

MUSLIM ARTS COLLEGE

Thiruvithancode, KANYAKUMARI, TAMIL NADU

STATUTES AND ORDINANCES

Pertaining to Academics and Examinations

Established
1981

Amended
July 2025

University
MSU, Tirunelveli

Managed By
Muslim Educational Society

PREAMBLE

These Statutes and Ordinances are enacted by the Governing Body of Muslim Arts College, Kanyakumari, in exercise of the powers vested under The Muslim Arts College Act, 1981 (as amended July 2025), and in conformity with the guidelines of the University Grants Commission (UGC), the regulations of Manonmaniam Sundaranar University, and the National Education Policy, 2020.

These Statutes shall govern all aspects of academic governance, programme organisation, teaching and learning processes, student admissions, attendance, internal assessment, semester examinations, evaluation, results, grievances, research, and all related academic and examination matters of the College.

They shall be binding on all teaching and non-teaching staff, students, examination functionaries, and any person exercising authority or discharging duties in relation to academic and examination activities of the College.

These Statutes shall be read in conjunction with the relevant regulations of Manonmaniam Sundaranar University and shall, in cases of conflict, yield to the University's regulations in respect of matters over which the University has exclusive jurisdiction, particularly degree-level examinations and certifications.

PART I — ACADEMIC GOVERNANCE AND ORGANISATION

STATUTE 1 — ACADEMIC BODIES

The academic governance of Muslim Arts College shall be discharged through the following statutory bodies, whose constitution, powers, and functions are specified hereunder:

1.1 College Academic Council

The College Academic Council is the apex academic body of the institution. It shall consist of:

Member	Designation / Role
Principal	Chairperson
All Heads of Departments	Ex-officio Members
IQAC Coordinator	Ex-officio Member
Two Senior Faculty Members	Elected by the College Council
One External Academic Expert	Nominated by the VC
Controller of Examinations (or equivalent)	Secretary

The Academic Council shall meet at least twice in each academic year and shall exercise the following powers and functions:

- Formulating and reviewing academic policies, curriculum frameworks, and pedagogical guidelines for all programmes.
- Approving the institution of new programmes, courses, and electives; discontinuation of existing ones.
- Reviewing academic performance data, learning outcome attainment reports, and IQAC feedback.
- Considering and recommending changes to examination systems, assessment patterns, and result declaration processes.
- Advising on all matters pertaining to academic standards, student welfare, and institutional development.

1.2 Board of Studies (BoS)

A Board of Studies shall be constituted for each academic department or cluster of related disciplines. The BoS shall consist of the Head of Department as Chairperson, all faculty members of the department, at least one external subject expert, and at least one VC Nominee where applicable.

The Board of Studies shall meet at least once per academic year and shall be responsible for:

- Designing, reviewing, and updating syllabi for all courses offered by the department.
- Recommending new courses, add-on programmes, and elective offerings.
- Prescribing textbooks, reference books, and learning resources.
- Setting norms for internal assessment and project work evaluation.
- Reviewing question paper patterns and examination standards.
- Recommending adjustments to pedagogy based on learner feedback and industry requirements.

1.3 Examination Committee

The Examination Committee shall be constituted by the Principal and shall be responsible for the planning, conduct, and evaluation of all internal assessments. It shall consist of:

- Principal — Chairperson
- All Heads of Departments — Members
- Controller of Examinations / Examination Coordinator — Member Secretary
- Two senior faculty members — Additional Controllers

The Examination Committee shall oversee the preparation of time tables, question papers, seating plans, invigilation rosters, valuation arrangements, and result declarations for all internal assessments.

1.4 IQAC — Academic Quality Role

The Internal Quality Assurance Cell (IQAC) shall continuously monitor academic quality through feedback mechanisms, learning outcome measurement, and best practices documentation. The IQAC Coordinator shall be a permanent invitee to all meetings of the Academic Council and the Examination Committee.

STATUTE 2 — ACADEMIC PROGRAMMES AND STRUCTURE

All academic programmes of Muslim Arts College shall be organised and conducted in accordance with the following provisions:

2.1 Classification of Programmes

Programme Level	Minimum Duration / Structure
Undergraduate (UG)	3 years (6 semesters) — BA, BSc, BCom, BBA, BCA
Postgraduate (PG)	2 years (4 semesters) — MA, MSc, MCom MBA
Doctoral (Ph.D.)	Minimum 3 years — full time; 5 years — part time
Add-on Course	BoS

2.2 Choice Based Credit System (CBCS)

All UG and PG programmes shall be conducted under the Choice Based Credit System (CBCS) as mandated by the UGC. Under CBCS:

- Each course shall carry a defined number of credits based on its instructional hours per week.
- One credit shall correspond to one hour of lecture per week, or two hours of practical/tutorial per week, per semester.
- Each UG programme shall carry a minimum total credit load of 140 credits over 6 semesters.
- Each PG programme shall carry a minimum total credit load of 90 credits over 4 semesters.
- Students shall have the freedom to choose elective and skill enhancement courses within the framework prescribed by the BoS and Academic Council.

2.3 Course Categories

Courses in all programmes shall be classified into the following categories:

Category	Description
Core Courses (CC)	Compulsory discipline-specific courses forming the intellectual foundation of the programme.
Elective Courses (EC)	Discipline-specific electives allowing depth or breadth of study within the major.
Allied Courses	Courses from a related discipline that complement the major.

Generic Electives (GE)	Courses open to students from other departments, promoting interdisciplinary learning.
Skill Enhancement Courses (SEC)	Practical, vocational, and professional skill-building courses.
Ability Enhancement Compulsory Courses (AECC)	Compulsory courses in English/Tamil and Environmental Studies.
Extension Activity	Community service, NSS, and social engagement activities carrying credit.
Project / Dissertation	Independent research or applied project in the final year.

2.4 Semester System

The academic year shall be divided into two semesters:

- Odd Semester (Semester I, III, V, etc.): Commencing in June/July and concluding in November/December.
- Even Semester (Semester II, IV, VI, etc.): Commencing in January/February and concluding in April/May.
- Each semester shall consist of a minimum of 90 working days / 450 teaching hours.
- The Academic Calendar specifying the dates of commencement, internal assessments, semester examinations, vacations, and result declarations shall be published before the commencement of each academic year.

STATUTE 3 — ADMISSIONS

3.1 Eligibility for Admission

Candidates seeking admission to programmes of study at Muslim Arts College must satisfy the following minimum eligibility criteria:

Programme	Minimum Eligibility
B.A. / B.Sc. / B.Com., BBA, & BCA (UG)	Pass in 10+2 or equivalent examination from a recognised Board.
M.A. / M.Sc. / M.Com/ MBA (PG)	Pass in the relevant UG degree from a recognised University with the required percentage (as per University norms — generally 50% for General; 45% for SC/ST).
Ph.D.	Pass in relevant PG / M.Phil. with minimum 55% (50% for SC/ST); valid NET/SET or College-conducted entrance test as prescribed.

3.2 Admission Procedure

- Admissions shall be conducted annually as per the schedule published in the Academic Calendar.
- All admissions shall be made strictly on the basis of merit in the qualifying examination, subject to applicable reservation norms.
- Reservation of seats shall be as follows: SC — 15%, ST — 7.5%, OBC — 27%, Differently-abled — 3%, Ex-servicemen, sports quota, management quota — as per Government and University norms.
- As a Minority Institution, Muslim Arts College shall exercise its rights under Article 30 of the Constitution of India in respect of the management quota for minority candidates.
- No candidate shall be admitted after the last date of admission as notified, except with the specific permission of the affiliating University.
- Admission shall be deemed complete only upon payment of prescribed fees, submission of all required documents, and registration with the affiliating University.

3.3 Lateral Entry

Lateral entry to UG programmes (direct admission to the second year / third semester) may be permitted for holders of relevant Diploma qualifications, subject to the regulations of the affiliating University and the availability of seats.

3.4 Cancellation of Admission

The College reserves the right to cancel the admission of any student who:

- Is found to have submitted false, forged, or misleading documents.
- Has failed to pay fees within the prescribed time.
- Has been found ineligible upon verification of original documents.
- Has been admitted in violation of reservation norms or applicable regulations.

STATUTE 4 — ATTENDANCE

Attendance in classes is a mandatory academic requirement. Consistent attendance is essential for effective learning and a prerequisite for appearing in semester examinations.

4.1 Minimum Attendance Requirement

Every student shall be required to attend a minimum of 75% of the total number of classes (including lectures, tutorials, practicals, and seminars) conducted in each course in each semester, subject to the following:

- Students who attend between 65% and 74% of classes may be permitted to appear in the examination, subject to the payment of a condonation fee and the recommendation of the Head of Department, provided there is a genuine and documented reason for absence.
- Students who attend below 65% of classes in any course shall not be permitted to appear in the examination for that course and shall be required to re-register for the course in a subsequent semester.
- Attendance shall be calculated course-wise and not on an aggregate basis across all courses.

4.2 Attendance Calculation

Attendance Range	Status / Action
75% and above	Eligible to appear in semester examinations — no restriction.
65% – 74%	Eligible with condonation — subject to HoD recommendation and fee payment.
Below 65%	Not eligible to appear — must re-register in a subsequent semester.
Below 50% (habitual)	Subject to disciplinary review in addition to examination restriction.

4.3 Attendance for Special Categories

- Students representing the College / University / State in sports, cultural events, NSS, NCC, or other officially recognised activities shall be marked as 'Duty Leave' for the days of such representation, provided prior intimation is given to the Principal and the concerned Head of Department.
- Students on medical leave shall submit a Medical Certificate from a registered Medical Practitioner. Such leave shall be treated as leave of absence and shall not be counted as attendance.

- Students appearing for Union / Government examinations or competitive examinations with prior intimation and approval shall be granted leave of absence.

4.4 Attendance Records

- Each faculty member shall maintain a detailed attendance register for every course and shall submit the attendance statement to the Head of Department at the end of each month.
- Attendance data shall be published on the Notice Board / College portal at the end of each month to enable students to monitor their own attendance.
- A student whose attendance falls below the required threshold shall be issued a formal warning in writing, with a copy placed in the student's file and communicated to the parent/guardian.

STATUTE 5 — TEACHING, LEARNING, AND ASSESSMENT

5.1 Workload of Faculty

Cadre	Minimum Teaching Hours per Week
Assistant Professor	18 hours (lecture / practical / tutorial)
Associate Professor	16 hours
Professor	12 hours
Head of Department (teaching)	As prescribed + administrative duties

In addition to teaching, all faculty members shall:

- Prepare and submit course plans / lesson plans at the commencement of each semester.
- Prepare and upload course materials, reading lists, and assignments in accordance with the academic calendar.
- Maintain course completion records and submit them to the Head of Department at the end of each semester.
- Participate in the conduct of internal assessments, invigilation, and valuation.
- Undertake mentoring, student counselling, and academic guidance as assigned.

5.2 Outcome-Based Curriculum Delivery

All courses shall be delivered in accordance with the Outcome-Based Education (OBE) framework. Faculty shall:

- Clearly communicate Course Outcomes (COs) to students at the commencement of each course.
- Design all teaching activities, assignments, and assessments to enable the attainment of COs.
- Measure CO attainment at the end of each semester and report the same to the HoD and IQAC.
- Undertake Course Action Plans based on CO attainment data to address gaps identified.

5.3 Academic Calendar Compliance

Every faculty member shall adhere to the Academic Calendar. Deviations from the calendar shall be reported to the Head of Department with justification. Compensatory classes shall be arranged for any unplanned interruptions to teaching schedules to ensure full syllabus coverage.

5.4 Use of ICT in Teaching

The College shall progressively integrate ICT tools into teaching and learning. Faculty are expected to:

- Use smart classrooms, projectors, and digital aids for at least a prescribed proportion of their instruction.
- Share digital learning materials, including presentations, videos, and online resources, with students through the institutional LMS or approved digital platforms.
- Encourage and guide students in the use of online learning resources including MOOCs, digital libraries, and academic databases.

PART II — EXAMINATIONS AND EVALUATION

STATUTE 6 — STRUCTURE OF EXAMINATIONS

6.1 Scheme of Examination

The examination and evaluation of all courses shall consist of two components:

Component	Weightage / Marks
Continuous Internal Assessment (CIA)	25% of total marks (25 marks out of 100)
Semester End Examination (SEE)	75% of total marks (75 marks out of 100)
Total	100 marks per course

Note: Specific mark distributions may vary for practical-based courses, project work, and dissertation as per the regulations of the respective BoS and the affiliating University.

6.2 Practical Examinations

For courses with a practical component, evaluation shall be as follows:

- Internal Practical Assessment: 20 marks — conducted by the course faculty at the end of the semester.
- External Practical Examination: 30 marks — conducted jointly by an internal and an external examiner appointed by the University.
- Record Work / Practical Note Book: 10 marks — evaluated by the course faculty.

6.3 Project Work / Dissertation Evaluation

For programmes requiring project work or dissertation in the final year/semester:

- Synopsis / Proposal Submission: To be submitted by the end of Semester IV (PG) or Semester V (UG) as specified.
- Project Report: Submitted at the end of the final semester as per the guidelines of the department and the University.

- Evaluation: Internal evaluation by the project guide (50%) and external viva voce / presentation before an evaluation committee (50%).
- Students must secure a minimum pass mark in both components to be awarded a passing grade in project work.

STATUTE 7 — CONTINUOUS INTERNAL ASSESSMENT (CIA)

Continuous Internal Assessment (CIA) shall be conducted throughout the semester to ensure regular evaluation of student learning progress. It shall not be a single-day examination but a continuous, multi-component process.

7.1 Components of CIA for Theory Courses

CIA Component	Marks	Timing / Frequency
CIA Test I	10	After completion of Units I and II (approx. 4th–6th week)
CIA Test II	10	After completion of Units III and IV (approx. 10th–12th week)
Assignment / Seminar / Quiz	5	Continuous — as assigned by the course faculty

The best scores of each component shall be considered for CIA marks where more than one test is conducted. The final CIA marks shall be computed and submitted to the Examination Cell before the commencement of the Semester End Examination.

7.2 Question Paper Pattern for CIA Tests

CIA test question papers shall be prepared by the course faculty in accordance with the following norms:

- CIA Test I and II shall each carry a maximum of 10 marks.
- Questions shall cover only the units prescribed for that test (Unit-specific testing).
- Question paper shall include a mix of question types: objective (MCQ / fill in the blanks), short answer, and at least one essay-type question.
- The question paper shall be approved by the Head of Department before administration.
- Duration of each CIA test: 1.5 to 2 hours.

7.3 Assignments and Seminars

Faculty may assign a variety of assessment tasks as part of the 5-mark component of CIA:

- Written assignments, case studies, problem-solving exercises, and annotated bibliographies.

- Individual or group seminars / presentations on course-related topics.
- Online quizzes, open-book tests, and reflective journals.
- Library / field-based research tasks.

The criteria for evaluation of assignments and seminars shall be communicated to students in advance in the form of a rubric.

7.4 CIA for Practical Courses

For courses with a laboratory or practical component, the CIA shall assess:

- Regularity and promptness in practical class attendance.
- Quality of practical record book / observation book maintenance.
- Performance in lab tests / spot tests conducted during the semester.
- Accuracy, neatness, and completeness of practical work.

7.5 Disclosure and Student Rights in CIA

- All CIA marks shall be disclosed to students after evaluation.
- Students who are dissatisfied with CIA evaluation may represent to the Head of Department within 7 days of disclosure.
- The HoD shall review the matter and communicate the decision to the student within 7 days of receipt of the representation.
- CIA marks, once finalised and submitted to the Examination Cell, shall not be revised except in cases of proven computational error.

7.6 Makeup for Absence in CIA Tests

Students who miss a CIA test on account of genuine illness or other compelling reason may apply to the Head of Department for a make-up test within 7 days of the missed test. The HoD shall, upon being satisfied with the reason, grant permission for a make-up test to be conducted within 15 days. No more than one make-up test shall be permitted per course per semester.

STATUTE 8 — SEMESTER END EXAMINATIONS (SEE)

8.1 Conduct of SEE

The Semester End Examination (SEE) shall be conducted at the end of each semester under the supervision of Manonmaniam Sundaranar University, in accordance with the University's examination schedule and regulations. The College shall provide all necessary logistical support for the conduct of the SEE.

8.2 Eligibility to Appear in SEE

A student shall be eligible to appear in the Semester End Examination for a course only if:

- The student has attended at least 75% of the classes conducted for that course (or has obtained attendance condonation as per Statute 4).
- The student has paid all prescribed examination fees within the stipulated date.
- The student is not debarred from appearing in examinations by the institution or the University on disciplinary grounds.
- The student has submitted all CIA components and the final CIA marks have been recorded in the Examination Cell.

8.3 Question Paper Pattern for SEE

The question paper for the Semester End Examination shall be set in accordance with the pattern prescribed by the Board of Studies and the affiliating University. The general pattern for theory courses shall be:

Section	Type of Questions	Marks
Section A	10 × 2 = 20 — Short answer questions covering all units	20
Section B	5 × 5 = 25 — Either/Or type questions (one from each unit)	25
Section C	3 × 10 = 30 — Open choice essay questions with internal choice	30
Total	—	75 marks

Note: Specific patterns for practical-oriented, language, and professional courses shall be as prescribed by the respective Boards of Studies.

8.4 Duration of SEE

Type of Course	Duration
Theory (all UG and PG courses)	3 hours
Practical Examination	3 hours
Dissertation / Project Viva Voce	As scheduled by the University / College

8.5 Hall Tickets

A Hall Ticket (Admission Slip) shall be issued to every eligible student prior to the commencement of the Semester End Examination. Students must produce their Hall Ticket to the Invigilator at the time of each examination paper. No student shall be permitted to appear in an examination without a valid Hall Ticket.

8.6 Examination Centre

The examination centre for theory and practical examinations shall ordinarily be the College premises. In exceptional circumstances, the University may designate alternative centres. Students shall be assigned to examination halls by the Examination Committee. Seating arrangements shall be made to prevent any possibility of copying or communication between candidates.

STATUTE 9 — INVIGILATION AND EXAMINATION DISCIPLINE

9.1 Invigilation Duties

- All faculty members are obligated to perform invigilation duty as assigned by the Examination Committee. Refusal to perform invigilation duty without valid reason shall be treated as a breach of service.
- At least two invigilators shall be posted in each examination hall, with an additional roving invigilator for every four halls.
- Invigilators shall distribute and collect answer scripts, ensure that candidates carry only permitted materials, and maintain discipline throughout the examination.
- Invigilators shall not engage in any activity — including use of mobile phones — during the invigilation period.

9.2 Code of Conduct for Students during SEE

Students appearing in examinations shall strictly comply with the following:

1. Candidates must occupy their assigned seats at least 15 minutes before the commencement of the examination.
2. Only permitted stationery (as specified in the Hall Ticket) shall be brought into the examination hall. Electronic devices including mobile phones, programmable calculators (unless specifically permitted), smartwatches, and earphones are strictly prohibited.
3. Candidates shall not write, mark, or make any notation on the Hall Ticket, question paper, or any material other than the answer script.
4. Communication with other candidates — verbal, written, or by gesture — during the examination is strictly prohibited.
5. Candidates must not leave the examination hall before 30 minutes have elapsed from the commencement of the examination.
6. Once a candidate hands over the answer script and leaves the hall, re-entry is not permitted.
7. Candidates shall not carry any written material into the examination hall unless specifically permitted by the question paper or the Examination Committee.

9.3 Malpractice — Definition and Penalties

Examination malpractice shall include, but not be limited to:

- Possession or use of unauthorised material, including handwritten notes, printed material, or digital content.

- Copying from another candidate's answer script or allowing another candidate to copy.
- Communicating with another candidate during the examination.
- Impersonation — i.e., appearing in an examination in place of another person.
- Obtaining or attempting to obtain advance knowledge of question papers by any means.
- Threatening, assaulting, or using coercive behaviour towards examination functionaries.
- Forging or tampering with answer scripts, attendance sheets, or marks records.

Nature of Malpractice	Penalty
Possession of unauthorised material (first offence)	Cancellation of the paper in which malpractice occurred.
Copying / communication during exam	Cancellation of all papers of the current semester examination.
Impersonation	Cancellation of the entire examination; suspension / expulsion; FIR may be lodged.
Assault / intimidation of examination staff	Expulsion and legal action.
Tampering with answer scripts / records	Cancellation of examination and rustication; referral to University for action.

Note: All malpractice cases shall be reported to the Principal and recorded in the Malpractice Register. Serious cases shall be referred to the University as per its regulations. The student shall be given an opportunity to be heard before any penalty exceeding cancellation of a single paper is imposed.

STATUTE 10 — VALUATION AND GRADING

10.1 Valuation of Answer Scripts

- Answer scripts for Semester End Examinations shall be valued under the supervision of Manonmaniam Sundaranar University through the University's centralised valuation system.
- Faculty of the College shall participate in University valuation camps as examiners / chief examiners when requested by the University.
- Internal assessment marks shall be submitted to the University as per the prescribed schedule and integrated into the final result computation.

10.2 Grading System

The College shall follow the grading system prescribed by Manonmaniam Sundaranar University under CBCS. The general grading scale applicable to all UG and PG programmes is as follows:

Percentage of Marks	Letter Grade	Grade Point	Classification
90 – 100	O	10	Outstanding
80 – 89	A+	9	Excellent
70 – 79	A	8	Very Good
60 – 69	B+	7	Good
50 – 59	B	6	Average
40 – 49	C	5	Satisfactory (Pass — UG)
Below 40	RA	—	Reappearance (Fail)
Absent	AA	—	Absent

10.3 Grade Point Average (GPA) Computation

The Grade Point Average (GPA) for each semester and the Cumulative Grade Point Average (CGPA) at the end of the programme shall be computed as follows:

$$GPA = \frac{\sum (\text{Grade Point} \times \text{Credits of Course})}{\sum (\text{Credits of all Courses in Semester})} \quad CGPA = \frac{\sum (\text{Grade Point} \times \text{Credits of Course})}{\sum (\text{Credits of all Courses in Programme})}$$

The GPA and CGPA shall be computed to two decimal places. The CGPA shall be the primary metric of academic performance for the award of degrees, medals, and prizes.

10.4 Classification at the End of Programme

CGPA Range	Class
9.0 and above (O grade)	First Class with Distinction — Outstanding
8.0 – 8.99 (A+ grade)	First Class with Distinction — Excellent
7.5 – 7.99 (A grade)	First Class
6.0 – 7.49 (B+ grade)	Second Class
5.0 – 5.99 (B grade)	Pass Class
Below 5.0	Not Eligible for Degree Award

Note: Students must clear all arrears (back papers) to be eligible for degree award. Classification is subject to the regulations of Manonmaniam Sundaranar University and may be revised as per University notifications.

STATUTE 11 — RESULTS, PROMOTIONS, AND ARREARS

11.1 Result Declaration

- Results of Semester End Examinations shall be declared by Manonmaniam Sundaranar University as per its schedule.
- The College shall publish the results on its notice board and official portal within 24 hours of receipt from the University.
- Any discrepancy in the results — including computation errors, missing marks, or subject mismatch — shall be brought to the notice of the Examination Cell immediately.

11.2 Promotion Policy

Promotion from one semester/year to the next shall be governed by the following norms:

- A student who passes all courses of a semester shall be promoted to the next semester.
- A student who fails in one or more courses (carries arrears) shall be promoted to the next semester but shall be required to clear the arrear courses in the immediately following examination opportunity.
- The maximum number of arrear courses that a student may carry while being promoted shall be as prescribed by the University (generally not more than 50% of the total courses in a semester).
- A student shall not be permitted to proceed to the final semester if arrears remain from Semester I remain unclosed at the time of Semester V examination registration, unless specifically exempted by the University.

11.3 Maximum Duration for Completion of Programme

Programme (Normal Duration)	Maximum Duration Permitted
UG — 3 Years (6 Semesters)	5 Years (10 Semesters)
PG — 2 Years (4 Semesters)	4 Years (8 Semesters)
M.Phil. — 1 Year (2 Semesters)	3 Years (6 Semesters)

Note: Students who fail to complete the programme within the maximum duration shall be required to re-register as fresh candidates subject to the regulations in force at the time of re-registration.

11.4 Reappearance (Arrear Examination)

- A student who fails in any course(s) may reappear in the failed course(s) in any of the subsequent Semester End Examinations, up to the maximum duration permitted.
- The CIA marks awarded in the semester of first registration shall be carried forward for all reappearance attempts. No fresh CIA marks shall be awarded for a reappearance unless the student formally re-registers for the course.
- Students must register for reappearance examinations by paying the prescribed reappearance examination fee within the stipulated registration date.

11.5 Improvement of Grades

Students who have passed all courses but wish to improve their CGPA may appear for improvement examination in a maximum of two courses of their choice in the immediately following semester end examination, subject to the regulations of the affiliating University. The higher of the two scores — original or improvement — shall be considered for CGPA computation.

STATUTE 12 — SPECIAL EXAMINATIONS AND SUPPLEMENTARY PROVISIONS

12.1 Special Examination for Final-Semester Students

Students in their final semester who have failed in not more than two courses may be granted the facility of a special (supplementary) examination conducted by the College / University before the declaration of their regular results, at the discretion of the affiliating University. Applications for special examination must be submitted within the time notified.

12.2 Provision for Differently-Abled Students

- Differently-abled students shall be provided with all reasonable accommodations as prescribed by the UGC / University guidelines, including:
- Additional time — as per UGC norms (generally 20 minutes per hour).
- Use of a scribe (as applicable).
- Accessible examination centres.
- Option to answer in an alternative manner as permitted by the University.

12.3 Medical Grounds Exemptions

Students who are unable to appear in a CIA test or Semester End Examination on medical grounds must submit a Medical Certificate from a registered physician within 7 days of the missed examination. Such applications shall be placed before the HoD (CIA) or the University (SEE), and the decision shall be as per the applicable regulations.

STATUTE 13 — GRIEVANCE REDRESSAL IN EXAMINATIONS

13.1 Grievance related to CIA Marks

8. A student who has a grievance regarding CIA marks shall bring it to the notice of the concerned faculty member within 3 days of disclosure.
9. If unresolved, the student shall submit a written petition to the Head of Department within 7 days of disclosure.
10. The HoD shall conduct a review and communicate the decision within 7 days of receipt.
11. If the student remains aggrieved, the matter may be appealed to the Principal, whose decision shall be final in respect of CIA marks.

13.2 Grievance related to SEE Results

Grievances relating to Semester End Examination results shall be addressed through the mechanisms prescribed by Manonmaniam Sundaranar University, including:

- Application for Recounting: Verification that all answers have been valued and marks correctly totalled.
- Application for Re-valuation: Independent re-evaluation of the answer script by a different examiner.
- Grievance Petition: Submission of a formal grievance through the University's examination grievance mechanism.

The College Examination Cell shall assist students in applying for recounting and re-valuation by providing necessary guidance on the application procedure, fees, and deadlines as notified by the University. The College shall not, however, have jurisdiction over the outcome of University-level re-valuation.

13.3 College Examination Grievance Committee

The College shall constitute an Examination Grievance Committee, consisting of the Principal (Chairperson), three senior faculty members, and the Examination Coordinator, to receive and resolve grievances pertaining to internal assessment, examination conduct, and results within the jurisdiction of the College. The Committee shall maintain records of all grievances received and resolved.

STATUTE 14 — DEGREE, DIPLOMA, AND CERTIFICATE AWARD

14.1 Conditions for Award of Degree

A student shall be recommended to Manonmaniam Sundaranar University for the award of a degree upon satisfying all of the following conditions:

12. Has completed the minimum duration of the programme.
13. Has passed all courses including practicals, project work, and dissertation as required.
14. Has secured the minimum CGPA required for the award of a degree (as prescribed by the University).
15. Has no pending dues to the College (fees, library, laboratory, or other).
16. Has submitted all required certificates, documents, and records to the College.

14.2 Medals and Prizes

The following academic honours shall be awarded each year to outstanding students:

- University Rank: Students securing rank positions in University examinations shall be felicitated by the College and recommended for University-level honours.
- Best Outgoing Student Award: Awarded to the student with the highest CGPA among the graduating batch of each programme, subject to a minimum CGPA of 8.5.
- Merit Scholarships: Awarded to students with the highest academic performance in each year of study, subject to conditions specified in the College's scholarship policy.

14.3 Transcripts and Migration Certificates

Official transcripts and migration certificates shall be issued by the College and/or the affiliating University as applicable, on receipt of a written application and payment of prescribed fees. Transcripts shall include the full record of marks/grades obtained in each course in each semester.

STATUTE 15 — RESEARCH DEGREES (PH.D.)

15.1 Admission to Research Programmes

Admission to Ph.D. programmes shall be conducted through a process as prescribed by Manonmaniam Sundaranar University, which may include a written entrance examination and/or interview conducted by the College Research Committee. Candidates holding valid UGC-NET/SET/SLET/JRF qualifications may be exempted from the College entrance examination as per University regulations.

15.2 Research Supervisor Allocation

- Every research scholar shall be assigned a Research Supervisor (Guide) from among the recognised research supervisors of the College, as approved by Manonmaniam Sundaranar University.
- A research supervisor shall not guide more than the maximum number of scholars prescribed by the University at any one time.
- The Research Supervisor and the Scholar shall jointly formulate the research plan (synopsis) within three months of admission.

15.3 Course Work

All scholars admitted to the Ph.D. programme shall be required to complete a prescribed period of course work (minimum one semester) as mandated by the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations. Course work shall cover research methodology, computer applications in research, review of published literature, and any domain-specific courses as prescribed.

Assessment of course work shall consist of a combination of continuous assessment and a written examination. A scholar must secure a minimum of 55% marks (50% for SC/ST) in the course work to proceed to the research phase.

15.4 Progress Monitoring

- Every Ph.D. scholar shall present a six-monthly progress report to the Research Advisory Committee (RAC) constituted for the purpose.
- The RAC shall evaluate the progress report and provide guidance. Unsatisfactory progress may result in the issuance of a warning, and repeated unsatisfactory progress may lead to the termination of the scholar's registration.

- A doctoral scholar must publish at least one research paper in a peer-reviewed journal before the submission of the thesis, as per UGC regulations.

15.5 Thesis Submission and Evaluation

The process of thesis submission, pre-submission seminar, plagiarism check, external evaluation, and viva voce shall be conducted strictly in accordance with the regulations of Manonmaniam Sundaranar University. The College shall facilitate this process and ensure that all required administrative procedures are completed in a timely manner.

STATUTE 16 — ACADEMIC INTEGRITY AND MISCONDUCT

16.1 Academic Integrity Policy

Muslim Arts College is firmly committed to a culture of academic honesty and integrity. All members of the academic community — faculty, students, and research scholars — are expected to uphold the highest standards of intellectual honesty in all academic work.

Academic dishonesty in any form — including plagiarism, fabrication, falsification, misrepresentation, or any other form of academic fraud — is a serious violation of the College's academic integrity policy and shall be dealt with severely.

16.2 Definition of Academic Misconduct

Type	Description
Plagiarism	Submitting another person's work, ideas, or expression as one's own — whether from a published source, unpublished material, or another student's work — without proper attribution.
Fabrication	Inventing or manufacturing data, results, citations, or sources in any academic submission.
Falsification	Altering or distorting existing data, results, or records to misrepresent findings.
Collusion	Submitting jointly produced work as individual work without the knowledge of the faculty, or assisting another student in academic misconduct.
Contract Cheating	Procuring academic work from a third party (including online services) and submitting it as one's own.
Misrepresentation	Falsely claiming authorship, credentials, permissions, or circumstances.

16.3 Penalties for Academic Misconduct

The severity of the penalty for academic misconduct shall be commensurate with the gravity of the offence and whether it is a first or repeat occurrence:

- First minor offence (e.g., inadequate citation): Warning and requirement to resubmit.
- First major offence (e.g., substantial plagiarism): Zero marks for the submission; formal warning placed on academic record.
- Repeat offence: Failure in the course; disciplinary proceedings.
- Grave or systematic misconduct: Suspension or expulsion; referral to the University; cancellation of registration.

16.4 Plagiarism Detection

All project reports, dissertations, and research papers shall be subjected to plagiarism detection using approved plagiarism detection software before submission for evaluation. The acceptable similarity index shall be as prescribed by the UGC and the University (generally not more than 10% excluding references and quotations). Any submission exceeding the permissible threshold shall be returned for revision.

STATUTE 17 — ACADEMIC CALENDAR AND WORKING DAYS

17.1 Preparation and Publication of Academic Calendar

The IQAC, in consultation with the Principal and Heads of Departments, shall prepare the Academic Calendar for each academic year before the commencement of the year. The Calendar shall specify:

- Dates of commencement and conclusion of each semester.
- Schedule of CIA tests (approximate dates for CIA I and CIA II).
- Semester End Examination dates (as notified by the University).
- Dates of college events, cultural festivals, sports meets, and other institutional activities.
- Public holidays and college holidays.
- Dates for IQAC activities and feedback collection.
- Last date for submission of CIA marks, attendance records, and related academic records.

17.2 Minimum Working Days

Semester	Minimum Working Days / Teaching Hours Required
Each semester (UG and PG)	Minimum 90 working days / 450 teaching hours
Total per academic year (2 semesters)	Minimum 180 working days / 900 teaching hours
Ph.D. Course Work Semester	As prescribed by the University

17.3 Compensatory Classes

In the event of academic disruptions due to public holidays, natural calamities, institutional events, or any other cause, the Head of Department shall ensure that compensatory classes are arranged to make up for the lost teaching hours. Compensatory classes shall be held on Saturdays or other free periods as convenient, and communicated to students in advance.

STATUTE 18 — RECORDS AND DOCUMENTATION

18.1 Records to be maintained by Faculty

- Course Plan / Lesson Plan — submitted to HoD at the start of each semester.
- Attendance Register — updated every class; submitted monthly to HoD.
- CIA Mark Registers — maintained course-wise; submitted to Examination Cell before SEE.
- Question Paper File — copies of all CIA tests administered.
- Course Completion Report — submitted at the end of each semester.
- CO Attainment Report — submitted after result declaration.

18.2 Records to be maintained by the Examination Cell

- Centralised mark register — course-wise, semester-wise, year-wise.
- Hall ticket records and attendance sheets of SEE.
- Malpractice register.
- Revaluation / recounting application records.
- Examination grievance records.
- Archive of question papers (CIA and SEE — at least 5 years).

18.3 Student Records

- Academic progress record — compiled at the end of each semester for every student.
- Cumulative record of CIA marks, SEE results, CGPA, and classification.
- Attendance records — filed semester-wise.
- Disciplinary and malpractice records (where applicable).

Note: All academic records shall be maintained for a minimum period of 10 years from the date of a student's graduation, and permanently in respect of Ph.D. scholars. Digital records shall be stored securely with appropriate backup arrangements.

STATUTE 19 — IMPLEMENTATION, AMENDMENTS, AND REPEAL

19.1 Commencement

These Statutes and Ordinances shall come into force with effect from July 2025 and shall apply to all students admitted from the academic year 2025–26 onwards, and to all continuing students to the extent that the provisions do not adversely affect rights already accrued.

19.2 Power to Issue Clarifications

The Principal, in consultation with the Academic Council and IQAC, may issue academic orders, circulars, and clarifications that are consistent with these Statutes, for effective implementation. Such orders shall be communicated to all stakeholders through the official notice board and digital channels.

19.3 Amendments

These Statutes may be amended by the Governing Body on the recommendation of the Academic Council, subject to the following:

- Any proposed amendment shall be tabled before the Academic Council at a duly convened meeting.
- Amendments affecting examination structure, grading, or promotion policy shall require the approval of the affiliating University before coming into effect.
- All amendments shall be prospective and shall not apply retroactively to the detriment of any enrolled student.
- Amendments shall be promptly communicated to all stakeholders and published in the Student Handbook and College website.

19.4 Repeal

All previous academic and examination regulations, circulars, and orders that are inconsistent with these Statutes are hereby repealed with effect from the date these Statutes come into force. Matters not covered herein shall be governed by the regulations of Manonmaniam Sundaranar University and the guidelines of the UGC.

CERTIFIED THAT THESE STATUTES WERE DULY ADOPTED BY THE GOVERNING BODY OF MUSLIM ARTS COLLEGE, KANYAKUMARI, AND SHALL HAVE EFFECT FROM JULY 2025.

Secretary / Correspondent
Muslim Arts College

Principal
Muslim Arts College

