Guru Nanak College (Autonomous)

(Affiliated to University of Madras & Re-Accredited At "A" Grade by NAAC)
No. 161, Guru Nanak Salai, Velachery, Chennai – 600042, Tamil Nadu
Website: www.gurunanakcollege.edu.in

1.4.2 The feedback system of the institution

Supporting Documents | **Minutes of the Governing Council**

|| 2020-21 ||

GURU NANAK COLLEGE (AUTONOMOUS)
Affiliated to the University of Madras
Accredited by NAAC at "A" Grade.
ISO Certified (9001 - 2015)
Guru Nanak Salai, Velachery, Chennai - 600 042.

CERTIFIED DOCUMENTS

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PRINCIPAL

GURU NANAK COLLEGE
(AUTONOMOUS)
VELACHERY, CHENNAI – 600 042

THE TENTH MEETING OF THE ACADEMIC COUNCIL

Date: Friday 17th September, 2021
Time: 11.00 a.m
Place: Guru Ramdas Seminar Hall
Guru Nanak College
Chennai-600 042

GURU NANAK COLLEGE (AUTONOMOUS)

Re-Accredited at 'A' Grade by NAAC
Affiliated to the University of Madras
A Unit of Guru Nanak Educational Society (Regd.)
Guru Nanak Salai, Velachery, Chennai-600 042

THE TENTH ACADEMIC COUNCIL MEETING

Venue: Guru Ramdas Seminar Hall

Date: 17-09-2021 **Time: 10.00 a.m.**

SL.NO	NAME & DESIGNATION
Chairman	
1.	**Dr.M.G.Ragunathan** Principal, Guru Nanak College Velachery, Chennai.
Nominees of the University of Madras (Three Persons)	
2.	**Dr.R.R.Krishnamurthy** Professor & Head, Department of Applied Geology, University of Madras, Guindy Campus, Chennai -600025 Off No: 044-22202727 Email: rrkrishnamurthy@unom.ac.in
3.	**Dr.R.Rajshri Ramakrishna** Associate Professor & Head i/c, Department of Indian Music, University of Madras, Chepauk, Chennai -600005 Phone No: +91 9840992704 Email 1: rajshri@unom.ac.in Email 2: rajshriramakrishna@gmail.com
4.	**Dr.V.Sankar** Professor & Head, Department of Anatomy University of Madras, Taramani Campus, Chennai -600 113 Phone No: +91 9941466960 Email 1: sankar@unom.ac.in Email 2: venkatsankar@yahoo.com

SL.NO	NAME & DESIGNATION
Experts from Outside College nominated by Governing Body (Five Persons)	
5.	**Mr. H. Karthik Seshadri** Advocate, Partner Iyer & Thomas, 15/8,7th Cross St,Indira Nagar, Adyar,Chennai-600 020 Cell: 98400 15394 Email : karthikseshadri@iyerandthomas.com
6.	**Dr. Suresh Ramanathan** Dean & Principal Great Lakes Institute of Management, Chennai. Ph.No: 93840 33668 Email: Suresh@greatlakes.edu.in
7.	**Dr R.Swarnalatha** Professor Department of Humanities and Social Sciences, IIT Madras, Chennai 600036 Ph.No: 98400 98923 Email: swarna@iitm.ac.in
8.	**Dr Sunita Nair** Professor, Department of Chemistry, Advisor, Student Affairs, SSN College of Engineering, Kalavakkam, Tamilnadu. Ph.No: Email: suni_tham@yahoo.com
9.	**Dr.H.Nirmal Kumar** Associate Professor Department of Commerce A.M. Jain College, Chennai -600114 Ph.No: 9940163818 Email: haroldnirmalkumar@amjaincollege.edu.in
Heads of the Departments (Fourty Three Members)	
10.	**Dr.M.Murthi** Associate Professor & Head, Department of Tamil Guru Nanak College, Chennai

SL.NO	NAME & DESIGNATION
11.	**Dr.V.Jeyaraman** Associate Professor & Head, Department of Tamil Guru Nanak College, Chennai
12.	**Dr.Swati Paliwal** Assistant Professor & Head, Department of Hindi & Dean - Languages Guru Nanak College, Chennai
13.	**Ms.Guria Choudhary** Assistant Professor & Head, Department of Hindi Guru Nanak College, Chennai
14.	**Mr.B.Kumaran** Associate Professor & Head, Department of English Guru Nanak College, Chennai
15.	**Ms.R.Radhika** Associate Professor & Head, Department of English Guru Nanak College, Chennai
16.	**Mr.T.Subhramaniyan** Associate Professor & Head Department of Mathematics Guru Nanak College, Chennai
17.	**Dr.K.Namasivayam** Associate Professor & Head Department of Physics Guru Nanak College, Chennai
18.	**Dr.R.M.Ezhilarasi** Associate Professor & Head PG Department of Chemistry Guru Nanak College, Chennai
19.	**Dr.M.Gopi** Assistant Professor & Head Department of Plant Biology and Plant Biotechnology Guru Nanak College, Chennai

SL.NO	NAME & DESIGNATION
20.	**Dr.J.Jayanthi** Associate Professor & Head Dept. of Advanced Zoology & Biotechnology & Dean - Research Guru Nanak College, Chennai
21.	**Dr.T.K.Avvai Kothai** Associate Professor & Head PG & Research Department of Commerce Guru Nanak College, Chennai
22.	**Dr.D.Ranjith Kumar** Assistant Professor & Head Department of Corporate Secretaryship Guru Nanak College, Chennai
23.	**Dr.V.P.Nedunchezhiyan** Associate Professor & Head Department of Defence and Strategic Studies Guru Nanak College, Chennai
24.	**Dr.C.Murthy** Associate Professor & Head PG Department of Economics Guru Nanak College, Chennai
25.	**Mrs.T.Saroja** Associate Professor, UG Department of Chemistry Guru Nanak College, Chennai
26.	**Dr.V.Uma Maheswari** Associate Professor & Head PG Department of Business Administration Guru Nanak College, Chennai
27.	**Ms.S.Nirmala Devi** Associate Professor & Head Department of PG Computer Application & Dean - IT Guru Nanak College, Chennai
28	**Dr.J.Jayanthi** Associate Professor & Head PG Department of Zoology & Dean - Research Guru Nanak College, Chennai

SL.NO	NAME & DESIGNATION
29.	**Dr.K.Shanthi** Assistant Professor & Head Department of Social Work – MSW Guru Nanak College, Chennai
30.	**Mrs. M. Shanthi** Assistant Professor & Head PG Department of Mathematics Guru Nanak College, Chennai
31.	**Dr.O.Nirmala** Assistant Professor & Head PG Department of Defence & Strategic Studies Guru Nanak College, Chennai
32.	**Dr. R. Anand** Associate Professor & Head Department of Data Analytics & Dean - Guru Nanak Centre for Skill Development (GNCSD) Guru Nanak College, Chennai
33.	**Dr.V.Devi** Associate Professor & Head Department of B.Com (Computer Applications) Guru Nanak College, Chennai
34.	**Ms.K.Raviya** Associate Professor & Head i/c, Department of Computer Applications Guru Nanak College, Chennai
35.	**Dr.R.Rajini Surendranath** Associate Professor & Head Department of Computer Science Guru Nanak College, Chennai
36.	**Dr.A.Anu Radha** Associate Professor & Head Department of BBA Guru Nanak College, Chennai
37.	**Dr.D.Sowmya** Assistant Professor & Head Department of Commerce (General & Professional Accounting) Guru Nanak College, Chennai

SL.NO	NAME & DESIGNATION
38.	**Dr. P.Kavitha** Associate Professor & Head Department of B.Com (Corporate Secretaryship) Guru Nanak College, Chennai
39.	**Mr.L.Sathish Kumar** Assistant Professor & Head i/c Department of Visual Communication Guru Nanak College, Chennai
40.	**Dr.Gayathri Harikumar** Associate Professor & Head Department of Commerce (Accounting & Finance) Guru Nanak College, Chennai
41.	**Dr.R.Geetha** Associate Professor & Head Department of B.Com Honours & Dean - Commerce Guru Nanak College, Chennai
42.	**Mrs.R.Rama** Assistant Professor & Head Department of Commerce (Bank Management) Guru Nanak College, Chennai
43.	**Mrs.M.L.Mayalekshmi** Assistant Professor & Head Department of Commerce (Marketing Management) Guru Nanak College, Chennai
44.	**Mrs.R.Caroline Kalaiselvi** Associate Professor & Head Department of Commerce (Information System Management) Guru Nanak College, Chennai
45.	**Dr.J.Vanathi** Assistant Professor & Head Department of Information Technology & Deputy Dean (Academics) Guru Nanak College, Chennai
46.	**Dr.Bharathi Ravikrishnan** Assistant Professor & Head Department of Biotechnology, Guru Nanak College, Chennai

SL.NO	NAME & DESIGNATION
47.	**Ms.R.Senkamalam** Assistant Professor & Head Department of B.A English, Guru Nanak College, Chennai
48.	**Mr.R.Ramesh** Assistant Professor & Head, Department of Sanskrit Guru Nanak College, Chennai
49.	**Mr.Gunjan Kumar Singh** Assistant Professor & Head i/c Department of French Guru Nanak College, Chennai
50.	**Dr.C.P.Senthil Kumar** Assistant Professor Department of Commerce & Member Acacdemic Council University of Madras
51.	**Dr.A.Jeyaganesan** Director of Physical Education Department of Physical Education Guru Nanak College, Chennai
52.	**Dr.T.Senthil Kumar** Librarian Department of Library Guru Nanak College, Chennai
Teachers Representing Different Categories (Four Members)	
53.	**Dr.P.V.Kumaraguru** Controller of Examinations Guru Nanak College, Chennai
54.	**Dr. S. Savithri** Assistant Professor Department of English & Dean (Academics) Guru Nanak College, Chennai
55.	**Dr.Anitha Malisetty** Associate Professor Department of BBA & Joint Controller of Examinations Guru Nanak College, Chennai

SL.NO	NAME & DESIGNATION
56.	**Dr.V.Srimathi** Associate Professor Department of Mathematics & Deputy Dean (Academics) Guru Nanak College, Chennai
Faculty member nominated by Principal (Member Secretary)	
57.	**Dr. N.C.Rajashree** Vice Principal – Shift II Guru Nanak College, Chennai
Special Invitees (Six Members)	
58.	**Mr. Manjit Singh Nayar** General Secretary & Correspondent Guru Nanak College, Chennai
59.	**Dr. Marlene Morais** Advisor to Management Guru Nanak College, Chennai
60.	**Dr.M.K.Shakila** Dean – Management Guru Nanak College, Chennai
61.	**Dr.S.E.Noorjahan** Assistant Professor Department of Chemistry & Dean – Sciences Guru Nanak College
62.	**Dr.N.Malathi** Assistant Professor Department of Humanities & Dean – Humanities Guru Nanak College
63.	**Dr.T.R.A.Devakumar** Special Project Officer Guru Nanak Educational Society

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Guru Nanak Salai, Velachery, Chennai-600 042

TENTH MEETING OF THE ACADEMIC COUNCIL

Agenda

Date: 17th September, 2021

Time: 11.00 a.m.

Venue: Guru Ramdas Seminar Hall

- Welcome Address and Introductory Remarks
- Approval of the minutes of the Board of Studies meetings:
- Items for Reporting
- Any other matter (With the Permission of the Chair)

MINUTES OF THE TENTH ACADEMIC COUNCIL MEETING

Place of Meeting: Guru Ramdas Seminar Hall

Date: 17th September, 2021 **Time: 11.00 A.M**

- The meeting began at 11 am in the Guru Ram Das Seminar Hall.
- Leave of absence was granted to all the external experts and Dr Swati Paliwal.
- The Principal after greeting the Council members, introduced Dr.Suresh Ramanathan, Dean – Great lakes Institute of Management as one of the New Academic Council members. Post which he presented his report on the activities and achievements of the College for the past six months.
- Dr Suresh Ramanathan after listening to the Principal's report mentioned that in his experience, students who completed a UG programme very often lacked good communication skills. He added that the students needed to have functional knowledge, problem solving skills, understand concepts like team work and overall have a holistic development. To this, Dean Academics, Dr Savithri mentioned that they had come up with Soft Skill courses (Job oriented skills, Personality Development, Self and Time Management, Spoken and Written Skills to name a few) for both UG and PG students.

  A Blended meeting was held for the first time for the Academic Council with bothonline and offline intervention.
- Based on the feedback obtained from the stakeholders and students satisfaction survey, modifications were made in the syllabus of the following and passed in their respective Board of Studies meeting. (B.Sc. Advanced Zoology and Biotechnology, M.Sc. Zoology, M.Sc. Mathematics, B.Sc. Visual Communication, B.A. English, B.A. Defence & Strategic Studies MSW, Hindi and French)
- It was proposed to make modifications for the other courses in their forthcoming Board of Studies meeting

- The chairperson, asked the Dean (Academics), Dr.S.Savithri, to proceed with the business to be brought forward.

BUSINESS BROUGHT FORWARD

ITEMS FOR APPROVAL

Item 1: Dr. S.E. Noorjahan Dean, School of Sciences moved that the recommendation of the Board of Studies Meeting held on 29th March, 20th May, 2021 and 15th July 2021 regarding the modifications in Syllabus of UG & PG Departments of Zoology, PG Department of Mathematics and UG Department of Visual Communication may be approved.

Dr. R.M.Ezhilarasi seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 29th March, 20th May, 2021 and 15th July 2021 regarding the modifications Syllabus of UG & PG Departments of Zoology, PG Department of Mathematics and UG Department of Visual Communication may be approved.

Item 2: Dr R.Geetha Dean School of Commerce moved that the recommendation of the Board of Studies Meeting held on 24th March 2021 regarding the modifications in the Syllabus of PG Department of Commerce may be approved.

Dr T.K.Avvai Kothai seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 24th March 2021 regarding the modifications in Syllabus of PG Department of Commerce may be approved.

Item 3: Dr N. Malathi Dean, School of Humanities moved that the recommendation of the Board of Studies Meeting held on 1st April 2021, 29th May 2021 &15th May 2021 regarding the modifications in the Syllabus of UG Departments of Defence and Strategic Studies, English and PG Department of Social Work may be approved

Dr.V.P.Neduncheziyan seconded the motion

Resolved that the recommendation of the Board of Studies Meeting held on 1st April 2021, 29th May 2021 &15th May 2021 regarding the modifications in the Syllabus of the UG Departments of Defence and Strategic Studies and English and PG Department of Social Work be approved

Item 4: Dr. M.Murthy Chairperson, School of Languages moved that the recommendation of the Board of Studies Meeting held on 1st March, 2021 & 9th September 2021 regarding the modifications in the Syllabus of Foundation Hindi and Foundation French may be approved.

Prof B.Kumaran Head Department of English (Shift I) seconded the motion.

Resolved that the recommendation of the Board of Studies Meeting held on 1st March, 2021 & 9th September 2021 regarding the modifications in the Syllabus of Foundation Hindi and Foundation French may be approved

ITEMS FOR REPORTING

The Dean-Academics, Dr. S.Savithri reported the following items:

Item 1 : Internship made compulsory for third year UG students

Item 2 : In case students are unable to get internship then they can opt for MOOCs or do a certificate course through skill development approved (only for this year)

Item 3 : We have applied for an extension of Autonomy.

Item 4 : IDE first batch - all papers being offered to all students throughout the college- modification from last AC (IDE papers were to be offered within the shifts)

Item 5 : New evaluation pattern coming into effect this academic year (mid semester exam (after 45 days)+ model exam as usual)

Item 6 : New syllabus for English text book and bridge course material

Item 7 : All departments to have a bridge course for three weeks (Monday-Friday) 4 hours a day - two hours of English- one hour language for a week, then student affairs activities for one and a half weeks , one hour major/allied subject for two and a half weeks.

Item 8 : From 2020 EVS syllabus Evaluation pattern with 50% weightage for End Semester Exam and 50% internal valuation (25 Project /Thesis & 25 viva)

Item 9 : To follow up the change in the course structure of the 2020 batch -introduction of internship (compulsory) for all UG students after the IV semester - 2 credits.

Item 10 : New IDE papers to be offered and finalized by all the departments.

Item 11 :NME-common to all first year UG students (except B.Com Honours)

Item 12 :PG Departments of Mathematics, Defence, Zoology and Social Work will uniformly have EDE only in the - 2nd & 3rd semesters and it will be only within PG Departments functioning in Shift II

Item 13 :M.Sc. Mathematics project was introduced compulsorily from this year.

Item 14 :M.A.Defence Research Methodology and Dissertation were given as separate papers from the current batch.

Item 15 :M.Com, M.Sc Chemistry and M.A Economics will also have EDE only in 2nd and 3rd Semesters but it will be within the first shift departments

Item 16 : Course code will be generated for certificate courses offered by the skill development

Item 17 : Feedback report and Action taken report which are an essential part of criteria 1 are placed before this august body

Internal Assessment Component from the Academic Year 2020-2021 onwards will be as follows:

1) Mid-Semester Examination - 10 Marks
2) Model Examination - 10 Marks
3) Assignment – 10 Marks
4) Class Activity – 15 Marks
5) Attendance – 5 Marks

Total – 50 Marks

- Dr Savithri, Dean Academics gave a brief report on the Academic activities since the last Academic Council meeting. She reported the following:
- The college has already applied to the University of Madras for permission to begin three new courses and ask for additional sections for three courses. Therefore, four new courses (B.Sc Data Analytics , B.COM (CA) , B.COM(PA) , B.A SOCIOLOGY) and Additional section for 3 Courses(B.COM (Gen) exclusively for women, B.COM(CS) and B.A Defence Studies would begin from the current academic year.
- End semester examinations had been held online, evaluated by our own faculty and the results had been published within 10 days.
- The Time Table for online classes had also been discussed for the coming Academic year. (2021-2022) As the government had not permitted classes to be offline for the first years, it was decided to conduct online classes for first years and offline classes for Second and third years and PG students with social distancing.
- Initially, the Inter Disciplinary Elective courses for the third year UG students was planned to be offered within the shifts for all the third years. It was then decided to throw open all the courses for all the students across the college so that students would have more options to choose from.
- Suggestions were invited from the members for the introduction of new programmes from the next Academic year.
- Dr Savithri, Dean Academics suggested the introduction of an M.A English Programme which would definitely help meet a huge demand. Our General Secretary and Correspondent Mr.Manjit Singh Nayar suggested that this could be examined at a later date. However, he agreed to examine the feasibility of introducing B. A. History and B. A. Tamil from the next Academic year. He referred to a suggestion made in an earlier Academic Council meeting by one of the external experts.
- It was suggested that we could offer a course in Political Science or Public Administration as that would help students prepare well for competitive examinations.
- The General Secretary was of the opinion that if we offered more number of courses, quality should not be compromised with. All members present agreed on this point.
- Dr.Namasivayam, Head Department of Physics talked about the possibility of introducing a PG programme in Physics from the coming Academic year. He mentioned that they had adequate infrastructure and they could retain their students who went either to the University of Madras or other colleges to do a PG Programme in Physics. Our General Secretary was more concerned about the quality of students interested in pursuing a PG course in Physics if it was offered. However, he asked Dr Namasivayam to prepare a syllabus for submission to the University and be prepared to offer the course.
- Dean Commerce, Dr Geetha made a suggestion that establishment of a professional training Academy for Commerce students could be examined.

- Dr Anuradha, Head of BBA suggested that we could offer B.A. Econometrics as a new programme. Our General Secretary suggested B.A. Business Economics and asked Dr Malathi, Dean Humanities to examine the feasibility and get the syllabus ready for the proposed Programme.
- Dr M.K.Shakila, Dean Management suggested bringing in a UG programme either on Political Science or Criminology. She even suggested Agriculture based courses might find takers.
- Dr J.Jayanthi, Dean Research requested that a unit on Research publications etc be introduced as part of the course in Research Methodology for both PG and M.Phil students. She mentioned that the University of Madras had made this as a compulsory part of the syllabus from this Academic year.
- She further suggested that the college setup a translation cell as the University of Madras had made a stipulation from the coming Academic year that all synopsis submissions had to be translated into Tamil and submitted. She mentioned this cell could also be outsourced as there will be a huge demand for translation in future. Dr Namasivayam, Head, Department of Physics talked about offering German too as it would have a huge market.
- The meeting concluded at 1.00 p.m. with the chairperson thanking the members.

Principal's Report

RANKING of GNC ACROSS INDIA

EDUCATION WORLD – 2021

In the Survey Conducted by the Education World, the College is ranked 35th at all India level, 15th rank at state level and 7th rank at city level

Top 100 at the National level in the disciplines of Arts, Humanities, Commerce and Sciences

INDIA TODAY RANKING - 2020

In the survey conducted by India Today during 2020, the college has been placed in the top 100 institutions at the National level in the disciplines of Arts, Humanities, Commerce and Sciences.

THE WEEK – HANSA RESEARCH SURVEY - 2020

The College has been ranked in the top 50 National - level Colleges as per The Week- Hansa Research Survey Report (2020)

- India Today Arts – 10th, Sciences – 7th, BBA -5th -In Chennai
- The Week Hansa Research Survey 2020, Commerce - 35th & Science -39th - In India
- Education world ranking 2021, India Level – 35th, State Level – 15th, City – 7th Position
- Extraordinary Leadership survey conducted by Education Word stated as All India 5th, Tami Nadu & Chennai – 1st

Guru Nanak College is among the top 5 City Colleges in both MDRA & The Week.

Guru Nanak College is 2nd in Top Co-Ed Colleges in the City.

Courses	In Nos
UG Courses	27
PG Courses	9
M. Phil. Course	2
Ph.D. Programme	10 (1 Approval awaited)
Add – On Courses - UGC	3
Certificate Courses	19
International Certificate Course	1
Bridge Course for all the I Yearstudents	
Certificate Course for All Students	

During 2020-21 the admission process was completely online.
85% of the students didn't have an issue with filling up the online applications and submitting it.
The rest had connectivity issues or problem with the payment gateway
An extension counter was especially opened in the pavilion for those who couldn't pay fees online
No walk-ins as people were not permitted to enter the campus as per Covid guidelines.
The admissions were made purely on MERIT

GNC Integrated Management System (IMS)

- The College has a well-equipped Integrated Management System (IMS) which serves as a data repository for School, College and Society.
- The system aims to make the campus "paperless" and to build "One campus – One database"
- The establishment of GNC IMS started with 2 modules and is currently operating with 21 modules.
- All modules are designed in a customized manner by an in-house team

BIOMETRIC, CIRCULAR AND FILE MANAGEMENT

- 100% of staff attendance is now under Biometric system.
- Introduction of e-Circular module (104 e-circulars sent).
- Implementation of file management module – Stored 2121 Internal letters and 167 external letters (from June 2019 to December 2020)

STUDENT STRENGTH

YEAR	SHIFT I	SHIFT II	TOTAL
2016-17	2320	3359	5679
2017-18	2362	3958	6320
2018-19	2277	4300	6577
2019-20	2273	4257	6530
2020-21	2214	4340	6554

STUDENT'S DEMAND AND ADMISSION – SHIFT I

Demand Ratio 1: 18

STUDENT'S DEMAND AND ADMISSION – SHIFT II

Demand Ratio 1: 6
Overall Demand Radio 1: 10

Ninety five percent of the Staff are fully qualified.

Bridge course in English, Computing Skills and Mathematics was conducted for 2150 first year students in 2020-21entirely in the online mode.

PROGRAMS ON RESEARCH & DEVELOPMENT

Guru Nanak Centre for Research has conducted many programs for the promotion of research and outreach during the pandemic.

Total No. of Events – 25

- National Webinar – 6
- International Webinar – 02
- Programs on Intellectual Property Rights - 4
- Workshops – 4 (2 International + 2 National)
- Faculty Development Program - 03
- Industry Academia Conclave – 2
- Certificate courses – 2
- Out Reach Programs- 1
- Gender Sensitization and Women Empowerment -1

GURU NANAK CENTRE FOR SKILL DEVELOPMENT

Certificate Courses 20 February 2021 – 20 March 2021

S.NO	NAME OF THE COURSE	NAME OF THE ORGANIZATION	STUDENTS NUMBER
1.	Advance Tally with GST	MSME	1000
2.	CCTV Installation	MSME	100
3.	Amazon Cloud Training	Amazon	423
4.	Android Mobile App Development	ICT Academy	418
5.	Cisco Python Certification	Cisco NetAcad	541
6.	Simple Chemical Manufacturing	MSME	139
7.	Terrace Gardening	MSME	138
8.	Ornamental Fish culture Course	MSME	135
9.	Disaster Management	Anna Institute of	570
10.	Sanitizer Preparation	MSME	126
11.	Income Tax practitioner	MSME	120
12.	Business Analytics	ICT Academy	97
13.	Basic Tally ERP	MSME	1092
14.	GST Practitioner	MSME	990
15.	Foreign Language	Language Trainers	187
Total			**6076**

GURU NANAK CENTRE FOR SKILL DEVELOPMENT (GNCSD)

- Guru Nanak Educational Society (Regd.) has signed a MoU with various domestic and international organizations and some of them are Europe India Foundation for Excellence (EIFE) Belgium, MSME Technology Development Centre, ICT Academy, KVIC.
- These organizations have trained our students on industry specific job-oriented courses such as Advance Tally with GST, GST Practitioner, Income Tax Practitioner, AWS cloud training and Data Analytics, Python Programming.
- Guru Nanak College has been established as SWAYAM - NPTEL Local Chapter with IIT Madras and this has helped our staff and students to get trained on Latest Technologies.
- Professional certification programmes in Tally ERP 9.0, Mobile Phone Servicing, CCTV installation.
- Offered Vocational courses of Bakery products making, Herbal products making, Beautician course, Sanitary Napkin making and Imitation Jewellery making, etc.

GURU NANAK MEDIA CENTRE (GNMC)

- The Guru Nanak Media Centre (GNMC) functions as the nerve centre for compiling the data from the various departments of the College, digitizing them and handing them over to the Social Media Management Team.
- Identity cards for staff and students and the College Website, Video Editing and Compilation of Events organised, Live Video Streaming and Editing of the various events are the major work undertaken by the Centre.
- The Centre also serves as the liaison between the College and the Consultants of the Social Media Management Team to enable them to publish it in the various social media platforms to ensure global reach for the College.

OUTREACH

NCC (ARMY WING)

- Won the Overall Championship at Inter-collegiate competitions conducted by Dr.Ambedkar Law University.
- Two of our cadets participated in the Republic Day Camp at New Delhi.
- Participated in RDC Rajpath and RDC Cultural and PM Rally.

AWARENESS PROGRAM ON FOOD CODES

The Department of Bio-Technology along with NSS organized an awareness programme about Indian Food Codes system (Code No., Color code and Symbol code) on the food packets

ENTREPRENEURIAL INITIATIVES

- Department of Biotechnology took the initiative in preparing a Hand sanitizer (5 variants – Pepper mint, Peach, Lemon Grass, Tea tree oil and Lavender)
- The hand sanitizer was prepared according to WHO standards and will be sold at nominal price.
- Department of Biotechnology has also prepared Handmade soaps (9 fragrances – Aloe Vera, cucumber, carrot, fuller's earth, Lavender, Lemon grass, Tea tree oil, Peach and wild turmeric)
- The Department of Chemistry organized a One Day Workshop on "ENTREPRENEURS THROUGH CHEMISTRY" supported by DBT Star College Scheme, Government of India. The students were taught Preparation of Detergent Powder, Phenyl, Dish Wash Powder and Dish Wash Liquid.

SHORT ORIENTATION COURSE FOR NON – TEACHING STAFF

For the first time in the history of any College a Short Orientation Course for Non-Teaching Staff was conducted from 28th July to 13th August 2020. The areas touched upon were techniques of Report Writing, Effective Communication, Importance of Reading Newspaper, Data Analysis, Teambuilding MS-Office, Basic Hindi Communication, Record Keeping & Maintenance, Acupressure etc.

YOUTUBE CHANNEL

- A YouTube channel was inaugurated for the College. Webinars and Awareness Sessions for the students were conducted through this.
- Other Colleges approached GNC for IT know-how on maintaining connectivity with their Staff and Students.

AWARDS/APPRECIATION

- The General Secretary & Correspondent, Mr. Manjit Singh Nayar received a special award from Chennai City Police, for his outstanding contribution and dedicated service during the COVID 19 Pandemic.
- Our General Secretary & Correspondent was conferred with the Extraordinary Leadership award by Education world recently.

COVID RELIEF INITIATIVE

- First college to volunteer to take care of the 400 migrant workers from Odisha.
- Medical screening camp by government officials held regularly for the migrant workers
- Dental and hygiene kits were supplied to all of them along with beddings, blankets, shirts & footwear.
- They were provided with wholesome food (breakfast, lunch and dinner)
- They had Yoga session every day to keep them fit mentally and physically.
- When the migrant workers left the campus, buses were arranged for their departure and food packets were provided for them.
- The, then Hon' Chief Minister Shri Edappadi K. Palaniswami visited the campus with the Health Minister, Health Secretary & Corporation Commissioner.
- He served food to the migrants and appreciated the work being done for the migrant workers as well as the existing infrastructure of the College.
- The then leader of the Opposition Thiru M. K. Stalin also visited the relief camp, donated provisions and served food to the migrants.
- Other officials like DGP, ADGP and Commissioner of Police were among those who visited the camp regularly.
- We were the first to extend the facilities for migrants from the North Eastern states of Assam, Tripura & Nagaland, who stayed for 3-4 days before their onward journey to their hometown.
- All forms of Media like the Press, the Television news channels and Social Media outlets covered these activities extensively.

COVID RELIEF CAMP

- Donations poured in from volunteers which included clothes, rice, dal and vegetables along with cash donation.
- Surplus items from the relief camp were extended to various NGOs and the Gurudwara at T. Nagar.

SUPPORT FOR STUDENTS DURING COVID

- To give a sense of continuity during the pandemic, teachers conducted online classes, tests, quizzes and exams for the students.
- Only 3% of students had connectivity issues.
- 64 certificate courses like Advance Tally with GST, CCTV Installation, Amazon Cloud Training, Android Mobile App DevelopmePnatgaen1d8Cofisco Python Certification were offered.
- Online quizzes, competitions and webinars were conducted during the pandemic.Parent-Teachers meetings were conducted by all the department to appraise the parents'of the online activities and classes for the students.
- In total, 222 programmes were organized in 117 days including Webinars (National and international), Workshops and Research Development Programs

FIRST VACCINATION CAMP – PUBLIC APRIL 2021

A Mega covid-19 vaccination camp was organised on April 9, 2021 by Guru Nanak Educational Society and Greater Chennai Corporation for the benefit of faculty members and the general public. Principal Dr.M.G.Ragunathan, inaugurated the camp by getting himself vaccinated. General Secretary and Correspondent Mr.Manjit Singh Nayar, also graced the occasion. The camp was open for all staff and general public. Nearly 70 staff members got themselves vaccinated. Guru Nanak College was the first Educational institution to initiate such a camp for the benefit of its staff and public.

SECOND VACCINATION CAMP – HOME GUARD PERSONNEL MAY 2021

Another Mega vaccination camp was organised on May 2021 for 2,500 home guards on the college campus jointly by the Velachery Corporation Public Health Centre officials.

MEGA FOOD CAMP 2021

The second wave of the Covid-19 pandemic emerged as an alarming disaster and a large number of people were affected. The GNES decided to provide freshly prepared food to the frontline workers and doctors and nurses who had been working in the government hospitals round the clock. Around 3000 meal packets were prepared in the Guru Nanak College Campus on a daily basis from May 10th to June 30th 2021. The packing and distribution of food was taken care of by the commando force of the Tamil Nadu police under the direct supervision of the Additional Director General of Police. Senior officials visited the camp and acknowledged the commendable service.

COVID-19 CARE CENTRE

A 16-Bed Covid care Centre was set up at the Sports Pavilion Building of the Guru Nanak College Campus on May 30, 2021.In addition to this, the Guru Gobind Singh Block was handed over on May 12, 2021 to the corporation authorities for management and use as a Covid -19 Quarantine Centre with 380 Beds.

SWABODHINI – SCHOOL FOR SPECIAL CHILDREN

Swabodhini, School for Special Children is housed in the Maharani Vidyavati Devi Block on campus. A few of these children are employed in our college office and library.

NEW COURSES 2021-2022

- B.Sc. Data Analytics
- B. Com. Computer Application
- B. A. Sociology
- B. Com. Professional Accounting

ADDITIONAL SECTIONS FOR 2021-2022

- B A Defence& Strategic Studies
- B. Com. (General)(Exclusively for women candidates)
- B. Com. (Corporate Secretary ship)

Annexure – I

RULES AND REGULATIONS

(Effective from the Academic Year 2021-2022 and thereafter)

SEMESTER SYSTEM WITH CREDITS

I. CHOICE BASED CREDIT SYSTEM (CBCS) WITH GRADING

The College follows the CBCS with Grades under the Semester pattern. Each paper is provided with a credit point based on the quantum of subject matter, complexity of the content and the hours of teaching allotted.. This is done after a thorough analysis of the content of each subject paper by the members of the Board of Studies and with the approval of the Academic Council. Students are also offered a variety of Job-oriented courses, Elective courses and Skill based courses as the part of the curriculum. Students can earn extra credits by opting for Massive Open Online Courses (MOOCs) and Certificate Courses.

The evaluation method under CBCS involves a more acceptable grading system that reflects the personality of the student. This is represented as Cumulative Grade Point Average (CGPA) and Grade Point Average (GPA) which are indicators of the Academic Performance of the student. It provides students with a scope for horizontal mobility and empowers them with the flexibility of learning at their convenience.

II. ELIGIBILITY FOR ADMISSION

Candidates admitted to the first year of the UG programme should have passed the higher Secondary Examinations (Academic or Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Syndicate of the University of Madras. Students applying for the PG programme should have taken the UG degree in the relevant subject from a recognized university as per the norms of the University of Madras.

For B.Com (Hons) & B.Com (PA):

Candidates admitted to the first year of the B.Com (Hons.) & B.Com (PA) programme should have passed the higher secondary examinations conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Syndicate of the University of Madras with 75 % cut-off in Commerce/Business studies, Accountancy, Economics and Business Mathematics/ Mathematics.

For MBA:

The basic requirement for admission to the MBA Course, is a Bachelor's degree in any discipline with a minimum of 50% marks in aggregate and satisfactory test score in MAT Entrance Test conducted by AIMA, New Delhi / TANCET for MBA conducted by Government of Tamilnadu / CAT / XAT or any other approved MBA Entrance Tests

For MCA:

Only those candidates who have passed B.C.A/B.Sc. in Computer Science or any other equivalent degree OR passed B.Sc/B.Com/BA with Mathematics at 10 + 2 level or at graduation level (with Optional bridge course), provided they have undergone the course under 10+2+3 or 11+1+3 or 11+2+2 pattern and obtained at least 50% of marks (45 % marks in case of candidates belonging to reserved category) in the qualifying examination shall be eligible for admission to the M.C.A. Degree Course.

III. DURATION OF THE COURSE

The UG course is of three years duration with six semesters and the PG course is of two years duration with four semesters. The period from June to November is termed as the odd semester and the period from December to April is referred to as the even semester. Each semester must compulsorily have 90 working days before the students sit for the final End Semester Exam.

IV. COURSE OF STUDY

The main subjects of study for the Bachelor's Degree shall consist of the following:

1. FOUNDATION COURSES

a) PART - I : Tamil/ Hindi / Sanskrit/French
b) PART - II : English

2. CORE COURSES

a) PART - III: Consisting of (a) Main subject (b) Allied Subjects (c) Elective subjects related to the main subject of study and project work.
b) PART - IV

i. Those who have not studied Tamil / Hindi up to XII standard and have taken a non-Tamil / non – Hindi language under Part – I, shall opt for Basic Tamil / Basic Hindi in the first two semesters.

ii. Those who have studied Tamil up to XII standard, and taken a non -Tamil language under Part – I, shall opt for Advanced Tamil in the first two semesters.

iii. Others, who do not come under either of the clauses mentioned above, can choose a Non-Major Elective (NME) in the first two semesters.

iv. Soft Skills (I, II, III & IV Semesters)

v. Environmental Studies (IV Semester)

vi. Value Education (V Semester)

c) PART - V : Compulsory Extension Service

A candidate shall be awarded **one credit** for compulsory extension service.

A student must enroll in NSS / NCC /Sports & Games/ Rotaract/ Youth Red Cross / Citizen Consumer Club / Enviro Club or any other service organization in the College and should put in compulsory minimum attendance of 40 hours, which shall be duly certified by the Principal of the College. If a student lacks 40 hours compulsory minimum attendance in the extension services in any Semester, s/he shall have to compensate the same, during the subsequent Semesters. Literacy and population and educational fieldwork shall be compulsory components in the above extension service activities.

V. COURSE STRUCTURE

The UG course consists of 15-18 Core papers with 3-4 credits for each paper, 3 Elective papers and 4 Allied papers with 5 credits for each paper in addition to 3 Soft Skill papers with three credits each and one skill based subject with three credits. The B.Com (Hons) course has 31 core papers of 4 credits each and project with 8 credits and B.Com (PA) has 29 core papers.

The PG courses (M.A, M.Com, M.Sc and MSW) have 14-17 core papers with 4 credits each, Project Work with 6 credits, 5 elective papers with 3 credits, 2 extra disciplinary papers with 3 credits, Four Soft Skill courses with two credits each. Internship as a compulsory component carries 2 credits.

The MBA course has 15 core papers including project work with 4 credits, 6 elective papers with 3 credits, 2 extra disciplinary papers with 3 credits, Four Soft Skill courses with two credits each. Internship as a compulsory component carries 2 credits.

The MCA course has 15 core papers of 2-4 credits, 5 Elective papers of 3 credits, 2 Extra-disciplinary papers of 3 credits and a project work of 17 credits.

Internship training is a compulsory component for all the PG courses.

♦ **The details of the course structure are given in the following table:**

CHOICE BASED CREDIT SYSTEM WITH GRADING

1. POST GRADUATE DEGREE

COMPONENTS	M.Sc. Chemistry M.Sc. Mathematics M.Sc. Zoology M.A. Economics M.A. Defence & Strategic Studies			M. COM			M. S.W		
	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
CORE COURSES INCLUDING PRACTICAL	14-17	4	60-70	16	4	64	17	3-6	65
PROJECT	0-1	6	0 - 6	0	0	0	1	6	6
ELECTIVES	5	3 - 4	10-20	4	4	16	5	3	15
EXTRA DISCIPLINARY COURSES	2	3	6	2	3	6	2	3	6
SKILL	4	2	8	4	2	8	4	2	8
INTERNSHIP	1	2	2	1	2	2	0	0	0
TOTAL			91			96			100

COMPONENTS	M.C.A.			M.B.A.		
	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
CORE COURSES INCLUDING PRACTICAL	15	2-4	46	13	4	52
PROJECT	1	17	17	1	8	8
ELECTIVES INCLUDING EXTRA DISCIPLINARY COURSES	7	3	21	8	3	24
SKILL	4	2	8	4	2	8
INTERNSHIP	1	2	2	1	2	2
TOTAL			94			94

2. UNDERGRADUATE DEGREE

Under Part IV of the Course, students should register separately for two Non-Major Elective papers, during the First and Second semesters. The marks obtained under Part IV will not be included for classification of the candidate although a pass is mandatory. Students should have obtained the minimum credit under Part V to be eligible to receive the degree.

PART	COMPONENTS	B.Com(Gen.) B.Com (C.S) B.Com(A&F) B.Com(B.M.) B.Com(M.M.) B.Com(ISM) B.B.A. B.C.A B.Sc (IT) B.Com(CA)			B.Sc.(Mat.) B.Sc.(Phy.) B.Sc.(Chem.) B.Sc.(Plant Bio.) B.Sc.(Adv.Zoo) B.Sc.(C.S.) B.Sc.(Viscom) B.Sc (Biotech) B.A.(Eco.) B.A.(Defence), B.A. (English). B.Sc (Data Analytics), B.A Sociology)			B.Com (Honours)			B.Com (Professional Accounting)		
		No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
Part I Foundation Course	Language: (Tamil/ Hindi/ Sanskrit/ French)	2	3	6	4	3	12	2	3	6	2	3	6
Part II Foundation Course	English	2	3	6	4	3	12	2	3	6	2	3	6
Part III	Core Papers	15-18	3-4	72	15-18	3-4	60	31	4	124	29	4-6	123
	Project	-	-	-	-	-	-	1	8	8	-	-	-
	Allied Papers	4	5	20	4	5	20	-	-	-	-	-	-
	Elective Papers	3	5	15	3	5	15	-	-	-	1	4	4
Part IV	Non Major Electives/ Basic Tamil/ Advanced Tamil/Basic Hindi	2	2	4	2	2	4	2	2	4	2	2	4
	Soft Skill	3	3	9	3	3	9	-	-	-	3	2-4	8
	Skill Based Subject	1	3	3	1	3	3	-	-	-	-	-	-
	Environmental Studies	1	2	2	1	2	2	1	2	2	1	2	2
	Value Education	1	2	2	1	2	2	1	2	2	1	2	2
Part-V	Extension Service	1	1	1	1	1	1	1	1	1	1	1	1
	Internship	1	2	2	1	2	2	-	-	14	-	-	14
TOTAL		**142**			**142**			**167**			**170**		

VI. EXAMINATIONS

Continuous Internal Assessment (CIA) will be for 50 percent and End Semester Examination (ESE) will be for 50 percent.

➢ CONTINUOUS INTERNAL ASSESSMENT (CIA)

Every semester will have a centralized mid semester examination for each paper. This will be conducted on completion of 45 working days in each semester. A Model exam of three hours' duration will be conducted on completion of 80 working days in each semester.

The schedule for these tests is as follows:

C.I.A.Test	Schedule	Syllabus Coverage
I	After **45** working days of the Semester	50%
II (Model Examination)	After **80** working days of the Semester	95%

The components for the CIA (Theory & Practicals) are as follows:

Internal Components			
Assessment Type	**Nature**	**Maximum Marks**	**% of Weightage**
CIA	Mid Semester Exam	50	10
Model	Model Examination	100	10
	Assignment		10
	Class activity		15
	Attendance		5
Total			**50**

The class activity relates to a programme of accepted innovative techniques such as seminars, quiz, portfolio creation, MCQ, PowerPoint presentation, objective tests, role play etc. The mode of evaluation of the class activity will be fixed before the commencement of the semester and an approval will be obtained from the Head of the Department. The students will be informed of the various methods of evaluation once the semester begins.

A record of all such assessment procedures will be maintained by the department and is open for clarification. Students will have the right to appeal to the Principal in case of glaring disparities in marking.

CIA marks for practical subjects will be awarded by the respective faculty based on the performance of the student in the model practical examination, observation notebook, submission of record books, regularity and attendance for the practical classes. The attendance particulars for practical classes will be maintained by the concerned faculty.

Marks for attendance will be awarded as per the following:

Percentage of General Attendance	Marks Awarded
90-100	5
75-89	4
60-74	3
<60	0

- **END SEMESTER EXAMINATIONS (ESE)**

After the completion of a minimum of 90 working days each semester, the End Semester Examinations will be conducted. Examinations for all UG and PG courses will be held for all papers in November/December and April/May

Practical examinations will be conducted only during the end of the odd / even semester before, during or after the commencement of the theory exam. The schedule for ESE Practicals will be notified by the Controller of Examinations in consultation with the Dean (Academics).

A candidate will be permitted to appear for the End Semester examinations for any semester if:

a) S/he secures not less than 75% of attendance in the working days during the semester.
b) S/he should have applied for the examination
c) S/he should have paid the requisite examination fee
d) Her/His overall conduct has been satisfactory

The attendance requirements to appear for the ESE are as follows:

i. Students must have **75% of attendance in each part of the course of study to appear for the End Semester Examination.**

ii. Students who have **65% to 74.9% of attendance shall apply for condonation** in the prescribed form along with the prescribed fee after obtaining permission from the Principal. Students cannot claim condonation as a matter of right. Submission of Medical Certificate is normally not accepted to condone shortage of attendance.

iii. Students who have 50% to 64.9% of attendance will fall under the - **Withheld category**. Such students cannot take up the ESE exams. They should apply to the Principal for permission to write the next supplementary examination and pay the requisite fee for this purpose. However, they can appear for the supplementary examinations for the previous semester's paper/s.

iv. Students who have less than 50% of attendance fall under the **Detained category- They will not be permitted to appear for the examination. They shall redo the semesters after completion of the course and appear for the examination after securing the required**

percentage of attendance. The decision of the Principal remains final and binding in all respects.

v. Students who do not get the minimum marks to pass in the ESE shall compulsorily re-appear for the paper in the subsequent semester after paying the required fee.

A Student who, for whatever reasons is not able to complete the program within the normal period (N) or the minimum duration prescribed for the programme, may be allowed a two year period beyond the normal period of study to clear the backlog to be qualified for the degree. (Time Span = N +2 years for the completion of programme).

In exceptional cases like major accidents and childbirth an extension of one year may be considered beyond the maximum span of time (Time Span = N + 2 + 1 years for the completion of programme).

If the students fail to complete the course and take the examination within the stipulated time, they will be required to re-register their names and take the examination in the revised regulations/syllabus of the paper in force at the time of their reappearance. Students qualifying during the extended period shall not be eligible for **RANKING.**

INSTANT EXAMINATION (SPECIAL SUPPLEMENTARY EXAMINATION)

In order to provide an opportunity to the final year UG and PG students to obtain the degree in the same year and also to facilitate vertical mobility, special supplementary End Semester Examinations will be conducted in about 30 days from the date of publication of results every year for the final semester theory papers and also for the candidates who had failed in **ONLY ONE** theory paper of the previous semesters. Students, who wish to apply for special supplementary End Semester Examinations, can do so within 7 days from the date of publication of results.

Students involved in Malpractice will not be permitted to appear for Supplementary Examination.

The details of the ESE are as follows:

External Component			
Assessment type	**Comprehensive Test**	**Maximum mark**	**% of Weightage**
External Exam	3 Hours Examination	100	50
	Grand Total (CIA+ESE)		100

VII. CONDUCT OF EXAMINATION

The Chief Superintendent of Examinations will be the Principal or a person appointed by the Principal. The responsibility of conducting the End Semester Examinations lies with the team led by the Chief Superintendent.

The time-table for examinations will be finalized by the office of the Controller of Examinations and will be displayed well in advance i.e., 20 days prior to the commencement of the examinations.

The Hall tickets for eligible students will be issued 3 days prior to the commencement of examinations. For Subjects like Environmental Studies / Value Education, End Semester Examinations may be conducted either in the on-line mode or in the offline mode along with the regular ESE.

VIII. VALUATION

The valuation of the answer scripts will be undertaken at the central valuation camp led by the Controller of Examinations or the Camp Officer appointed by the Controller of Examinations. Double valuation of answer scripts is adopted for both UG and PG Courses.

IX. PUBLICATION OF RESULTS

The Examination results will be published on the web portal during the third / fourth week of May for the II, IV and VI semester examinations and during the third / fourth week of December for the I, III and V semester examinations

A. GUIDELINES FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

Candidates seeking photocopy of the answer scripts are advised to go through these rules and regulations before applying.

i. Photocopy is permitted only for Regular theory papers in PART I, II and III. **(Supplementary excluded).**

ii. The student should carefully select the papers for which s/he wishes to obtain the photocopy. A second application will not be accepted for additional papers.

B. GUIDELINES FOR APPLYING FOR REVALUATION OF THE ANSWER SCRIPT

Candidates seeking revaluation are advised to go through these rules and regulations before applying.

i. Revaluation is permitted only for Regular theory papers in PART I, II and III. **(Supplementary excluded).**

ii. The student should carefully select the papers for which s/he wishes to apply for revaluation. A second application will not be accepted for additional papers.

iii. The application is to be filled in by the candidate in his/her own hand-writing and not by anyone else on his/her behalf.

iv. Entries made by the candidate are to be verified by the HOD and forwarded to the Principal for endorsement.

v. The prescribed Fee payment receipt or challan has to be attached along with the Application Form and submitted to the Principal's Office. The candidate will be given an acknowledgement for submission, with date and time.

vi. The candidate has to be aware that when s/he is applying for revaluation, S/he **SURRENDERS** the original performance and will now accept the revised performance in which there could either be a **CHANGE/ NO CHANGE** in the marks.

X. CLASSIFICATION OF PERFORMANCE – GRADING SYSTEM FOR THE SEMESTER

A candidate shall be declared to have qualified for the award of the Degree, provided the candidate has successfully completed the Programme requirements and has passed all prescribed subjects of study in the respective semesters.

Passing Minimum: UG CIA 40% AGGREGATE 40% B.Com (Hons.) and PG CIA 50% ESE 50% AGGREGATE 50% OF THE MAXIMUM OF THE COMPONENT IN THAT PAPER / COURSE

P: Pass, U: Re-Appear, WH: Withheld, AAA: Absent, CIA: Continuous Internal Assessment, ESE: End Semester Examination, GPA: Grade Point Average.

CGPA: Cumulative Grade Point Average

POST GRADUATE DEGREE

PART – A: Core, Elective including Extra Disciplinary Elective, Major Project

PART – B: Soft Skills, Internship

UNDERGRADUATE DEGREE

PART – I : Tamil / Hindi/Sanskrit/French

PART – II : English

PART – III: Core, Allied, Elective and Inter Disciplinary Elective

PART – IV: Basic/Advanced Tamil / Basic Hindi/ Non-Major Elective, Skill Based Electives, Environmental Studies and Value Education

PART – V : Extension Activities

RANGE OF MARKS FOR GRADES UG Also for Certificate / Diploma				RANGE OF MARKS FOR GRADES UG[B.Com.(Hons.) B.Com (PA)], PG and also			
Range of Marks	**Grade Points**	**Letter Grade**	**Description**	**Range of Marks**	**Grade Points**	**Letter Grade**	**Description**
90 - 100	9.0 - 10.0	O	Outstanding	90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D+	Excellent	80 - 89	8.0 - 8.9	D+	Excellent
75 - 79	7.5 - 7.9	D	Distinction	75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A+	Very Good	70 - 74	7.0 - 7.4	A+	Very Good
60 - 69	6.0 - 6.9	A	Good	60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average	50 - 59	5.0 - 5.9	B	Average
40 - 49	4.0 - 4.9	C	Satisfactory	00 - 49	0.0 - 4.9	U	Re-appear
00 - 39	0.0 - 3.9	U	Re-appear	ABSENT	0	AAA	Absent
ABSENT	0	AAA	Absent				

C*i*= Credits earned for course *i* in any semester

G*i*= Grade Point obtained for course *i* in any semester

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

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	

B.Com (Hons.)	**UG**	**B.Com (Hons.), B.Com (PA)**	**B.Com (Hons.) B.Com (PA)**	**UG**	**UG**
0.0 and above but below 5.0	4.5 and above but below 5.0	U	Re-appear	C+	Third Class
	4.0 and above but below 4.5			C	
	0.0 and above but below 4.0			U	Re-appear

- **CGPA Grades:**

The candidates who have passed in the first appearance and within the prescribed semester of the UG/PG Programme (Core, Allied and Elective) alone are eligible for classification of results.

GRADING SYSTEM

For a Semester:

GRADE POINT AVERAGE [GPA] = $\sum_i C_i G_i / \sum_i C_i$

$$GPA = \frac{\text{Sum of the multiplication of grade points by the credits of the course}}{\text{Sum of the credits of the courses (passed) in a semester}}$$

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\sum_n \sum_i C_{ni} G_{ni} / \sum_n \sum_i C_{ni}$

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

(CGPA is calculated only if the candidate has passed in all the courses in the entire programme)

XI. CONCESSIONS FOR DIFFERENTLY-ABLED STUDENTS

A. DYSLEXIA STUDENTS

For students who are mentally challenged/who have a learning disability and mental retardation/ who are slow learners/ who are mentally impaired/ who have learning disorder and seizure disorder/ who are spastic and those who have cerebral Palsy, the following concessions shall be granted:

i. **Part I** Foundation course in Tamil/Hindi/Sanskrit/French **can be exempted**.
ii. **One-third** of the time meant for the paper may be given as **extra time** in the examination.
iii. **Leniency** in overlooking **spelling mistakes**, and
iv. **Amanuensis** for all courses will be provided on request. This will be acceptable only if the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree.

B. HEARING, SPEECH IMPAIRED & MENTALLY CHALLENGED

For students who are hearing and speech impaired/who are mentally challenged, the following concessions shall be granted:

i. **One Language paper** either **Part I** Foundation course Tamil/Hindi/Sanskrit/French or **Part II** English or its equivalent **can be exempted**
ii. **Part IV** Non-Major Elective (NME) or Basic Tamil/Advanced Tamil or Basic Hindi **can be exempted.**

C. VISUALLY IMPAIRED STUDENTS:

i. Exempted from paying **examination fees.**

ii. A scribe shall be **arranged by the College** and the scribe will be paid as per the College's decision.

XII. INTERDISCIPLINARY ELECTIVE (IDE)

It has been proposed that the UG students admitted from the academic year 2019 – 2020 onwards would take up an Interdisciplinary Elective (IDE) Paper in their **Fifth Semester**.

♦ **The following Departments functioning in Shift I will offer IDE Papers to students only from Shift I:**

S.NO	DEPARTMENT	IDE (TITLE OF THE PAPER)
1	Mathematics	Numerical Analysis
2	Physics	Integrated Electronics
3	Chemistry	Chemistry in Everyday Life
4	Plant Biology and Plant Biotechnology	Horticulture and Mushroom Cultivation
5	Advanced Zoology and Biotechnology	Wildlife Conservation
6	Commerce (General)	Entrepreneurial Development
7	Corporate Secretaryship	Entrepreneurial Development
8	Economics	Principles of Insurance and Risk Management
9	Defence and Strategic Studies	An Introduction to Defence Journalism
10	Department of Hindi	Communication Hindi : Oral and Written

♦ **The following Departments functioning in Shift II will offer IDE Papers to students only from Shift II:**

S.NO	DEPARTMENT	IDE (TITLE OF THE PAPER)
1.	Commerce (General)	Elements of Income Tax
2.	Commerce (A & F)	Indian Constitution and Human Rights
3.	Commerce (B & M)	Personal Investment Planning
4.	Commerce (M & M)	Tourism Management
5.	Commerce (Honours)	Business Venture
6.	Corporate Secretaryship	Entrepreneurial Development
7.	BBA	Managerial Skill Development
8.	BCA	Introduction to Web Designing (HTML & CSS)- Practical
9.	Computer Science	Internet And Its Applications
10.	Visual Communication	Understanding Films
11.	Commerce (PA)	Office Management & Methods

♦ **The following Departments from Shift II, functioning in Shift I timings can only offer IDE Papers to the students functioning within the same Shift I timings:**

S.NO	DEPARTMENT	IDE (TITLE OF THE PAPER)
1	Commerce (ISM)	Essentials of office Automation Tools and E-Mail Etiquette
2	B.Sc.(IT)	Web Designing
3	B.Sc. (Biotechnology)	Intellectual Property Rights
4	B.A. (English)	Travel Writing

XIII. OPTION TO EARN ADDITIONAL CREDITS

A. MOOCs (Massive Open Online Courses)

- The UG students can opt for a minimum of one Course and earn 2 credits, while a maximum of 6 Credits can be earned by completing three courses during their three-year period of study.
- The PG students can opt for a minimum of one Course and earn 2 credits, while a maximum of 4 Credits can be earned by completing two courses during their two-year period of study.
- This is completely optional.

B. CERTIFICATE COURSES

The Certificate courses are offered by the departments for 30 hours which will enable the students to earn 2 additional credits.

C. ADDITIONAL CREDIT FOR EXTENSION SERVICES

All the students who have put in additional 40 hours or more apart from the compulsory minimum hours in NSS / NCC / Sports & Games / Rotaract / Youth Red Cross / Citizen Consumer Club / Enviro Club or any other service organization in the College will be eligible to earn an additional credit at the time of completion of their Course. This should be duly certified by the Principal of the College,

XIV. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTERS

i. All candidates should register their names for the first semester examination after admission to the UG / PG courses.

ii. Candidates shall be permitted to proceed from the first semester up to the final semester irrespective of their failure in any of the semester examinations, subject to the condition that the candidate had registered for all the arrear subjects of earlier semesters along with current semester subjects.

XV. ISSUE OF CERTIFICATES

A Statement of Marks will be issued to each student who has written the examination.

- **Consolidated Mark Sheet**

  Consolidated mark sheets will be given to final year students along with total credits earned only to those who have passed in all the papers prescribed for the respective degree.

- **Transcript**

  Students who wish to obtain any Transcript for joining courses of study in other Universities in India or abroad or for obtaining scholarships, can obtain these certificates from the office of the Controller of Examinations. A requisition letter duly signed by the Student and forwarded by the Principal along with fee challan is to be submitted to the office of the Controller of Examinations. The Certificate will be provided within 15 working days in a sealed envelope.

- **Provisional Certificate**

  A copy of the results of the successful final year students will be sent to the University of Madras in the prescribed format in July/August and the University will issue a Provisional Certificate through the College. A soft copy can be downloaded from the University of Madras website and a hard copy will be provided by them within 90 days of the issue of the soft copy.

- **Corrections in the Certificates**

  Any corrections like name, date of birth etc., can also be made in the certificate. A letter of request duly signed by the student, HOD and Principal along with the prescribed fee paid challan has to be forwarded to the office of the Controller of Examinations. The details will be updated within 15 working days. The amount once paid will not be refunded under any circumstances.

- **Duplicate Mark Sheet**

  In case of loss of the mark sheet / certificate, a duplicate will be provided after submitting a non-traceable certificate issued from the Police station duly signed by an Inspector or Sub Inspector. A letter of request duly signed by the student, HOD and Principal along with the prescribed fee paid challan is to be forwarded to the office of the Controller of Examinations.

- **Duplicate Provisional Certificate / Degree Certificate:**

  Students have to apply directly to the University of Madras for duplicate provisional certificate and degree certificate.

- **Verification of Qualification**

  Agencies which request for verification of educational qualification of students under the autonomous mode of this college and students who opt for higher studies / employment and who require verification of educational qualification shall verify online through the QR code in the consolidated mark sheet after an online payment of fees for the same. They can also apply to the Principal to this effect along with the prescribed fees which has to be forwarded to the Office of the Controller of Examination. The relevant certificate will be issued within 15 working days from the receipt of the forwarded request of the Principal and the Office of the Controller of Examination.

XVI. CONVOCATION AND NOTICE

- **Convocation**

  Every year after the Convocation is conducted by the University of Madras, the College will hold a Graduation day / Convocation in which the Degree Certificates will be distributed to the students who are present. For others it will be issued by the College Office. Students should collect the same within 30 days of convocation after which a search fee will be charged. **Students are responsible for collecting their Degree certificates from the college office on time.**

- **Notice**

  Candidates, who have completed the duration of the course and left the College, can get information regarding Supplementary Examinations, issue of examination application forms, certificates and application for Graduation day through the college website and general notice board. Regular students will however be informed of the examinations by circulation, in addition to the modes mentioned above.

  No student will receive individual communication.

XVII. PROCEDURE FOR SUBMISSION OF SYLLABUS

i. Each department will finalize the syllabus.

ii. Finalization could mean a minor change in the existing syllabus or a revamp of the entire syllabus.

iii. The department will submit the changes to the Board of Studies. After the approval of the syllabus in the BOS, the concerned department will submit the minutes along with the modified syllabus book / sheet (five copies) to the Dean's office within ten days of the BOS meeting.

iv. A Soft copy of the batch-wise syllabus approved by the BOS in PDF format should be sent to the Dean's mail ID within ten days of the BOS meeting.

GURU NANAK COLLEGE (AUTONOMOUS)

Reaccredited at "A" Grade by NAAC
Affiliated to the University of Madras
A Unit of Guru Nanak Educational Society (Regd.)
Guru Nanak Salai, Velachery, Chennai-600 042

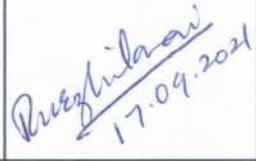
THE TENTH MEETING OF THE ACADEMIC COUNCIL

Venue: Guru Ramdas Seminar Hall

Date: 17-09-2021 **Time: 10.00 a.m.**

ATTENDANCE SHEET		
SL.NO	**NAME & DESIGNATION**	**SIGNATURE**
Chairman		
1.	**Dr.M.G.Ragunathan** Principal, Guru Nanak College Velachery, Chennai.	
Nominees of the University of Madras (Three Persons)		
2.	**Dr.R.R.Krishnamurthy** Professor & Head, Department of Applied Geology, University of Madras, Guindy Campus, Chennai -600025 Off No: 044-22202727 Email: rrkrishnamurthy@unom.ac.in	
3.	**Dr.R.Rajshri Ramakrishna** Associate Professor & Head i/c, Department of Indian Music, University of Madras, Chepauk, Chennai -600005 Phone No: +91 9840992704 Email 1: rajshri@unom.ac.in Email 2: rajshriramakrishna@gmail.com	
4.	**Dr.V.Sankar** Professor & Head, Department of Anatomy University of Madras, Taramani Campus, Chennai -600 113 Phone No: +91 9941466960 Email 1: sankar@unom.ac.in Email 2: venkatsankar@yahoo.com	

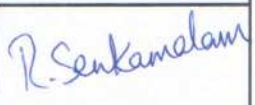
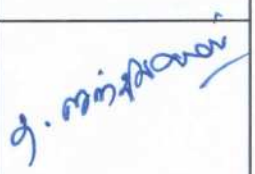
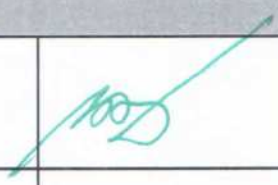
ATTENDANCE SHEET		
SL.NO	**NAME & DESIGNATION**	**SIGNATURE**
Experts from Outside College nominated by Governing Body (Five Persons)		
5.	**Mr. H. Karthik Seshadri** Advocate, Partner Iyer & Thomas, 15/8,7th Cross St,Indira Nagar, Adyar,Chennai-600 020 Cell: 98400 15394 Email : karthikseshadri@iyerandthomas.com	
6.	**Dr. Suresh Ramanathan** Dean & Principal Great Lakes Institute of Management, Chennai. Ph.No: 93840 33668 Email: Suresh@greatlakes.edu.in	
7.	**Dr R.Swarnalatha** Professor Department of Humanities and Social Sciences, IIT Madras, Chennai 600036 Ph.No: 98400 98923 Email: swarna@iitm.ac.in	
8.	**Dr Sunita Nair** Professor, Department of Chemistry, Advisor, Student Affairs, SSN College of Engineering, Kalavakkam, Tamilnadu. Ph.No: Email: suni_tham@yahoo.com	
9.	**Dr.H.Nirmal Kumar** Associate Professor Department of Commerce A.M. Jain College, Chennai -600114 Ph.No: 9940163818 Email: haroldnirmalkumar@amjaincollege.edu.in	
Heads of the Departments (Fourty Three Members)		
10.	**Dr.M.Murthi** Associate Professor & Head, Department of Tamil Guru Nanak College, Chennai	

ATTENDANCE SHEET		
SL.NO	**NAME & DESIGNATION**	**SIGNATURE**
11.	**Dr.V.Jeyaraman** Associate Professor & Head, Department of Tamil Guru Nanak College, Chennai	
12.	**Dr.Swati Paliwal** Assistant Professor & Head, Department of Hindi & Dean - Languages Guru Nanak College, Chennai	
13.	**Ms.Guria Choudhary** Assistant Professor & Head, Department of Hindi Guru Nanak College, Chennai	
14.	**Mr.B.Kumaran** Associate Professor & Head, Department of English Guru Nanak College, Chennai	
15.	**Ms.R.Radhika** Associate Professor & Head, Department of English Guru Nanak College, Chennai	
16.	**Mr.T.Subhramaniyan** Associate Professor & Head Department of Mathematics Guru Nanak College, Chennai	
17.	**Dr.K.Namasivayam** Associate Professor & Head Department of Physics Guru Nanak College, Chennai	
18.	**Dr.R.M.Ezhilarasi** Associate Professor & Head PG Department of Chemistry Guru Nanak College, Chennai	
19.	**Dr.M.Gopi** Assistant Professor & Head Department of Plant Biology and Plant Biotechnology Guru Nanak College, Chennai	

ATTENDANCE SHEET		
SL.NO	**NAME & DESIGNATION**	**SIGNATURE**
20.	**Dr.J.Jayanthi** Associate Professor & Head Dept. of Advanced Zoology & Biotechnology & Dean - Research Guru Nanak College, Chennai	
21.	**Dr.T.K.Avvai Kothai** Associate Professor & Head PG & Research Department of Commerce Guru Nanak College, Chennai	
22.	**Dr.D.Ranjith Kumar** Assistant Professor & Head Department of Corporate Secretaryship Guru Nanak College, Chennai	
23.	**Dr.V.P.Nedunchezhiyan** Associate Professor & Head Department of Defence and Strategic Studies Guru Nanak College, Chennai	
24.	**Dr.C.Murthy** Associate Professor & Head PG Department of Economics Guru Nanak College, Chennai	
25.	**Mrs.T.Saroja** Associate Professor, UG Department of Chemistry Guru Nanak College, Chennai	
26.	**Dr.V.Uma Maheswari** Associate Professor & Head PG Department of Business Administration Guru Nanak College, Chennai	
27.	**Ms.S.Nirmala Devi** Associate Professor & Head Department of PG Computer Application & Dean - IT Guru Nanak College, Chennai	
28	**Dr.J.Jayanthi** Associate Professor & Head PG Department of Zoology & Dean - Research Guru Nanak College, Chennai	

ATTENDANCE SHEET		
SL.NO	**NAME & DESIGNATION**	**SIGNATURE**
29.	**Dr.K.Shanthi** Assistant Professor & Head Department of Social Work – MSW Guru Nanak College, Chennai	
30.	**Mrs. M. Shanthi** Assistant Professor & Head PG Department of Mathematics Guru Nanak College, Chennai	
31.	**Dr.O.Nirmala** Assistant Professor & Head PG Department of Defence & Strategic Studies Guru Nanak College, Chennai	
32.	**Dr. R. Anand** Associate Professor & Head Department of Data Analytics & Dean - Guru Nanak Centre for Skill Development (GNCSD) Guru Nanak College, Chennai	
33.	**Dr.V.Devi** Associate Professor & Head Department of B.Com (Computer Applications) Guru Nanak College, Chennai	
34.	**Ms.K.Raviya** Associate Professor & Head i/c, Department of Computer Applications Guru Nanak College, Chennai	
35.	**Dr.R.Rajini Surendranath** Associate Professor & Head Department of Computer Science Guru Nanak College, Chennai	
36.	**Ms.Anu Radha** ~~Assistant~~ Professor & Head Department of BBA Guru Nanak College, Chennai	
37.	**Dr.D.Sowmya** Assistant Professor & Head Department of Commerce (General & Professtional Accounting) Guru Nanak College, Chennai	

ATTENDANCE SHEET		
SL.NO	**NAME & DESIGNATION**	**SIGNATURE**
38.	**Dr. P.Kavitha** Associate Professor & Head Department of B.Com (Corporate Secretaryship) Guru Nanak College, Chennai	
39.	**Mr.L.Sathish Kumar** Assistant Professor & Head i/c Department of Visual Communication Guru Nanak College, Chennai	
40.	**Dr.Gayathri Harikumar** Associate Professor & Head Department of Commerce (Accounting & Finance) Guru Nanak College, Chennai	17/9/21
41.	**Dr.R.Geetha** Associate Professor & Head Department of B.Com Honours & Dean - Commerce Guru Nanak College, Chennai	17/9/21
42.	**Mrs.R.Rama** Assistant Professor & Head Department of Commerce (Bank Management) Guru Nanak College, Chennai	17/9/2021
43.	**Mrs.M.L.Mayalekshmi** Assistant Professor & Head Department of Commerce (Marketing Management) Guru Nanak College, Chennai	17/09/2021
44.	**Mrs.R.Caroline Kalaiselvi** Associate Professor & Head Department of Commerce (Information System Management) Guru Nanak College, Chennai	
45.	**Dr.J.Vanathi** Assistant Professor & Head Department of Information Technology & Deputy Dean (Academics) Guru Nanak College, Chennai	17/9/21
46.	**Dr.Bharathi Ravikrishnan** Assistant Professor & Head Department of Biotechnology, Guru Nanak College, Chennai	17-9-21

ATTENDANCE SHEET		
SL.NO	**NAME & DESIGNATION**	**SIGNATURE**
47.	**Ms.R.Senkamalam** Assistant Professor & Head Department of B.A English, Guru Nanak College, Chennai	
48.	**Mr.R.Ramesh** Assistant Professor & Head, Department of Sanskrit Guru Nanak College, Chennai	
49.	**Mr.Gunjan Kumar Singh** Assistant Professor & Head i/c Department of French Guru Nanak College, Chennai	
50.	**Dr.C.P.Senthil Kumar** Assistant Professor Department of Commerce & Member Acacdemic Council University of Madras	
51.	**Dr.A.Jeyaganesan** Director of Physical Education Department of Physical Education Guru Nanak College, Chennai	
52.	**Dr.T.Senthil Kumar** Librarian Department of Library Guru Nanak College, Chennai	
Teachers Representing Different Categories (Four Members)		
53.	**Dr.P.V.Kumaraguru** Controller of Examinations Guru Nanak College, Chennai	
54.	**Dr. S. Savithri** Assistant Professor Department of English & Dean (Academics) Guru Nanak College, Chennai	
55.	**Dr.Anitha Malisetty** Associate Professor Department of BBA & Joint Controller of Examinations Guru Nanak College, Chennai	

ATTENDANCE SHEET		
SL.NO	**NAME & DESIGNATION**	**SIGNATURE**
56.	**Dr.V.Srimathi** Associate Professor Department of Mathematics & Deputy Dean (Academics) Guru Nanak College, Chennai	17/9/2021
Faculty Member Nominated by Principal (Member Secretary)		
57.	**Dr. N.C.Rajashree** Vice Principal – Shift II Guru Nanak College, Chennai	17.9.2021
Special Invitees (Six Members)		
58.	**Mr. Manjit Singh Nayar** General Secretary & Correspondent Guru Nanak College, Chennai	
59.	**Dr. Marlene Morais** Advisor to Management Guru Nanak College, Chennai	
60.	**Dr.M.K.Shakila** Dean – Management Guru Nanak College, Chennai	
61.	**Dr.S.E.Noorjahan** Assistant Professor Department of Chemistry & Dean – Sciences Guru Nanak College	
62.	**Dr.N.Malathi** Assistant Professor Department of Humanities & Dean – Humanities Guru Nanak College	
63.	**Dr.T.R.A.Devakumar** Special Project Officer Guru Nanak Educational Society	