

# COMMON REGULATIONS FOR POST GRADUATE DIPLOMA PROGRAMMES

Open and Distance Learning & Online Learning

( From Calendar Year 2021 onwards )



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்  
Tamil Nadu Open University  
Chennai - 15



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Tamil Nadu Open University  
Saidapet, Chennai – 600 015





# Tamil Nadu Open University

[A State Open University established by Government of Tamil Nadu, Recognized by UGC-DEB,  
Member in Asian Association of Open Universities and Association of Commonwealth Universities]

**No- 577, Anna Salai, Saidapet, Chennai -600015, Tamil Nadu, India**

**Prof. K.Parthasarathy**  
Vice-Chancellor

25.11.2020

## FOREWORD

*My Dear Learner!*

I deem it a great privilege to extend my heartfelt congratulations to you for having chosen the Tamil Nadu Open University (TNOU), a leading Open University for your graduation. I am also glad to brief you here the functions of the University and your Programme that will make you understand how it is open to everyone, who wants to pursue higher education. The University provides flexible entry and exit, as it provides opportunities from adult to nonagenarian in higher education.

As entering two decades in Distance Education, the University has so far produced more than 5 lakh graduates that enhances the Gross Enrolment Ratio (GER) in Indian Higher Education. Being approved by the UGC and the DEB, it is striving hard to ensure quality Open, Distance and Online Education (ODOE). In view of this, the Course Materials, the mainstay of pedagogy in ODOE, are updated suitable for the present context. In addition, the technology enabled Course Materials are also provided to you for easy and any time access. This apart, with a view to ensuring inclusive education, appropriate assistances are given to the learners with disabilities with the support of technology.

The University offers diverse Programmes at different levels including, Certificate, Diploma, Advanced Diplomas, Vocational Diploma, Graduate, Post-Graduate, and Research Programmes, besides Skill-Oriented Short-Term Programmes. In this context, I am happy to inform you that most of the Programmes are being offered not only in English and Tamil medium but also Semester and Non-Semester to satisfy the local and international demands.

The TNOU facilitates the sustainable Learner Support Services by providing holistic curriculum, Open Education Resources (OERs), continuous mentoring and assessments. The Members of staff, who serve as Programme Coordinators are always available on phone and online to counsell you with respect to your study.

This Booklet on "**Common Regulations – PG Diploma Programmes**" is designed with a view to offer you complete details pertaining to the Programme chosen. In the upcoming pages, you will be able to know about the functions of the University, Pattern of Study, Eligibility, Admission Procedures, Criteria for the Award of Degree, Programme Structure, Duration, Syllabi, Delivery Mechanism, Evaluation Cum Assessment Procedures, Conduct of Examination, Passing Minimum, Classification of Successful Candidates, Conferment of the Degree, Students Grievance Redressal Mechanism and so on.

In this context, I wish you fulfill your higher education dreams successfully and achieve greatness in your life.

**"HARD WORK NEVER FAILS."**

*All the very best!*

(K.PARTHASARATHY)



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# Common Regulations for the PG Diploma Programmes

(For the candidates admitted from the academic year CY2021 onwards)

Common to all PG Diploma Programmes in Distance and Online Mode

**POST GRADUATE PROGRAMMES IN THE DISCIPLINES OF ARTS, SCIENCES, APPLIED SCIENCES, MANAGEMENT & COMMERCE AND SOCIAL WORK**

This Regulation is applicable to the learners admitted to Post Graduate Diploma in the Disciplines of Arts, Sciences, Applied Sciences, Management & Commerce and Social Work Programmes of Tamil Nadu Open University, Chennai from the Calendar Year session 2021 onwards.

## 1. DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

**Programme:** "Programme" means a course of study leading to the award of a Post Graduate degree in a discipline offered in this University.

**Course:** "Course" means the subject offered under the degree programme.

### **Core Courses**

related to the programme concerned including practical's offered.

### **Elective courses**

related to the core courses of the programme concerned, to be chosen by the Learners.

### **Duration of the Programme:**

Means the stipulated years of study to complete a programme as prescribed by the University from time to time. Currently for the post-graduate programme the duration of study is TWO and THREE years for the Master of Computer Applications. The programme duration for PG Programme in Library and Information Science is ONE year only.

### **Semester Pattern:**

A learner is ordinarily expected to complete the Master of Arts, Sciences, Applied Sciences, Management, Commerce and Social Work Programmes in 4 semesters (Two Years) /6 semesters (Three Academic Years) but in any case not more than 4 semesters for Lateral Entry Candidates.

Each academic year shall comprise two Semesters viz. Odd and Even semesters.

### **Academic Cycle:**

Odd Semester shall be from July to December and Even Semester shall be from January to June of each year.

**Calendar Year:** Odd Semester shall be from January to June and Even Semester shall be from July to December of each year.

**Non-Semester Pattern:**

A learner is ordinarily expected to complete the Master of Arts, Sciences, Applied Sciences and Management & Commerce and Social Work Programmes in two academic years. But in any case not more than 1 year and 2 years (for M.C.A programme) for Lateral Entry Candidates.

However, for Library Science programme the duration will be One Year only (non – Semester pattern).

**Academic Cycle:** In each year (Non-Semester) shall be from July to June of each year.

**Calendar Year:** In each year (Non-Semester) shall be from January to December of each year.

**Credits:** Credit means the weightage given to each course of study (course) in the Board of Studies concerned.

**Credit System:**

Credit system means, the course of study under this regulation, where weightage of credits are spread over to different semesters/Non-semester during the period of study and the Cumulative Grade Point Average shall be awarded based on the credits earned by the learners. A minimum of 32 credits per year that is 64 - 72 credits are prescribed for the Post graduate Programme (Two years). The credits may increase along with the duration of the programme.

**Choice Based:**

Choice based means Post graduate Programmes offered by the University under both Semester and Non-Semester Pattern. Semester Pattern shall be under Choice Based Credit system.

**Project:**

Project means the report of the study, done as per the prescribed guidelines, should be submitted at the end of course of study duly certified by the supervisor as per the TNOU norms. Every Learner admitted to the Programme of study shall take up a project/ practicum in the odd/even semester of MCA/MSW and MBA, with the formal approval from the School/department.

**Field Work:**

Field work means, a specialized field training programme for learners pursuing M.S.W required to be attached to any social service organizations as an in-house internee for a period prescribed by the Board of study concerned. At the end of the training Programme, each learner should submit a "Field work Report" for examination.

## 2. ELIGIBILITY

A graduate under 10 + 2+3 pattern from a recognized University or an examination approved as equivalent thereto by the Syndicate, subject to such conditions as may be prescribed thereof. For certain programmes, additional specifications are mandatory under eligibility conditions to get admitted, as given in the **Annexure - A**.

### 3. PROCEDURES FOR ADMISSION

#### Admission Procedure

University will publish Notification on its website and Newspapers regarding admission to post- graduate academic programmes (Master's Degrees) for each academic session.

- Every candidate who aspires to join any programme of the University shall apply to University through online or offline.
- Admission shall be done by following both on-line and offline process.
- No candidate will be allowed for admission to pursue two or more concurrent degree courses (either through regular / distance mode) simultaneously as per prevailing UGC norms. However, they are encouraged to do simultaneously, a diploma or certificate or other category of programmes/skill oriented programmes to develop their employability.

#### Programmes on Offer

Following are the Programmes of Study available for the academic session 2017-2018. However, number of academic programmes may vary from time to time as per decision of the University subject to the approval of the DEB, UGC. University reserves every right to suspend a programme temporarily due to administrative reasons. A candidate will be admitted to one of the following programmes of study approved by the University. A learner of a programme should earn the credits specified against it to enable him/her to be eligible to be awarded the degree.

#### A) ARTS/ MANAGEMENT AND COMMERCE / COMPUTER SCIENCE/ SCIENCE/ APPLIED SCIENCE/ SOCIAL WORK AND PERFORMING ARTS

S.No	Name of The Programme	Credits to be Earned
1	P.G. Diploma in ..... (Non-Semester)	
2	P.G. Diploma in ..... (Semester)	
3	Any other programmes which will be offered in future subject to the approval of the competent authorities of the University	

**iii) Admission Eligibility:** The Eligibility conditions are given in a detailed manner in the **Annexure - A**

Admission of the candidate will be confirmed after verification of the original testimonials like Admit Card, Mark sheet, Grade Cards, Certificates and other pertinent documents specified by the University are to be submitted at the Head Quarters of TNOU or Regional Centres of TNOU or at Learner Support Centre (LSC) / Study Center by the candidate. Admission will be made/ confirmed by the Head Quarters (Main Office) only. Identity Card will be issued after confirmation of admission. Admission of the candidate will stand cancelled if he / she fails to produce all original Admit Card, Mark sheet, Grade Cards, Certificates etc. whenever called for any verification.

#### **iv) Fees Payable:**

- Each candidate will be required to pay requisite Admission Fees as per schedule as may be prescribed by the University from time to time. The details of the fees are available in website/ e-prospectus.
- Costs of Field Visit / Dissertation work etc. for the subjects like MSW, Geography, Science subjects, Psychology, Counselling and Psychotherapy, etc. are to be borne by the candidate.
- In case of any loss in the laboratory for the science/applied science programmes, the cost is to be paid by the Learner.
- For receiving any duplicate documents viz. Identity Card, Library Card, Admit Card, Printed Study Material (for each course), Compact Disk etc. a fee (for each) is to be paid.

#### **v) Cancellation of Admission**

Admission is liable to be cancelled at any stage on the following grounds:

- A candidate admitted to a programme provisionally without verifying and ascertaining his / her eligibility for admission and found ineligible later through scrutiny of the filled-in admission form.
- Suppression of facts, furnishing incomplete, wrong or false information in filled-in Admission Form.
- Misconduct, Indiscipline and Violation of University Norms, Rules and Regulations.

#### **vi) Refund**

If found ineligible later on, admission will be cancelled and claim for refund of such fees will be considered by the University after deduction of service charges, as applicable from time to time as per prevailing norms of the University.

## **4. CREDIT TRANSFER**

A learner can apply for Credit Transfer for the courses which were completed successfully, both within the University or other Higher Educational Institutions. But they could not claim for the courses which had already formed basis for any other Degree that is the benefit of a course cannot be availed twice.

Credit transfer will be done only on the basis of individual courses and not on the basis of year to year courses, as in conventional universities.

There are two kinds of Credit transfer, namely

i) External Credit Transfer and ii) Internal Credit Transfer.

#### **i) External Credit Transfer**

As per credit transfer rules, a candidate is required to seek admission in the

1st year of the programme, like any other candidate. Once the admission is confirmed by the University on allotment of Enrolment Number, student can apply for transfer of the credits in respect of the courses completed from the accredited universities/ institutions.

The learners by opting the courses in such a way to complete the balance credits can reduce the period of study prescribed for the degree programme (refer to detailed credit transfer scheme policy). The learners availing credit transfer would be allowed to complete the programme in a lesser duration; provided they do not offer more than 32 credits in a year. However, the final decision will be arrived at the committee constituted for this purpose from time to time.

In addition, they have to fulfil the following conditions stated in the case of Internal Credit Transfer.

### **ii) Internal Credit Transfer**

- Credits earned only under the old Enrollment Number would be considered for transfer to the new Enrolment.
- Full credit transfer would be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enrolment.
- Credit transfer fee per course, is to be paid by way of a Demand Draft drawn in favour of 'TNOU' payable at Chennai.
- Students would be allowed to change the courses registered for the 1st year under new Enrol.No., against the left over courses of 1st / 2nd year under new enrolment, subject to the maximum credits permissible for a given academic year, by remitting the prescribed fee. For this, they will have to apply separately in the prescribed Form.
- Change of course is accepted in 'one go' only.
- Under no circumstances students will be allowed to opt more than the maximum permissible credits of 32 for a given academic year in the respective programme under new Enrol. No.
- A student is required to complete the prescribed courses as per Programme structure of the respective Programme under new Enrolment, including the credit transfer allowed courses, for the award of Post – Graduate (Master's) degree
- If the dates of Counselling and/or Practical classes clash by way of merging the left over courses of 1st/2nd year, students are required to apply for repeat/missed practical(s) to the University, in the next cycle/ session, as per University rules.
- Students are required to spend the minimum duration to complete the

left over courses in the new Enrolment Number, provided that the courses do not exceed as per Programme structure for a given academic year. If the left over courses exceed the permissible limit, then the duration for completion of the programme would be extended further depending upon the number of credits for the left over course(s).

- All Credit transfer cases will be handled by Student Registration Division (SRD- Admission Division) at Headquarters. Whenever required, SR&ED (Admission section) will forward to the School concerned to examine the admissibility of credit transfer or otherwise and in case of any conflict the final decision will be arrived by the committee constituted for this purpose from time to time.

## 5. ELIGIBLE FOR THE AWARD OF DEGREE

The Learner should have subsequently undergone the prescribed programme of study in the University for a period of not less than Four/Six semesters in the Semester pattern, as the case may be, OR Two years in Non-Semester pattern, except for M.L.I.S programme (which is of one year duration) and having passed the examinations prescribed and fulfilled such conditions as have been prescribed thereof.

## 6. SYLLABUS

The syllabus for various programmes shall be clearly demarcated into five viable blocks in each course and further divided into units according to content.

## 7. PROGRAMME DELIVERY MECHANISM

### **i) Self Learning Material (SLM) in Print /e content**

Learning Material through print-media is termed as Self Learning Material, being developed with the approach of self explanatory, self-contained, self-directed, self-motivating and self-evaluating. It is an inbuilt teacher. SLMs include all the materials prepared to stimulate independent study/learning. As the learners in distance education have less contact with either the institution or the tutor, they depend heavily on these specially prepared teaching materials – largely pre-planned, pre-produced and pre-packed.

### **ii) Learner Support Centre**

A Learner Support Centre shall be established only in a College or institution affiliated to a University or in a Government recognised Higher Educational Institution offering programmes in the same broad areas having the necessary infrastructure and human resources for offering the TNOU programmes i.e. Government Arts and Science Colleges/Aided Colleges/Self-financing affiliated to the State Universities in Tamil Nadu.

### **iii) Attending Induction Programme**

The Learners are expected to undergo one day induction programme which

is to share information related to various programmes, courses, syllabi, counselling classes for theory and practical, assignments, examination, grievances redressals, online support and supportive activities of TNOU.

Learner Support Centre shall arrange Induction Meeting for fresher at the beginning of the academic session/counselling class. All learners shall be given prior information about the meeting through e-mail and SMS

### Components of One Credit with Distribution of Study Hours

	TIME
Self-Study by a learner @ 4 hours per Units including the in-text questions, for 5 Blocks to make one credit	20 Hours
View of one video and 2 Audio Programmes	3 Hours ( @ 10% of total time)
Preparation for assignment response	4 Hours
Academic Counselling at Study Centre	3 Hours ( @ 10% of total time per credit)
<b>Total Study hours by Learner</b>	<b>30 Hours</b>

### Arrangement of Academic Counselling

- The Learner Support Centers of the University shall provide opportunity to the learner for face-to-face interaction with counselors. Keeping in view the convenience of learners, counselling sessions/group's discussion etc. shall be organized on weekdays, holidays and Saturday/Sundays as per approved scheduled. The Learner Support Centers shall also provide pre-entry counselling to the prospective learners and clear their doubts.
- The University decides the study hours or working of learners based upon the number of credits. For instance, a learner has to work for 16 credits (1 credit =30 study hours) for six months certificate programme whereas the work for study is 32 credits for programmes of one-year duration. In case of programmes of more than one-year duration, the study hours/work is in multiples of 32 credits (i.e., 3x32 =96 for Under Graduate (Bachelors' degree) programme.
- In TNOU, out of the total study hours in terms of credits to be completed, 10% of the studies hours are covered through the face-to face academic counselling at the Learner Support Centers (LSCs). The remaining 90% of the study hours is to be undertaken by learners through self-study with the help of Self-Learning Materials (SLM), writing assignments, getting multimedia support etc.

In nutshell, every credit of a course 10% should be taken for conducting academic counselling classes for theory papers i.e. (1 credit is equivalent 30 hours, hence 10% means 3 hours per credit).

### Procedure for Preparing the Schedule for Academic Counselling

- The number of counselling sessions to be organized for each course is calculated based on the number of credits. It has to be kept in mind while preparing the schedule and the number of learners allotted in the particular programme/course.
- The maximum number of learners to be assigned in a group is 60. If the number of learners exceeds 60 a second group may be formed. Howev-

er, as a norm of the University, the number in any group should not be less than 10. If attendance in academic counselling for a group of 60 learners is less than 10 in two continuous sessions intensive counselling may be organized.

- In a situation when the number of learners enrolled in any course is less than 10 Intensive Counselling sessions may be organized. The number of academic counselling sessions in this case will be 40% of the total number of sessions prescribed for the course.
- There may be a situation in which there is no attendance at all in a counselling session. In such situation academic counselling be organised only on demand of the learner(s).
- Practical course of Applied Sciences and Computer Education Programmes (specific Personal Contact Programme) are conducted on a regular basis on Saturday/Sunday. This is mainly due to the large number of practical courses in the academic cycle of the concerned programmes. Attendance for practical is compulsory. The learner shall have a minimum attendance of 75 per cent, in the practicals of each of the programmes and detailed attendance records have been maintained by Learner Support Centre. Practical sessions to the extent of twenty percent could be provided through virtual lab mode.

## 8. EVALUATION CUM ASSESSMENT PROCEDURES FOR AWARDING MARKS

The marks obtained in each course of Programme would be a summation of Assignment Marks (CIA) and Term-End Examination Marks (TEE) recalculated in 30% and 70% weightage respectively. Aggregating of marks (obtained out of 100), following the usual procedure, is allowed only Course-wise - while calculating the 'Marks Obtained' (CIA +TEE) for each individual Course, as narrated in the Mark Sheet

TNOU follows CIA through combinations of theory assignments, practical assignments, project work, workshop, seminar, practicum and internship and such other components. Term-End evaluation is through Term-End Examinations. Proportionate weightage is given to both the components for calculation of final grade and the same will be followed all TNOU programmes. The marking system includes marks/grades.

### Continuous Internal Assessments (CIA)

#### Assignment:

1 assignment for every 2 credits is to be prepared by the learners. E.g., If a Course is developed for 3/4 Credits, then 2 number of Assignments are to be written by the learner to complete the continuous assessment of the course. Assignment carries 15 marks, consists of Essay type Questions (1000 words) for each Course.

### Assignment Pattern:

Answer any one of the questions not exceeding 1000 words	Max – 15 Marks
Question 1	
Question 2	
Question 3	

### Attendance for attending academic counselling classes

Maximum 15 Marks may be awarded to the learners for attending in Academic Counselling Classes conducted at LSC based on 50% of attendance for Academic Counselling Classes (theory) and mandatory per cent of attendance for practical courses in respective programmes. Total Aggregate marks secured by the students will be progressively entered into record under CIA

In case, a student could not get minimum passing marks in CIA, he/she may be permitted to resubmit the assignment(s) to obtain a minimum pass mark after paying prescribed fee. The learners who have to resubmit the assignments for getting passing minimum cannot be given more than one opportunity and marks obtained in the resubmitting assignments may be taken to the CIA for awarding marks.

### **The following split up will be followed in awarding the Continuous Internal Assessment Marks (Maximum 30 marks):**

1. Submission and evaluation of Assignments (Compulsory) =15Marks
2. Attending in Academic Counselling Classes in LSCs = 15 Marks (75% of Attendance may be considered for maximum marks)

### Term End Examination

#### iii) Pattern of Question Paper

The pattern of the University Examinations Question Paper for all the courses will be as follows:

- i) For all theory papers for the TWO year programmes the University Examinations is for 70 marks, with a break up of 25 marks for Section A, 45 marks for Section B.

Question Paper Pattern for Term End Examination			
SECTION – A			
All 5 questions out of 8 questions	300 words	5X 5	25 Marks
SECTION – B			
3 questions out of 5 questions	1200 words	3X 15	45 Marks
Total			70 arks

- ii) For the existing ONE year duration programmes, the Question Paper pattern will be as per the guidelines given in the respective Board of Studies.

The following are the evaluation pattern for awarding marks of CIA and TEE with effect from the Calendar Year 2020 onwards for all the programmes (except Physics, Chemistry, Botany, Zoology, Fashion & Apparel Design)

Programme	CIA (1)		TEE (2)		Overall passing Aggregate	Maximum Marks
	Min Pass Mark	Maximum	Min Pass Mark	Max	(1)+(2)	
PG Programmes	13	30	32	70	50	100

If any student could not obtain a minimum pass mark, he/she may opt for either reappear the Term End Examination OR redo the assignment to obtain the passing minimum after paying the necessary fees. The programme structure and scheme of examination are given in detail in **Annexure-B**.

### **Assessment for Laboratory Courses**

For Laboratory Courses in science programmes out of 100 marks, the maximum marks for Continuous Assessment is fixed as 30 and the Term End Examination carries 70 marks.

Every laboratory exercise / experiment shall be evaluated based on the learners' performance during the laboratory class and the learner's records maintained in the assigned Learner Support Centre (LSC).

There shall be at least one assessment test. The criteria for arriving at the Continuous Assessment marks of 30 shall be decided at the respective course counsellor.

The University examinations for Laboratory courses will be of 3 hours duration and shall normally be conducted during the normal office hours.

## **9. EXAMINATION SESSION**

### **i) In semester pattern**

#### **Academic Year (AY):**

November and December during the odd semesters and between May and June during the even semesters.

#### **Calendar Year (CY):**

May and June during the odd semesters and between November and December during the even semesters.

### **ii) In Non -Semester pattern**

**Academic Year (AY):** May and June during the Term end

**Calendar Year (CY):** November and December during the Term end

## **10. CONDUCT OF EXAMINATION**

### **i) Regular Examinations**

Normally, the examination will be conducted for a duration of three hours, on a specified day as scheduled in the Examination Time Table, for the respective programmes, at the specified examination Centres through written mode (offline). In the event of any pandemic situation/emergency, the

University shall conduct the Examination or any other assessment activity through online, offline or a combination of both, or any other methods, as and when suggested/guided by the regulatory bodies of the State/ Central Governments from time to time. The examination process will be executed as per the Examination Manual of the TNOU.

### ii) Supplementary Examinations

The students, those who have failed in One/Two courses in the Term End Examination are permitted to appear for the Supplementary Examinations so as to get their Degrees without lapse of years. The procedures that are followed for the Term End Examinations shall also be applicable to the Supplementary Examinations.

## 11. PASSING MINIMUM

A candidate who obtains not less than 32 marks out of 70 marks in each course in the Term End Examination and obtains not less than 13 marks out of 30 marks in each course in the Continuous Internal Assessment and 50% marks in the aggregate of both Term End Examination and Continuous Internal Assessment shall be declared to have passed.

## 12. CLASSIFICATION OF SUCCESSFUL CANDIDATES

Candidates who pass all the major subjects shall be classified as follows:

<b>FIRST CLASS</b>	Candidates securing 60 percent and above of the marks in the aggregate shall be placed in the First Class.
<b>SECOND CLASS</b>	Those who have obtained less than 60 percent but not less than 50 percent of the marks in the aggregate shall be placed in the Second Class.
<b>THIRD CLASS</b>	Those who obtain less than 50 percent but not less than 40 percent of the marks in the aggregate shall be placed in the Third Class.

### Photocopy / Revaluation

A candidate can apply for photocopy of his/her semester /non-semester examination answer script in a theory course only, within **15 days** from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations as per the TNOU norms.

**Re-evaluation** is applicable only for theory papers and shall not be entertained for other components such as practical, project report and Dissertation

The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. In case the difference between the 1st & 2nd valuation is 15 marks and above, this paper will be sent for 3rd valuation. The mark awarded in the 3rd valuation is final.

The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.

## 13. GRADING

Once the marks of the CIA and end-semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details



CGPA	GRADE
9.5 – 10.0	O+
9.0 and above but below 9.5	O
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+
7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

## 14. CONFERMENT OF THE DEGREE

No candidate shall be eligible for conferment of the Degree unless he / she

- i. has undergone the prescribed programme of study for a period of not less than four semesters for semester pattern or two year for non-semester pattern or three years / six semester for the Master of Computer Applications in the University.
- ii. has completed all the components prescribed under in the CBCS (semester) pattern or credit system in non-semester pattern to earn credits of prescribed programme of study.
- iii. has successfully completed the prescribed Field Work/ Project/**Practicals** as evidenced by certificate issued by concerned supervisor and obtained the necessary passing minimum.

### Ranking

1. The University Rank Examination shall be conducted for the toppers (First Rankers) of the University (having passed their examinations in the first appearance within the prescribed duration of the programme. Absence from an examination shall not be taken as an attempt.
2. The top scorers in this University Rank Examination would be declared as University Rank Holders, irrespective of their grades/marks in their respective University Term End Examinations.
3. Rank Certificate will be issued for a Programme as follows
  - a) There is no Rank if the learner strength of concerned is below fifty.
  - b) The learner strength of the programme concerned will be indicated in the Rank Certificate
  - c) The first Rank holder (gold medallist) will be eligible to get the rank certificate in the University convocation ceremony

## 15. STUDENTS GRIEVANCE REDRESSAL CELL

TNOU has a separate Student Grievances Redressal Cell for resolving the queries and grievances of learners. The LSC is responsible to solve the queries and grievances in the LSCs itself; these are related to the activities of LSC otherwise, the learners may be guided to visit the TNOU website for registering their grievances

The university has formed a Students Grievance Redressal Cell comprising the members and Head of the schools of study. This Committee shall solve all the grievances relating to the learners of TNOU by online support / offline.

## 16. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The above Regulation and Scheme of Examinations shall be in vogue without any change for a minimum period of three years from the date of approval. The University may revise, amend or change the Regulations, Curriculum, Syllabi and Scheme of examinations from time to time if found necessary. The University relies upon the feedback obtained from the learners, alumni, experts in academia and industries for review of its curriculum and syllabi in regular interval.

## 17. TRANSITORY PROVISION

Candidates who have undergone the Course of Study prior to the Calendar Year 2021 will be permitted to appear the Examinations under those Regulations up to the maximum period of their study. Thereafter they will be permitted to take the Examination only under the Regulations in force at that time.

## 18. LEGAL ISSUES

Any issue of conflict shall be cleared through mutual representation from both the sides, and in case of conflict of issues still persist, they shall be settled in the Court of Law under the Jurisdiction of Chennai.

### Annexure – A

#### List of Programmes and their eligibility conditions

#### ARTS/ MANAGEMENT AND COMMERCE / COMPUTER SCIENCE/ SCIENCE/ APPLIED SCIENCE/ SOCIAL WORK AND PERFORMING ARTS

S.NO	Post Graduate Degree Programmes	Eligibility	Medium of Instruction
		A Bachelor's Degree from any recognised University OR an examination accepted as equivalent thereto by the Syndicate	Tamil & English
		Any other Add on qualification	

## Annexure – B

**TAMIL NADU OPEN UNIVERSITY, CHENNAI-600015**

..... Degree Course

(For the students admitted from the Calendar year 2021 onwards)

### PROGRAMME STRUCTURE & MODEL SCHEME OF EXAMINATIONS - CBCS PATTERN

S. No.	Course Code	Course title	Category of Course	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
<b>First Semester</b>									
1			Core		3	30	70	100	50
2			Core		3	30	70	100	50
3			Core		3	30	70	100	50
4			Core		3	30	70	100	50
5			Elective		3	30	70	100	50
<b>Second Semester</b>									
6			Core		3	30	70	100	50
7			Core		3	30	70	100	50
8			Core		3	30	70	100	50
9			Core		3	30	70	100	50
10			Elective		3	30	70	100	50
<b>Second Year - Third Semester</b>									
11			Core		3	30	70	100	50
12			Core		3	30	70	100	50
13			Core		3	30	70	100	50
14			Core		3	30	70	100	50
15			Elective		3	30	70	100	50
<b>Fourth Semester</b>									
16			Core		3	30	70	100	50
17			Core		3	30	70	100	50
18			Core		3	30	70	100	50
19			Core		3	30	70	100	50
20			Elective		3	30	70	100	50
<b>TOTAL</b>						<b>600</b>	<b>1400</b>	<b>2000</b>	

**TAMIL NADU OPEN UNIVERSITY, CHENNAI-600015**

..... Degree Course

(For the students admitted during the Calendar year 2021 onwards)

### PROGRAMME STRUCTURE & MODEL SCHEME OF EXAMINATIONS - NON-SEMESTER PATTERN

S No.	Course Code	Course title	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
					CIA	TEE		
<b>First Year</b>								
1				3	30	70	100	50
2				3	30	70	100	50
3				3	30	70	100	50
4				3	30	70	100	50
5				3	30	70	100	50



**தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்**  
**Tamil Nadu Open University**

(மாநில திறந்தநிலைப் பல்கலைக்கழகம், தமிழ்நாடு அரசால் நிறுவப்பட்டது.  
பல்கலைக்கழக நிதிநல்கைக் குழு & தொலைநிலைக் கல்வி மன்றத்தின் அங்கீகாரம் பெற்றது.  
ஆசிரிய திறந்தநிலைப் பல்கலைக்கழகங்களின் கூட்டமைப்பு &  
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