Dr. N.G.P ARTS AND SCIENCE COLLEGE

NAAC
3rd Cycle

Criterion II
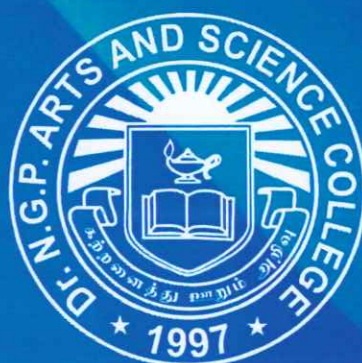
Examination Manual
2025 - 2026

REGULATION - V

AY: 2025 - 26 and onwards

EXAMINATION MANUAL

EXAMINATION MANUAL

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

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
Approved by Government of Tamil Nadu & Accredited by NAAC with A⁺⁺ Grade (3rdCycle - 3.64 CGPA)
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

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. 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 Section. In turn with the growing global trends of existing 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 the staff of Controller's Office for being the pillars of support.

Date: 04.08.2025

Prof. Dr. S. SARAVANAN
Principal

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CONTENT

CONTROLLER OF EXAMINATIONS SECTION

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 (3rd Cycle) and recognized under DST-FIST and DBT Star Schemes. Over the last two decades our institution has flourished 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.

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ABOUT THE PROGRAMME

The following are the definitions adopted while framing the regulation for the Academic Year 2024-25 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:** Mathamatics, Physics, Medical Physics, Chemistry, Costume Design and Fashion, Catering Science and Hotel Management

c) **Faculty of Biosciences:** Biochemistry, Biotechnology, Microbiology, Clinical Laboratory Technology, Food Science and Nutrition

d) **Faculty of Computer Sciences:** Computer Science, Computer Applications, Information Technology, Computer Technology, Computer Science with Data Analytics, Computer Science with Cognitive Systems,Computer Science with Cyber Security, Artificial Intelligence and Machine Learning

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

f) **Faculty of Management:** Business Administration with CA, Hospital Administration, Social work

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 from June / July to October / November and like wise Even Semester from November / December to April / May. Each semester 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

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 Prorgramme the duration shall be two years form 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 four Semesters.

b)   **Part-II** :   English language courses are offered under this part for 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.

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 provid hands-on-training, competencies, skills, etc.

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d)   **Part-IV :**   **Ability Enhancement Compulsory Courses (AECC) & Generic Elective (AEEC)**

Mandatory AECC courses such as, Environmental Studies, Human Rights, Women's Rights / Basic Tamil / Advanced Tamil, Innovation & IPR / Innovation, IPR and Entrepreneurship are provided for knowledge enhancement and Generic Elective (AEEC).

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

Co-curricular and extracurricular activities under NSS/NCC/Yoga/Sports/Club/Health and Wellness.

F) COURSE CODE

The curricular component identified by a designated code alphanumeric character. Each character indicates the following

1 & 2	-	Year of framing the syallabus.
3 & 4	-	Programme Code
5	-	UG / PG
6	-	Semester
7	-	Category
8	-	Order of the Course under the classification.

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, Execution of research and Reporting / Publication of research reports/ product development.

H) PROJECT WORK

A special course involving application of knowledge in problem solving / analyzing /exploring a real life situation / difficult problems, in lieu with the core course. As part of requirements for the award of UG/PG Degree a project work must be done by the 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.

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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 aborad 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-centered instruction model that focuses on measuring student performance through outcomes, such as knowledge, skills and attitudes. These become the essential qualities of a graduate which 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.

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 minimum of 140 Credits for three year Undergraduate Programme and a minimum of 90 credits for two year 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 a minimum of 450 hours each.

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Q) INTERNSHIP

The Internship Programme is designed to offer experiential learning by integrating academic knowledge with practical application and skill development in a professional environment. It provides students with the opportunity to stay abreast of recent advances in extension education, acquire valuable hands-on experience, and cultivate professional networks with various 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 6 years from the date of admission to the said UG Programme and 4 years from the date of admission to the said PG Programme. If the student fails to complete within the maximum duration then the student can take the Examination as per the revised 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 which are consequent to change of regulation and curriculum after a maximum period of the Programme, the student has to take up an equivalent course in the revised syllabus as suggested by the Equivalence committee to fulfill the requirements as per the regulation of curriculum for the award of the Degree

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 must submit the prescribed application form along with the required fee within the stipulated time period following the 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 for payment of the prescribed fee at the college office, along with a photocopy of the mark statement, must be enclosed with the duly 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, CoE section will issue revised Marks Statement by withdrawing the previous one.

g) If the marks obtained after re-totaling are less than or equal to the originally awarded marks, the original marks and results will remain valid.

h) Fees remitted towards Re-totaling, will neither be refunded nor adjusted towards any fee current / in future.

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) Students shall apply for revaluation within the stipulated time from the date of publication of results.

c) Student intend to apply for Revaluation shall do so within the stipulated time of receiving the photocopy of the Answer Script.

d) The application for revaluation 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 prescribed Mark Statement shall be enclosed along with the filled in Application.

f) If the marks obtained in Revaluation are higher than the marks awarded earlier, CoE section will issue revised Marks Statement by withdrawing the previous one.

g) If marks obtained in revaluation are less than or equal to the marks awarded earlier, the previous marks and results shall hold good.

h) Fees remitted towards Revaluation, will neither be refunded nor adjusted towards any fee current or in future.

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Q.P.

2.5.2c

GUIDELINES FOR OBTAINING PHOTOCOPY 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 the stipulated time from the date of publication of results

c) The application for photocopy of valued answer scripts 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 CoE section within 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 the stipulated time from the date of issue of photocopy of valued Answer Script

h) Fees remitted towards obtaining photocopy of valued answer scripts, will neither be refunded nor adjusted towards any fee current or in future

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2.5.2d

GUIDELINES FOR IMPROVEMENT OF MARKS

Students who desire to undergo improvement of the marks awarded in a course successfully passed in his/her first attempt, shall reappear once within a period of subsequent Semester. 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. Improvement of marks are allowed in all semesters except final semester.

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Q.P.

2.5.3a

COMMUNICATION TO STUDENTS

All communications raised by Controller of Examinations section are circulated to the students / staff concerned by way of E-mail / Website / student portal 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.*

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CONDUCT OF EXAMINATIONS

As laid down by the Academic Council, the Controller of Examination Section shall conduct Continuous Internal Assessment (CIA) and End Semester Examination (ESE). The marks for Continuous Internal Assessment and End Semester Examinations of the courses are followed as in Regulation (R5).

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

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

CIA	Portion	After	Marks	Time
I	2.5 Units	45th Working Day	50	2h
II (Model Exam)	All five units	84th Working Day	75	3h

	Portion	After	Marks	Time
ESE	All Five units	90th Working Day	75	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 is not permitted to appear for their regular Examinations. 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.

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2.5.3d

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. Passed out student shall submit their application to *The Principal, Dr. N. G. P. Arts and Science College, Coimbatore - 641 048.*

8. Time Table for the End Semester Examinations will be published in the College / Department notice board one week prior to the commencement of Examination.

EXAMINATION MALPRACTICES

Malpractice of any form / kind during End Semester Examinations is strictly prohibited and severely dealt with. Copying inside the examination hall is strictly prohibited and students are expected to maintain strict silence in the examination hall. Candidates found copying using mobile phones / electronic gadgets / other incriminating materials owned / written on hand / in other forms or borrowed in the form of printed / Xeroxed / cyclostyled / handwritten / written on paper / hall tickets / cloth / scale / furniture / answer book of another candidate / or in another mode etc. will be considered as examination malpractices. Anyone found involved in such malpractice will also be punished in accordance with the decision taken by the Adhoc committee constituted for this purpose. All matters pertaining to examination malpractice which is of any form / kind will be placed before the Examination Disciplinary Action Committee (EDAC) for enquiry and the decision of the committee shall be final. Committee comprises of the following members:

S. No	Particulars of members	Position
	Principal	Chairman
1.	Chief Superintendent of the Examinations	Member
2.	Dean – Student Affair (or) Academic Affairs	Member
3.	Senior HoD (Nominated by Principal)	Member
4.	Respective HoD of the Student Concerned	Member
5.	Controller of Examinations	Ex-Officio Member

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If the candidate found guilty he/she will be debarred from writing that **particular paper in that semester or all the papers in that semester based on the nature of malpractice.** He / She will be awarded a Zero (0) and the same will be indicated against the title of the respective course in the statement of marks as Zero (0). If any candidate reported to have committed malpractice for a second time, the EDAC will enhance the punishment suitably. Examination Disciplinary Action Committee has every right in taking appropriate actions and is not intended to apply mechanically to cover every conceivable case. However, decision taken by the Examination Disciplinary Action Committee shall be finally binding.

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MEDIUM OF INSTRUCTION AND EXAMINATIONS

The Medium of Instruction and conduct of Examinations for the Courses of Part - I shall be in the respective Language. For all the other courses the medium of instruction and Examination are in English/Tamil.

SUBMISSION OF REPORT FOR INDUSTRIAL TRAINING / PROJECT VIVA VOCE EXAMINATIONS

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. 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.

PASSING CRITERION

In order to qualify UG/PG Degree Programme, every student must fulfill the following requirements:

A) UNDER GRADUATE PROGRAMMME

1) A student has to secure a minimum of **40%** marks in ESE and in aggregate with Continuous Internal Assessment and End Semester Examination (Total) for all courses will be declared to have passed the Examination of each Courses

2) In any course with only Continuous Internal Assessment, the student has to secure a minimum of 40% marks in CIA

3) 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

Passing Minimum for UG Programmes:

Assessment Mode	CIA	ESE	Total
Theory	No Minimum marks for a pass	30 Marks (40% of 75 Marks)	40 Marks out of a total of 100
Practical	No Minimum marks for a pass	24 Marks (40% of 60 Marks)	

B) POST GRADUATE PROGRAMME

1) A student has to secure a minimum of **50%** marks in ESE and in aggregate with Continuous Internal Assessment and End Semester Examination (Total) will be declared to have passed the Examination of each Course.

2) In any course with only the Continuous Internal Assessment, the student has to secure a minimum of 50% marks in CIA

1) A student who has cleared all the Courses as per the regulation by fulfilling the requirements of the Programme are eligible for completion of the Programme

Passing Minimum for PG Programmes:

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 and 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

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

$$GPA = \frac{\sum i \, C_i \, G_i}{\sum i \, C_i}$$

CGPA: For entire Programme

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

$$CGPA = \frac{\sum n \sum i \, C_{ni} \, G_{ni}}{\sum n \sum i \, C_{ni}}$$

Note

Ci refers to the credits earned for a course i in any semester
Gi refers to the Grade Point obtained for course i in any semester
n refers to the semester in which such courses were credited

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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
00-39	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 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 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

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
00-49	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 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 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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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 *two 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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FUNCTIONING OF CONTROLLER OF EXAMINATION SECTION

A) Subject Registration for Academic Year- Current Semester

a) Verification and Confirmation of First Year Student Profile

Hard copy of the profile will be circulated for verification such as name, Photo, 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 CoE Section.

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 courses & Part-IV courses

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

B) Academic Schedule

The CoE section prepares a 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

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and Practical), valuation of Answer Scripts, Result Passing Board, Publication of Results and issuing of Statement of Marks.

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 CoE section during the beginning of each 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 CoE section shall call the approved question setters and confirm them for setting Question Papers. Based on their acceptances, CoE section shall prepare and organize soft copy of the syllabus, instructions for Question Paper setting, 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 CoE in consultation with Principal

   - Such setter will be distributed with syllabus, relevant guidelines of framing QP

   - After receipt of the set QP, respective Assistant CoE's 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. Scrutinizer shall be issued with Twelve 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. CoE's

   - After Scrutiny, Feedback is obtained covering the parameters such as Syllabus coverage

   - Distribution of questions per unit, OBE pattern followed, % of out of portion,

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Scheme of valuation matches QP, whether QP test the knowledge level and any typographical error. The above changes shall be updated immediately at the CoE section

- 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, hard copy & Scheme will be organized accordingly and retained in a secured safe locker in the CoE section
- 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
- Based on the tabulation, Principal shall approve the set to be used for ESE
- The CoE section shall start the printing process and distribute as per the hall layout which shall be kept packed with seal and signature
- The CoE section shall start the printing process and distribute as per the hall lay out which shall be kept packed with seal and signature
- After 30 minutes of the commencement of the Examination, the subject handling staff members shall review the Question Paper.

H) End Semester Examination Time Table

a) Issue of Time Table

Time table shall be prepared and distributed to departments for HoD's verification by the CoE Section. If any correction or changes required, respective HoDs shall intimate the CoE section 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 CoE section 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, prepares the Nominal Roll containing the student's Register number, Name and Courses appearing for the Examination. It has been generated based on the fulfilment of attendance percentage of the student and payment of Examination fee.

J) **Issue Hall Ticket**

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 uploaded in the student portal. Students can download the hall tickets and the instruction from the student portal.

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 in the practical proforma within the time stipulated from CoE section. List of External, Internal Examiners and Skilled Assistants will be furnished by the HoD for the approval of Principal. While preparing the schedule, HoDs shall allocate the list of arrear students along with the regular students.

b) **Confirming and Issue of Appointment Orders to Expert Members**

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

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c) Confirmation of Examination Fee

CoE section 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 practical 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 CoE section for necessary correction. The finalized time table shall be displayed in the department common notice boards and also published in the college website.

e) Issue of Hall Tickets

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 uploaded in the student portal. Students can download the hall tickets and the instruction from the student portal.

f) Stock of Examination Stationery

At the beginning of each Semester, the CoE section looks into the physical stock of Examination consumables inclusive of Examination stationeries. Stationery list shall be submitted to Principal's office for obtaining necessary requirements well in advance

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. . In addition, the CoE shall submit a separate request for hospitality based upon the necessity.

a) Reporting of Examiners during Practical Examinations

Examiners shall report to CoE section 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

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CoE section 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 from R5 Regulation.

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 CoE section. Internal Examiner shall verify that all enclosures such as Mark Statements claims etc. have been arranged and submitted to CoE section.

3) After Conduct of Practical Examinations

a) Verification of the Digital marks

Once the Practical Examinations are completed, 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 CoE in person and in turn, it shall be verified by the staff of CoE for authority.

b) Processing the Marks for Compilation

CoE section 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

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Assistant and Clerical Staff. This statement shall be verified with their attendance. All claims shall be submitted to the Principal for approval and paid through NEFT.

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 CoE section through online module.

L) Conduct of End Semester Examination

1) Pre-Examination Process

a) Panel of External Examiners

The CoE section 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 approved by the principal. Question Paper setter, External Experts for conduct of Practical Examination and experts for valuation of Answer Scripts shall be recommended by CoE on the said panel of subject experts.

b) Issue of Appointment Orders for Examination Officials

After obtaining the willingness from the existing staff members, the 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. CoE section 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 confirming 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 Stationaries 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.

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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 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 in the website.

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 the 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 CoE section at the end of the Examination.

d) Roles and Responsibilities of Hall Superintendents

Invigilator is responsible for implementing the code of conduct during Examination inside the Exam Hall

- After receiving the materials from CoE section, check the sealed Question paper (QP) cover, Answer booklet and other stationeries along with the attendance sheet of your hall and then move to respective halls only.

- Check every candidate's Hall Ticket and ID cards before allowing them inside the examination hall and ensure candidates are seated as per the hall allotment.

- Do not permit any candidate to enter the examination hall with Mobile Phone, Digital/Programmable Calculators, smart watches etc.

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- Question paper cover ought to be opened only inside the Examination Hall and QP opening time shall be entered in the given form and distribute carefully as per the attendance sheet allotment.

- If arrear QP is given separately, the cover for arrear QP should be opened *ONLY IF* the student is present.

- Check the Chief Superintendent's signature / Principal's facsimile in the Answer booklet and the total number of pages.

- Candidates should fill the Serial Number of the Answer booklet and sign in the attendance proforma.

- Check all the entries made by the candidate on the first page of the Answer booklet such as the candidate's register number, Programme, course code, Course title, signature etc. and append your signature before 10.00 a.m and 1.30 p.m in FN and AN session respectively.

- During the examination, candidates shall not be allowed to go outside the examination hall.

- If the candidate found involved in any **UNFAIR MEANS**, bring it to the notice of the Chief Superintendent / Exam cell Coordinators / CoE section immediately.

- At the end of the session, arrange the Answer booklet in course wise order according to the Register Number and submit the same at the CoE section immediately.

f) Assistant / Reserve Superintendent

An Assistant Superintendent will be permissible for each shift up to 240 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.

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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 CoE section. A consolidated list of total absentees for each session shall be submitted to the Principal.

g) Report of Malpractices and Others

Malpractices noticed during Examination shall be reported to The 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 Principal. The CoE initiates 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 the 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 section by

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Dr. N.G.P. – Kalapatti Road, Coimbatore-641048, Tamil Nadu, India
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the 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 CoE Section

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 CoE section.

c) Settlement of Claims

The CoE section 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 Principal.

d) Convening of QPGC

CoE convenes question paper grievance committee (QPGC) meeting chaired by the Principal before the commencement of central valuation. Concerned Board Chairman's will discuss the grievances regarding question papers issued during ESE. After approval of 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 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.

M)   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 CoE section 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

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compiled by the Examination software. CoE shall verify whether there is any student with no marks.

N)   ESE Evaluation

1)   Pre Valuation Process:

a) Generation of Dummy Numbers

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

b)   Guidelines for appointment of Additional Chief Examiner

The chairman of the Board of studies will be the chairman and chief examiner of the Board of Valuation. In case the chairman declines the offer, next senior most faculty will be nominated as the chairman of the board to conduct the evaluation work by the principal.

If the numbers of external examiners are more than five, the Board chairman shall recommend the senior most faculty with atleast 3 years in Dr. N.G.P Arts and Science College of total experience to act as an additional chief examiner. If the requirement for the additional chief examiner is more than one, the senior most faculty shall be officiated as additional chief examiner by following odd and even faculty member by rotation. Chairman/ additional chief examiners shall be appointed by the Principal.

c) Fixing External Examiner as per the Approval of CoE for Valuation

After affixing the dummy number, based on CoE's recommendation. External Examiners will evaluate the Answer Scripts. CoE shall inform the Chairman the days and dates of valuation. Approved list of External Examiner will be confirmed and upon their acceptance, the CoE section prepares Appointment orders along with necessary instructions. The same shall be mailed to Chairman, Chief Examiner and External Examiners for further confirmation.

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d) Answer Script Allotment

CoE will allot the paper for External examiners based on the subject specialization from the approved panel of Examiners.

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 a maximum of 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 computers will be arranged at CoE section for entering the marks in the module with printers to have the hard copy. Decision taken in QPGC and EDAC shall also be incorporated.

2) During the Central Valuation:

a) Role of Board Chairman / Chief Examiner / Additional Chief Examiner

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 Principal / CoE which will be considered at the earliest. An Exam Cell member takes care of the hospitality for the Examiners.

b) Scrutinizer / Tabulator for 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 in the software. If there is any discrepancy in valuated Answer Scripts identified by the scrutinizer (i.e., non-valuated 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

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maintain all the details of Evaluators and Scrutinizers in the registers. ACoE-Evaluator should handover all the score sheet to the ACoE for processing of results. The tabulator will enter the marks in the computer based on the knowledge levels.

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 CoE section for authenticity. Consolidated claim bill shall be prepared by the CoE section and submitted to 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 the stockroom of CoE section premises.

O) 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

CoE section 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

Programme and course wise list of students appeared, passed and pass percentage is taken for discussion. Principal and CoE confirms the date for conducting the RPB meeting. The

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meeting date will be intimated to the respective University nominee, Deans, Board Chairman, Coordinators of CDC and IQAC and all are invited for the same. Principal issues a circular for the publication of results to HoDs, Staff members and Students. CoE section shall print hard copy of results, outcome of EDAC and QPGC along with course/year wise result analysis report for discussion during the RPB meeting.

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 shall invite the members for discussing upon the results to be published.

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, moderation of marks shall be considered.

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 student's Portal. Copy of the results are distributed to all the departments and displayed in respective department notice board.

b) Issue of Statement of Marks

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

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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 to10 % of the total number of candidates qualified (or) maximum of two ranks whichever is lower in each department in that particular branch of study.

P) Endorsement for Re-total, Revaluation and Xerox copy of Answer script

1) Process before Re-total, Revaluation and Transparency

CoE section issue a circular for 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 Principal, CoE will fix the dates, venue and issue appointment order for Re-totalling and Revaluation by confirming with the External Experts.

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 Xerox copy of answer script, the staff of CoE shall collect 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 CoE section prepares a fresh result copy after Re-totalling and Revaluation. Obtaining approval from Principal, the result is published. Staff of CoE shall prepare necessary vouchers for the purpose of settlement of claims made through NEFT.

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Q) **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. CoE section verifies the folio number of every Certificate and that are entered in the academic record of respective student's database. After confirmation, all Certificates are issued to students through HoDs and the unissued Provisional Certificate is retained in the CoE section.

3) Issue of Convocation Applications and Degree Certificate

The CoE section issues the Convocation Applications to the students through the department for obtaining the Degree Certificate. Students shall 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 CoE section. College organizes Graduation Ceremony for the distribution of Degree Certificate along with the Rank Certificate and the unissued certificates are retained at the CoE Section.

4) Issue of Duplicate Mark Statements/Certificates

Student can lodge complaint and obtain LDR as, "Lost Document Record" 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 LDR in the CoE Section. Mark Statements /Certificate are issued by affixing "Duplicate Certificate" seal to student through the respective HoD.
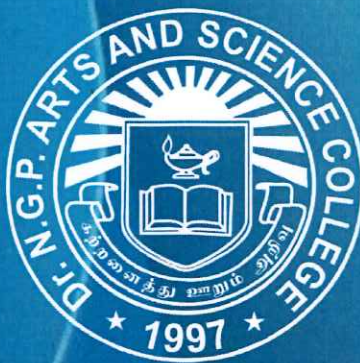
Annexure- I

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.	LDR	Lost Document Report
19.	MCQ	Multiple Choice Question
20.	NEFT	National Electronic Fund Transfer
21.	QP	Question Paper
22.	QPGC	Question Paper Grievance Committee
23.	RPB	Result Passing Board
24.	SCAA	Standing Committee on Academic Affairs
25.	SMS	Short Message Service
26.	VAN	Virtual Area Network

(Dr. M. ASHOK KUMAR)
Controller of Examinations

(Prof. Dr. S. SARAVANAN)
Principal

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