



**MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL-624 101**

**EXAMINATION SECTION
RULES AND REGULATIONS**

**REVISED
(2023)**

**MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL**

EXAMINATION - RULES AND REGULATIONS

Mother Tersea Women's University, named after a great humanitarian St. Mother Teresa, is situated at Princes of hills – Kodaikanal. The University was established in 1984 by Tamil Nadu Stae Legistature Act, 15 and recongnized by UGC under sec. 12(b) and 2(f) to promote research on all aspects of women. The University was Re-Accredited by NAAC with 'A' grade in the III Cycle, 2021.

This unique University is committed to the development and empowerment of women belonging to all strata of society via education. The University functions exclusively **“for women, by women, and of women”** under its triple arms: **Teaching, Research and Extension activities.**

The University has 16 departments offering 32 UG, PG, PG Five Year Integrated and Research Programmes in various disciplines like Computer Science, Information Technology, Visual Communication, Management Studies, Commerce, Historical Studies, Library and Information Studies, Mathematics, Chemistry, Physics, Bio-technology and Home Science, Diploma, PG Diploma and Certificate Programmes in University Departments and Affiliated Colleges.

The University has one Constituent College, Women's College of Education at Kodaikanal under its direct administration and 12 Women's Colleges from Theni and Dindigul Districts, affiliated to the University.

The University follows TANSCHHE syllabus under CBCS System.

The Examination Section conducts Examinations for both University and all the Affiliated Colleges as per the rules and regulations of the University.

1. Duration of Programmes

U.G. Regular	:	3 Years
P.G. Regular	:	2 Years
Integrated Regular	:	5 Years
M.Ed.	:	2 Years
M.Ed. Special	:	2 Years
B.Ed.	:	2 Years
B.Ed. Special	:	2 Years

(a) Duration of the Examinations : 3 hours for all programmes

(b) Maximum Period of Completion of a Programme

The students have to complete the programme (Theory and Practical/ Project/Dissertation) within 7 years from the date of Admission.

2. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS

The medium of instruction as well as the examination for the papers of Part I & II shall be in the language concerned. For Part III subjects other than English courses, (B.A / M.A / M.Phil.) the medium of instruction shall be either in Tamil or English as specified by the Board of Studies. However, students of English medium can write their examination in Tamil after getting prior permission from the examination section.

3. REQUIREMENTS TO APPEAR FOR THE EXAMINATIONS

A candidate will be permitted to appear for the University Examination for any semester, if:

- i) She secures not less than 75% of attendance of the total number of working days during the semester.
- ii) She earns a progress certificate from the Head of the Institution, of having satisfactorily completed the course of study prescribed in the subjects as required by regulations, specified under each course and her conduct has been satisfactory.

4. CONDONATION

- a. Student must have 75% of attendance in each course to appear for the examination. Students who have 65% to 74% of attendance, shall apply for condonation on payment of prescribed condonation fee of Rs.400/-, if U.G. programme and Rs.500/-, if P.G. programme.

- b. Students who have below 65% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the programme.
- c. Students, who avail medical leave under genuine reasons, shall submit the medical certificate and shall be exempted from the above rules with the consent of the concerned Head of the Department.

5. ARREAR EXAMINATIONS

- a) Any candidate having arrear paper(s) shall have the option to appear for any arrear paper along with the papers of her regular study in any semester on payment of the respective fees.
- b) The candidates have to complete the arrear paper(s) within seven years of period from the date of Admission. After 7 years, if they want to write the examinations, they have to pay an amount of Rs. 5000/- along with the Exam fee.

6. SUBMISSION OF RECORD NOTE BOOKS FOR PRACTICAL EXAMINATIONS

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for that practical examination. Otherwise, the candidates will not be permitted to appear for the practical examinations. However, under genuine cases where the students, who could not submit the record note books, may be permitted to appear for the practical examinations, provided, the concerned Head of the Department from the institution of the candidate, certify that the candidate has performed the experiments prescribed for the course.

7. EVALUATION

The performance of a student in each course is evaluated in terms of percentage of marks/grades in the examination. Evaluation for each course shall be done by a Continuous Internal Assessment (CIA) by the concerned course teacher as well as by an end semester examination and will be consolidated at the end of the course. There will be only single external evaluation for both U.G. and P.G. programmes (as per AC Agenda Item No. 2010-78 dt 08.02.2010).

There will be double evaluation for the following Programmes:

- a) **M.Ed.**
- b) **M.Ed. Special education**

First valuation by the internal examiners and second valuation by the external examiners shall be done. The permitted difference between the first and the second valuations is 11 marks. If the difference is more than 11 marks, the script will be valued by the third examiner, and the marks awarded by the third examiner will be the final mark.

8. QUESTION PAPER PATTERN AND DURATION OF EXAMS:

Refer to:

Regular

- Appendix -I(a) - U.G., M.Ed., M.Ed., Special., B.Ed. and B.Ed.,Special,
Diploma & Certificate Courses
- Appendix - I(b) - P.G. and PG Diploma

Distance Education

- Appendix – II(a) - UG and PG
- Appendix – II(b) - Diploma

9. PASSING MINIMUM

(a) U.G. and Diploma

Particulars	Passing Minimum		Maximum Marks			
	CIA	ESE	CIA	ESE	Total	Over all Pass
Part I/ Part II/Major/ Ancillary	10 (40% of 25)	30 (40% of 75)	25	75	100	40%
Skill Enhancement Courses (SEC) and Non –Major Elective (NME), EVS, Value Education/Foundatio n Course	10 (40% of 25)	30 (40% of 75)	25	75	100	40%
Practical	10 (40% of 25)	30 (40% of 75)	25	75	100	40%
Major project	10 (40% of 25)	30 (40% of 75)	25	75	100	40%
Naan Mudhalvan	10 (40% of 25)	30 (40% of 75)	25	75	100	40%

(b) P.G. , M.Ed.,M.Ed.,Special.,B.Ed.and B.Ed.Special and PG Diploma

Particulars	Passing Minimum		Maximum Marks			
	CIA	ESE	CIA	ESE	Total	Over all Pass
Core/Elective	13 (50% of 25)	38 (50% of 75)	25	75	75	50%
SEC and NME	13 (50% of 25)	38 (50% of 75)	25	75	75	50%
Practical	13 (50% of 25)	38 (50% of 75)	25	75	75	50%
Mini Project / Internship	13 (50% of 25)	38 (50% of 75)	25	75	75	50%
Major Project	13 (50% of 25)	38 (50% of 75)	25	75	75	50%

(c) Certificate Programmes

Passing Minimum		Maximum Marks			Over all Pass
CIA	ESE	CIA	ESE	Total	
9 (35% of 25)	26 (35% of 75)	25	75	100	35%

10. FEE STRUCTURE

- a) For all Affiliated Colleges and University Departments / B.Ed.,/M.Ed., / B.Ed.,Spl.,

Refer Appendix – III

- b) Fees mentioned under various heads are subject to change. Hence, students are advised to get the latest rates from the examination section or through websites.

11. COURSE STRUCTURE

As per TANSCHÉ guidelines, common structures are followed for U.G. and P.G. programmes under CBCS with effect from 2023 and the Minimum credits to earn to complete the programmes are

U.G.	– 142
P.G.	– 91
M.Ed.	– 90
M.Ed.Spl.	– 90
B.Ed.	– 90
B.Ed.Spl.	– 90

U.G. PROGRAMME STRUCTURE

SEMESTER-I

Category	List of courses	Credits	No.of Hours
Part-1	Language-1	3	6
Part-2	Language-2	3	6
Part-3	Core-1:Theory	5	5
	Core-2:Theory/Practical (Depending on the discipline)	5	5
	Elective-1(Department Elective / Allied)	3	4
Part-4	Skill Enhancement Course (SEC-1)	2	2
Part-6	Foundation Course (Subject Based)	2	2
	Total	23	30

SEMESTER-II

Category	List of courses	Credits	No.of hours
Part-1	Language-1	3	6
Part-2	Language-2	3	6
Part-3	Core-3:Theory	5	5
	Core-4:Theory/Practical (Depending on the discipline)	5	5
	Elective-2 (Department Elective)	3	4
Part - 4	Skill Enhancement Course (SEC-2) – Soft Skills	2	2
	Naan Mudhalvan Course - 1	2	2
Part - 6	Skill Enhancement Course (SEC-3) – Subject Based (Additional Credits – 2)	Additional Credits	
	Total	23	30

SEMESTER-III

Category	List of courses	Credits	No.of hours
Part-1	Language-1	3	6
Part-2	Language-2	3	6
Part-3	Core-5:Theory	5	5
	Core-6:Theory/Practical (Depending on the discipline)	5	5
	Elective-3(Discipline Specific)	3	4
Part-4	Skill Enhancement Course (SEC-4)- Entrepreneurial Skills	1	2
	Naan Mudhalvan Course – 2	2	2
	Total	22	30

SEMESTER-IV

Category	List of courses	Credits	No.of hours
Part-1	Language-1	3	6
Part-2	Language-2	3	6
Part-3	Core-7:Theory	5	5
	Core-8:Theory/Practical (Depending on the discipline)	5	5
	Elective-4 (Department Elective)	3	3
Part-4	Skill Enhancement Course (SEC-5)	2	2
	Naan Mudhalvan Course - 3	2	2
	E.V.S	2	2
	Total	25	31

SEMESTER-V

Category	List of courses	Credits	No.of hours
Part-3	Core-9:Theory	4	5
	Core-10:Theory	4	5
	Core-11:Theory/Practical (Depending on the discipline)	4	5
	Core-12: Project with Viva	4	5
	Elective-5 (Department Elective)	3	3
	Elective-6	3	3
Part-4	Value Education	2	2
	Summer Internship / Industrial Training	2	-
	Naan Mudhalvan Course - 4	2	2
	Total	28	30

- Internship to be done during the summer Vacation. (This will be valued during the next semester)
- Internship/Industrial Activity – The students should submit a report of size 20 to 30 pages

SEMESTER-VI

Category	List of courses	Credits	No.of hours
Part-3	Core-13:Theory	4	6
	Core-14:Theory	4	6
	Core-15:Theory/Practical (Depending on the discipline)	4	6
	Elective-7	3	5
	Elective-8	3	5
Part-4	Extension Activity	1	-
	Naan Mudhalvan Course - 5	2	2
	Total	21	30

- The students should be sent to Summer Internship/Industrial Training during the vacation and the students should submit a report of size 20 to 40 pages.
- Minimum credits to pass: 142

**P.G. PROGRAMME STRUCTURE
SEMESTER-I**

List of courses	Credits	No.of hours
Core-1 :Theory	5	7
Core-2 :Theory	5	7
Core-3:Theory/Practical (Depending on the discipline)	5	6
Elective-1:Department Elective	3	5
Generic Course – 1: Women Empowerment	2	5
Total	20	30

SEMESTER-II

List of courses	Credits	No of hours
Core-4	5	6
Core-5	5	6
Core-6: Theory / Practical (Depending on the discipline)	4	5
Elective-2 (Department Elective)	3	5
Generic Course – 2: Cyber Security	3	4
NME–Skill Enhancement Course (SEC) - 1	2	4
Total	22	30

SEMESTER-III

List of courses	Credits	No.of hours
Core-7	5	6
Core-8	5	6
Core-9	5	6
Core-10:Theory/Practical(Depending on the discipline)	4	6
Elective-3	3	3
NME - Skill Enhancement Course (SEC) – 2	2	3
Internship/Industrial Activity	2	-
Total	26	30

- **Internship to be done during the summer Vacation. (This will be valued during the next semester)**
- **Internship/Industrial Activity – The students should submit a report of size 25 to 40 pages**

SEMESTER-IV

List of courses	Credits	No.of hours
Core-11	5	6
Core-12	5	6
Project with Viva-Voce	7	10
Elective-4 (Industry/Entrepreneurial)-25%Theory and 75% Practical (List to be prepared and included as part of Syllabus)	3	4
Skill Enhancement Course – 3: Professional Competency skill	2	4
Extension Activity	1	-
Total	23	30

- **Minimum Credits to Pass: 90**

MASTER OF EDUCATION

I SEMESTER

Course Title	Credits	Hours
Core I	4	6
Core II	4	6
Specialization I	4	5
Specialization II	4	5
Specialization III	4	5
Enhancement of Professional Capacity- EPC I	3	3
Total	23	30

II SEMESTER

Core III	4	6
Core IV	4	6
Specialization IV	4	5
Specialization V	4	5
Enhancement of Professional Capacity EPC-II	3	4
Enhancement of Professional Capacity EPC-III	3	4
Total	22	30

III SEMESTER

Core V	4	6
Core VI	4	6
Specialization VI	4	5
Specialization VII	4	5
Specialization VIII	4	5
Practical	3	3
Total	23	30

IV SEMESTER

Core VII	4	6
Specialization IX	4	5
Internship	4	-
Practical	2	4
Dissertation	4	15
Viva-voce	4	-
Total	22	30

- **Minimum Credits to Pass: 90**

MASTER OF EDUCATION IN SPECIAL EDUCATION

I SEMESTER

Course Title	Credits	Hours
Core I	4	5
Core II	4	5
Specialization I	4	5
Specialization II	4	5
Practical I	4	10
Total	20	30

II SEMESTER

Core III	4	5
CORE IV	4	5
Core V	4	4
Specialization III	4	5
Enhancement of Professional Capacities I	3	3
Practical II	4	8
Total	23	30

III SEMESTER

Core VI	4	5
Core VII	4	5
Elective Courses	4	5
Enhancement of Professional CapacitiesII	4	5
Enhancement of Professional CapacitiesIII	3	4
Practical III	4	6
Total	23	30

IV SEMESTER

Specialization IV	4	5
Dissertation	16	20
Practical IV	4	5
Total	24	30

Minimum Credits to Pass: 90

BACHELOR OF EDUCATION

I SEMESTER

Course Title	Credits	Hours
Core I	5	6
Core II	5	6
Level I	5	6
Elective I	4	6
Elective II	4	6
Total	23	30

II SEMESTER

Core III	5	6
Core IV	5	6
Level II	5	6
Elective III	4	6
Elective IV	4	6
Total	23	30

III SEMESTER

Internship	19	80 days
Managerial Skills/MOOCs	2	2
Total	21	-

IV SEMESTER

Core V	5	6
Core VI	5	6
Core VII	5	6
Elective V	4	6
Elective VI	4	6
Total	23	30

Minimum Credits to Pass: 90

BACHELOR OF EDUCATION (SPECIAL EDUCATION – INTELLECTUAL DISABILITY)

I SEMESTER

Course Title	Credits	Hours
Core I	4	5
Core I	4	5
Cross Disability and Inclusion - I	2	4
Cross Disability and Inclusion - II	4	4
Specialization I	4	5
Enhancement of Professional Capacities I	2	3
Practical - I Disability Specialization (Intellectual Disability) I	4	4
Total	24	30

II SEMESTER

Core III	4	5
Core IV	4	5
Core V:(ANY ONE)	4	5
Cross Disability & Inclusion III	2	3
Specialization II	4	5
Enhancement of Professional Capacities II	2	3
Practical II Teaching in General School	4	4
Total	24	30

III SEMESTER

Specialization - III	4	5
Specialization - IV	4	5
Specialization - V	2	4
Enhancement of Professional Capacities - III	2	3
Enhancement of Professional Capacities - IV	2	3
Practical III	8	10
Total	22	30

IV SEMESTER

Cross Disability& Inclusion - IV	2	4
Cross Disability & Inclusion - V	2	3
Specialization VI	2	4
Enhancement of Professional Capacities V	2	4
Practical IV	12	15
Total	20	30

Minimum Credits to Pass: 90

Center for Distance and Online Education (CDOE)

B.COM/BBA/B.A ENGLISH

SEMESTER	Course Title	Credits
I	PART - I TAMIL-I	3
	PART-II ENGLISH-II	3
	PAPER 1	4
	PAPER 2	4
II	PAPER 3	4
	PART - I TAMIL - II	3
	PART-II ENGLISH - II	3
	PAPER 4	4
III	PAPER 5	4
	PART - I TAMIL - III	3
	PART-II ENGLISH - III	3
	PAPER 6	4
IV	PAPER 7	4
	PAPER 8	4
	PART - I TAMIL - IV	3
	PART-II ENGLISH - IV	3
V	PAPER 9	4
	PAPER 10	4
	PAPER 11	4
	PAPER 12	4
VI	PAPER 13	4
	PAPER 14	4
	PAPER 15	4
	PAPER 16	4
	PAPER 17	4
	PAPER 18	4
TOTAL		96

B.A. HISTORY

SEMESTER	Course Title	Credits
I	PART - I TAMIL -I	3
	PART-II ENGLISH - II	3
	PAPER 1	4
	PAPER 2	4
II	PART - I TAMIL- II	3
	PART-II ENGLISH- II	3
	PAPER 3	4
	PAPER 4	4
III	PART - I TAMIL- III	3
	PART-II ENGLISH- III	3
	PAPER 5	4
	PAPER 6	4
IV	PART - I TAMIL- IV	3
	PART-II ENGLISH -IV	3
	PAPER 7	4
	PAPER 8	4
V	PAPER 9	4
	PAPER 10	4
	PAPER 11	4
	PAPER 12	4
	PAPER 13	4
VI	PAPER 14	4
	PAPER 15	4
	PAPER 16	4
	PAPER 17	4
	PAPER 18	4
TOTAL		96

B.A. TAMIL

SEMESTER	Course Title	Credits
I	PART - I TAMIL I	3
	PART-II ENGLISH I	3
	PAPER 1	4
	PAPER 2	4
	PAPER 3	4
II	PART - I TAMIL- II	3
	PART-II ENGLISH- II	3
	PAPER 4	4
	PAPER 5	4
	PAPER 6	4
III	PART - I TAMIL- III	3
	PART-II ENGLISH -III	3
	PAPER 7	4
	PAPER 8	4
	PAPER 9	4
IV	PART - I TAMIL -IV	3
	PART-II ENGLISH- IV	3
	PAPER 10	4
	PAPER 11	4
	PAPER 12	4
V	PAPER 13	3
	PAPER 14	3
	PAPER 15	3
	PAPER 16	3
VI	PAPER 17	4
	PAPER 18	4
	PAPER 19	4
TOTAL		96

M.A WOMEN STUDIES/HISTORY/ENGLISH/TAMIL

SEMESTER	Course Title	Credits
I	PAPER 1	4
	PAPER 2	4
	PAPER 3	4
	PAPER 4	4
II	PAPER 5	4
	PAPER 6	4
	PAPER 7	4
	PAPER 8	4
III	PAPER 9	4
	PAPER 10	4
	PAPER 11	4
	PAPER 12	4
IV	PAPER 13	4
	PAPER 14	4
	PAPER 15	4
	PAPER 16	4
TOTAL		64

12. CLASSIFICATION OF RESULTS

a. U.G. DEGREE PROGRAMME:

1. Passing Minimum: CIA: 40% ESE: 40% Total Marks: CIA+ESE - Minimum 40%
2. Minimum credits to be earned for three-year programme: 142 credits.

Part	Particulars	Credits
I	Tamil/Malayalam/Hindi/French	12
II	English	12
III	Core, Core Elective and Allied	92
IV	NME,SEC,EVS and VE	25
V	Extension Activities	1
VI	*Extra Credit Courses	-
	Total	142

3. Ranks are based on the performance in Part-III only.

4. Marks and Grades:

The following table gives the marks, grade points, letter grades and classification to indicate the performance of the candidate.

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

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	Absent

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

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

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for the i^{th} course in any semester

ESE = End Semester Examinations

CIA = Continuous Internal Assessment

P – Pass

RA – Re-appear

AAA – Absent

For the entire U.G. programme

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of Multiplication of grade points by the credits of the entire programme}}{\text{Sum of the Credits of the courses of the entire programme}}$$

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First Class – Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear

First Class Exemplary* & First Class with Distinction* - The candidates who have passed in the first appearance and within the prescribed semester of the U.G. Programme (Core, Elective, Non-Major Electives and Extra – Disciplinary courses alone) come under these two categories.

b. P. G . DEGREE PROGRAMME:

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

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
00-49	0.0	U	Re-appear
ABSENT	0.0	AAA	Absent

Passing Minimum: 50% of the Maximum in CIA & ESE as well as Total Separately.

For a Semester

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

GPA = $\frac{\text{Sum of the products of Credits and Grade Points in a Semester}}{\text{Sum of the Credits of the courses in a semester}}$

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for the i^{th} course in any semester

ESE = End Semester Examinations

CIA = Continuous Internal Assessment

P – Pass RA – Re-appear AAA – Absent

For the entire P.G. , M.Ed.,M.Ed.,Special.,B.Ed.and B.Ed.Special

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

CGPA = $\frac{\text{Sum of Multiplication of grade points by the credits of the entire programme}}{\text{Sum of the Credits of the courses of the entire programme}}$

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First Class – Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear

First Class with Exemplary* & First Class with Distinction* - The candidates who have passed in the first appearance and within the prescribed semester of the P.G. Programme (Core, Elective, Non -major, Electives and Extra – Disciplinary courses alone) come under these categories.

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
00-49	0.0	U	Re-appear
ABSENT	0.0	AAA	Absent

Passing Minimum: 50% in both internal and external separately

For a Semester

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

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

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for the i^{th} course in any semester

ESE = End Semester Examinations

CIA = Continuous Internal Assessment

P – Pass RA – Re-appear AAA – Absent *** - Not Secured Passing Minimum

13. GRACE MARKS

Maximum Marks: 5 (FIVE) as per AC Agenda item No. 2010-102, dated 23.08.2010 for all UG, PG, and PG Five Year Integrated programmes (Regular and Distance)

14. REVALUATION/INSTANT EXAMINATIONS

Revaluation

As per AC Agenda Item No. 2003-11 dt. 13.06.2003, Candidates may apply for revaluation, retotaling and transparency of valued answer scripts (i.e. photocopy of the answer script) as per the following guidelines and by paying the prescribed fees:

- 14.1. If a candidate needs the photo copy of the answer script, she should apply for the same using Form - A.
- 14.2. The transparency of answer scripts / direct revaluation (Form C) will be applicable only for a maximum of **four papers** in a sitting, irrespective of the number of papers appeared by the candidate for the particular examination under **Semester System** and **Non-Semester System**.
- 14.3. A student can also apply for Revaluation after receiving the Photo Copy of the paper (Form B) by paying the respective fee and a Letter forwarded by the concerned Course Teacher and the Head of the Department stating that the paper deserves revaluation, within 10 days from the date of receipt of photo copy of the answer scripts.
- 14.4. **Forms and Fee Structure are available in the University Website.**

See Appendix - III

S.No.	Forms	Fees
1.	FORM – A – photo copy of answer scripts	Rs.600/-
2.	FORM – B – for applying revaluation(after getting Photo copy).	UG – Rs.450/- PG – Rs.500/-
3.	FORM – C – for applying for Direct revaluation	UG – Rs.450/- PG – Rs.500/-

- 14.5. Candidates can apply for transparency of answer scripts / Direct revaluation directly to the University, within 15 days from the date of publication of the results.

14.6. The fee should be paid only through online. The fee once paid will not be refunded or adjusted for subsequent examinations under any circumstances.

Details for online payment is available in the University website:

motherteresawomenuniv.ac.in

14.7. The duly filled-in applications should be addressed to:

**THE CONTROLLER OF EXAMINATIONS, MOTHER TERESA WOMEN'S
UNIVERSITY, KODAIKANAL.**

14.8. Applications submitted after the specified last date will summarily be rejected.

14.9. Revaluation mark is final

Instant examinations

- Instant examinations are conducted for the final year UG, PG, and PG Five year Integrated Programme students on the receipt of their application along with the fee receipt.
- For UG students, only those who are having a maximum of two arrears in any semester are eligible to apply for it by paying the fee Rs. 1000/- (per paper).
- For PG students, only those who are having only one arrear in the final semester examination are eligible to apply for it by paying the fee Rs. 1000/-.
- Instant Examinations shall be conducted within a month from the date of publication of results and the results of instant examination are published at the earliest.

15. RE-TOTALING

15.1. Candidates (both U.G. and P.G.) can apply for re-totaling within 10 days from the date of publication of results by paying the required Fee (Rs.200/- per paper).

15.2. Name corrections/ Spelling corrections, if any, may be carried out in the University website through Online portal, before the allotment of Register Number in the I Semester.

15.3. Any Correction in the Grade Sheet/Consolidated Marks Statements/Degree Certificates must be sent to the Controller's office within 15 days from the date of issuing the certificates. If not, the student has to pay a fees of Rs.400/- for each certificate.

16. PROCEDURE FOR OBTAINING DUPLICATE CERTIFICATE

Students who have lost their original Mark Statement / Degree Certificate may apply for Duplicate on submission of the photo copy of the any of the following documents, along with the proof of the online payment, to **The Controller of Examinations, Mother Teresa Women's University, Kodaikanal.**

- a. Aadhar Card
- b. Driving License
- c. Voter's ID
- d. Certificate issued by the Police Department

Amount to be paid through Online, under the following categories:

Category	Amount
Statement of Marks / Grade Sheets (For each semester / year)	Rs.1600/-
Consolidated Statement of Marks / Grade Sheets	Rs.1600/-
Degree Certificate	Rs.2200/-

17. PROCEDURE FOR OBTAINING GENUINNESS CERTIFICATE

Form and Fee Details Appendix -V

CONDUCT OF EXAMINATIONS

18. INSTRUCTIONS TO CHIEF SUPERINTENDENTS

- i) No seal of any kind, particularly seals such as A, B, C, D etc. should be given in the answer sheets without prior approval of the Controller of Examinations.
- ii) The forenoon examination session commences at 10.00 a.m. and the afternoon session commences at 2.00 p.m. Persons not connected to the examination hall should strictly not be allowed inside the exam halls.
- iii) Before opening the Question Paper Packets, Code Numbers and date of Examination of particular courses for which the examination to be conducted on the day should be verified
- iv) The Invigilators should check the number of Question Papers and Answer Books in front of the Chief Superintendent, in advance before the commencement of the exams.

- v) The Invigilators should be specifically informed to verify whether the candidates write their Register Number at the appropriate place in the answer script, exactly and legibly without overwriting as given in the Hall Ticket.
- vi) The Invigilators should sign in the first page of the Answer Script in the specific place provided, after thoroughly verifying the students' information.
- vii) The Invigilators must be given clear instructions to confirm, if all the answer scripts are collected in time from all the candidates.
- viii) Chief Superintendents should ensure that the unused Question Papers and Answer Books are collected from the Invigilators immediately after 30 minutes, from the commencement of the examination. No candidate is permitted to enter the hall, after 30 minutes of the commencement of the examination.
- ix) There will be one Invigilator for a group of 25 candidates and part thereof.
- x) No person whose dependent is a candidate for this examination should, in any way, be associated with the conduct of the examination.
- xi) Seating arrangement should be completed a day before the commencement of the examinations. Seating arrangement should be done in such a way that sufficient space is provided. Proper care must be taken that students belonging to the same subject not be seated together. The hall/room should be kept clean without any unnecessary things scattered on the floor.
- xii) Water facility should be made available to the candidates in the examination rooms.
- xiii) The Invigilator should be informed that the signature of the candidate should be obtained in the attendance sheet prescribed and the identity of the student should be checked with the photograph pasted on her Hall Ticket.
- xiv) No candidate should be allowed to write her Register Number on any other page of her answer script.
- xv) The blind candidate will be given 30 minutes extra time for each paper and for such candidates, the scribe may be arranged by the respective Colleges/University Departments if needed.
- xvi) If any candidate is found using unfair means in the examination, a report about the same and the incriminating materials, if any, recovered from the candidate should be forwarded to the Controller of Examinations along with the statement duly signed by the candidate and countersigned by the Invigilator.

- xvii) The Chief Superintendent of the Examination should not leave the examination venue till the conclusion of the examination and completion of sealing and safe deposit of the answer scripts, packets and other documents.
- xviii) All the answer scripts for each subject should be packed separately and extra care should be taken to arrange the papers inside the packet neatly in the ascending order of the Register Numbers exactly as indicated in the foil card.
- xix) All the Attendance sheets signed by the invigilators and the Chief Superintendents should be submitted to the office of the Controller of Examinations on completion of that particular semester examination.
- xx) A copy of the question paper should be kept along with the answer scripts. This is mandatory.
- xxi) The invigilators and the students should not carry the mobile phones inside the examination halls.
- xxii) **Practical/ Viva-Voce Examinations**
 - a. Affiliated Colleges**
 - For Affiliated Colleges, the examiners are appointed by the Controller of Examinations from among the staff of affiliated colleges for UG Programmes.
 - For PG Programmes in affiliated colleges, the examiners may be called from nearby Autonomous colleges in the rank of Associate Professor.
 - b. University Departments**
 - For Conducting practical/viva-voce examinations in University Departments, the Controller of Examinations shall select the examiner from the three members panel received from the head of the Department.
 - The panel of examiners may consist of Professor/ Associate Professor from other Universities/ Autonomous Colleges.
- xxiii) The Programme (such as Cost Design, MBA, Visual Communication) for which, Associate Professors are not available, Assistant Professors may be called.
- xxiv) The panel of Examiners for practical/Viva-Voce Examinations shall be changed once in every consecutive two semesters.

19. INSTRUCTIONS TO INVIGILATORS

- a. The forenoon session of examination commences at 10.00 a.m. and the afternoon session commences at 2.00 p.m.
- b. The invigilator should strictly reach the hall by 9.45 a.m. / 1.45 p.m. along with the question papers and answer scripts.
- c. The answer scripts should be distributed to the students at 9.50 a.m. /1.50 p.m. so as to allow the candidates to fill in all the information in the answer script.
- d. The question paper should strictly be distributed to the candidates at 10.00 a.m./ 2.00 p.m.
- e. No candidate will be allowed to enter the room after 10.30 a.m. / 2.30 p.m. and allowed to leave the room before 10.30 a.m. / 2.30 p.m.
- f. The invigilator should instruct the candidates to instruct
 - i) Check the answer books before making any marks on the paper, are not defective and if so, to secure another copy from the Invigilator retuning the defective one.
 - ii) Check the question paper with reference to page numbers, code number / subject code and title of the paper.
 - iii) Check if the Register Number is correctly written on the answer script as exactly given in the Hall ticket, and shading of register numbers is done correctly by the candidate in the appropriate place without overwriting.

Note: The candidates should write or shade only the register number given to them. Writing the register number of other students will be treated as malpractice by the students.
- g. The Invigilator should not collect the answer scripts from the candidates at the end of the examination without verifying the Register number written by them.
- h. Invigilators should not use mobile phone inside the hall.
- i. The Hall Ticket of each candidate should be checked with her photograph pasted and the signature signed in the attendance sheet.
- j. The discrepancy in the Register Number / Signature of the candidate, if detected, should be informed immediately to the Chief Superintendent.
- k. In case a candidate is found using unfair means in the examination, the matter should be reported to the Chief Superintendent immediately.

- l. No candidate should be allowed to bring cellular (mobile, satellite phone, pager etc.) inside the examination hall.
- m. No candidate should be allowed to have tea / refreshment in the examination hall / room.
- n. No candidate should be allowed to write any matter on the question paper.
- o. Only after carefully verifying the Register number, title of the paper, subject code and date written by the candidate, the Invigilator should sign the answer script.
- p. No candidate should be allowed to take the answer script or any other material out of the examination hall / room. The answer scripts should be collected immediately after the examination is over. Candidates are not allowed to leave the examination hall during the last 10 minutes of the examination.
- q. The visually challenged candidate will be given extra 30 minutes time for each paper.
- r. The Invigilators must count the answer scripts and cross check them once again with the attendance of the candidates before leaving the examination hall / room. These must be handed over to the Chief Superintendent after proper checking in her office.
- s. Special care should be taken while entering attendance of the candidates in the attendance sheet.

20. RULES RELATING TO MALPRACTICE

a. Threatening the hall Superintendent / Examiners

For the students involved in threatening the invigilator or insubordinate behavior based on the reports from the Chief Superintendent, Hall Superintendent

Punishment:

Cancel the examination of all the subjects registered for that session and debar for two subsequent examinations.

b. Possession of materials relating to the examination and copying

- i. Either found in possession of incriminating material related to the subject of the examination concerned or found copying there from or copying from nearby students or inter-changing of answer scripts.

Punishment :

Cancel the examination taken in the particular semester.

- ii. If the malpractice as above is repeated for the second time or more.

Punishment :

Cancel the examination of all subjects registered for that session and debar for one subsequent examination to be appeared.

For writing some other candidate's register number in the main answer paper.

Punishment :

Cancel the examinations taken in all subjects taken during that particular semester.

- iii. For insertion of pre-written answer papers

Punishment:

Examinations in all subjects of the semester are cancelled. Debarred for the next two examinations. Permitted to appear for the subsequent examination.

c. Violent behaviour in the Examination Hall

For assaulting the invigilator / Chief Superintendent / any Co-examiner

Punishment:

Cancel the examination of all the subjects registered for that session and debar for next four examinations. Moreover, relevant action should be initiated if an outsider is involved.

d. Impersonation, tampering with hall tickets etc.

Cases of impersonation

Punishment:

Cancel the examinations of all the subjects registered for that session and debar for subsequent four examinations. Moreover, relevant action should be initiated if an outsider is involved.

e. Mass copying

i. In the Single Hall:

Punishment:

1. **Cancel the relevant examination taken by the students of that hall.**
2. **Debar the concerned Hall Superintendent/invigilators and others involved directly or indirectly from the examination work such as Invigilation, Question paper setting, Valuation, etc., for the next three years.**

ii. In the Entire Centre

Punishment:

Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and others involved directly or indirectly from the examination work such as Invigilation, Question paper setting, Valuation, etc., for the next examinations, cancel the examinations and cancel the examination center for two years.

21. SCRIBE ASSISTANCE

Blind Candidates are permitted to engage assistants to write the examinations. The remuneration for Scribe Assistant is Rs.300/- per examinations (duration 3½ hours) as per G.O(Ms). No.21 dated 23.03.2015 issued by welfare of Differently Abled Persons(DAP3) Department. Exemption for examination fee.

22. RULES FOR OBTAINING GENUINENESS CERTIFICATE:

1. **Application Form and Instructions (See Appendix V).**

VALUATION OF PAPERS

23. RULES AND REGULATIONS OF CENTRAL VALUATION

Central Valuation will be conducted at the end of each semester exam for

- All Programmes of the Arts and Science Colleges, affiliated to Mother Teresa Women's University,
- All Programmes offered by the University Departments and
- B.Ed. Programme of the Constituent College of Mother Teresa Women's University.

The Central Valuation will normally be for 7 to 10 days in the Mother Teresa Women's University Research and Extension Centre, Keelakuyilkudi, Madurai. The Central Valuation will be extended by the CoE by two or three days depending upon the number of answer scripts. There will be **NO CENTRAL VALUATION ON SUNDAYS AND NATIONAL / STATE HOLIDAYS**. Central Valuation will be conducted between **10.00A.M. and 5.00P.M.**

For each Programme, generally there will be one Chief Examiner and four Additional Examiners. An Additional Chief Examiner will be appointed for each Programme if the answer scripts are above 1000. For answer scripts exceeding number 3000, a **Chair** will be appointed. As per the requirement, additional examiners will be appointed.

CHIEF EXAMINERS

22.1. Senior most faculty will be the Chief Examiner of each programme.

Further, the college from which the Chief Examiner comes, should offer the respective programme.

22.2. A meeting of all Chief Examiners will be held one hour before the commencement of the Central Valuation.

22.3. Chief Examiner of each programme should first hold a meeting with all the additional examiners and arrive at a consensus relating to:

- a) Relevant key answers to questions
- b) Distribution of marks – question wise(max/.min.)
- c) Moderation (if out of syllabus, incomplete questions etc.,)

22.4. Only if there is a need, the Scheme of Valuation may be prepared by the Chief Examiner / Additional Examiners for which remuneration may be claimed. This is advocated mainly for subjects like Mathematics, Physics, Chemistry, Computer Science and Accountancy.

- 22.5. Answer scripts may be collected and returned to the respective counters which will be opened between 10.00 A.M. and 5.00 P.M. except during the **Lunch Break : 1.00P.M. - 2.00P.M)**.
- 22.6. Chief Examiners will have to check at least 50% of the answer scripts evaluated by the additional examiners.
- 22.7. Chief Examiners should ensure that there is no overwriting of marks in the answer scripts / foil cards
- 22.8. Chief Examiners may value a maximum of one packet of answer scripts per day i.e. 20 answer scripts.
- 22.9. There should be perfect co-ordination between the Chief and Additional Examiners. In case of any difference of opinion, it should be brought to the notice of the CoE who will resolve the problem.
- 22.10. In case the Chief Examiner is not able to attend the Central Valuation work they should inform the CoE in writing and should also make alternate arrangement for a substitute. Failure to do so will result not only in the cancellation of their name in the list but also they will not be called for the subsequent Central Valuations. Under such situation, the CoE may select another person as the Chief Examiner.
- 22.11. Use of Mobile Phones are strictly prohibited in the Central Valuation Hall.

ADDITIONAL EXAMINERS

- 22.12. Additional examiners will be drawn from the affiliated colleges where the course is offered. The Examiners should have minimum 2 years of experience.
- 22.13. Answer scripts may be collected and returned to the respective counters which will be opened between 10.00 A.M and 5.00 P.M except during the lunch break.
Lunch Break : 1.00P.M. -2.00P.M .
- 22.14. The maximum answer scripts for additional examiners per session will be 25 for U.G, 20 for P.G.
- 22.15. Additional Examiners without any bias and prejudice should value the answer scripts and should strictly avoid over writing of marks.
- 22.16. Additional Examiners should co-operate with the Chief Examiner in the evaluation work.

24. REMUNERATION

a. CHAIR PERSON :

- Chair person remuneration will be calculated as:
50% of maximum number of scripts allocated to chief x 12/2

b. CHIEF EXAMINERS:

- a. Rs.12 /- per answer script for U.G..(Ceiling 20 answer scripts per day - self).
- b. Rs.15 /- per answer script for P.G.. (Ceiling 20 answer scripts per day - self).
- c. 50% of answer scripts valued by all Additional Examiners / 2 x (Rs.12 in case of U.G.) and Honorarium of Rs.125/- per day.

c. ADDITIONAL EXAMINERS

- a. Rs.12/- per answer script for U.G. (Ceiling 50 answer scripts per day).
- b. Rs.15/- per answer script for P.G. (Ceiling 40 answer scripts per day).

- d. **PENALTY:** Malpractices and unnecessary trouble created at the Central Valuation may result in **DEBARRING** of the Examiner from evaluation work for **Three Years**.

25. REMUNERATION DETAILS FOR THE CONDUCT OF THEORY EXAMINATIONS AND CENTRAL VALUATION

FC Agenda item Nos. F2018:14 & F2018:15 dated 30.08.2018 (See Appendix VI)

26. WITHHOLDING OF RESULTS

1. Results will be withheld for students who have not paid their course fee, Vehicle fee, Hostel fee etc.
2. For whom the internal assessment marks have not been received from the College / University Department / Directorate of Distance Education.
3. For any Malpractice.

27. CONVOCATION :

Degree Certificates of all regular Programmes of affiliated colleges may be received in Absentia only. Degree Certificates of affiliated colleges and autonomous colleges will be sent to the concerned colleges after the annual convocation of the University. Degree Certificates of all Programmes of P.G. Departments of this University may be received in Person/Absentia.

a. Fee Details for Convocation

Programmes	Amount in Rs
Ph.D	1500/-
M.Phil	850/-
P.G/M.Ed/M.Ed.Special Education	850/-
U.G/B.Ed./B.Ed.Special Education	400/-
PG Diploma/ Diploma / Certificate	250/-

a. Submission of Convocation Application Form:

Refer to Appendix VII for a copy of the convocation form. **Form can be downloaded from the website**

28. CONTACT ADDRESS AND NUMBER

Address:

The Controller of Examinations
Mother Teresa Women's University
Kodaikanal.

Contact No:

- 04542-240895

Website:

- <https://motherteresawomenuniv.ac.in/mwu/examination>

Appendix I(a)

**UG/M.Ed./M.Ed. Special Education/B.Ed./B.Ed.Special Education
DEGREE EXAMINATIONS**

TOTAL MARKS : 75

Time 3 hours

PART – A (10X 1=10 MARKS)

I. ANSWER THE FOLLOWING OBJECTIVE QUESTIONS BY CHOOSING THE CORRECT OPTION

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

(Two Questions from each unit)

PART – B (5X4=20 MARKS)

II. ANSWER ALL THE QUESTIONS IN NOT MORE THAN 200 WORDS EACH.

11. a) (OR) b)
12. a) (OR) b)
13. a) (OR) b)
14. a) (OR) b)
15. a) (OR) b)

PART – C (3X15=45 MARKS)

III. ANSWER ANY THREE QUESTIONS IN NOT MORE THAN 1500 WORDS EACH.

- 16.
- 17.
- 18.
- 19.
- 20.

GUIDELINES FOR QUESTION PAPER SETTING

***Questions should be set as per Blooms Taxonomy.**

Part A. (1-10): Two questions from each unit must be taken and the question should not contain – All the above and None of the above as one of the Options.

Part B. (11-15) :

- Two Questions from each Unit must be taken.
- Two questions must be in Analytical Level
- Two questions must be in Understanding Level
- Two questions must be in Application Oriented
- Two questions must be in Evaluating Level
- Two questions must be in Knowledge / Remember Level

Part C (16-20) : All the five questions must be in Analytical/Understanding/
Application/Evaluating/Knowledge Level.

The Softcopy of the question paper should be sent to exammtwu@gmail.com only.

Appendix I(b)
PG/PG Diploma/Diploma/Certificate
DEGREE EXAMINATIONS

TOTAL MARKS : 75

Time 3 hours

PART – A (10X 2=20 MARKS)

I. ANSWER ALL THE QUESTIONS (One or two sentences each or 30 words each)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

(Two Questions from each unit)

PART – B (5X5=25 MARKS)

II. ANSWER ALL THE QUESTIONS IN NOT MORE THAN 200 WORDS EACH.

11. a) (OR) b)
12. a) (OR) b)
13. a) (OR) b)
14. a) (OR) b)
15. a) (OR) b)

PART – C (3X10=30 MARKS)

III. ANSWER ANY THREE QUESTIONS IN NOT MORE THAN 1500 WORDS EACH

- 16.
- 17.
- 18.
- 19.
- 20.

GUIDELILNES FOR QUESTION PAPER SETTING

***Questions should be set as per Blooms Taxonomy.**

Part A. (1-10) :Two questions from each unit must be taken.

Part B. (11-15):

- Two Questions from each Unit must be taken.
- Two questions must be in Analytical Level
- Two questions must be in Understanding Level
- Two questions must be in Application Oriented
- Two questions must be in Evaluating Level
- Two questions must be in Knowledge / Remember Level

Part C (16-20): All the five questions must be in Analytical/Understanding/Application/
Evaluating/ Knowledge Level.

The Softcopy of the question paper should be sent to exammtwu@gmail.com only.

Appendix II(a)

**MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL
CENTRE FOR DISTANCE AND ONLINE EDUCATION
UG / PG DEGREE EXAMINATIONS**

TOTAL MARKS : 75

Time 3 hours

PART – A (5X 2=10MARKS)

I. ANSWER ALL THE QUESTIONS (One question from each unit)

- 1.
- 2.
- 3.
- 4.
- 5.

PART – B (5X4=20 MARKS)

II. ANSWER ANY FIVE QUESTIONS. (At least one questions from each unit)

- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

PART – C (3X15=45 MARKS)

III. ANSWER ALL THE QUESTIONS. (One question from each unit)

13. a) (OR) b)
14. a) (OR) b)
15. a) (OR) b)

GUIDELILNES FOR QUESTION PAPER SETTING

***Questions should be set as per Blooms Taxonomy.**

Part A. (1-5) : One question from each unit must be taken.

Part B. (6-12):

- One Question from each Unit must be taken.
- One question must be in Analytical Level
- One question must be in Understanding Level
- One question must be in Application Oriented
- One question must be in Evaluating Level
- Two questions must be in Knowledge / Remember Level

Part C. (13-15): All the three questions must be in Analytical/Understanding/
Application/ Evaluating/ Knowledge Level

The Softcopy of the question paper should be sent to exammtwu@gmail.com only.

Appendix II(b)

**MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL
CENTRE FOR DISTANCE AND ONLINE EDUCATION
DIPLOMA EXAMINATIONS**

TOTAL MARKS : 75

Time 3 hours

PART – A

(10X 2=20MARKS)

I. ANSWER ALL THE QUESTIONS (Two questions from each unit)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

PART – B

(5X5=25 MARKS)

II. ANSWER ANY FIVE QUESTIONS. (Two questions from each unit)

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

PART – C

(3X10=30 MARKS)

III. ANSWER ANY THREE QUESTIONS. (One question from each unit)

- 21.
- 22.
- 23.
- 24.
- 25.

GUIDELINES FOR QUESTION PAPER SETTING

***Questions should be set as per Blooms Taxonomy.**

Part A. (1-10) :Two questions from each unit must be taken.

Part B. (11-20):

- Two Questions from each Unit must be taken.
- Two questions must be in Analytical Level
- Two questions must be in Understanding Level
- Two questions must be in Application Oriented
- Two questions must be in Evaluating Level
- Two questions must be in Knowledge / Remember Level

Part C (21-25): All the five questions must be in Analytical/Understanding/Application/
Evaluating/ Knowledge Level.

The Softcopy of the question paper should be sent to exammtwu@gmail.com only.

Appendix III

UG Programmes

Particular	Amount
Theory per paper	125
Per Practical	200
Project/ Viva-voce (if applicable)	150
Application Fee	100
Mark Sheet	200
Consolidated Mark Sheet	650
Provisional Certificate	350
Revaluation per paper	450
Degree	400
Re-Total	200
Rank Certificate	350
Attendance Condonation fees 65% - 75%	400
Postal Charge* (if applicable)	150
Penalty for late payment of Examination Fees	225

M.A./M.Sc./M.Com

Particular	Amount
Theory per paper	175
Per Practical	250
Project/ Viva-voce (if applicable)	300
Application Fee	100
Mark Sheet	200
Consolidated Mark Sheet	650
Provisional Certificate	350
Revaluation per paper	500
Degree	850
Re-Total	200
Rank Certificate	350
Attendance Condonation fees 65% - 75%	500
Postal Charge* (if applicable)	150
Penalty for late payment of Examination Fees	225

M.C.A./M.B.A.

Particular	Amount
Theory per paper	325
Per Practical	350
Project/ Viva-voce (if applicable)	500
Application Fee	100
Mark Sheet	200
Consolidated Mark Sheet	650
Provisional Certificate	350
Revaluation per paper	500
Degree	850
Re-Total	200
Rank Certificate	350
Attendance Condonation fees 65% - 75%	500
Postal Charge* (if applicable)	150
Penalty for late payment of Examination Fees	225

Ph.D.

Particular	Proposed Fee
Provisional Certificate	300
Degree	1500
Postal Charge* (if applicable)	150
Penalty for late payment of Examination Fees	225

B.Ed./B.Ed. Special Education

Particular	Amount
Theory per paper	250
Per Practical	350
Application Fee	100
Mark Sheet	125
Consolidated Mark Sheet	625
Provisional Certificate	325
Degree	400
Re-Total	200
Rank Certificate	350
Postal Charge* (if applicable)	150
Penalty for late payment of Examination Fees	225

M.Ed./M.Ed. Special Education

Particular	Amount
Theory per paper	300
Per Practical	300
Project/ Viva-voce (if applicable)	600
Application Fee	100
Mark Sheet	125
Consolidated Mark Sheet	625
Provisional Certificate	325
Degree	850
Re-Total	200
Rank Certificate	350
Postal Charge* (if applicable)	150
Penalty for late payment of Examination Fees	225

Diploma/PG Diploma

Particular	Amount
Theory per paper	175
Per Practical	275
Project/ Viva-voce (if applicable)	275
Application Fee	100
Mark Sheet	125
Consolidated Mark Sheet	625
Provisional Certificate	325
Degree	250
Postal Charge* (if applicable)	150
Penalty for late payment of Examination Fees	225

Certificate Programme

Particular	Amount
Theory per paper	125
Per Practical	200
Project/ Viva-voce (if applicable)	225
Application Fee	100
Mark Sheet	125
Consolidated Mark Sheet	625
Provisional Certificate	325
Degree	250
Postal Charge* (if applicable)	150
Penalty for late payment of Examination Fees	225

CDOE Fee Structure

UG Programme

Particular	Amount
Theory per paper	125
Per Practical	150
Project/ Viva-voce (if applicable)	150
Application Fee	100
Mark Sheet	200
Consolidated Mark Sheet	600
Provisional Certificate	150
Revaluation per paper	500
Degree	400
Postal Charge* (if applicable)	200

M.A./M.Sc./M.Com.

Particular	Amount
Theory per paper	250
Per Practical	250
Project/ Viva-voce (if applicable)	400
Application Fee	100
Mark Sheet	200
Consolidated Mark Sheet	600
Provisional Certificate	150
Revaluation per paper	500
Degree	850
Postal Charge* (if applicable)	200

M.C.A./M.B.A

Particular	Amount
Theory per paper	300
Per Practical	350
Project/ Viva-voce (if applicable)	400
Application Fee	100
Mark Sheet	200
Consolidated Mark Sheet	600
Provisional Certificate	150
Revaluation per paper	500
Degree	850
Postal Charge* (if applicable)	200

B.Ed.

Particular	Amount
Theory per paper	250
Per Practical	350
Application Fee	100
Mark Sheet	200
Consolidated Mark Sheet	600
ProvisionalCertificate	350
Revaluation per paper	500
Degree	400
Postal Charge* (if applicable)	200

Diploma /PG Diploma

Particular	Amount
Theory per paper	225
Per Practical	225
Project/ Viva-voce (if applicable)	150
Application Fee	100
Mark Sheet	200
Consolidated Mark Sheet	600
ProvisionalCertificate	125
Degree	250
Postal Charge* (if applicable)	200

Certificate Programme

Particular	Amount
Theory per paper	175
Per Practical	175
Application Fee	100
Mark Sheet	200
Consolidated Mark Sheet	600
ProvisionalCertificate	125
Degree	250
Postal Charge* (if applicable)	200

Common Fees

Particular	Amount
Transcript - Per Copy (Including Postal Charges)	3000
Transcript - Per Copy (Including Postal Charges)- Abroad	50 US Dollar
Transparency / Photocopy	600
Instant Examination (Per Paper)	1000
Certificate Correction (Per Certificate)	400
Duplicate Mark Sheet	1600
Duplicate Degree Certificate	2200
Change of Centre fees * Only for DDE	200
Search Fee	
1. With in Five Years	1000
2. Six-Ten Years	2000
3. Above Ten Years	5000

Additional Paper fee details

For Internship /Extension activities, the students have to pay the fee which is applicable to practical examinations.

Appendix IV(a)

FORM “A”

Mother Teresa Women’s University, Kodaikanal
Application Form for Obtaining photo copy of Valued Answer Scripts

(to be filled in by the Candidate)

1. Name of the applicant :
2. Register Number :
3. Course and Branch :
4. Month and year of Examination :
5. Name of the College/University Dept.
and Centre :
6. Title of the paper and subject code
for which valued answer script is
required. :

Title of the Paper	Subject Code

7. Semester Number :
8. Residential Address with contact No. :
9. Particulars of fee paid
- a .Amount :
- b .Reference Number :
- c .Date of Payment :

Date:

Signature of the College
Principal / Head of the
Department with seal

Signature of the Candidate

Instruction:

The filled in application along with the online fee receipt should be submitted to the Controller of Examinations, MTWU, Kodaikanal.

Appendix – IV(b)

FORM “B”

Mother Teresa Women’s University, Kodaikanal

Application Form for Revaluation after Transparency (After receipt of photo copy of Valued Answer Scripts)

(to be filled in by the Candidate)

1. Name of the applicant :

2. Register Number :

3. Course and Branch :

4. Month and year of Examination :

5. Name of the College/University Dept.
Study Centre :

6. Title of the paper and subject code
for which valued answer scripts is
required. :

Title of the Paper	Subject Code

7. Semester Number :

8. Residential Address with contact No. :

9. Date of receipt of photo copy of the
answer scripts :

10. Particulars of fee paid

a. Amount :

b. Reference Number :

c. Date of Payment :

Signature of the College
Principal / Head of the
Department with seal

Signature of the Candidate

Instruction:

The filled in application along with the online fee receipt should be submitted to the Controller of Examinations, MTWU, Kodaikanal.

Appendix – IV(c)

FORM “C”

Mother Teresa Women’s University, Kodaikanal

Application Form for Direct Revaluation

(to be filled in by the Candidate)

1. Name of the applicant :

2. Register Number :

3. Course and Branch :

4. Month and year of Examination :

5. Name of the College/Centre Code
for DDE :

6. Name of the Paper(s) with subject
Code :

7. Semester Number :

10. Particulars of fee paid

a.Amount :

b.Reference Number :

c.Date of Payment :

Date:

College Principal Signature
/Head of the Dept. with seal

Instruction:

The filled in application along with the online fee receipt should be submitted to the Controller of Examinations, MTWU, Kodaikanal.

Appendix – V

Application for Obtaining Genuineness Certificate

1.	Name of the Student				
2.	Description of the certificates to be verified (please specify)	Photo copy of the Consolidated Statement of Marks/Degree certificate to be enclosed.			
3.	Name of the Degree (Please specify)	U.G.	P.G.	M.Phil	Others
4.	Name of the College / D.D.E/Subject Code				
5.	Register Number				
6.	Month and Year of Passing				
7.	Name and address of the Employer				
8.	Address to which the certificate is to be sent				
9.	Fee Remittance Particulars				
	Online Payment E-Receipt				
	Date of Payment				
	Reference No.				
	Amount paid in Rs.				

Instructions:

It is informed that the following guidelines should be strictly followed while seeking verification of the certificates issued by this University.

1. Along with the Application Form, the fee (if Applicable) given below should be remitted to the University through Online Payment. Copy of the E-Receipts should be enclosed towards the verification and issue of Genuineness Certificate (for each programme) issued by this University.

FEE FOR OBTAINING GENUINENESS CERTIFICATE

Sl.No.	Category of Organisations	Fee in Rs.
1.	Government Organizations/Government Aided in India	At free of cost
2.	Private Companies in India	2500/- for each Programme (i.e. Course)
3.	Foreign Country	5000/-

2. The agency/organization which sends the request is expected to send the photocopy of the final Consolidated Statement of Marks or Provisional Certificate. If the Convocation Degree Certificate is sent to this office, the name of the college in which the candidate pursued the course with examination Register Number should be furnished.
3. The Agencies/Organizations are requested to submit a separate application for each degree (if there is a need to verify more than one degree of a candidate).
4. The filled in applications along with the fee (if applicable) should be sent to **The Controller of Examinations. Mother Teresa Women's University, payable at Kodaikanal.**

APPENDIX - VI

**MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL.**

EXAMINATION SECTION

REVISED REMUNERATION DETAILS

(as per TANSCH 2014 onwards)

Sl.No	Details	Rs.
A.	CONDUCT OF THEORY EXAMINATIONS	
1.	Chief Superintendent (per session)	250/-
2.	Hall Superintendent (per session)	150/-
3.	D.A for External Hall Superintendent	100/-
4.	University representative (per session)	200/-
5.	Clerical Staff for every 100 candidates (Theory & Practical) - per day	60/-
6.	Typist for every 100 candidates – per session	50/-
7.	Watchman for every 300 candidates – per session	50/-
8.	Attenders – for every 50 candidates - per session	50/-
9.	General arrangements for every 100 candidates of the examinations	100/-
10.	Sealing pasting, bundling – per cover	3.00/-
11.	Sweeper – for every 300 candidates – per day	50/-
12.	Scavenger – per day	50/-

B.	CONDUCT OF PRACTICAL EXAMINATION	Rs.
1.	Honorarium to co-ordinator (per session Rs.100 subject to maximum of Rs. 500) for entire period of practical examinations	500/-
2.	Question paper setting for U.G./P.G. Courses a. Per set equally divided (More than one set)	120/-
	b. Per set equally divided (More than one set)	100/-
3.	Examiners Remuneration (Including preparation, evaluation and record) per candidate	
a	U.G. (3 hours)	5/- (per hr.)
b	U.G. (More than 3 hours)	
c	P.G. (3 hours)	10/- (per hr.)
d	P.G. (More than 3 hours)	
4.	Skilled Assistance Remuneration	
a	U.G. (3 hours)	4/- (per hr.)
b	U.G. (More than 3 hours)	
c	P.G. (3 hours)	5/- (per hr.)
d	P.G. (More than 3 hours)	
5.	Project/Dissertation valuation per candidate /per examiner	
a	U.G. Course (including computer and corporate)	30/-
b	P.G. Courses	50/-
c	M.Phil.	200/-
d	Ph.D. (Indian)	1000/-
e	Ph.D. (Foreign)	\$100
6.	Viva-voce per candidate/per examination	
a	U.G.	2/-
b	P.G.	5/-
c	M.Phil. Dissertation evaluation	100/-
d	Ph.D.	750/-
7.	Lab Assistant per session	50/-
8.	Store Keeper / Museum Keeper, Herbarium Keeper – per session	50/-

9.	Purchase/Collection of specimen per candidate	
a.	Specialised Home Science subjects	20/-
b.	Life Science subjects	20/-
c.	Programmer	9/-
C	CONDUCT OF CENTRAL VALUATION	`
1.	U.G. per script (25 per session)	12/-
2.	P.G. per script (20 per session)	15/-
3.	M.Phil per script	25/-
4.	Minimum payable (U.G. & P.G.)	100/-
5.	Chairman fee (Passing Board / Valuation Board etc.)	250/-
6.	Camp Officer Remuneration per day	500/-
7.	Additional Camp officer Remuneration per day (if strength exceeds 125 examiners)	400/-
8.	Waterman, Scavenger, Sweeper and Watchman – each per day	100/-
D	QUESTION PAPER SETTING	
1.	U.G. (All Courses)	500/-
2.	P.G. (All Courses)	700/-
3.	M.Phil.	700/-
4.	Scheme of valuation & key (expected answers)	200/-
5.	Translation fee	400/-
6.	Chairman fee for QP Setting	
	i. Upto 19 papers	400/-
	ii. 20 papers & above	500/-
E.	OTHERS - GENERAL	
a.	Bus fare – per k.m	5/-
b.	Dearness Allowance – Local	200/-
c.	Dearness Allowance – Out side	300/-
d.	Hill Allowance	200/-

Appendix – VII
Convocation Form

MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL – 624 101.

(FOR ALL REGULAR COURSES/CENTRE FOR DISTANCE AND ONLINE EDUCATION)



(ALL COURSES OF AFFILIATED/AUTONOMOUS COLLEGES/DDE/CDOE/ELP ONLY IN ABSENTIA)

IN PERSON
IN ABSENTIA

Address to which the communication
to be sent as given in column (5)

Online Fee Payment – E-Receipt
E-Receipt should be enclosed
Reference No.
Amount Rs.
Date of payment

one passport size photo to be affixed here
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APPLICATION FOR ADMISSION TO THE CONVOCATION - YEAR

- Note:** 1) The application with the required fee etc., should reach this office on or before
2) The procedure of sending this application should be strictly followed (vide instruction No.5)
3) Candidates should read the instructions very carefully before filling the columns.

Name of the Degree for which application is made	Class obtained	Subject	Centre of last appearance	Register Number	Month	Year
						(Year of qualifying for the Degree)

1. Name of the candidate in English
in Tamil
2. Expansion of Initial in Tamil:
3. Name of the Father in Tamil:
4. Name of the Mother in Tamil:
5. The address to which the
communication is to be sent
(Phone No.)

6. For Candidates taking degree M.A./M.Phil./Ph.D./ D.Litt. (Register number of the latest appearance should be given)	Degree	Subject	Register No.	Month & Year	Class
7. If the candidate had already been admitted to a convocation for any degree either in person or in absentia state.	Degree	Date of Convocation		Name of College University studied last	

8. Whether previous application was ever made for admission to this degree and if so, state the year. Also state whether the application was rejected. If so, the reasons therefore.

9. Enclosures:

- 1)
- 2)
- 3)
- 4)
- 5)

10. Whether attested copy as per Instruction No.9 has been enclosed.

Station:

Date:

Signature of the candidate

FORWARD

Office Seal
with Date

*Principal/
Signature of the Head of the
Department of University*

**MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL – 624 101.**

IN PERSON/IN ABSENTIA



CONVOCATION

INSTRUCTIONS TO CANDIDATES

1. Application not in the form prescribed or defective in particulars or received after the prescribed last date will not be accepted and the fee remitted cannot be refunded under any circumstances.
2. Applications received without the passport size photos will not be accepted.
3. Candidates shall remit the fee in the SBI Collect and send the Online payment receipt along with the application without fail.
4. Ph.D/P.G./U.G./P.G Diploma/Diploma and Certificate course candidates of the University Department should send their Application Forms directly to the Controller of Examinations. Mother Teresa Women's University, Kodaikanal - 624 102.
5. U.G./P.G./Diplomas and Certificates offered by the Affiliated Colleges, Candidates should send their Application Form **through the Principal to the Controller of Examinations Mother Teresa Women's University, Kodaikanal-624 101.**
6. Enquiries from candidates as to the receipt of their application in this office will not receive attention. Candidates are therefore advised to safeguard against miscarriage or non-delivery of applications, to submit the same much earlier than the prescribed date by registered post with acknowledgement due.
7. The Annual Convocation will be conducted every year and the candidates admitted In Absentia to the degrees can obtain the degree by post from the Controller of Examinations of the University.
8. **PH.D/P.G./P.G DIPLOMA/DIPLOMA AND CERTIFICATE COURSE CANDIDATES SHOULD ENCLOSE THE ATTESTED COPY OF THEIR PREVIOUS DEGREE/DIPLOMAS: Application received without the attested copy of PREVIOUS DEGREE will be rejected. CANDIDATES WHO HAVE NOT OBTAINED THEIR PREVIOUS DEGREE DIPLOMAS IN A CONVOCATION SO FAR ARE NOT ELIGIBLE TO APPLY FOR THE ABOVE SAID DEGREES FOR THE PRESENT CONVOCATION AND THEIR APPLICATIONS WILL BE SUMMARILY REJECTED.**

For example: If a candidate applies for Ph.D. Degree, she should enclose the attested photo copy of the M.A./M.Sc., Degree / Diplomas – Like wise for M.A. Degree she should enclose the attested photo copy of the B.A./B.Sc. Degree.

- 9. The fee once paid will not be refunded or held over for a subsequent CONVOCATION.**
- 10. The remittance should be made by Online Fee payment only. Demand Draft will not be accepted. (For Online fee payment refer: www.motherteresawomenuniv.ac.in)**
11. A card of Admission will be sent from this office five days before the date of convocation of the candidates whose applications are received on time.
12. Column Nos. 1 and 2 (Name of the candidate in Tamil and Expansion of Initials) should be furnished in Tamil.
- 13. Candidates must appear in their correct academic robes as prescribed below: (for in person Candidates)**
 - Ph.D. : A white gown and a scarf of scarlet silk or stuff 1 c.m. wide and 2 metres long with a fringe of the same colour 6 c.m. deep. Academic cap in white with a golden border.
 - P.G. : A gown made of Yellow silk or stuff, cut like the Cambridge M.A. gown.
 - U.G. : A gown made of Black silk or stuff.
