
	Total				**30**	**23**			**800**

Dr. A.NIYAZ AHMED
M.Com.,M.A.,MBIM.,M.Phil.,SET.,Ph.D.
Assistant Professor & Head
Department of Commerce Computer Application
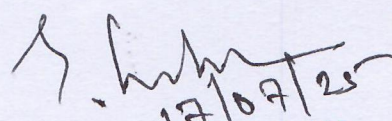Mazharul Uloom College, Ambur-635802.

B SC(DS)

Sem	Course Code	Part	Course Category	Course Title	Ins. Hrs/Week	Credit	Marks CIA	Marks ESE	Total
Semester I	URDU -25BLU10 / TAMIL - 25BLT10	I	Language–I (Tamil / Urdu)	Urdu-I / Tamil-I	6	3	25	75	100
	25BLE10	II	English	English-I	6	3	25	75	100
	25BDS11	III	Core-I	Python Programming	5	5	25	75	100
	25BEDS12A 25BEDS12B	IV	Elective–I	a) Statistical Methods b)Numerical Methods-I	4	3	25	75	100
	25BSDS13	IV	Skill Enhancement	Web Development	2	2	25	75	100
	25BFDS14	IV	Fundamental Course (FC)	Problem Solving Techniques	2	2	25	75	100
	25BPDS15	III	Core-II	Practical: Python Programming Lab	5	5	25	75	100
				Total	30	23	700		700
Semester II	URDU -25BLU20 / TAMIL - 25BLT20	I	Language–II (Tamil / Urdu)	Urdu-II / Tamil-II	6	3	25	75	100
	25BLE20	II	English	English-II	6	3	25	75	100
	25BDS21	III	Core–III	Data Analytics	5	5	25	75	100
	25BEDS22A 25BEDS22B	IV	Elective–II	a)Inferential Statistics b)Numerical Methods-II	4	3	25	75	100
	25BSDS23	IV	Skill Enhancement Course (SEC) -	Fundamentals of Data Science	2	2	25	75	100
	25BSDS24	IV	Skill Enhancement Course (SEC)-III	Advanced Excel	2	2	25	75	100
	25BPDS25	III	Core–IV	Practical: Data Analytics Advanced Excel Lab	5	5	25	75	100
				Total	30	23	700		700

Dr P. Rizwan Ahmed
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Head of the Department of BCA & M Sc ,(IT,
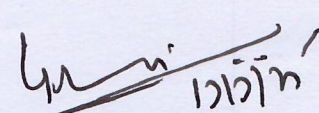Mazharul Uloom College, Ambur-635 802
Vellore District Tamil Nadu, I'

B SC(MB)

Sem	CourseCode	Part	CourseCategory	CourseTitle	Ins.Hrs/ Week	Credit	Marks		Total
							CIA	ESE	
Semester I	URDU -25BLU10 / TAMIL - 25BLT10	I	Language–I (Tamil / Urdu)	General Tamil-I /Urdu-I	6	3	25	75	100
	25BLE10	II	English-I	General English–I	6	3	25	75	100
	25BMB11	III	Core Course– 1	Fundamentals of Microbiology and Microbial diversity	5	5	25	75	100
	25BEMB12	III	Elective Course-I	Basic & Clinical Biochemistry	4	3	25	75	100
	25BSMB13	IV	Skill Enhancement Course (SEC-I)	Social and Preventive medicine	2	2	25	75	100
	25BFMB14	IV	Foundation Course (FC)	Introduction to Microbial world	2	2	25	75	100
	25BPMB15	III	Core Course Practical– 1	Practical-I- Fundamentals of Microbiology And	5	5	25	75	100
Semester II	URDU -25BLU20 / TAMIL - 25BLT20	I	Language–II (Tamil / Urdu)	General Tamil-II/Urdu-II	6	3	25	75	100
	25BLE20	II	English-II	General English-II	6	3	25	75	100
	25BMB21	III	Core Course–II	Microbial Physiology and Metabolism	5	5	25	75	100
	25BEMB22	III	Elective Course-II	Bioinstrumentation	4	3	25	75	100
	25BSMB23	IV	Skill Enhancement Course (SEC-II)	Nutrition & Health Hygiene	2	2	25	75	100
	25BSMB24	IV	Skill Enhancement Course (SEC-III)	Sericulture	2	2	25	75	100
	25BPMB25	III	Core Course Practical– 1I	**Practical-II**-Microbial Physiology and **Metabolism**	5	5	25	75	100
Total					30	23			700

Prof. G. JANARTHANAN
Assistant Professor and
Head Department of Microbiology,
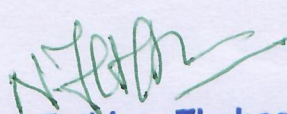Mazhar.l Uloom College, Ambur.
Vellore Dist (T.N.)

17/07/25

M SC(IT)

Sem	Course Code	Course Category	Course Title	Ins. Hrs/ Week	Credit	Marks CIA	Marks ESE	Total
Semester I	25PIT11	Core -I	Python Programming	7	5	25	75	100
	25PEIT12A	Elective I	1.Data Structures	5	3	25	75	100
	25PEIT12B		2.Compiler Design					
	25PEIT12C		3.Natural Language Processing					
	25PEIT13A	Elective II	1.Operating Systems	5	3	25	75	100
	25PEIT13B		2.Digital Logic and Computer Architecture					
	25PEIT13C		3.Human Computer Interaction					
	25PPIT14	Core-II	Python Programming - Practical	7	5	25	75	100
	25PPIT15	Core-III	Web Development– Practical	6	4	25	75	100
Total				30	20	500		500
Semester - II	25PIT21	Core - IV	Database Systems	5	5	25	75	100
	25PEIT22A	Elective III	Computer Network and Security	4	3	25	75	100
	25PEIT22B		Biometric Techniques					
	25PEIT22C		Block Chain Technology					
	25PEIT23A	Elective IV	Software Engineering	4	3	25	75	100
	25PEIT23B		Object oriented analysis and design					
	25PEIT23C		Software Project Management					
	25PSIT24	Skill Enhancement Course -SEC -I	Mobile Application Development	3	2	25	75	100
	25PHR20	Compulsory Paper	Human Rights	2	2	25	75	100
	25PMO20		MOOC Course	-	2	25	75	100
	25PPIT25	Core - V	RDBMS – Practical	6	5	25	75	100
	25PPIT26	Core - VI	Mobile Application Development -Practical	6	4	25	75	100
Total				30	26	800		800

Dr P. Rizwan Ahmed
MCA M Sc , M A , M Phil Ph D
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Vellore District Tamil Nadu, I

M COM

	Course Code	Course	Credit	Hours per Week
Semester I	25PCM11	Core I - Business Finance	5	7
	25PCM12	Core II - Digital Marketing	5	7
	25PCM13	Core III - Banking and Insurance	4	6
		Elective		
	25PECM14A	IA-Security Analysis and Portfolio Management	3	5
		(or)		
	25PECM14B	I B - Operations Research		
		Elective		
	25PECM15A	II A - Labour Laws	3	5
		(or)		
	25PECM15B	II B - Strategic Human Resource Management		
			20	**30**

	Course Code	Course	Credit	Hours per Week
Semester II	25PCM21	Core IV - Strategic Cost Management	5	6
	25PCM22	Core V - Corporate Accounting	5	6
	25PCM23	Core VI - Setting up of Business Entities	4	6
		Elective		
	25PECM24A	III A - Business Ethics and Corporate Sustainability	3	3
	25PECM24B	(or) III B –Audit and Due Diligence		
		Elective		
	25PECM25A	IV A - Rural and Agricultural Marketing	3	3
		(or)		
	25PECM25B	IV B - Logistics and Supply Chain Management		
	25PSCM26	Skill Enhancement – Advertising and Media Management	2	4
	25PMO20	MOOC	2	-
	25PHR20	Human Rights	2	2
			26	**30**

Dr. N. Fathima Thabassam
M.Com.,M.Phil.,MBA.,PhD.,NET(Com),.NET(Mgt)..
Assistant Professor, Head & Research Supervisor
PG & Research Department of Commerce
Mazharul Uloom College, Ambur-635 802.

TAMIL

Semester	CourseCode	Course Category	Hours / Week	Credits	MarksforEvaluation		
					CIA	ESE	Total
I	25BLT10	Part I- Language - Tamil - I	6	3	25	75	100
Course Title		**Foundation Tamil-I**					

Semester	CourseCode	Course Category	Hours / Week	Credits	MarksforEvaluation		
					CIA	ESE	Total
II	25BLT20	Part I- Language - Tamil-II	6	3	25	75	100
Course Title		**Foundation Tamil -II**					

முனைவர். அ. மீராமைதீன்,
எம்.ஏ., எம்.ஃபில்., பிஎச்.டி.,
உதவிப்பேராசிரியர் & துறைத்தலைவர்
தமிழ்த்துறை
மஹ்ஹருல் உலூம் கல்லூரி
ஆம்பூர் - 635 802. திருப்பத்தூர் மாவட்டம்

URDU

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
I	25BLU10	Part I- Language - URDU	6	3	25	75	100
Course Title		Foundation Urdu-I					

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
II	25BLU20	Part I- Language - URDU-II	6	3	25	75	100
Course Title		SHAYERI (GHAZAL, RUBAIYATAUR NAZM), AUR DRAMA					

Dr. K.H. KALEEMULLAH
M.A., M.Phil., N.E.T. Ph.D.
Principal Investigator
UGC – Major Research Project
'Social Political & Literary Impact of Urdu
Journals of Oriental Institutions of Tamil Nadu
No. F.5 – 152/2013 (HPP)
........loom College Ambur - 635 802 T...

ENGLISH

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
I	25BLE10	Part II English	6	3	25	75	100

Course Title	**General English -I**

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
II	25BLE20	Part II English	6	3	25	75	100

Course Title	General English-II

MAZHARUL ULOOM COLLEGE (AUTONOMOUS)

AMBUR - 635 802 - TIRUPATTUR DISTRICT, TAMILNADU

Established and Managed by The Ambur Muslim Educational Society

(Accredited by NAAC with GRADE" A". CGPA 3.23 in Cycle 3)

(Affiliated to Thiruvalluvar University, Vellore)

FEESSTRUCTURE

(WitheffectfromAcademicyear2025-26)

EXAMINATIONS FEES

a. THEORY EXAMINATIONS FEES (FOR UG / PG COURSES)

S. No	Particulars	Fees
1.	Theory Examinations Fees per paper for all UG Courses	130
2.	Theory Examinations Fees per paper. For PG (Arts & Commerce)	200
3.	Theory Examinations Fees per paper for PG (Science)	600
4.	Registration / Application Form	100
5.	Mark Statement for UG / PG Courses	150
6.	Consolidated Marks Statement UG	1000
7.	Consolidated Marks Statement PG	1200
8.	Penalty for Late Submission of Exam Application	400
9.	Automation Fee once in a year	300

b. PRATICAL EXAMINATIONS FEES (FOR UG / PG COURSES)

S. No	Particulars	Fees
10.	Each Practical Examination (3hrs. Prac.) for except all UG Program	200
11.	Each Practical Examination (6hrs Prac.) for except all UG Courses	400
12.	Each Practical Examination (3hrs. Prac.) for all PG Programmes	400

c. PROJECT FEES (UG)

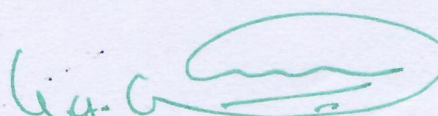| S. No	Particulars	Fees
13.	UG individual Project / Group Project) / Internship	600
14.	PG individual Project / Group Project) / Internship	700

d. REVALUATION and PHOTOCOPY

S. No	Particulars	Fees
15.	Photocopy-UG	350
16.	Photocopy–PG	350
17.	Revaluation per script – UG	500
18.	Revaluation per script - PG	900
19.	Re -Totaling – UG / PG (Per Paper)	300

e. MISCELLANEOUS

| S. No	Particulars	Fees
20.	Issue of Duplicate Statement of mark, Consolidated Mark Sheet	3,000
21.	Condonation	1,200
22.	Certificate Correction (a) MarkStatement (b) Consolidated Mark Statement	400 400
23.	Instant Examination for UG & PG	800 1000
24.	Theory Examinations Fees per paper for all UG Courses (Arrear)	200
25.	Theory Examinations Fees per paper for PG (Arts and Commerce) Courses Theory Examinations Fees per paper for PG (Science) Courses	250 650
26.	Search Fee (For Certificates) 0-5 Years- 6-10 Years After 10 years - Maximum of Rs.5000)	500 2000 5000

**Subject to the approval of the Management, Finance Committee and Governing body of our college.

Controller of Examinations
Mazharul Uloom College (Autonomous)
Ambur

Principal
Mazharul Uloom College (Autonomous)
Ambur

MAZHARUL ULOOM COLLEGE (AUTONOMOUS)

AMBUR - 635 802 - TIRUPATTUR DISTRICT, TAMILNADU
Established and Managed by The Ambur Muslim Educational Society
(Accredited by NAAC with GRADE" A". CGPA 3.23 in Cycle 3)
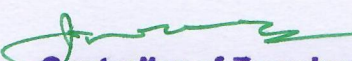(Affiliated to Thiruvalluvar University, Vellore)
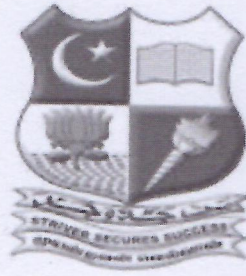
REMUNERATION

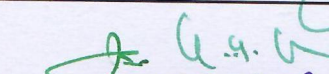## (With effect from Academic year 2025-2026)

S.No	Details		Remuneration
A. Conduct of Theory Examination			
1	Chief Superintendent	Per session	275
2	Hall Superintendent	Per session	175
3	D.A. for External Hall Superintendent	Per session	110
4	Observer	Per session	220
5	Clerical Staff for every 100 candidates (Theory & Practical)	Per day	70
6	Typist for every 100 candidates	per session	60
7	Watchman for every 300 candidates	Per session	60
8	Attender for every 50 candidates	Per session	60
9	General arrangement for every 100 candidates of the examinations	Max Candidate Appeared	110
10	Sealing, pasting, bundling	Per cover	5
11	Sweeper for every 300 candidates	Per day	60
12	Scavenger	Per day	60
13	Food allowance and Hospitality to Teaching Staff and Non-Teaching Staff attending Exam Cell	Per day	100
B. Conduct of Practical Examination			
1	Honorarium to Coordinator for entire period of practical examinations		550
Examiner Remuneration (Including preparation, evaluation and Record)			
2	UG(3Hoursand Morethan 3 Hours)	Per hour	6
	PG(3HoursandMorethan3Hours)	Per hour	12
Skilled Assistant Remuneration			
3	UG(3Hoursand Morethan 3 Hours)	Per hour	5
	PG(3HoursandMorethan3Hours)	Per hour	6

		Dissertation valuation *(per candidate / per examiner)*		
4	UG Course *(including Computer and Corporate)*			**40**
	PG Course			**60**
	Ph.D. (Indian)			-
	Ph.D. (Foreign)			-
		Viva-voce *(per candidate / per examiner)*		
5	UGCourse			**5**
	PG Course			**10**
6	LabAssistant / Programmer	Per session		**60**
7	Storekeeper/Museum Keeper, Herbaium Keeper	Per session		**60**
8	Clerical Staff for every 100 candidates (Theory & Practical)	Per day		**70**
9	Typist for every 100 candidates	Per session		**60**
10	Attender for every 50 candidates	Per session		**60**
		Purchase/Collection of specimens *(per candidate)*		
11	Specialized Home Science subject			-
12	Food allowance and Hospitality to Teaching Staff and Non-Teaching Staff attending Exam Cell			100

S.No	Details		REMUNERATION
	Conduct of Central Valuation		
1	UG–[25Scriptspersession]	Per script	15
2	UG–[20Scriptspersession]	Per script	18
3	Minimum payable (UG & PG)		150
4	Chairman fee (Passing Board/ Valuation Borad, etc.,)		300

5	Camp Officer Remuneration	Per day	500
6	Additional Camp Officer Remuneration (ifstrengthexceeds125examiners)	Per day	400
7	Assistant to Camp Officer Remuneration	Per day	250
8	False Number Remuneration Rs.2 Per script	Per script	2
9	Waterman, Scavenger, Sweeper and Watchman	per day	120
10	Clerical Staff for every 100 candidates	Per day	70
11	Typist for every100 candidates	per session	60
12	Attender for every 50 candidates	Per session	60
13	Food allowance to Teaching and Non-Teaching Staff attending Exam Cell	Per day	100
Question Paper Setting			
1	UG Course		600
2	PG Course		700
3	M. Phil.		700
4	Scheme of valuation &key (Detailed Key)		300
5	Translation fee		400
Scrutiny fee for QP			
6	i.Upto 5 papers		200
	ii.Upto 10 papers		400
	iii.11 papers & above		500
Others General			
1	Bus fare within 40 kms.		6
	More than 40 kms		1.25 AC Chair Car fare
2	Dearness Allowance – within 16 kms		200
3	Dearness Allowance – More than 16 kms		300

Controller of Examinations
Mazharul Uloom College (Autonomous)
Ambur

Principal
Mazharul Uloom College (Autonomous)
Ambur

QUESTION PAPER PATTERN

SECTION–A (10X2=20 Marks) Answer All Questions

Question No.	Course Unit	K–Level(K1–K6)	Course Outcome (CO1-CO5)
1	I	K1/K2/K3	CO1
2	I	K1/K2/K3	CO1
3	II	K1/K2/K3	CO2
4	II	K1/K2/K3	CO2
5	III	K1/K2/K3	CO3
6	III	K1/K2/K3	CO3
7	IV	K1/K2/K3	CO4
8	IV	K1/K2/K3	CO4
9	V	K1/K2/K3	CO5
10	V	K1/K2/K3	CO5

SECTION–B (5X5=25 Marks)
Answer All Questions

Question No.	Course Unit	K–Level(K1–K6)	Course Outcome (CO1-CO5)
11(a) or (b)	I	K3/K4/K5	CO1
12(a) or (b)	II	K3/K4/K5	CO2
13(a) or (b)	III	K3/K4/K5	CO3
14(a) or (b)	IV	K3/K4/K5	CO4
15(a) or (b)	V	K3/K4/K5	CO5
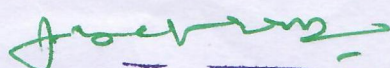
SECTION–C (3X10=30 Marks)
Answer Any Three Questions

Question No.	Course Unit	K–Level(K1–K6)	Course Outcome (CO1-CO5)
16	I	K3/K4/K5/K6	CO1
17	II	K3/K4/K5/K6	CO2
18	III	K3/K4/K5/K6	CO3
19	IV	K3/K4/K5/K6	CO4
20	V	K3/K4/K5/K6	CO5

Knowledge Level as per Bloom Taxonomy
K1–Remember, K2–Understand, K3-Apply, K4–Analyze, K5-Evaluate, K6-Create

Controller of Examinations
Mazharul Uloom College (Autonomous)
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