

PSGR Krishnammal College for Women

Coimbatore

Examination Manual

INTRODUCTION

The institution established in the year 1963 has been rendering yeoman service to the cause of higher education for women. It is one of the pioneer institutions of Bharathiar University and was conferred the autonomous status during the academic year 2004 - 05 and the curriculum is restructured to suit the present day job requirements. The institution is recognized by UGC as the "College with Potential for Excellence" in 2011 and reaccredited by NAAC (National Assessment and Accreditation Council) with "A" Grade (3rd cycle with GPA of 3.58) in 2013. All five Science departments and three Computer Science departments have received the "Star Status" from DBT. The Institution has been awarded "College of Excellence" Status by UGC in 2016 and ranked 22nd in National Institutional Ranking Frame Work (NIRF) 2019 of Ministry of HRD, Govt. of India.

Higher education in India is going through a phase of rapid expansion, competing with national and international standards. Under the impact of liberalization and globalization a need for reforming higher education system, in - line with the needs and expectations of the society, has been felt necessary. The UGC in its X plan guidelines has stipulated the adoption of credit system and credit transfer amongst colleges in general and autonomous colleges in particular. In accordance with this trend, the institution has introduced the Choice Based Credit System (CBCS) for the students admitted in the year 2005 - 06 and onwards for UG, PG and PG Diploma programmes. Based on the recommendations of the Tamil Nadu State Council for Higher Education, the curriculum has been modified from the academic year 2008- 09 onwards.

CHOICE BASED CREDIT SYSTEM (CBCS) – CONCEPT AND IMPLEMENTATION:

In this system a numerical weightage is given to each one of the courses or a particular component of the programme. This is known as credit point, that assesses the work efficiency based on the student's regularity in attending lectures, practical work, field work etc., participation in seminars, private study in the library or at home and performance in the examination.

A key issue of higher education in India is that it should be related to employment needs. The CBCS facilitates the process of narrowing down the gap between education and the demands of the job market. A student can choose from a variety of courses available and get due credits to qualify for graduation. Core courses are a part of the main discipline and are compulsory for students pursuing a particular programme. A number of interdisciplinary courses are also offered with multiple choice and the students can choose from them. The courses are being designed availing the services of not only the academicians but also the experts from industries as well. In accordance with international standards, the following is the minimum credit points to be secured by each student to qualify for the degree.

UG - 140 credits

PG - 90 credits

UG Programme - Components under CBCS:

- i) Part I - Tamil/Hindi/French
- ii) Part II - Functional / Advanced English
- iii) Part III -
 - 1. Core courses
 - 2. Elective
 - 3. Project - Individual / group project
 - 4. Allied courses - Course option offered by the following clusters of departments
 - a. English & History
 - b. Sciences
 - c. Mathematics, Economics, Commerce & Management
 - d. Commerce, Comp.Sci. & Management (SF)
 - 5. Field Training / Any training relevant to Professional Courses
 - 6. Comprehensive test (Computer Aided)
- iv) Part IV -
 - 1. a. Basic Tamil (for candidates who have not studied Tamil up to XII Std)
 - b. Advanced Tamil (for candidates who have not taken Part I Tamil)

Foundation Course:

- 2. a. Women Studies /Ambedkar Studies / Gandhian Studies - B.Com., BBA, BBA (IB) BBA (RM) & BBA (BPM)
- b. Introduction to Entrepreneurship - Other UG Programmes.

3. Effective English Communication
4. a. Online Courses
- b. Skill based Subjects - NSDC Course
- c. Environmental Studies
- d. Value Education and Human Rights
- e. Course on Information Security

v) Part V

Extension Activities - NSS /NCC /YRC /Eco watch club / Rotaract / Yi Net / Games / Gender Championship Club /E-Cell /Yoga Club.

vi) *Part VI

1. General Awareness - Self study paper
2. Job oriented course / Certificate course / Career oriented add on course - Certificate level / Coaching for Civil Services Examination, CPT/ Foundation Courses for CA / ACS / Actuarial Mathematics Courses / Coaching classes for Banking Services. Offered by the department /College.
3. Optional - Add on Course - Diploma Level / Advance Diploma Level.
* Courses instituted by the institution

PG Programme - Components under CBCS:

- i) Basic Courses, Electives and Project.
- ii) Interdisciplinary Course.
- iii) Special Course.
- iv) Cyber Security Course.
- v) Job oriented course - NET / SET Coaching

SALIENT FEATURES

OBE-Curriculum:

OBE Curriculum at both UG/PG levels is designed based on the approach of Outcome Based Education (OBE). The central aspect of OBE is to set measurable learning outcomes for programmes and courses and then align it with teaching and learning and assessment processes. Bloom's Taxonomy has been used as the basis for setting learning outcomes, teaching methods and in students assessment.

Eligibility for Courses with Extra Credit:

Science Programme:

- i) Minimum 75% Marks in the first three semesters of Part III courses for UG
- ii) Minimum 75% Marks in the first two semesters for PG.

Arts Programme:

- i) Minimum 70% Marks in the first three semesters of Part III courses for UG
- ii) Minimum 70% Marks in the first two semesters for PG.

INTERDISCIPLINARY / ALLIED COURSES:

These are courses offered by another related department.

For UG programmes the current concept of allied / ancillary is applicable with two allied subjects and one paper at the end of every semester from semester I to IV.

The students can opt for the allied papers from amongst the courses offered by the cluster of departments formed. Such options are available either for one allied subject only or for both the allied subjects.

INDIVIDUAL / GROUP PROJECT & VIVA VOCE :

Each Individual (PG/UG) or group (UG) comprising of 5 members will be allotted to a staff co-ordinator. A specific problem will be assigned to the students or they will be asked to choose a problem /area of their interest. The topic /area of work will be finalized at the end of the IV Semester (UG), allowing scope for the students to gather relevant literature during the vacation. The research work can be carried at the college or any other organization approved by the staff Co-ordinator and the HoD.

Field Training :

The students have the option to select any organization-Government/private, like industry, bank, R & D organizations, scientific companies, IT related service providers etc., in consultation with the staff co-ordinator & HoD. The students are to undergo training for a period of two weeks. The students must maintain a work diary and prepare a report of the training undergone and submit the same to the HoD. On a stipulated date, there will be a viva voce with internal examiners at the end of the semester V. This course carries 2 credits.

Evaluation :

Attendance	-	10 Marks
Work diary	-	15 Marks
Report	-	50 Marks
Viva Voce	-	25 Marks
Total	-	100 Marks

PART V**EXTENSION ACTIVITIES & CO-CURRICULAR ACTIVITIES:**

The first year UG students can enroll themselves for NSS / NCC / YRC / Eco-watch / Rotaract / YiNET / Yoga Club /E-Cell / Gender Championship Club/ Well-Being Campaigner club or can participate in tournaments, athletic events and earn the credits allotted. Participation in any one of these activities during the first four semesters is mandatory. A report, regarding the successful completion of the activity, issued by the faculty incharge of these activities has to be submitted to the Controller of Examinations at the end of the fourth semester.

PART VI**GENERAL AWARENESS (Online Examination):**

This is a self-study paper. Three online tests in specified portions will be conducted during the first year of study. Each test will be for a duration of one hour and for a maximum of 100 marks. There will be one test in semester I and 2 tests in semester II. Average marks of all the three tests will be considered as the marks secured by the candidate.

SKILL ENHANCEMENT PROGRAMME:

Skill Enhancement Programme will be conducted for 30 hrs. at the I & II year level in tie-up with an external agency. At the first year level students will undergo a training in Yoga and Meditation for 10 hrs.

JOB ORIENTED COURSES:

Each department shall offer one job-oriented course. This course can also be offered by the dept. in tie up with an external agency. This will be conducted after the regular working hours of the college. Students have the choice to select the courses offered by their department or any other department. Minimum duration of the course will be 60 hours. Completion of Job Oriented Course is mandatory done by department / external agency.

PROCEDURE OF EVALUATION :		
1.	NSS / YRC / Eco - Watch / Rotaract / YINET / Yoga Club / E-Cell :	
	Attendance	10
	Participation in a minimum number of programmes	40
	Involvement	30
	Participation in the camp	20
	Total	100
2.	NCC :	
	Attendance	10
	"B" Certificate Examination	40
	Involvement	30
	Participation in the camp	20
	Total	100
3.	Sports, Games etc., :	
	Attendance	10
	Participation in sports activities at college level	20
	Participation in sports activities at State /University level	20
	Test Conducted	50
	Total	100

PROJECT & VIVA VOCE

The work can be carried out at the college or any other institution approved by the staff co-ordinator and HOD. Evaluation Procedures are the same as described in page no. 10. End semester evaluation of the project and viva voce may be for a total of 80 marks.

JOB ORIENTED COURSE:

Attending NET /SET /CSIR Coaching is mandatory for all PG students, so as to promote job opportunities or facilitate them to pursue a research career.

EXAMINATION SYSTEM:

Pattern: Semester system will be followed. A semester consists of a minimum of 90 working days excluding the days of conduct of ESE. There will be Continuous Internal Assessment (CA) to evaluate the performance of students in each course and the End Semester Examination will be held at the end of every semester. Marks for ESE and CA with reference to the maximum marks for the courses will be as follows:

Max.Marks	CA	ESE
100	25	75
100	40	60
100	50	50
75	20	55
50	10	40

CONTINUOUS INTERNAL ASSESSMENT-(CA)-THEORY

A. The Weightage assigned to various components of the CA is as follows

1. a.

Maximum: 40 Marks

- i. Tests (5+5)
- ii. Model Exam 6 marks
- iii. Assessment / Classnotes 4 marks
- iv. Seminar (Presentation+Interaction) 3+2 marks
- v. Quiz 4 marks
- vi. Participation in Classroom 5 mark
- Participation. Preparatory work,
Involvement in the Class).
- Library Usage 3 marks
- Attendance 85%-90% 1 mark
- Attendance 91% - 95% 2 marks
- Attendance 96% - 100% 3 marks

38-40marks

b. Skill based Subject: 25 Marks

- i. C.A. Test I 5 marks
- ii. C.A. Test II 5 marks
- iii. Model 15 marks

25 marks

c. Maximum: 20 Marks

- i. 2 tests & Model Examination (3+3+4) 10 marks
- ii. Assignments 3 marks
- iii. Seminar /Quiz 4 marks
- iv. Attendance 85% - 90% 1 mark
- Attendance 91% - 95% 2 marks
- Attendance 96% - 100% 3marks

17-20marks

For allied papers with practicals the breakup of Internal: External components are assessed for 40:60 which will be converted to 20:55.

Advance Learner Course:

d. Maximum: 25 Marks

- i. Test (one only) - 10 marks
- ii. Model Exam - 15 marks

25 marks

2. Post Graduate Programme (All Courses with Internal Assessment)

Maximum 40 Marks

- i. Tests (5+5) 10 marks
- ii. Model Exam 6 marks
- iii. Assessment / Classnotes 4 marks
- iv. Seminar (Presentation+Interaction) 3+2 marks
- v. Quiz 4 marks
- vi. Participation in Classroom 5 marks
- vii. Library Usage 3 marks
- viii. Attendance 85%-90% 1 mark
- Attendance 91% - 95% 2 marks
- Attendance 96% - 100% 3 marks

38-40 marks

B. Schedule for CA Tests

Two tests for Continuous Assessment will be conducted on pre-determined dates that is 1st test commencing on the 35th day from the date of reopening, 2nd test on the 70th day. The Model Exam will be conducted after completing 85 working days.

In the case of skill based subjects one test per semester will be conducted and both the marks will be considered for internal assessment.

Bloom's Category levels are followed in setting the question papers

Remember Level	-	K1
Understand Level	-	K2
Apply Level	-	K3
Analyse Level	-	K4
Evaluate Level	-	K5
Create Level	-	K6

C. Question paper pattern and distribution of marks UG

a)

Sections	Marks		Total
Section A 5 Questions *2 Marks (No Choice)	10	1 or 2 Sentences	50
Section B 4 Questions *5 Marks (No Choice)	20	250 Words	
Section C 2 Out of 3 Questions *10 Marks	20	500 Words	

b) Value Education, Women Studies, Ambedkar Studies Gandhian Studies,
Introduction to Entrepreneurship & Environmental Studies:

Sections	Marks		Total
Section A 4 Out of 6 Questions *5 Marks	20	Paragraph answers	50
Section B 2 Out of 3 Questions *15 Marks	30	Essay type	

c) ALC & Skill Based subjects:(Duration 1 hour)

Sections	Marks		Total
Section A 4 Out of 6 Questions *4 Marks	16	Paragraph answers	25
Section B 1 Out of 2 Questions *9 Marks	9	Essay type	

PG - All Courses with Internal Assessment

Sections	Marks		Total
Section A 5 Questions *2 Marks (No Choice)	10	1 or 2 Sentences	50
Section B 4 Questions *5 Marks (No Choice)	20	250 Words	
Section C 2 Out of 3 Questions *10 Marks	20	500 Words	

ALC

Sections	Marks		Total
Section A 4 Out of 6 Questions *4 Marks	16	Paragraph answers	25
Section B 1 Out of 2 Questions *9 Marks	9	Essay type	

d) Course in Information Security/Cyber Security
(Applicable to both UG & PG Programmes)

Sections	Marks		Total
Section A 5 Out of 8 Questions *2 Marks	10	1 or 2 sentences	40
Section B 6 Out of 8 Questions *5 Marks	30	500 words	

END SEMESTER EXAMINATION - QUESTION PAPER PATTERN AND DISTRIBUTION OF MARKS - UG

Core and Allied Courses:

Sections	Marks		Total
Section A 12 Out of 15 Questions *2 Marks	24	1 or 2 Sentences	100
Section B 6 out of 8 Questions *6 Marks	36	250 Words	
Section C 4 Out of 6 Questions *10 Marks	40	500 Words	

END SEMESTER QUESTION PAPER PATTERN FOR ACCOUNTING, FINANCE & TAX PAPERS FOR ALL

B.Com Courses

Sections	Marks		Total
Section A 11 Questions *2 Marks (No Choice)	22	1 or 2 Sentences or Small Problem	100
Section B 5 out of 6 Questions *6 Marks	30	250 Words or Problems	
Section C 4 Out of 5 Questions *12 Marks	48	500 Words or Problems	

END SEMESTER - PG

Sections	Marks		Total
Section A 10 Questions *3 Marks	30	1 or 2 Sentences	100
Section B 6 out of 7 Questions *6 Marks	36	250 Words	
Section C 3 Out of 5 Questions *8 Marks	24	400 Words	
Section D 1 Question (No Choice) *10 Marks	10	600 Words	

Rubrics tool can be used for evaluation of students assignment

END SEMESTER FOR PG ADVANCE LEARNER COURSES

Section	Marks	Total
Section A 5 out of 8 Questions *5 Marks	25	75
Section B 5 out of 8 Questions *10 Marks	50	

PG-IDC AND SPECIAL COURSE:

Section	Marks	Total
Section A 5 Questions *5 Marks (Internal Choice)	25	100
Section B 5 Questions *15 Marks (Internal Choice)	75	

CONTINUOUS INTERNAL ASSESSMENT

(PRACTICALS)

i) CA - Max - 40 marks

Lab performance	20 marks
(Practical skill - 10 marks & Interaction - 10 marks)	
Regularity in record submission	5 marks
(Department to have the norms)	
Model examination	12 marks
Attendance (85%-90%)	1 mark
Attendance (91%-95%)	2 marks
Attendance (96%-100%)	3 marks

Total 38-40 marks

ii) Maximum - 20 marks

Lab performance	10 marks
(Practical skill - 5 marks & Interaction - 5 marks)	
Regularity in record submission	2 marks
Model examination	5 marks
Attendance (85%-90%)	1 mark
Attendance (91%-95%)	2 marks
Attendance (96%-100%)	3 marks

Total 18-20 marks

- iii) The End semester Examination will be conducted for a maximum of 100 marks respectively with a maximum of 20 marks for the record and other submissions if any. This will be reduced to 60/30 marks subsequently.

SUBMISSION OF RECORD NOTE BOOKS FOR PRACTICAL EXAMINATIONS

Submission of bonafide record note books is mandatory to appear for the practical examination. If a candidate is unable to submit the record note book on valid grounds, she may be permitted to appear for the practical examinations, provided the head of the department certifies that the candidate has performed the experiments prescribed for the course and she will be awarded zero (0) marks for record note book.

C. COMPREHENSIVE EXAMINATION:

In semester V of UG programme and semester III of PG programme, an online test for PG & Core courses of UG will be held (covering the syllabus upto semester III of PG programme and V of UG Programme) and grades awarded.

SUPPLEMENTARY TEST FOR CA (FOR ABSENTEES)

Only those candidates who have represented the college in NSS, NCC, Sports, etc., during the specified days of the examination are eligible to take up the supplementary test. The department will arrange it on a suitable date with prior permission from the Principal.

MINIMUM MARKS FOR PASSING

- a) There is no separate minimum for CA. In ESE for both theory and practicals the minimum mark for a pass is 24 out of 60 for UG and 30 out of 60 for PG. In papers with a different maximum, values can be calculated based on the above figures. Passing minimum (inclusive of CA and ESE) for PG programme is 50% and for UG programme 40%.
- b) A candidate passing the examination in all the subjects of Part I, II, III, IV, V and VI and satisfying all the norms stipulated shall be declared to have passed the whole examination.

RESULTS AND SUPPLEMENTARY EXAMINATIONS

Results will be published within 15 days after the conduct of the examinations. A supplementary examination will be conducted within one month of the publication of results for the final semester courses for both UG and PG programmes. Only students without any arrears in the previous semesters are permitted to appear for this examination.

TRANSPARENCY AND REVALUATION

Revaluation /Retotalling of answer papers in UG/PG courses can be done on request. Both for revaluation and retotalling, the candidate has to apply within a week after the publication of results, together with the prescribed fee. The appeal has to be routed through the Head of the department, forwarded by the Principal to the Controller of Examinations.

Transparency in examination system will be followed i.e., Xerox copies of the answer scripts will be available on request for UG and PG programmes provided the student applies for the same within 10 days of the declaration of the result.

IMPROVEMENT

The candidate can appear for improvement only in the immediate next semester. The highest marks whether the original or improvement will be considered as the final mark. However the improvement mark will not be taken into account for the purpose of final ranking. When there is no improvement, there shall not be any change in the original marks awarded.

REAPPEARANCE OF FAILED CANDIDATES

A candidate failed in the end semester examination, should appear for the same course in the subsequent semester. In language courses the candidate can appear in the same syllabus till she completes the course. For other courses the candidate can follow the same syllabus for three years after the completion of the course. After that period she can appear only in the regulation in vogue.

ATTENDANCE RULES :

- a. A minimum of 75% attendance is essential for appearing for ESE. However the Principal may condone the lack of attendance of the students upto 10% on valid grounds and condonation fee will have to be remitted to the office by the student before the ESE.
- b. A candidate securing attendance less than 65% but 55% and above in any semester has to compensate the shortage in attendance in the subsequent semester and appear for both semester papers together at the end of the latter semester.

- c. A candidate securing less than 55% attendance in any semester will not be permitted to appear for the regular examination but can continue the study in the subsequent semester. She has to rejoin the semester in which the attendance is less than 55%.
- d. A candidate who has secured less than 65% of attendance in the final semester has to compensate her attendance shortage in a manner as decided by the Principal.

GRIEVANCE AND APPEAL COMMITTEE

If a candidate is not satisfied with the marks awarded in CA, she can approach the Grievance and Appeal Committee through the department (with a written request) within three days after the issue of the mark sheet. The decision of the committee will be final. The committee comprises of Principal, Controller of Examinations and a senior most faculty.

MALPRACTICE (IN CA AND ESE)

- ❖ Possession of books or any related written matter in the examination hall.
- ❖ Copying from another person.
- ❖ Communication with any person inside or outside the examination hall.
- ❖ Detaching /attaching any sheet from /to the answer book, etc are considered as malpractice.

If it is a test conducted for CA, she will be given zero marks for that test and severely warned.

If it is in the ESE, she will be debarred from writing that particular paper in that semester/all papers in that semester based on the nature of malpractice.

MARK SHEETS :

The mark sheet issued at the end of each semester will indicate the credits, marks and grades obtained in each course.

In the consolidated mark sheet issued, the class in which the candidate has passed will be given separately for Part I, II and III. Cumulative Grade Point Average (CGPA) will be given for part - III (Including only core & allied courses) only for UG programme and for the PG programme based on all the courses undergone by the student.

Marks and Grades :

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

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

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

C = Credits earned for course in any semester.

G = Grade point obtained for course in any semester.

i refers to the semester in which such courses were credited.

For a Semester :

$$\text{Grade Point Average (GPA)} = \frac{\sum CG}{\sum C}$$

For the entire programme :

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum CG}{\sum C}$$

A Candidate who passes all the examinations in Parts I to V securing the following :

CGPA and grades shall be declared as follows for Part I & Part II or Part III.

GPA	Grade	Classification of Final Result	
		UG	PG
9.5 - 10.0	O+	*First class - Exemplary	*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	*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	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	Second Class
5.0 and above but below 5.5	B		
4.5 and above but below 5.0	C+	Third Class	Re - appear
4.0 and above but below 4.5	C		
0.0 and above but below 4.0	U	Re - appear	

* Only candidates who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses only for UG Programme)/ All courses of PG Programme are eligible.

CRITERIA FOR RANK :

1. Marks secured in all the papers are considered for PG programmes and marks secured in core and allied courses that is Part III are considered for UG programmes.
2. Candidate must have passed all papers in the first attempt in the respective semesters.
3. Candidate should have completed the course within the minimum period prescribed for the course of study.
4. Improvement marks will not be considered for ranking but will be considered for classification.

ADD- On Course

Eligibility for admission:

Students who are pursuing their under graduate courses in any discipline are eligible to undergo these courses, provided they satisfy certain basic norms.

Duration of the Course:

The course will be taught at three different levels.

- i. Certificate Course at the first level.
- ii. Diploma Course at the second level.
- iii. Advanced Diploma at the third level.

Classes will be conducted after the working hours of the college as well as on holidays and the total number of working hours for each course is 300 hours. Each of these courses comprises of three theory papers and one training component in Arts and Commerce Stream, two theory papers, laboratory session and one training component in Science stream and submission of project at the Advanced Diploma level. Viva Voce on the project submitted will be conducted by an external and an internal examiner.

Allotment of Credits:

The course consists of 20 credits and each credit is equivalent to 15 hours of work 8 credits will be assigned to laboratory experiments / field work / practical training for each course and these will be evaluated internally and submission of record /report is mandatory.

Examinations will be conducted at the end of every academic year. Candidate failing in one or more papers are permitted to continue the course at the next level. However only if she clears the previous level, she becomes eligible to get the concerned diploma of higher level. The same condition holds goods for Advance Diploma as well.

Attendance rules applicable to Academic Programme is applicable to Add-on- Courses also. One of the components of continuous Internal Assessment is attendance and the marks prescribed for this criterion is as follows

Attendance in %	Mark
60 - 75	2
76 - 80	3
81 - 85	4
86 and above	5

Passing Minimum:

There is no separate passing minimum for CA. A minimum of 30 / 75 in the year end examination and a total of 40% is the passing minimum.

A failed candidate can appear in the subsequent year and additional attempts are permissible only till she completes her regular academic course.

Declaration of Results:

Results will be declared separately for the Add-on- Courses. As per the average marks scored by the candidate, the following classification is applicable to each level of the course.

40% - 49.9 %	-	III Class
50% - 59.9 %	-	II Class
60% - 74.9 %	-	I Class
75% and above	-	I Class with Distinction

Mark sheets will be issued at the completion of course at each level and this will include the marks scored and credits earned by the candidate. Certificate / Diploma will be issued by the university.

Transcripts:

Transcripts shall be issued to successful candidates on request and on payment of the prescribed fees.