


# QUALITY POLICY

## EXAMINATION



	<p><b>Dr. N.G.P. ARTS AND SCIENCE COLLEGE</b>          (An Autonomous Institution Affiliated to Bharathiar University Coimbatore)          Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)          Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India          Web: www.drngpasc.ac.in   Email: info@drngpasc.ac.in   Phone: +91-422-2369100</p>	<p><b>Q.P</b></p> <hr/> <p><b>Examination</b></p>
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## EXAMINATION POLICY

### The Programme

The following are the definitions adopted while framing the regulation for the Academic Year 2019-20 and onwards:

#### A. PROGRAMME

Refers to the number of various disciplines. UG and courses available for a student in their core degrees offered under PG Programme are for a fixed period of three and two years respectively. Each academic year comprise of two Semesters viz. Odd and Even semesters. Odd Semester commences be from June / July to October / November and likewise Even Semester from November / December to April / May. Each semester comprises 450 minimum period of 90 working days.

#### B. PROGRAMME CODE

Teaching hours with Refers to an identification by a designated alphanumeric code comprising of characters. Each character in the code indicates the following:

- 1- Faculty
- 2- 2&3 - Department
- 4- UG / PG Programme and
- 5- Branch Code


#### C. BATCH

Refers to the year of joining the Degree Programme on that particular academic year. For UG Programme the duration shall be three years from the date of admission and for PG Programme the duration shall be two years from the date of admission.

#### D. COURSE

Refers to a component Course of a Programme. A Course involves Lectures / Tutorials / Laboratory work / Seminar / Project work/ Practical training / Report writing / Viva-Voce etc. or a combination of these. This meets the teaching and learning needs of a



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assigned under five parts according to the weightage of the Course.

The Credits are

- Part I:** Tamil, Hindi, Malayalam and French are offered under this part for first two / four Semesters.
- Part II:** English language courses are offered under this part for first two / four Semesters.
- Part III:** Core Courses (CC) Inter Disciplinary Course (IDC) Discipline Specific Elective Course (DSE) Skill Enhancement Courses (SEC) Generic Elective Courses (GEC)
- Part IV:** Ability Enhancement Compulsory Courses (AECC)
- Part V:** Extension Activity Courses (EAC)

#### A. COURSE CODE

The curricular component identified by a designated code alphanumeric character.

Each character indicates the following:

- 1&2 - Year of framing the syllabus.
- 3, 4, 5, 6&7 - Programme Code
- 8 - Semester
- 9- Classification of the Course under the part
- 10- Order of the Course under the classification.

#### B. LAB ON PROJECT (Lop)


Promotes research skill among the undergraduate students introduced beyond their regular class hours. Lop is a group project consisting of not more than five members. It consists of four stages namely Literature collection, Identification of Research area, Execution of research and Reporting / Publication of research reports/ product developments, commencing from III to V Semester.

#### C. PROJECT WORK

A special course involving application of knowledge in problem solving / analyzing





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/exploring a real-life situation / difficult problem, in lieu with the core course. As part of requirements for the award of UG/PG Degree a project work must be done by students in their final year of study. The project work provides the students opportunity to design, undertake or conduct an independent / a group research or study in addition to their core area, under the guidance of a supervisor.

#### **D. EXTRA CREDITS**

Awarded to a student for their achievement in co-curricular activities carried outside the regular hours. **ADVANCED LEARNER COURSE (ALC)**

Research work carried out in a university, class, research institution, industries of reputation in India or aboard for a period of 15 to 30 days.

#### **E. DURATION OF THE PROGRAMME**

Indicates the stipulated years of study for completing a Programme as prescribed periodically by the UGC. The duration of study for UG and PG Programme are three / two years respectively.

#### **F. OUTCOME BASED EDUCATION**

Considered as an initiative to improve the quality of education and help students to compete with their global counterparts. OBE is a Student-Centered instruction model that focuses on measuring student performance through outcomes, such as knowledge, skills and attitudes. These become the essential qualities a graduate is expected to attain upon completion of a Programme.


#### **G. CREDITS**

Weightage is given to each course of study by concerned experts of the Board of Studies.

#### **H. CREDIT SYSTEM**

Refers to the weightage of credits spread over different semesters during the period of study, used by the institution to evaluate student performance in their UG and PG Programme,



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calculated by the number of hours allotted to each course. Credit points are distributed throughout the course of study in all the Courses. A Cumulative Grade is calculated at the end of the Programme with a total of 140 Credits for three-year Undergraduate Programme and 90 credits for two year Post Graduate Programme.

## **I. CHOICE BASED CREDIT SYSTEM**

Provides freedom among students to study Courses of their choice. For flexibility if a student continues to do the same Programme in another institution and vice-versa credits are transferred. It helps the students to earn more credits by learning extra courses offered by other institutions also.

## **J. SEMESTER**

An academic year is divided into two semesters as Odd and Even consisting of 90 working days with of a minimum of 450 hours each.

## **K. INTERNSHIP**

Internship Programme intends to provide experiential learning to integrate knowledge with practical application and skill development in a professional setting. Internships give students the opportunity to learn recent advances in extension education, gain valuable facilitates the development of the professional network among stakeholders.

## **L. MEDIUM OF INSTRUCTIONS**


The Medium of Instruction and conduct of Examinations for the Courses of Part-I, II and IV shall be in the respective Language. Part-III Courses, other than Modern Indian languages, the Medium of Instruction shall be either Tamil or English and the Medium of Examinations shall be in English/Tamil irrespective of the Medium of Instruction. For Modern Indian Languages, the Medium of Instruction and Examination shall be in the concerned Language.

## **M. DURATION OF COURSE**

The following regulation permits all UG and PG students to complete the course within the time limit stipulated in the corresponding Programme.





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- 1) Student having arrear(s) in their respective Course, can appear for the respective pattern along with the regular Courses
- 2) Student who failed in any of the Course of Part-I, II, III, IV and V of UG / PG Degree Examinations shall complete the Course concerned within 5 years from the date of admission to the said Programme. If the student fails to complete within 5 years, then the student can take the Examination as per the revise syllabus or texts prescribed for the student of that current batch.
- 3) If there is no change in the texts / Syllabus they shall appear for the Examination in that course with the Syllabus in vogue until there is a change in the texts or Syllabus In the event of removal of that course that are consequent to change of regulation and curriculum after a period of 5 years, the student has to take up an equivalent course in the revised syllabus as suggestion by the Experts of Board of Studies and Chairman to fulfill the requirements as per the regulation of curriculum for the award of the Degree.


### **Examination and Evaluation Policy**

Theory End Semester Examination shall be conducted every November and April every academic year. Practical examinations shall be conducted prior to the theory examinations. Time table is displayed well in advance. Hall Tickets are issued to the students who are eligible by attendance, three days before the commencement of examinations. Single valuation with the option for Revaluation, Re-totaling Programmes. and Photocopy of answer scripts are adopted for all UG and PG Degree Programme, every student must fulfill the following.

### **CONDUCT OF EXAMINATIONS**

As laid down by the Academic Council, the Office of Controller of Examination (CoE) shall conduct Continuous Internal Assessment (CIA) and End Semester Examination (ESE) comprising Practical, Online and Comprehensive Examinations. The marks for Continuous Internal Assessment and End Semester Examinations of the courses are as follows:



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Distribution of Marks	Practical / Project / Institutional Training	Theory
CIA	40	25
ESE	60	75

The CIA shall be conducted during semester and ESE shall be conducted at the end of each Semester.

CIA	Portion	After	Marks	Time
I	Unit I, II and III	45 <sup>th</sup> Working Day	50	2h
II	All five units	75 <sup>th</sup> Working Day	100	3h

ESE	Portion	After	Marks	Time
I	All Five units	90 <sup>th</sup> Working Day	100	3h

### A) ELIGIBILITY TO APPEAR IN THE EXAMINATIONS

A student shall be permitted to appear for the End Semester Examinations in any Semester (practical/theory) if, He/she has **not less than 75 %** of attendance, according to the number of working days of concerned Semester and his / her conduct is satisfactory.

### B) MALPRACTICES

Students should evince utmost honesty and good behavior during the conduct of the Examinations. Malpractice by students during the End Semester Examination (ESE) will be viewed seriously and shall be referred to the Examination Disciplinary Action Committee (EDAC). The Committee will enquire the student and punish them based on the following grounds. However, decision taken by the EDAC shall be final and binding.

### C) PASSING CRITERION


In order to qualify UG/PG requirements:

#### a) UNDER GRADUATE PROGRAMME

1. A student has to secure a minimum of **40%** marks in aggregate with Continuous Internal Assessment and End Semester Examination will be declared to have





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passed the Examination of each Courses

2. A student who has cleared all the Courses as per the regulation and fulfilling the requirements of the Programme are eligible for completion of the Programme

#### **b) POST GRADUATE PROGRAMME**

1. A student has to secure a minimum of **50%** marks in aggregate with Continuous Internal Assessment and End Semester Examination will be declared to have passed the Examination of each Courses
2. A student who has cleared all the Courses as per the regulation and fulfilling the requirements of the Programme are eligible for completion of the Programme

#### **D) DECLARATION OF RESULTS**

Performance of the student shall be assessed as per the regulation of the Programme. The evaluation results shall be placed / present before the Result Passing Board (RPB) committee for discussion and approval. The committee shall analyze the results, review the remarks and recommendations of the Question Paper Grievance Committee (QPGC) and Examination Disciplinary. Action Committee (EDAC), if any and give necessary recommendations accordingly. After the approval of the Result Passing Board, the results will be published in college website. A hard copy will be displayed in the College notice board and a message through SMS is sent to the concerned student. A copy of the approved results shall be submitted to Bharathiar University for issuance of Provisional Certificate and Conferment of Degree.


#### **E) PROVISION FOR IMPROVEMENT**

Students who desire to undergo improvement of the marks awarded in the Course successfully cleared in his/her first attempt, shall reappear once within a period of subsequent two Semesters. The improved marks shall be considered for classification alone but not for Ranking. When there is no improvement, there will be no change in the marks obtained in the first attempt.

#### **F) PROVISION FOR SUPPLEMENTARY**





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Supplementary examinations will be conducted for the final semester theory courses in about twenty days from the publication of results every year.

### **G) CONFERMENT OF DEGREE AND RANKING**

Procedure for the conferment of Degrees for UG, PG and Ranking are as follows:

#### **a) UNDER GRADUATES**

All students shall be eligible for conferment of the Degree he/she has undergone the prescribed Programme of study for a period of not less than six Semesters. He / She has to fulfill the requirements prescribed in the regulations of the Programme and completing all the components of every Course prescribed under Part-I to Part-V in CBCS pattern to earn a minimum of 140 credits. In case of exempted student, he/she has to comply with the directions issued by the Bharathiar University as well as the recommendations made by the respective Chairman of Board of Studies (BoS).


#### **b) POST GRADUATES**

All students shall be eligible for conferment of the Degree unless he/she has undergone the prescribed Programme of study for a period of not less than four Semesters. He/She has to complete all the Courses with a minimum of 90 credits and fulfill the requirements as prescribed in the regulations of the Programme.

#### **c) RANKING**

Any student who has qualified for UG / PG Degree Programme by passing all the Courses in the first attempt, within the minimum period prescribed for the Programme of the study from the date of admission to the Degree and secures I or II class shall be eligible for Ranking and such Ranking shall be confined to **10 %** of the total number of students qualified in a particular Branch of Study or maximum of **three ranks**. The improved marks shall not be taken into consideration for Ranking.



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**GUIDELINES FOR RE-TOTALING THE VALUED ANSWER SCRIPT**

Guidelines for Re-totaling the valued Answer Script of UG and PG Degree

Programmes are as follows:

- Re-totaling shall be permitted for Theory Courses only
- Students who wish to apply for re-totaling shall submit the Application along with the prescribed fee within 7 days from the date of publication of results
- The application for retotaling of marks shall be submitted separately for each Course to ***The Principal, Dr. N.G.P. Arts and Science College, Coimbatore– 641048***
- The receipt of remitting the prescribed fee at the college office and the photocopy of the Mark Statement should be enclosed along with the filled in Application
- Incomplete/defective filled in Application will be summarily rejected
- If the marks obtained while Re-totaling is higher than the marks awarded earlier, office of CoE will issue revised Marks Statement by withdrawing the previous one
- If marks obtained in Re-totaling are less than or equal to the marks awarded earlier, the previous marks and results shall hold good
- Fees remitted towards Re-totaling, will neither be refunded nor adjusted current / in future towards any fee







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Examination

## APPLICATION FOR RE-TOTALLING OF ANSWER SCRIPT

Appl. No:

- 1 Name of the Student :
- 2 Register Number :
- 3 Degree of Study :
- 4 Branch of Study :
- 5 Semester, Month & Year of Examination :

Semester	Month	Year

- 6 Course for which Retotalling required (Separate application for each course) :

S. No.	Course Code	Course	Marks Secured			Result
			CA	CE	Total	

- 7 Particulars of fees paid :

Amount ₹	Receipt Number	Date of Payment

Signature

Student


Class Advisor

HoD

Dean-Academics

For CoE's Office		For Principal's Office	
ANS. BOOK No. :	<input type="text"/>	DENIED :	<input type="text"/>
DUMMY No. :	<input type="text"/>	APPROVED :	<input type="text"/>
DATE OF EXAM :	<input type="text"/>	COMMENTS :	
ACoE	CoE	PRINCIPAL	



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### GUIDELINES FOR REVALUATION OF VALUED ANSWER SCRIPT

The following are the guidelines for Revaluation of valued Answer Script of UG and PG Degree Programmes:

- a) Revaluation of Answer Script shall be permitted for Theory Courses only
- b) Student shall apply within 7 days for direct revaluation from the date of publication of results
- c) Student intend to apply for Revaluation shall do so within 4 days of receiving the photocopy of the Answer Script
- d) The application for Re-totaling of marks shall be submitted separately for each Course to *The Principal, Dr. N.G.P. Arts and Science College, Coimbatore– 641 048*
- e) Fee for Revaluation shall be remitted to the college office, the fee receipt and photocopy of the Mark Statement shall be enclosed along with the filled in Application
- f) Student failing in one or more Course/s and wish to apply for Revaluation and Supplementary Examination is advised to Revaluation results appear for Supplementary Examination, without waiting for
- g) If the marks obtained in Revaluation are higher than the marks awarded earlier, office of CoE will issue revised Marks Statement by withdrawing the previous one
- h) If marks obtained in revaluation are less than or equal to the marks awarded earlier, the previous marks and results shall hold good
- i) Fees remitted towards Revaluation, will neither be refunded nor adjusted current or in future towards any fee





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Examination

### APPLICATION FOR REVALUATION OF ANSWER SCRIPT

Appl. No:

- 1 Name of the Student :
- 2 Register Number :
- 3 Degree of Study :
- 4 Branch of Study :

- 5 Semester, Month & Year of Examination :

Semester	Month	Year

- 6 Course for which Revaluation required :

S. No.	Course Code	Course	Marks Secured			Result
			CA	CE	Total	

- 7 Particulars of fees paid :

Amount ₹	Receipt Number	Date of Payment

Signature

Student


Class Advisor

HoD

Dean-Academics

For CoE's Office		For Principal's Office	
ANS. BOOK No. :	<input type="text"/>	APPROVED :	<input type="text"/>
DUMMY No. :	<input type="text"/>	COMMENTS :	
DATE OF EXAM :	<input type="text"/>		
ACoE	CoE		PRINCIPAL



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**GUIDELINES FOR OBTAINING TRANSPARENCY OF VALUED ANSWER SCRIPTS**

UG and PG Degree Student/s in need of obtaining photocopy of valued Answer

Scripts shall follow the guidelines:

- a) Photocopy of the valued Answer Script shall be permitted for theory courses only
- b) Students shall apply to get their photocopy of valued Answer Scripts by remitting the prescribed fee per Answer Script within 4 days from the date of publication of results
- c) The application for Re-totaling of marks shall be submitted separately for each Course to ***The Principal, Dr. N.G.P. Arts and Science College, Coimbatore– 641048***
- d) Incomplete / defective Application will be summarily rejected
- e) Photocopy of the valued Answer Script will be issued through the respective HoDs to the student concerned who applied for photocopy
- f) HoD and Student shall scrutinize the valued Answer Script, and report to office of CoE on or after 4 days from the date of issue of photocopy of Answer Script
- g) After scrutiny, if he/she wants to revalue his/her valued Answer Script, he/she can apply for Revaluation within 4 days from the date of issue of photocopy of valued Answer Script
- h) Fees remitted towards Revaluation, will neither be refunded nor adjusted current or in future towards any fee







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### APPLICATION FOR TRANSPARENCY

Appl. No:

- 1 Name of the Student :
- 2 Register Number :
- 3 Degree of Study :
- 4 Branch of Study :

- 5 Semester, Month & Year of Examination :

Semester	Month	Year

- 6 Course for which Transparency required :

S. No.	Course Code	Course	Marks Secured			Result
			CA	CE	Total	

- 7 Particulars of fees paid :

Amount ₹	Receipt Number	Date of Payment

Signature

Student

Class Advisor

HoD

Dean-Academics

For CoE's Office		For Principal's Office	
ANS. BOOK No. :	<input type="text"/>	APPROVED :	<input type="text"/>
DUMMY No. :	<input type="text"/>	COMMENTS :	
DATE OF EXAM :	<input type="text"/>		
ACoE	CoE		PRINCIPAL





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### GUIDELINES FOR IMPROVEMENT OF MARKS

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### APPLICATION FOR CORRECTION OF MARK STATEMENT

Appl No: 

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- 1 Name of the Student :
- 2 Register Number :
- 3 Degree of Study :
- 4 Branch of Study :

- 5 Semester, Month & Year of Examination :

Semester	Month	Year

- 6 Nature of the Corrections :

Wrongly Printed as	Course Code

- 7 Particulars of fees paid :

Amount ₹	Receipt Number	Date of Payment

Signature of Student


Class Advisor

HoD

Dean-Academics

For CoE's Office		For Principal's Office							
MS. No. :	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							APPROVED :	<table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>
FO. No. :	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							COMMENTS :	
DATE OF ISSUE :	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
ACoE	CoE	PRINCIPAL							



	<b>Dr. N.G.P. ARTS AND SCIENCE COLLEGE</b> (An Autonomous Institution Affiliated to Bharathiar University Coimbatore) Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2 <sup>nd</sup> Cycle) Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India Web: www.dnrgpasc.ac.in   Email: info@dnrgpasc.ac.in   Phone: +91-422-2369100	<b>Q.P</b>  <b>Examination</b>
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**APPLICATION FOR OBTAINING DUPLICATE MARK STATEMENT**

1.	Name of the Candidate	
2.	Register Number	
3.	Department	
4.	Name of the Degree	
5.	Branch	
6.	Period of Study	
7.	Sex	
8.	If applying for duplicate statement of Marks, fill in the Month and year of exam. For which mark statement was issued.	
9.	Circumstances under which the certificate Was lost / destroyed	
10.	Whether the prescribed affidavit has been enclosed with the application.	
11.	Address to which the certificate is to be Sent	
12.	Fees paid	Receipt No.: Receipt Date:

Place:

Date:

Signature of the Candidate

**FOR OFFICE USE ONLY**

Certificate issued on


Prepared by:

Folio No.

Examine by:

**Controller of Examinations**  
 (For instruction see over leaf)

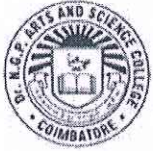


	<b>Dr. N.G.P. ARTS AND SCIENCE COLLEGE</b>	<b>Q.P</b>
	<p>(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)          Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)          Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India          Web: <a href="http://www.dnmpasc.ac.in">www.dnmpasc.ac.in</a>   Email: <a href="mailto:info@dnmpasc.ac.in">info@dnmpasc.ac.in</a>   Phone: +91-422-2369100</p>	<b>Examination</b>

### INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application duly filled-in along with an affidavit detailing the circumstances under which the
3. original certificate was lost or destroyed and the fees should be paid directly to the College Office. The affidavit should be duly executed before the Notary Public / Principal of the College where he / she had studied.
4. Application shall be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate. The Application shall be filled in by the candidate otherwise it will be summarily rejected.
5. Fees once paid shall neither be circumstances refunded nor adjusted against any other certificate under any





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Q.P

Examination

### AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Thiru. / Selvi .....

- 1) ..... son / daughter of .....  
..... aged ..... years, an old student / student of .....  
Dr. N.G.P. Arts and Science College with register number ..... and  
residing at ..... street ..... do  
hereby solemnly and sincerely state as follows.
- 2) My ..... statement of marks issued relating to the examinations held  
during ..... has irrevocably been lost / destroyed.
- 3) I fill this affidavit for the purpose of receiving duplicate certificate.
- 4) The duplicate Certificate shall be returned to the University once my original certificate/s is / are  
recovered by chance.
- 5) The facts stated are true and correct to the best of my knowledge and if found false by the College,  
I shall abide by the decision of the College. Solemnly affirmed.

At (place) ..... this (date)  
..... day of ..... (month)  
..... and his / her signature affixed in my presence.

Signature of the Candidate

Before me

Place:


Date:

Notary Public / Principal

Address .....

Office Seal:



  
(Prof. Dr. V. Rajendran)  
Principal







# **Dr. N.G.P. Arts and Science College**

**An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)**

**Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle)**

**Dr. N.G.P. – Kalapatti Road, Coimbatore-641048, Tamil Nadu, India**

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