

REGULATION - III
AY : 2019 - 20 and onwards

EXAMINATION MANUAL



DrNGPASC

COIMBATORE | INDIA

NATIONAL RECOGNITIONS IN 2019

Govt. of India Ranking



National Institutional Ranking Framework



National Programme on Technology Enhanced Learning



Atal Ranking of Institutions on Innovation Achievements



Dr. Kalam Educational Trust for Tribal



Best Academic Institute



Media Ranking



Emerging colleges



City Wise



Commerce Stream



Science Stream



Arts Stream



EXAMINATION MANUAL

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Published by Dr. N.G.P. Arts and Science College [2019]

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Dr. N.G.P. ARTS AND SCIENCE COLLEGE

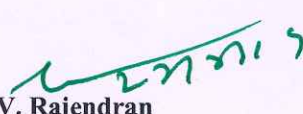
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PREFACE

Controller of Examinations of Dr. NGP Arts and Science College was established with effect from AY 2015-16. This office is carrying out the Examinations related activities for UG, PG, Diploma and Certificate Programmes. It supports the curriculum updating and use of innovative E-Learning teaching aids. Preparing the academic calendar including Examination schedule and implementing, arranging for valuation, processing the results, timely declaration and publication of result are vital responsibilities of this Examination division. In turn with the growing global trend of extending mode of Examination to online, it ensures the confidentiality and made reforms in the process of the Examination / Evaluation.

With dedicated team members of Management and Administrators, Dr. N.G.P Arts and Science College is taking necessary steps ahead in accomplishing the goals. As the Chief Controller of Examinations of Dr.NGP Arts and Science College, I am delighted to say that the Examination wing is striving hard to progress and has proved benefits to the students and teachers at large. This Examination Manual serves as a user guide to its entire member in conduct of Examinations and related matters. This Handbook is a source of all important information related to the conduct of Examinations. I request the Heads of the Department, Hall Invigilators, External and Internal Examiners who take up the Examination duty to kindly go through the Handbook. The Examiners are requested to follow the instructions given in this book to avoid ambiguity and inconvenience during Examinations and in the publication of results. I take this opportunity to thank staff of Controller's Office for being the pillars of support.

Date: 27.5.2019


Prof Dr. V. Rajendran
Chief Controller of Examinations / Principal

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OFFICE OF CONTROLLER OF EXAMINATIONS

Dr. N. G. P. Arts and Science College is a co-educational institution, recognized by UGC affiliated to Bharathiar University, Coimbatore. The college is accredited by NAAC with *A Grade* (2nd Cycle) and recognized under DST-FIST and DBT Star Schemes. Over the last two decades our institution has blossomed into a premier teaching and research institution, attained Autonomous status from the Academic Year 2015-16 and onwards. A fully automated exclusive office for Controller of Examinations (CoE) was established, which is a requisite to be an Autonomous institution.

Quality Policy



	<p style="text-align: center;">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 Web: www.drngpasc.ac.in Email: info@drngpasc.ac.in Phone: +91-422-2369100</p>	<p style="text-align: center;">Q.P.</p> <hr/> <p style="text-align: center;">2.5</p>
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ABOUT THE PROGRAMME

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


A) FACULTY

Refers to a group of programmes concerned with a major division of knowledge which includes

- a) **Faculty of Humanities:** Tamil and English
- b) **Faculty of Basic and Applied Sciences:** Mathematics, Mathematics with CA, Physics, Medical Physics, Chemistry, Costume Design and Fashion, Catering Science and Hotel Management
- c) **Faculty of Biosciences:** Biochemistry, Biotechnology, Microbiology, Clinical Lab Technology, Food Science and Nutrition
- d) **Faculty of Computer Science:** Computer Science, Computer Applications, Information Technology, Computer Technology, Computer Science with Data Analytics, Computer Science with Cognitive Systems,
- e) **Faculty of Commerce:** Commerce, Commerce with CA, Corporate Secretaryship with CA, Information Technology, Professional Accounting, Business Analytics, Business Process Services, Finance, Banking and Insurance, International Business, Accounting and Taxation, Cost Accounting
- f) **Faculty of Management:** Business Administration with CA, Hospital Administration.

B) PROGRAMME

Refers to the number of courses available for a student in their core degrees offered under various disciplines. UG and 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 like wise Even Semester from November / December to April / May. Each semester compresis 450 teaching hours with a minimum period of 90 working days.

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C) PROGRAMME CODE

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

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

D) 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.

E) 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 course. The Credits are assigned under five parts according to the weightage of the Course.

- a) Part I : Tamil, Hindi, Malayalam and French are offered under this part for first two / four Semesters.
- b) Part-II : English language courses are offered under this part for first two / four Semesters.
- c) Part-III : Core Courses (CC)

Provides core knowledge and has to be compulsorily studied by a student, as a part of the Core requirement.

Inter Disciplinary Course (IDC)

Chosen from different discipline /subject, with an intention to provide exposure across disciplines having relation to the core domain of the student.

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Discipline Specific Elective Course (DSE)

A course offered by the respective disciplinary / interdisciplinary Programme.

Skill Enhancement Courses (SEC)

Value-Based and / or Skill-Based Courses are aimed to provide hands- on-training, competencies, skills, etc.

Generic Elective Courses (GEC)

A course offered in the third and fourth semester by each department under Part-III of the Programme. Any student studying any programme can enroll in these courses except those offered by their concerned department. Ability Enhancement Compulsory Courses (AECC)

d) Part-IV :

Mandatory AECC courses such as, Environmental Studies, Human Rights, Women's Rights / Basic Tamil-I or Advanced Tamil-I, General Awareness / Basic Tamil-II or Advanced Tamil-II, IPR and Innovation, Entrepreneurship Development, Research Methodology, Innovation / IPR and Entrepreneurship are provided for knowledge enhancement.

e) Part-V : Extension Activity Courses (EAC)

Co-curricular and extracurricular activities under NSS / NCC / Sports / YRC Programme

F) 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.

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G) 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.

H) PROJECT WORK

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

I) EXTRA CREDITS

Awarded to a student for their achievement in co-curricular activities carried outside the regular hours.

J) ADVANCED LEARNER COURSE (ALC)

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

K) DURATION

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.


L) 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 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.

M) CREDITS

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



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N) 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, 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 years Undergraduate Programme and 90 credits for two years Post Graduate Programme.

O) 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.

P) 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.

Q) 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 applied experience and facilitates the development of the professional network among stakeholders.



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TIME CEILING FOR COMPLETION OF COURSE

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

- 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
- 4) 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




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		2.5.2a

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:


- a) Re-totaling shall be permitted for Theory Courses only
- b) 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
- c) 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– 641 048***
- d) 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
- e) Incomplete/defective filled in Application will be summarily rejected
- f) 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
- g) If marks obtained in Re-totaling are less than or equal to the marks awarded earlier, the previous marks and results shall hold good
- h) Fees remitted towards Re-totaling, will neither be refunded nor adjusted towards any fee current / in future

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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:

- Revaluation of Answer Script shall be permitted for Theory Courses only
- Student shall apply within 7 days for direct revaluation from the date of publication of results
- Student intend to apply for Revaluation shall do so within 4 days of receiving the photocopy of the Answer Script
- 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***
- 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
- Student failing in one or more Course/s and wish to apply for Revaluation and Supplementary Examination are advised to appear for Supplementary Examination, without waiting for Revaluation results
- 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
- If marks obtained in revaluation are less than or equal to the marks awarded earlier, the previous marks and results shall hold good
- Fees remitted towards Revaluation, will neither be refunded nor adjusted towards any fee current or in future

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		2.5.2c

**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– 641 048
- 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 towards any fee current or in future



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Q.P.

2.5.2d

GUIDELINES FOR IMPROVEMENT OF MARKS

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.

Quality Policy





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Q.P.

2.5.3a

COMMUNICATION TO STUDENTS

All communications raised by office of Controller of Examinations are circulated to the students / staff concerned by way of E-mail and copy of the same will be pasted in the common notice board. Hard copy of remittance of Examination fee / time table etc., are displayed in the respective department notice board. For assistance / support on matters related Examination, students shall submit a letter to The Principal, Dr. N.G.P. Arts and Science College, Coimbatore– 641 048.

Quality Policy





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2.5.3b

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:


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 th Working Day	50	2h
II	All five units	75 th Working Day	100	3h

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




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ATTENDANCE REQUIREMENTS TO APPEAR FOR EXAMINATIONS

An attendance criterion is laid down for students to appear for Semester Examination. The eligibility criteria are as follows:

- 1) 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
 - He/she earns a progress certificate from the Head of the institution in Proforma-I / II / V and VI, for having satisfactorily completed the course as per the regulation and conduct of the student according to the scheme prescribed in the Examinations
- 2) It shall be open to the Academic Council, or any authority delegated with such powers to grant exemption to a student who has failed to earn **75 %** of the attendance prescribed, for valid reasons, subject to usual conditions and the Ordinance No.1 of 1990 of the Bharathiar University
- 3) A student securing **between 55 % and 65 %** of attendance in any semester has to compensate the shortage in the subsequent Semester besides earning the required percentage of attendance in that Semester. The student has to appear for both Semesters at the end of the later Semester
- 4) A student securing **less than 55 %** of attendance in any semester permitted to appear for their regular Examinations or to continue studying in the subsequent Semesters. He/she has to rejoin the Semester in which the attendance is less than **55 %**
- 5) A student who has secured **less than 65 %** of attendance in the final Semester, has to compensate his/her attendance shortage in a manner decided by the concerned HoD after rejoining in the same Course

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GUIDELINES FOR APPEARING IN THE EXAMINATIONS

Students shall comply with the following guidelines for appearing in the End Semester Examination:

- 1) Regular students shall submit their Application along with the prescribed fee through proper channel
- 2) Before filling the Application, student is responsible to satisfy the eligibility conditions laid down by the institution to appear for ESE
- 3) Incomplete Application and Application submitted without paying the prescribed Examination fee will be summarily rejected
- 4) The student should carefully check all the entries given in the Application, make necessary corrections, if any, in BLOCK letters and enclose a covering letter requesting for correction
- 5) If disparity is found in the printed Course Code, the student shall encircle and enter the correct Code
- 6) If the student desires to improve in any of the courses in which he/she qualified already, he/she has to write the relevant Course Code against the respective Semester
- 7) Private student shall submit their Application to ***The Principal, Dr. N. G. P Arts and Science College, Coimbatore-641048***
- 8) Time table for the End Semester Examinations will be published in the College/Department notice board 15 days prior to the commencement of Examination



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2.5.3e

MALPRACTICES, PUNISHMENTS AND THEIR PENALTIES

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.

S.No.	Nature of Malpractice during the examinations	Punishment
1)	First Time Offence Possession of incriminating material for copying. Repeated Offence	Debarred from writing concern Examination and will be marked zero the Mark Statement. Disallowed to write the particular paper, and will be marked zero in Mark Statement and debarred from writing subsequent Examinations of that semester alone.
2)	Copying from notes / bits / books / any written or Printed material Bearing on the answer book of another student to copy.	Disallowed to write the particular paper, will be marked zero in Mark Statement and debarred from writing subsequent Examinations of that semester alone.
3)	Inserting previously written Answer Script brought from outside.	Disallowed to write the particular paper, will be marked zero in Mark Statement and debarred from writing subsequent Examinations of that semester and the following two Semester Examinations as well.
4)	Copying the answer from another student Allowing another student to copy from him / her	Disallowed to take up the Examination on that day by marking zero in Mark Statement and will be debarred from appearing for all subsequent papers in that Semester alone.





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2.5.3e

5)	Student facilitating the other student(s) to copy from his/ her answer script	Invalidating the examination of the particular subject written by the student.
6)	Threatening / assaulting the invigilator or inordinate behavior	Cancellation of Examination taken up on that day by marking zero in mark statement, debarred from appearing of the remaining examinations of current and next one semester examination.
7)	Student possessing cell phone/ programmable calculator(s) any other electronic storage device(s) gadgets (whether used or not)	Invalidating the examination of the particular subject written on that day by marking zero in mark statement.
8)	Student possessing any incriminating material(s) (whether used or not). For Example: writing on scale, calculator, handkerchief, dress, part of the body, hall Ticket, etc. Student possessing the question paper of another student with additional writing on it. Student taking the answer booklet out of the Examination hall (whether used or unused)	Invalidating the examination of the subject concerned by marking zero in mark statement.
9)	Student communicating with neighboring student orally or non – verbally	Warning
10)	Student misbehaving in the Examination hall	Invalidating the examination of the particular subject written on that day by marking zero in mark statement.





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2.5.3f

MEDIUM OF INSTRUCTION AND EXAMINATIONS

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.


Quality Policy



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<p align="center">SUBMISSION OF REPORT FOR INDUSTRIAL TRAINING / PROJECT VIVA VOCE EXAMINATIONS</p>
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In order to fulfill the requirements for the award of UG / PG Degree Programmes, students have to undertake Project /Industrial training during the period of their study. The Project / Industrial training provides an opportunity for the students to design, undertake or conduct a research or study independently or in a group under the guidance of a Supervisor. Formation of Project / Industrial training group can when each group has representation of student with varying Academic merit. The student has to submit the report of the Research or study. Based on the Project work and the performance of the studies in Viva-Voce Examination marks / grades are awarded.

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PASSING CRITERION

In order to qualify UG/PG Degree Programme, every student must fulfill the following 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 of Part-I, II and III will be declared to have passed the Examination of each Courses
- 2) A student has to secure a minimum of **40%** in Part-IV courses of the End Semester Examination
- 3) A student passes each Course in Part-V with a minimum score of **40%** in the Continuous Internal Assessment as stipulated in the regulation of the concerned Programme
- 4) A student having passed all the Courses under Part-I, II, III, IV and V through Examination and fulfilling the requirements as per the regulation 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
- 1) 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



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DISTRIBUTION OF MARKS AND GRADES

The Grade and Grade Points are given on the basis of the Percentage of Marks scored by the students as shown below for UG and PG Programmes

A) UNDER GRADUATE PROGRAMME 2019-22 BATCH AND ONWARDS

The details of assessment pattern adopted for various courses offered in UG Programmes as follows:

a) Theory Courses

i) End Semester Examination and Continues Internal Assessment

Total Marks	ESE		CIA- Maximum Marks	Overall Passing Minimum for Total Marks (CIA + ESE)
	Maximum Marks	Passing Minimum for ESE alone		
100	75	30	25	40
50	50	20	-	20

ii) Continues Internal Assessment

S. No.	UG Theory Courses	Distribution of Marks
1	Tests I (2 h)	5
2	Tests II / End semester Model test (3 h)	10
3	OBE- Rubrics Assessment	10
	Total	25

iii) End Semester Examination

S. No.	UG Theory Courses	Distribution of Marks	
1	ESE - Online MCQ Examinations	10	-
2	ESE – Offline Examinations	65	50
	Total	75	50

b) Practical Courses

i) End Semester Examination and Continues Internal Assessment

Total Marks	ESE		CIA Maximum Marks	Overall Passing Minimum for Total Marks (CIA + ESE)
	Maximum Marks	Passing Minimum for ESE alone		
100	60	24	40	40





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ii) Continues Internal Assessment

S.No.	UG Practical Courses	Distribution of Marks
1	Tests: Two tests out of which one shall be during the mid semester and the other to be conducted as model test at the end of the semester.	24
2	OBE- Rubrics Assessment	16
	Total	40

iii) End Semester Examination

S.No.	UG Practical Courses	Distribution of Marks
1	Experiment-I	25
2	Experiment-II	25
3	Record & Viva-Voce	10
	Total	60

c) Project and Viva voce / LoP courses


i) End Semester Examination and Continues Internal Assessment

Total Marks	ESE		CIA Maximum Marks	Overall passing minimum for total marks (CIA+ESE)
	Maximum Marks	Passing minimum for External alone		
100	60	24	40	40
50	30	12	20	20
50	-	-	50	20

ii) Continues Internal Assessment

S.No.	UG Project / LoP	Distribution of Marks		
		Project / IT		LoP
1	Review-I	5	10	10
2	Review-II	5	10	10
3	Document, Preparation and Implementation /Record Work	10	20	20
4	Viva-Voce (LoP)	-	-	10
	Total	20	40	50



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iii) End Semester Examination

S. No.	UG Project / LoP	Distribution of Marks	
1	Record Work and Presentation	40	20
2	Viva-Voce	20	10
	Total	60	30

d) Industrial Training Courses.

i) End Semester Examination marks

S. No.	UG Industrial Training Courses	Distribution of Marks
1	Record Work and Presentation	75
2	Viva-Voce	25
	Total	100

ii) End Semester Examination Grade

Range of ESE marks	Letter grade	Description
75 & Above	A	Distinction
60 to 74	B	Very Good
40 to 59	C	Good
0 to 39	RA	Re-appear
ABSENT	AAA	ABSENT


e) AECC and GE Courses - End Semester Examination

Semester	Part	Category	Maximum Marks
1	IV	Ability Enhancement Compulsory Courses - I	50
2	IV	Ability Enhancement Compulsory Courses - II	50
3	III	Generic Elective Courses-I	50
	IV	Ability Enhancement Compulsory Courses - III	50
4	III	Generic Elective Courses-II	50
	IV	Ability Enhancement Compulsory Courses - IV	50
5	IV	Ability Enhancement Compulsory Courses - V	50
6	IV	Ability Enhancement Compulsory Courses - VI	50

f) Extension Activity Course-Continues Internal Assessment

Semester	Part	Category	Marks
6	V	Extension Activity	50



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- i) The following are the distribution of marks for CIA in UG extension activity course.

S. No.	UG Extension Activity	Distribution of Marks
1	Regularity of attendance	10
2	Active Participation in classes /camps / games / special Camps / programmes in the college / District / State/ University activities	30
3	Exemplary awards / Certificates/Prizes	5
4	Other Social components such as Blood Donations, Fine Arts, etc.,	5
	Total	50

Note:

Physically challenged students who are unable to participate in any of the above said activities shall require taking a test in the theoretical aspects of any one of the above said fields and the marks shall be awarded accordingly.

B) POST GRADUATE PROGRAMME 2019-21 BATCH AND ONWARDS

The details of assessment pattern adopted for various courses offered in PG Programmes as follows:

- a) Theory Courses

- i) End Semester Examination and Continues Internal Assessment

Total Marks	ESE		CIA Maximum Marks	Overall Passing Minimum for Total Marks (CIA + ESE)
	Maximum Marks	Passing Minimum for External alone		
100	75	38	25	50
50	50	25	-	25

- ii) Continues Internal Assessment

S. No.	PG Theory Courses	Distribution of Marks
1	Test- I (2 h)	5
2	Test- II / End semester Model test (3 h)	10
3	OBE- Rubrics Assessment	10
	Total	25



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iii) End Semester Examination

S. No.	UG Theory Courses	Distribution of marks	
1	ESE - Online MCQ Examinations	10	-
2	ESE – Offline Examinations	65	50
	Total	75	50

b) Practical courses

i) End Semester Examination and Continues Internal Assessment

Total Marks	ESE		CIA Maximum Marks	Overall Passing Minimum for Total Marks (CIA+ESE)
	Maximum Marks	Passing Minimum for External alone		
100	60	30	40	50
200	120	60	80	100


ii) Continues Internal Assessment

S. No.	PG Practical Courses	Distribution of Marks	
1	Tests: Two tests out of which one shall be during the mid semester and the other to be conducted as model test at the end of the semester.	24	48
2	OBE- Rubrics Assessment	16	32
	Total	40	80

iii) End Semester Examination

S. No.	PG Practical Courses	Distribution of Marks	
1	Experiment-I	25	50
2	Experiment-II	25	50
3	Record & Viva-Voce	10	20
	Total	60	120



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c) Project and Viva-Voce / Industrial Training courses

i) End Semester Examination and Continues Internal Assessment

Total Marks	ESE		CIA Maximum Marks	Overall Passing Minimum for Total Marks (CIA+ESE)
	Maximum Marks	Passing Minimum for External alone		
100	60	30	40	50
200	120	60	80	100

ii) Continues Internal Assessment

S. No.	PG Project Courses/Industrial Training	Distribution of Marks	
1	Review-I	8	16
2	Review-II	8	16
3	Review-III	8	16
4	OBE- Rubrics Assessment	16	32
	Total	40	80

iii) End Semester Examination

S. No.	PG Project/Industrial Training Courses	Distribution of Marks	
1	Record Work and Presentation	40	80
2	Viva-Voce	20	40
	Total	60	120



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2.5.4a2

GRADING AND CLASSIFICATION OF SUCCESSFUL STUDENTS

Once the marks of CIA and ESE for each course are available, they shall be added and the marks thus obtained shall be converted into a relevant Letter Grade, Grade Point as per the classification given below for UG and PG Programmes:

- A) Conversion of marks to a Grade Point and Letter Grade for a Semester and entire Programme is as follows:

GPA: For a Semester

$$\text{GPA} = \frac{\text{Sum of the multiplication of Grade Points by the Credits of the Courses}}{\text{Sum of the Credits of the Courses in a Semester}}$$

$$\text{GPA} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

CGPA: For entire Programme

$$\text{CGPA} = \frac{\text{Sum of the multiplication of Grade Points by the Credits of the entire Programme under each part}}{\text{Sum of the Credits of the Courses of the entire Programme under each part}}$$

$$\text{CGPA} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

Note

C_i refers to the credits earned for a course **i** in any semester,

G_i refers to the grade Point obtained for course **i** in any semester and

n refers to the semester in which such courses were credited





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2.5.4a2

a) Under Graduation

i) Conversion of marks to a Grade Point and Letter Grade for a Semester is as follows:

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
≥ 90 & ≤ 100	≥ 9.0 & ≤ 10.0	O	Outstanding
≥ 80 & ≤ 89	≥ 8.0 & ≤ 8.9	D+	Excellent
≥ 75 & ≤ 79	≥ 7.5 & ≤ 7.9	D	Distinction
≥ 70 & ≤ 74	≥ 7.0 & ≤ 7.4	A+	Very Good
≥ 60 & ≤ 69	≥ 6.0 & ≤ 6.9	A	Good
≥ 50 & ≤ 59	≥ 5.0 & ≤ 5.9	B	Average
≥ 40 & ≤ 49	≥ 4.0 & ≤ 4.9	C	Satisfactory
≥ 0 & ≤ 39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

ii) Cumulative Grade Point average and Grade for entire Programme is as follows:

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

* The student who have passed in the first appearance and within the prescribed Semester of the UG programme are eligible





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2.5.4a2

b) Post Graduation

i) Conversion of marks to a Grade Point and Letter Grade for a Semester is as follows:


RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
≥ 90 & ≤ 100	≥ 9.0 & ≤ 10.0	O	Outstanding
≥ 80 & ≤ 89	≥ 8.0 & ≤ 8.9	D+	Excellent
≥ 75 & ≤ 79	≥ 7.5 & ≤ 7.9	D	Distinction
≥ 70 & ≤ 74	≥ 7.0 & ≤ 7.4	A+	Very Good
≥ 60 & ≤ 69	≥ 6.0 & ≤ 6.9	A	Good
≥ 50 & ≤ 59	≥ 5.0 & ≤ 5.9	B	Average
≥ 0 & ≤ 49	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

ii) Cumulative Grade Point average and Grade for entire Programme is as follows:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
≥ 9.5 & ≤ 10.0	O+	First Class – Exemplary**
≥ 9.0 & < 9.5	O	
≥ 8.5 & < 9.0	D++	First Class with Distinction**
≥ 8.0 & < 8.5	D+	
≥ 7.5 & < 8.0	D	
≥ 7.0 & < 7.5	A++	First Class
≥ 6.5 & < 7.0	A+	
≥ 6.0 & < 6.5	A	
≥ 5.5 & < 6.0	B+	Second Class
≥ 5.0 & < 5.5	B	
≥ 0.0 & < 5.0	U	Re-appear

** The student who have passed in the first appearance and within the prescribed Semester of the PG Programme are eligible



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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.



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2.5.4c

CONFERMENT OF THE 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. 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).

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 %** or maximum of **three ranks** of the total number of students qualified in a particular Branch of Study. The improved marks shall not be taken into consideration for Ranking.





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2.5.5

FUNCTIONING OF CONTROLLER of EXAMINATIONS

A) Subject Registration for AY – Current Semester

a) Verification and Confirmation of First Year Student Profile

Hard copy of the profile will be circulated for verification such as name, DoB and first language opted. If any correction observed by the student, he/she shall make necessary correction and the same may be submitted to office of CoE.

b) Verification and Confirmation of Current Semester Syllabus

In receipt of Curriculum and Syllabus received from CDC, the software section shall enter the Theory and Practical Courses, Course Code, CIA marks, ESE marks, passing minimum, number of Credits, duration of Examination, and Examination fee per course. Hard copy of the course data and copy of syllabus shall be endorsed by the class advisors and respective HoDs.

c) Obtaining the Details of Part-I & Part-IV Languages, DSE, GE and AECC

Details of the Course under Part-I, Part-IV, DSE, GE and AECC opted by the student are to be submitted by the class advisors with due authentication from HoDs, such information are updated in the respective student database of the examination software.

d) Mapping the Course Code, Credit, Marks, Electives in the Software

Once the above information are updated the data will be used to generate necessary reports, Examination statistics, Arrear status, Statement of Marks and Consolidated Statement of Marks and shall be used for all academic purposes.

e) Itemizing Arrear Subjects

Posting student Arrear details in the CoE drive

After declaration of Examination result, a separate list of arrear student details shall be posted in the CoE drive for HoDs and Staff consideration for necessary action.

B) Academic Schedule

The office of CoE prepares detailed academic schedule which involves the date of commencement of I year UG and PG programmes, reopening of II and III year Programmes, last working day for respective semester, payment of Examination fee, conduct of CIA, Question Paper setting, Online and End Semester Examinations (Theory and Practical), valuation of Answer Scripts, Result Passing Board, Publication of Results and issuing of Statement of Marks.





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C) Generation of Register Numbers

After the completion of the Admission process, Principal's office generates the Register Number of every students Admitted during the Academic Year. It is an eight digit alphanumeric code and every digit represents the following

1,2 – Year of Admission

3 – Programme (UG-1/PG-2/Diploma-3/PG Diploma-4/ Certificate-5)

4,5 – Department Code

6, 7, 8 – Running Number

D) Obtaining Syllabi from CDC

The Regulations, Curriculum and Syllabus of all the Programmes is reviewed in the SCAA and placed for approval from Academic Council. The documents approved by the Chairman of Academic Council (Soft and Hard copy) are submitted by CDC to the office of CoE during the beginning of the semester.

E) Acquiring Panel of Examiners from BoS Chairman

The Chairman of BoS prepares a list of fifty experts who are working outside Bharathiar University jurisdiction. Name, Qualification, Experience, Department, Name and Address of the Institution, Contact Number/s E-mail and Subjects of expertise of the proposed experts duly approved by SCAA and Academic Council are submitted by the respective BoS Chairman to CoE.

F) Setting Question Paper and Dispatching

The Office of CoE shall call the approved question setters and confirm them for setting Question Papers. Based on their acceptances, Office of CoE shall prepare and organize soft copy of the syllabus, instructions for Question Paper setup, template of typing Question Paper, preparation of Scheme of Valuation, Question Paper pattern and claim form which will be mailed to the Question Paper setters along with the appointment order. In the case of Languages and Mathematics related courses, hard copy of the Question Paper shall also be requested from the setters.





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G) Question Paper- Scrutiny Board

Processing of Question Paper

Upon receiving the Question Paper, a three tier scrutiny mechanism has been adopted for authenticity.

a) Processing of Question Paper as per 3-Tier Mechanism


i) Tier I:

- As per the guidelines, HoDs shall submit 50 members (panel of experts) for Question Paper setting purpose
- Based on the panel, Question Paper setter shall be identified by CoEs in consultation with CCoE / Principal
- Such setter will be distributed with syllabus, relevant guidelines of framing QP
- After receipt of the set QP, respective Assistant CoEs shall verify the set QP and Scheme submitted are as per the syllabus and guidelines
- Deviation shall be reverted back for necessary updation by the setter itself
- Later, the staff of CoE shall complete the formatting process of set QP & Scheme which shall be ready for second process i.e., scrutiny of the set QP

ii) Tier II:

- Scrutinizers shall be identified by CoE in consultation with Dean-Academics and CCoE/Principal. Each such scrutinizer shall be issued with six Question Papers per day
- Any such changes / Incomplete questions / missing values / typographical error / out of syllabus (if any) shall be updated in the hard copy
- Scrutiny of QP shall take place by the external expert in presence of the Asst. CoEs
- After Scrutiny, Feedback is obtained covering the parameters such as Syllabus coverage
- Distribution of questions per unit, OBE pattern followed, % of out of portion, Scheme of valuation matches QP, whether QP test the knowledge level and any typographical error. The above changes shall be updated immediately at the office of CoE



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- With necessary updation in the hard copy of QP the signature of the Scrutinizer shall be obtained for authenticity and by affixing “SCRUTINIZED” and “VERIFIED” seal


iii) Tier III:

- After completing the above process is over, hard copy & Scheme will be organized accordingly and retained in a secured safe locker in the Office of CoE
- Soft Copy of the same shall be collected in one / two specific computers, exactly one month in advance
- Such specific computers shall be totally delinked from LAN / VAN / Networking / Internet Connectivity / Photocopier machines etc
- Day before the Examination, tabulation of all courses will be submitted to the CCoE/Principal in order to obtain approval for printing the select Question Paper
- Based on the tabulation, CCoE / Principal shall approve the set to be used for ESE
- On the above said criteria, the Office of CoE shall start the printing process and distribute as per the hall lay out which shall be kept packed with seal and signature
- On the day of exam respective subject handling staff members shall assemble at the exam cell 15minutes prior to the exam, after depositing their mobile phones/all electronic gadget at the reception
- These subject handling staff members shall review the Question Paper which is distributed to the students to identify whether any issues still exist in the Question Paper.
- After 30 minutes of the commencement of the Examination, those staff members shall leave the hall

H) Final End Semester Examination Time Table

a) Issue of Time Table

The time table shall be prepared and distributed to departments for HoD’s verification. If any correction or changes required, respective HoDs shall intimate the office of CoE for necessary correction. The finalized time table shall be displayed in the department and common notice boards and also published in the college website.

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b) Issue of Exam Applications for Fees Payment

The office of CoE will generate Examination Application and forward the same to the departments for necessary action. Circular containing details of Examination fee and last date for payment will be sent to the students and also be displayed in the notice board of respective department.

I) Nominal Roll (Attendance & Payment of Fees)

Before issuing the Hall Ticket, office of CoE prepares the Nominal Roll containing the student's Register number, Name and Courses appearing for the Examination. It has been generated based on fulfilment of attendance percentage of the student and payment of Examination fee.

J) Distributing Hall Ticket

Printing and Issuing of Hall Tickets

Hall tickets shall be printed for Practical and Theory Examinations. After verifying the eligibility of the student for appearing in the Examination i.e., attendance requirement, tuition fee and Examination fee, Hall Tickets shall be issued to respective HoDs for distribution to students. Within three days of the receipt of Hall Tickets, student/class advisor shall report to the office of CoE for correction if any and can receive the corrected Hall Ticket.

K) Conduct of Practical Examination Project Viva-Voce, Viva for ITR and Lab on Projects:

1) Before Conduct of Practical Examination


a) Obtaining Tentative Dates for Practical Examination

Considering the capacity of the laboratory, HoD will schedule the Practical Examinations within the time stipulated from office of CoE. List of External, Internal Examiners and Skilled Assistants will be furnished by the HoD for the approval of CCoE. While preparing the schedule, HoDs shall allocate the list of arrear students along with the regular students. CCoE will opt the External Examiner from the list of Examiners submitted by the respective HoDs.

b) Confirming and Issue of Appointment Orders to Expert Members

Based on the willingness, appointment orders shall be prepared and issued to respective External and Internal Examiners.



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c) Confirmation of Examination Fee

Office of CoE shall receive the application forms from the Principal office after payment of requisite Examination fee by the students. Degree / Branch / Section and Year wise the Application form will be verified and the fee payment by the eligible students will be verified.

d) Issue of Time table

The time table shall be prepared and distributed to departments for HoD's verification. If any correction or changes required, respective HoDs shall intimate the office of CoE for necessary correction. The finalized time table shall be displayed in the department common notice boards and also published in the college website.

e) Printing and Issuing of Hall Tickets


Hall tickets shall be printed for Practical and Theory examinations. After verifying the eligibility of the student for appearing in the examination i.e., attendance requirement, tuition fee and Examination fee, Hall Tickets shall be issued to respective HoDs for distribution to students. Within three days of the receipt of hall tickets, student/class advisor shall report to the office of CoE for correction if any and receive the corrected Hall Tickets.

f) Stock of Examination Stationery

At the beginning of each Semester, the office of CoE looks into the physical stock of Examination consumables inclusive of Examination stationeries. Stationery list shall be submitted to CCoE / Principal's office for obtaining necessary requirements well in advance. In addition, the CoE shall submit a separate request for hospitality based upon the necessity.

2) During the Conduct of Practical Examination

Practical conducting Labs or locations shall be declared as "Examination Zone" for maintaining silence and HoD / Internal Examiner shall have an overall responsibility during the conduct of the Practical Examinations.

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a) Reporting of Examiners During Practical Examinations

Examiners shall report to CoE office 30 minutes before the commencement of Practical Examination. Internal examiners shall receive the Answer Scripts and other exam related materials such as Answer script, Students attendance, Staff attendance, External attendance (if necessary), Graph Sheets (if required), Mark Statement, Claim forms, Distance Chart from the office of CoE on the day of Examination. Maximum marks allotted for the course and split up of marks for each experiment should be verified by the Examiners before the commencement of the Examination.

Quality Policy



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b) Student Attendance

During Practical Examination, the Internal Examiner shall make a physical verification of all the students present for the examination and obtain signature in the attendance. The absentee's students will be marked **ABSENT** in capital letters against their register numbers. Later, attendance sheet is to be submitted after 30 minutes of the commencement of the examination to upload the absentees list in the software. A softcopy will be mailed to concern HoD's for necessary action.

c) Submission of Practical Answer Scripts

After successful completion of the Examination, both External and Internal Examiners shall enter the marks in the software and hardcopy of the mark statement duly signed by both the Examiners will be submitted to the office of CoE. Internal Examiner shall verify that all enclosures such as Mark Statements claim etc. have been arranged and submitted to office of CoE.

3) After Conduct of Practical Examinations

a) Verification of the Digital marks

Once the Practical Examinations are over, evaluation shall be done jointly by the External and the Internal Examiner and they shall submit the Digital Mark Statement along with foil sheet, Question Paper, Scheme of Valuation to the CoE in person and in turn, it shall be verified by the staff of CoE for authority.

b) Processing the Marks for Compilation

Office of CoE shall upload the marks in the software and shall verify the marks entered are as in the Marks Statement.

c) Settlement of Claims – Practical Examinations

At the end of the Practical Examination, the staff of CoE shall consolidate and prepare remuneration statement for External and Internal Examiner, Skilled Assistant, Lab Assistant and Clerical Staff. This statement shall be verified with their attendance. All claims shall be submitted to CCoE / Principal for approval and paid through NEFT.





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L) Conduct of Online MCQ Examination

1) Before Conduct of Online Examinations

a) To Ensure the Computer Labs for Online MCQ Examinations

In order to conduct Online Examination, office of CoE will confirm the number of students eligible to appear for both regular and arrear Online MCQ Examination. Office of CoE will ensure that MCQs are kept ready for each course according to the requirements.

b) Preparing and Releasing of Online Exam Timetable

Online Examination Timetable shall be prepared and distributed to the departments. Online Examination Timetable shall also be published in websites, Displayed department and college notice board.

c) Password Generation

Before each session of Online Examination, office of CoE will generate password for each batch of students. The generated password will be issued to the invigilators before the commencement of Examination.

d) Appointment of Invigilator for Online Examination

Office of CoE shall appoint invigilators for the conduct of Online Examination. Invigilators shall take the attendance and issue the password before 15 minutes prior to commencement of the Examination, to registered students for conduct the Online Examinations.

2) During Conduct of Online Examinations

During Online Examination, invigilators shall give necessary instruction to students and verifying the seating arrangements and confirm their individual password. Invigilator shall confirm that all students had occupied their seats. All students shall take up their Online Examination in time. Invigilator will be technically assisted by Lab instructors.

3) After Conduct of Online Examinations

Invigilator shall collect the entire password issued to the candidates from exam cell. The marks secured by all the students in online examination shall be imported by the office of CoE through online module.





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M) Conduct of End Semester Examination

1) Pre Examination Process

a) Panel of External Examiners

The Office of CoE will receive department wise panel of Examiners recommended by BoS as approved by Academic Council in the prescribed format. Later, the hard copy of the Panel of Examiners shall be presented to CCoE for approval. Question Paper setter, External Experts for conduct of Practical Examination and experts for valuation of Answer Scripts shall be recommended by CCoE based on the said panel of subject experts.

b) Issue of Appointment Orders for Examination Officials

After obtaining the willingness from existing staff members, the CCoE / Principal will review and recommend one staff member to act as Chief Superintendent. CoE shall issue order along with instructions for the conduct of Examinations. Office of CoE shall also invite the staff members from neighbouring college to act as External Hall Superintendent through their Principal. Schedule of Halls, Lab allotments shall be prepared and appointment order will be issued by conforming the willingness and availability of Internal and External staff members. In turns all HoDs / senior staff members will be appointed as squad members during the conduct of End Semester Theory Examinations respectively.

c) Transfer of Stationeries to Chief Superintendent for the Conduct of Examination

The Chief Superintendent shall hold the office attached with Examination Cell. Relevant Examination materials shall be moved to Examination Cell along with timetable, student hall allotment and question paper statistics for the purpose of conduct of Theory Examination.

2) Process During the Conduct of Theory Examination

a) Issue of Question Paper to Chief Superintendent

Hall wise Question Papers packets will be deposited to the Chief Superintendent 45 minutes before the commencement of the Examination of every session.

b) Hall Allotment to Student

Software section of the office of CoE will prepare the seating allotment. Each hall will have a maximum of 30 students comprising of two or three different programmes. Students can identify their seat through the hall location module by swiping their Identify Card in terminals placed at different locations of reception.





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c) Announcement by Chief Superintendent for Hall Superintendents

After the commencement of every session, Chief Superintendent shall distribute Question Paper and Answer script to Hall Superintendent and mandate instructions for conduct of the Examinations and handling cases of malpractices. He / she shall also verify the Question Paper bag which shall be open before students in the respective halls. CoE and all the ACoEs will have an overall supervision of smooth conduct of Examination. After end of each session Chief Superintendent shall interact with handful number of invigilators in order to find out any deficiency / issues and the same shall be updated and reported to Office of CoE at the end of the Examination.

d) Roles and Responsibilities of Hall Superintendents

Invigilator is responsible for implementing the code of conduct during Examination.

- Any student entering the hall without Hall-Ticket must carry a certificate of identity issued by the Principal with photo and signature to be admitted into the Examination Hall
- Student is not permitted to take any seat other than the allotted one and Question Papers should be distributed only to students seated at their respective place
- If any mistake is committed in the distribution of Question Paper the invigilator will be held responsible.
- Main Answer Script without the facsimile signature of the Chief Superintendent should not be issued to the students.
- Student should not be permitted to enter the hall later than 30 minutes from the commencement of Examination and to leave the hall earlier than 45 minutes from the commencement of Examinations.
- Attendance of students should be recorded after ten minutes of commencement of Examination by getting the signatures of students in the attendance form.
- Half an hour after the commencement of the Examinations the absentee statement should be prepared. The unused main Answer Script and Question Papers should be returned to the Chief Superintendent along with the absentee list.
- The Invigilator must sign on the right top corner of the main Answer Script after ensuring the details of the students on the title page of the main Answer Script.





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- Invigilator should be vigilant and watch the students continuously and strict silence should be maintained in the Examination Hall.
- Exchange of materials among students should not be allowed.
- Students found using books of any kind, portion of book, manuscript paper of any description or communicating or copying from each other or communicating with any person inside or outside the Examination hall will be treated as guilty of malpractice.
- Students should not be allowed to write beyond the time prescribed for the concerned subject.
- At the end of the Examination, the Invigilator should collect the Answer Script from the student and arrange them in order by course and register number of the student and handover to the Chief Superintendent.
- The Invigilator should be present till the Answer Scripts are checked by the staff appointed for the purpose.

e) Assistant / Reserve Superintendent

An Assistant Superintendent will be permissible for each shift up to 300 registered students or a part thereof. The same staff member or two different staff members may be appointed as Assistant Superintendents for two shifts. No person shall act as Assistant Superintendent, if any of his/her near relative is appearing for the Examination. He/she should inform the Chief Superintendent about this fact in case he/she is offered the assignment. The Assistant Superintendent shall work under the overall guidance and supervision of the Centre Superintendent and shall comply with such instructions as he/she may give. He/she shall relieve an Invigilator, for a short time, as and when situation arises.

f) Maintenance of Attendance Registers During Examination

Chief Superintendent shall maintain the attendance register for External and Internal Hall Superintendents. Attendance of the students of every session must be recorded in the Examination software 30 minutes after the commencement of Examination. Chief Superintendent shall submit hall wise attendance with absentees, unused Question Paper, Answer Scripts and unopened Question Paper covers to the office of CoE. A consolidated list of total absentees for each session shall be submitted to the CCoE / Principal and is posted to Dean Academic on the same day for HoD's action.





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g) Report of Malpractices and Others

Malpractices noticed during Examination shall be reported to CCoE / Principal along with relevant malpractice materials used by the student.

h) Squad Report

Squad member should ensure that no student has been allowed inside the Examination hall without his/her Identify Card, Hall Ticket and no student is in possession of any unauthorized electronics gadgets or paper/material and to inspect/search any person/student in the event of suspicion in this regard. He / She shall observe the conduct of functionaries deployed for Examination duty. Any violation should be brought to the notice of the CoE. He / She will ensure that no unauthorized person is moving/present in the Examination halls. In case of suspicion, the identity of the person should immediately be checked and necessary action should be initiated and report any malpractice case booked by them to the Chief Superintendent. Squad members submit their observation report daily to the CoE. The CoE initiates for necessary actions.

i) Question Paper Grievance

Grievances with regard to Question Paper shall be submitted by the respective course handling staff with due authentication from HoDs. Any grievance related to the Question Paper in receipt of staffs / students will be redressed through QPGC meeting before valuation of Answer Scripts.

3) After the Examination

a) Receipt of Written Answer Script from Hall Superintendent

All Answer Scripts shall be collected, organized into programme / branch wise, verified along with the attendance, packed along with office seal and submitted to CoE office by Chief Superintendent after the completion of every session. Chief Superintendent maintains and verifies the stock register of Answer Script before and after each session.

b) Return of Examination Materials to office of CoE

After completion of the Theory Examinations, Chief Superintendent prepares a list of office materials based on the stock received and used for the Examination. The balance materials will be handed over to office of CoE.





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c) Settlement of Claims

The office of CoE prepares necessary vouchers based on the claims submitted by Question Paper setters, Scrutiny Members, Chief Superintendent, Squad Members, External, Internal and Reserve Hall Superintendents and Office Assistants. The settlement of claims assists through NEFT with the approval of CCoE / Principal.

d) Convening of QPGC

CoE convenes question paper grievance committee (QPGC) meeting chaired by the CCoE / Principal before the commencement of central valuation. All Board Chairman's will discuss the grievances regarding question papers issued during ESE. After approval of CCoE / Principal, final decision will be executed by the Board Chairman on the day of valuation with due consideration.

e) Convening of Examination Disciplinary Action Committee (EDAC) Meeting


Disciplinary action will be taken upon the students involved malpractice during Examinations under the Examination Disciplinary Action Committee (EDAC). CoE convenes the meeting in presence of the CCoE / Principal along with respective students, Board Chairman's and EDAC members. Chief Superintendent shall report all cases pertaining to Examination malpractice and CoE will carries out the retribution.

N) CIA Mark Entry/ Rubrics

a) Obtaining Attendance and CIA marks

Student attendance will be received from the HoDs through proforma I to X. Hall tickets of those students who are lacking in attendance shall be retained by the office of CoE and the remaining hall tickets shall be handed over to respective HoDs. The hard copy of CIA marks shall be submitted by the HoDs and softcopy shall be imported and shall be compiled by the Examination software. CoE shall verify whether there is any student with no marks.



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O) ESE Evaluation

1) Pre Valuation Process:

a) Generation of Dummy Numbers

Once the Examination has been completed, office of CoE shall commence valuation process by confirming the absentees with the Chief Superintendent. Dummy numbers will be pasted and the counter foil will be peeled from the Answer Script of appeared students. The Answer Scripts will be organized into packets and kept ready for valuation course wise.

b) Fixing External Examiner as per the Approval of CCoE for Valuation

After affixing the dummy number, based on the CCoE / Principal recommendation the Chairman cum Chief Examiner and Chief Examiner for all the Programme / Course along External Examiners will evaluate the Answer Scripts. CoE shall call upon the Chairman of each board to discuss the days and dates of valuation.

c) Issuing Appointment orders to Chairman, Chief Examiner and External Examiners

Approved list of External Examiner will be confirmed and upon their acceptance, the office of CoE prepares Appointment orders along with necessary instructions. The same shall be mailed to Chairman, Chief Examiner and External Examiners for further confirmation.

d) Answer Script Allotment

Respective Board Chairman receives the available counts of answer scripts for each code for the list of approved Chief Examiner and External Examiner prior to the day of valuation from the office of CoE. Course wise allotment galley of Answer Script will be issued to the Board Chairman on the day of valuation.

e) Arrangements for the Conduct of Central Valuation

Venue for valuation of each programme is fixed and displayed at the reception. Every examiner shall be given 25 to 30 Answer Scripts in each session. Sufficient Question Papers, Scheme for Valuation, claim forms, on duty attendance, foil sheet for entering the marks will be issued and computer lab will be used for entering the marks in the module with printers to have the hard copy. Decision taken in QPGC and EDAC shall also be incorporated.



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2) During the Central Valuation:

a) Role of Board Chairman

The Exam Cell members shall deposit the Answer Script packets to the Board Chairman's along with Question Papers, Scheme of Valuation, allotment list, attendance and related forms. Board Chairman shall ensure that the Examiners have reported on time in their respective halls and distribute the Answer Script packets as per the allotment. The Board Chairman shall address necessary instruction to the Chief Examiner. Any grievance raised by the External Examiners shall be brought to the knowledge of the CCoE / CoE which will be considered at the earliest. An Exam Cell member takes care of the hospitality for the Examiners.

b) Scrutinizer (Evaluation)

Responsibility of the Scrutinizer starts almost concurrent with the process of evaluation. He/she should verify and ascertain that all the required information entered by the Examiner on score sheet is correct, all the questions answered by the students has been valued, accuracy of marks awarded for all answers, the total marks and the mark posted software. If there is any discrepancy in valued Answer Scripts identified by the scrutinizer (i.e., non-valued answers, wrong total etc.,) it should be reported to the valuator and required corrections to be made by the valuator with counter signature. The Scrutinizer submits Answer Script to the ACoE-Evaluator. ACoE-Evaluator should maintain all the details of Evaluators and Scrutinizers in the registers. ACoE-Evaluator should handover all the score sheet to the ACoE-Systems for processing of results.

3) Post Valuation Process

Board Chairman and Chief Examiners shall hand over the valued Answer Scripts along with mark sheet, data sheet, Examiners' feedback, and claim forms to Exam Cell. Submitted document and claim forms shall be verified by the office of CoE for authenticity. Consolidated claim bill shall be prepared by the office of CoE and submitted to CCoE / Principal for approval and passed for payment through NEFT. Exam cell staff members rearrange the Answer Scripts Course / Programme wise. After Re-total, Revaluation and Transparency process is over; the Answer Scripts shall be retained in stockroom of office of CoE premises.





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P) Result Passing Board

1) Process before Declaration of Results

a) Compilation of Marks

Conversion of marks shall be done in the End Semester Examination by the External Examiner in the examination software, if necessary, before uploading the marks. Software section of CoE shall import the CIA, Practical and Online Examination marks along with end semester examinations marks for compilation and process the data duly. All these marks shall be posted accordingly to the respective students.

b) Identification of No Mark Course

Office of CoE shall ensure whether the CIA marks, Online marks, Practical marks and ESE marks has been appropriately posted.

c) Manual Verification of Authentication

After compilation of marks manual verification will be done for the respective exam by the staff of CoE.

d) Convening Result Passing Board Meeting

CCoE / Principal and CoE confirms the date for conducting the RPB meeting. Deans, Board Chairman, Coordinators of CDC and IQAC shall be invited and appointment orders are issued for the same. CCoE / Principal issue a circular for the publication of results to HoDs, Staff members, Students and a Press Release is made in regional newspapers in this regard. Office of CoE shall print a hard copy of results outcome of EDAC and QPGC along with course/year wise result analysis report for discussion in the RPB meeting. Programme and course wise list of students appeared, cleared and pass percentage is taken for discussion.

2) Process during Declaration of Results

a) Presentation of QPGC, EDAC and Result Analysis for Discussion

Before presenting the result analysis, CoE addresses the minutes of the QPGC and EDAC. Members are provided with hard copy of results; in turn CoE presents the results and invite the members for discussing upon the results to be published.





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Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

Q.P.

2.5.5

b) Moderation of Marks shall be Based on Request by the Board Chairman's

Individual Board Chairman has the right to claim for moderation of marks, if necessary. Based on the circumstances CoE shall clarify the consequences of % change in results. If such moderation is approved by the members, the prescribed provision is approved in the Academic Council. Based on the recommendation the marks moderated are allotted to the course.

c) Approving the Revised Results after Moderation

Moderation of marks is updated in the result copy and a fresh mark analysis report is printed, approved and signed by the members of the RPB. RPB minutes are recorded accordingly.

3) Process after Declaration of Results

a) Publication of Results through Various Modes

The approved results shall be published through the college website. Instant SMS are made for all students and parents. Copy of the results are distributed to all the departments and displayed in respective department notice board.

b) Issue of Statement of Marks

Office of CoE issues an individual Statement of Marks and grades for every semester and at the completion of the Programme, a Consolidated Statement of Marks and grades are issued by affixing the office seal and signature of CCoE /Principal and CoE respectively.

c) Preparation and Publication of Rank List

A candidate who qualifies for the UG degree course passing all the Examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to end of the course and secures I or II class are eligible for Ranking. This Ranking is confined to 10 % of the total number of candidates qualified (or) maximum of three ranks whichever is lower in each department in that particular branch of study.

Q) Endorsement for Re-total, Revaluation and Script Xerox

1) Process before Re-total, Revaluation and Transparency

Office of CoE calls the students in need of Re-total or Revalue the Answer Script after declaration of Results. Interested students shall obtain the photocopy of Answer Script by remitting prescribed fee at the college office. Staff of CoE shall process the applications. After obtaining approval from the CCoE / Principal, CoE will fix the dates, venue and issue appointment order for Re-totalling and Revaluation by confirming with the External Experts.





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2.5.5

2) Process During Re-total, Revaluation and Transparency

During the course of Revaluation, if the deviation in first valuation and second valuation marks is more than 15% of ESE maximum marks, the paper will be considered for third valuation. The final mark is arrived at average of nearest two valuation marks among the three Valuations. The mark obtained in third valuation shall be entered in the software. Re-total shall be made by the board chairman. For Transparency, the staff of CoE shall lift the Answer Script from the respective bundles and replace the title page with a fresh one and the respective photocopy shall be issued to the concerned Board Chairman.

3) Process after Re-totalling and Revaluation

The office of CoE prepares a fresh result copy after Re-totalling and Revaluation. Obtaining approval from CCoE / Principal, the result is published. Staff of CoE shall prepare necessary vouchers for the purpose of settlement of claims made through NEFT.

R) Issuance of Statement of Marks


1) Obtaining and Issuing the Provisional Certificate

A Consolidated Result Copy of all students who had successfully completed the Degree Programme shall be submitted to Bharathiar University along with Name, Sex, DoB, Credits Attained, Class of Marks obtained and other related matters as “Annexure” in addition with requisite fee. A copy of acknowledgement will be provided by the University in due course.

2) Receipt of Provisional Certificate from Bharathiar University

Bharathiar University being parent University issues the Provisional Certificate. Office of CoE verifies the folio number of every Certificate and that enters it in the academic record of respective student's database. After confirmation, all Certificates are issued to students through HoDs and the unissued Provisional Certificate retained in office of CoE.



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		2.5.5

3) Issue of Convocation Applications and Degree Certificate

The Office of CoE issues the Convocation Applications to the students through the department for obtaining the Degree Certificate. Students remit the prescribed fee and submit the filled in application along with necessary enclosures to the Exam Cell. After verification, all applications are signed by the Principal and submitted to Bharathiar University which issues the Degree Certificates to the office of CoE.

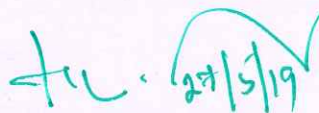
College organizes Graduation Ceremony for the distribution of Degree Certificate along with the Rank Certificate and the unissued are retained at the office of CoE.


4) Issue of Duplicate Mark Statements / Certificates

Student can lodge complaint and obtain FIR as, “Loss of Certificate (LoC)” and Non Traceable Certificate in the respective Police Station. Student can apply for Duplicate Mark Statements / Certificate by remitting the prescribed fee and submitting the filled in application along with the Non Traceable Certificate in the office of CoE. Mark Statements / Certificate are issued by affixing “Duplicate Certificate” seal to student through the respective HoD.

Annexure- I

S. No	Abbreviation	Full Form
1.	ACoE	Assistant Controller of Examinations
2.	AECC	Ability Enhancement Credit Course
3.	BoS	Board of Studies
4.	CCoE	Chief Controller of Examinations
5.	CDC	Curriculum Development Cell
6.	CIA	Continuous Internal Assessment
7.	CoE	Controller of Examinations
8.	DoB	Date of Birth
9.	DSE	Discipline Specific Elective
10.	EDAC	Examination Disciplinary Action Committee
11.	ESE	End Semester Examination
12.	GE	Generic Elective
13.	HoD	Head of the Department
14.	IQAC	Internal Quality Assurance Cell
15.	Lab	Laboratory
16.	LAN	Local Area Network
17.	LoC	Loss of Certificate
18.	MCQ	Multiple Choice Question
19.	NEFT	National Electronic Fund Transfer
20.	QP	Question Paper
21.	QPGC	Question Paper Grievance Committee
22.	RPB	Result Passing Board
23.	SCAA	Standing Committee on Academic Affairs
24.	SMS	Short Message Service
25.	VAN	Virtual Area Network


(Dr. M. ASHOK KUMAR)
Controller of Examinations


(Prof. Dr. V. RAJENDRAN)
Chief Controller of Examination / Principal



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