

Dr. N.G.P ARTS AND SCIENCE COLLEGE

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

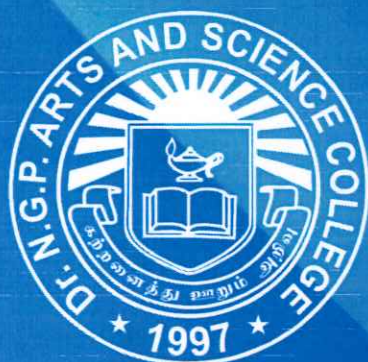
Approved by Government of Tamil Nadu & Accredited by NAAC with A++ Grade (3rd Cycle - 3.64 CGPA)

Dr. N.G.P. - Kalapatti Road, Coimbatore - 641 048, Tamil Nadu, India

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NAAC
3rd Cycle

Criterion II



Examination Manual 2026 - 2027



REGULATION - VI
AY: 2026 - 27 and onwards

EXAMINATION MANUAL



EXAMINATION MANUAL

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PREFACE

Controller of Examinations of Dr. N.G.P. Arts and Science College was established with effect from AY 2015-16. This office is carrying out the Examinations related activities for UG, PG, Certificate, Diploma and PG Diploma 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 necessary reforms in the process of the Examination / Evaluation.

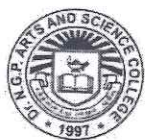
With dedicated team members of Management and Administrators, Dr. N.G.P. Arts and Science College is taking necessary steps ahead in accomplishing the goals. As the Principal of Dr. N.G.P. Arts and Science College, I am delighted to say that the Examination wing is striving hard to progress and has proved benefits to the students and teachers at large. This Examination Manual serves as a user guide to its entire member in the 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: 27.07.2026




Prof. Dr. S. SARAVANAN
Principal

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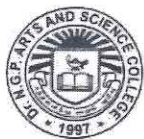
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CONTROLLER OF EXAMINATIONS SECTION

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 2026-27 and onwards:

A) FACULTY

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

- Faculty of Humanities:** Tamil and English.
- Faculty of Basic and Applied Sciences:** Mathematics, Physics, Medical Physics, Chemistry, Costume Design and Fashion, Catering Science and Hotel Management.
- Faculty of Biosciences:** Biochemistry, Biotechnology, Microbiology, Clinical Laboratory Technology, Food Science and Nutrition.
- 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.
- Faculty of Commerce:** Commerce, Commerce with CA, Corporate Secretaryship with CA, Information Technology, Professional Accounting, Business Analytics, Business Process Services, Banking and Insurance, International Business and Accounting and Taxation.
- Faculty of Management:** Business Administration with CA, Hospital Administration, Social work & Business Administration (Logistics and Supply chain Management).

B) PROGRAMME

Refers to the number of courses available for a student in their core degree offered under various disciplines. UG and PG Programmes 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 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 is 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 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)

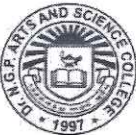
Chosen from different discipline / subject, with an intention to provide exposure across disciplines having relation to the core domain of the student.

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

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Embedded Course (EC)

To enhance practical competency, EC aims to provide both practical and theoretical knowledge and is conducted as a practical Examination.

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.

Self Study Course: SS courses will be offered by all the departments. The course is an optional, offered in the III Semester with the approval of the syllabus by the respective BoS. It is not mandatory for programme completion. The examination will be conducted for 50 marks with no CIA and no re-examination.

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 | - | Programme Code |
| 5 | - | UG / PG |
| 6 | - | Semester |
| 7 | - | Category |
| 8 | - | Order of the Course under the classification. |

G) PROJECT WORK

A special course involving application of knowledge in problem solving / analyzing /exploring a real time 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



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project work provides every student an 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.

H) EXTRA CREDITS

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

I) 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.

J) 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.

K) 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.

L) CREDITS

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

M) 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.

N) 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.

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O) SEMESTER

An academic year is divided into two semesters as Odd and Even consisting of 90 working days per semester.

P) 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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2.5.1

TIME CEILING FOR COMPLETION OF THE PROGRAMME

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 exams in the consecutive semesters 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 as finalized by the BoS chairman at the Board of Studies.



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2.5.2

MEDIUM OF INSTRUCTION AND EXAMINATIONS

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



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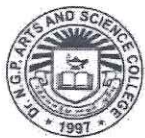
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2.5.3

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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2.5.4

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 (R6).

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

ESE	Portion	After	Marks	Time
	All Five units	90 th Working Day	75	3h



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2.5.5

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:

S. NO.	PROFORMA	CONDITION	REQUIREMENT
1	I	Eligibility to attend the ESE (End Semester examination)	80% to 100%
2	II	Eligibility to attend ESE with condonation fee	65% to 79%
3	III	Eligibility to attend arrear exam and not eligible to attend the exam of the current semester.	55% to 64%
4	IV	Not eligible for current semester and discontinue & rejoin in the same semester next year and but eligible to write arrear exam.	Less than 55%
5	V	Eligible for examination of the current and previous semester courses	- Secured 55% to 64% attendance in the previous semester. - Secured 80% and above attendance in the current semester - Secured 80% attendance calculating the average of both the previous and the current semester.
6	VI	Eligible for examination of the current and previous semester courses by paying the condonation fee	- Secured 55% to 64% in the previous semester. - Secured 65% to 79% attendance calculating an average of both the current and previous semesters
7	VII	Discontinue & Rejoin in the next academic year (of the previous semester) Only eligible to attend the arrear exam. Not eligible to attend exams of current & previous semester courses.	Secured 55% to 64% in the previous semester and now secured an average of 65% attendance and below in the current and previous semesters.
8	VIII	Candidates eligible to attend exams of the current semester as well the exam of the arrear courses	Candidates falling in Proforma I, II, V & VI only
9	IX	Candidates who had taken their TC	Proforma I to VIII
10	X	Candidates admitted & pursuing the program at present and appearing for the current semester	Consolidated List from I to IX



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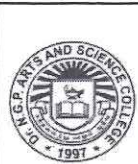
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2.5.6

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 Subject Confirmation/Exam application along with the prescribed fee through proper channel.
2. The student should carefully check all the entries given in the Subject Confirmation/Exam application and shall make necessary corrections, if any.
3. If disparity is found in the printed Course Code, the student shall encircle and enter the correct code.
4. 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.
5. Passed out student shall submit their application to ***The Principal, Dr. N. G. P. Arts and Science College, Coimbatore - 641 048.***
6. Time Table for the End Semester Examinations will be published in the College website one week prior to the commencement of Examination (ESE).



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2.5.7

PASSING CRITERION

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

UNDER GRADUATE PROGRAMME

- 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)	

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.
- 3) 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:

Assessment Mode	CIA	ESE	Total
Theory	No Minimum marks for a pass	38 Marks (50% of 75 Marks)	50 Marks out of a total of 100
Practical	No Minimum marks for a pass	30 Marks (50% of 60 Marks)	



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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. Name and DoB of the UG students are verified based on the class 12th mark sheet and the for PG student's its verified based on their UG Mark statement. If any correction observed, 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 CoE 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 / Self Study 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.

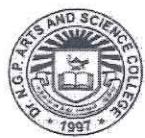
d) Mapping the Course Code, Credit, Marks, Electives in the Software

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.



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f) APAAR ID

The APAAR ID is a 12-digit unique student ID that stores and manages a learner's academic records digitally. It is linked with the Academic Bank of Credits (ABC), enabling seamless credit transfer. APAAR ID acts as the gateway for students to access and manage their credits in the ABC system. The APAAR ID registration guide is instructed to the students and for this, students must possess a valid Aadhaar card and create an account on DigiLocker for e-KYC purposes. The APAAR ID is mapped against their Register Numbers.

B) Tentative Schedule

The CoE section prepares a detailed Tentative 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.

C) Generation of Register Numbers

After 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 (Hard copy) are submitted by CDC to the CoE section during the beginning of each semester.



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E) Acquiring Panel of Examiners

The panel of examiners for QP setting / paper evaluation / practical examiners / scrutinizers are enrolled through G- Link sent by the CoE section. After thoroughly checking the credibility of the examiners, the same is sent to the Board Chairman for approval. The panel will be updated once in every two years.

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.

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:

- After receiving the QP from the QP setter, staff of CoE shall complete the formatting process of set QP & Scheme which shall be ready for scrutiny of the set QP
- Any such changes such as QP header (Title, Code, Marks), QP Number of problems and theory based on the ratio mentioned in the syllabus, Blooms taxonomy – Knowledge levels are scrutinized at the first level.
- After formatting the set QP, 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

ii) Tier II:

- Scrutinizers shall be identified by CoE. Scrutinizer shall be issued with Twelve



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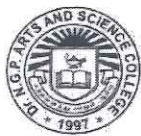
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Question Papers per day

- Scrutiny of QP shall take place by the external expert in presence of the CoE's
- Any such changes such as QP header (Title, Code, Marks), QP Number of problems and theory based on the ratio mentioned in the syllabus, Incomplete questions / missing values / typographical error / Blooms taxonomy/ out of syllabus (if any) shall be updated in the hard copy
- 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 CoE section
- After Scrutiny, Feedback is obtained covering the parameters such as Syllabus coverage
- 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
- Before printing procedure the QPs are again scrutinized by the CoE staff to finalize and move to the date folder as per the Exam time table.
- The CoE section shall start the printing process and shall be kept packed with seal and signature



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- The CoE section shall distribute the QPs as per the hall layout day before the exam which shall be kept packed with seal and signature and handed over to the chief superintendent of the ESE on the day of the examination
- After 1 hour 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 notified 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. It is also published in the college website before 30 days of the commencement of the ESE.

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, the Nominal Roll is prepared 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 requirements, tuition fee and Examination fee, Hall Tickets shall be uploaded in the student portal. Students can download the hall tickets along with the instructions from the student portal.

K) Conduct of Practical Examination / Project Viva-Voce / Viva for Industrial Training and Internship

1) Before Conduct of Practical Examination



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a) Obtaining Proforma for Practical Examination dates

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 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 CoE section shall issue the appointment orders to respective External Examiners.

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 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 Regulation (R6).

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 respective HoD's for necessary action.



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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

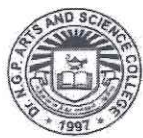
At the end of the Practical Examination, the staff of CoE shall consolidate and prepare remuneration statement for External and Internal Examiner, Skilled Assistant, Lab Assistant and Clerical Staff. This statement shall be verified with their attendance. All claims shall be submitted to the Principal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

L) Conduct of End Semester Examination

1) Pre-Examination Process

a) 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 shall be prepared and appointment order will be issued



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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.

GUIDELINES TO ACT AS THE CHIEF SUPERINTENDENT

1. The Chief Superintendent is tasked with overseeing all examination-related activities to ensure the smooth and successful execution of the ESE.
2. He/She must report to the CoE and collect the sealed Question Papers (QP) from the CoE section for each session.
3. The sealed QP cover will contain the ESE theory question paper and the MCQ specifically for arrears (2019 to 2021 batch).
4. Students taking arrear exams from the 2019 to 2021 batch must fill out the title section of the MCQ paper and write their answers directly on it, which should then be returned to the Hall Invigilator.
5. The QP cover must be carefully opened for reuse.
6. The Chief Superintendent must ensure that the necessary number of Invigilators and Squad Members are appointed to examination halls. Hall Invigilators and Squad members are assigned randomly.
7. Important schedule to be followed for End semester Examination is given below:

Details	Session	
	Forenoon	Afternoon
Invigilator to be present in the CoE Section	8.30 am	12.30 pm
Invigilator should reach the hall allotted	9.15 am	1.15 pm
Students can enter the hall	9.20 am	1.20 pm
Distribution of Answer booklet	9.25 am	1.25 pm
Distribution of Question papers	9.30 am	1.30 pm
Students can be allowed to enter the exam hall till	10.00 am	2.00 pm
Students can leave the hall after writing the exam after	12.30 pm	4.30 pm
Completion time of the examination session	12.30 pm	4.30 pm

8. Students must remain in the examination hall for the full duration of 3 hours.
9. The ESE answer booklet and the MCQ booklet must be submitted separately to the exam cell.



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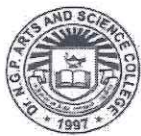
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10. Student Instructions (Answer Booklet): Only a single booklet will be issued for the ESE theory examination. Students must fill in the required details in the designated area of the answer booklet. They are not allowed to add any special marks or write their names in the booklet which will be fixed accordingly.
11. Invigilating staff must make a full signature in the attendance booklets without fail and Overwriting is not permitted on the student attendance form.
12. Prior to the start of the examination, the Chief Superintendent should address the invigilators, emphasizing the importance of preventing malpractice through careful observation of rules, and explain the procedure for reporting any detected malpractice. Handling Malpractices: In case of any examination-related malpractice, report the incident immediately to the appropriate authorities at the CoE section. Invigilators are authorized to confiscate the student's Answer Booklet, Question paper, Copy of Hall Ticket, ID card and Seating arrangement, materials used for malpractice and all the above materials should be forwarded to the CoE section along with a letter from the respective student and from the invigilator.
13. In the Post-Session Review, the Chief Superintendent must interact with all (or) select group of invigilators to identify any deficiencies or issues. These should be updated in the daily instruction to invigilator and report it to CoE section at the end of the session.
14. During the examinations, the Chief Superintendent should make unannounced visits to various halls at regular intervals.
15. Chief Superintendent will submit "Date-wise & Consolidated Report" in the format and sign all necessary records, on the same day itself.
16. After the period of acting as chief superintendent, He/She shall never reveal any confidential matters anywhere.

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



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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 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 student portal.

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 opened before students in the respective halls. CoE and all the ACoEs will have an overall supervision of smooth conduct of Examination.

d) Roles and Responsibilities of Hall Superintendents

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

GUIDELINES TO ACT AS THE HALL INVIGILATORS

1. 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.
2. Check every candidate's Hall Ticket (both sides must) and ID cards before allowing them inside the examination hall and ensure candidates are seated as per the hall allotment.
3. Check if the candidate has signed the hall ticket.
4. Do not permit any candidate to enter the examination hall with **MOBILE PHONE**, Digital/Programmable Calculators, smart watches etc.



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5. Question paper cover ought to be opened only inside the Examination Hall and QP opening time shall be entered in the Exam Hall Seating Arrangement and distribute carefully as per the attendance sheet allotment.
6. If arrear QP is given separately, the cover for arrear QP should be opened **ONLY IF** the student is present.
7. Check the Chief Superintendent's Signature / Principal's facsimile in the Answer booklet and the total number of pages.
8. Candidates should fill the Serial Number of the Answer booklet and then sign in the Attendance Proforma.
9. 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, Date & Session etc. and append your signature before 10.05 am and 02.05 pm in FN and AN session respectively.
10. During the examination, candidates shall not be allowed to go outside the examination hall.
11. If the candidate found involved in any **UNFAIR MEANS**, bring it to the notice of the Chief Superintendent / Exam cell Coordinators / CoE section immediately.
12. At the end of the session, arrange the Answer booklet in the course wise order according to the Register Number and submit the same to the chief superintendent immediately.
13. Invigilators are not allowed to bring mobile phones during invigilation session.

e) Reserve Superintendent

Reserve Superintendent will be permissible for each session up to 240 registered students or a part thereof. The Reserve Superintendent shall work under the overall guidance and supervision of the Chief Superintendent and shall comply with such instructions as he/she may give. He/she shall relieve an Invigilator, for a short time.

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.



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g) Report of Malpractices and Others

Malpractices noticed during Examination shall be reported to the CoE and 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 CoE. 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 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.



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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 is through NEFT with the approval of Principal.

d) Convening of Question Paper Grievance Committee

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

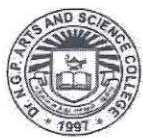
Disciplinary action will be taken upon the students involved in exam related malpractices under the Examination Disciplinary Action Committee (EDAC). Chief Superintendent shall report all cases pertaining to Examination malpractice and CoE will carry out the procedure. CoE convenes the meeting in presence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

M) CIA Mark Entry/ Rubrics

The CIA mark entry for the CIA I, Model, Rubrics, AECC/AEEC, Practical, Project, Internship etc. are made separately as per the schedule. The hard copy of the consolidated CIA marks are verified by staff & HoDs and submitted to the CoE section. At CoE section, the consolidated CIA marks will be scrutinized again by verifying with hard copy of CIA marks submitted to CoE throughout the semester.

N) Student's Attendance and Hall ticket

Student attendance will be calculated and intimated to the HoDs through proforma I to VII. Hall tickets of those students who are lacking in attendance shall be retained by the CoE section and the remaining hall tickets are published online. Students can download the hall tickets from the web portal.



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O) 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 Chairman / 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.

If the requirement for the chief examiner is more than 5, then the Board Chairman will not act as the chief examiner. Chairman will supervise the chief examiners.

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.



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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, OBE mark sheet for entering the marks will be issued and computers will be arranged at CoE section for entering the marks in the OBE module. The mark sheets will be printed for further approval by the Examiner and the Board chairman / Chief examiner. Decision taken in QPGC and EDAC shall also be incorporated.

2) During the Central Valuation:

Role of Board Chairman / 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.

Responsibility of the Board Chairman / Chief Examiner 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. If there is any discrepancy in valuated Answer Scripts identified by the Board Chairman / Chief Examiner (i.e., non-valuated answers, wrong total etc.,) it should be reported to the Evaluator and required corrections to be made by the valuator with counter signature. They also enter the marks in the OBE mark sheet as in the answer sheet and the total for



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each students shall be checked meticulously. Then handover all the score sheets to the tabulators for mark entry. 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.

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

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

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 after programme completion by affixing the office seal and signature of Principal and CoE respectively.



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

1) Process before Re-total, Revaluation and Transparency

CoE section issues 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 date, 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 final mark obtained 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.

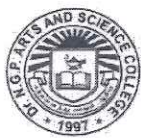
3) Process after Re-totalling and Revaluation

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.

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.



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2) 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 two ranks whichever is lower in each department in that particular branch of study.

3) Receipt of Provisional Certificate from Bharathiar University

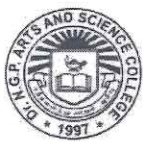
Bharathiar University being parent University issues the Provisional Certificate. CoE section verifies the folio number of every Certificate and that are entered in the academic record of respective student's database. After confirmation, all Certificates are issued to students through HoDs and the unissued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

4) 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.

5) 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 at the CoE Section. Mark Statements /Certificate are issued by affixing "Duplicate Certificate" seal to student through the respective HoD.



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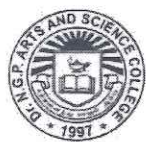
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2.5.8

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.



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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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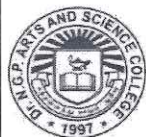
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If the candidate found guilty he/she will be debarred from writing that **particular paper in that semester or all the papers in that semester based on the nature of malpractice.** He / She will be awarded a Zero (0) and the same will be indicated 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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2.5.11

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:

- Photocopy of the valued Answer Script shall be permitted for theory courses only
- 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
- 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***
- Incomplete / defective Application will be summarily rejected
- Photocopy of the valued Answer Script will be issued through the respective HoDs to the student concerned who applied for photocopy
- 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
- 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
- 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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GUIDELINES FOR RE-TOTALING THE VALUED ANSWER SCRIPT

Guidelines for Re-totalling the valued Answer Script of UG and PG Degree Programmes are as follows:

- Re-totalling shall be permitted for Theory Courses only.
- Students who wish to apply for re-totalling must submit the prescribed application form along with the required fee within the stipulated time period following the publication of results.
- The application for retotalling of marks shall be submitted separately for each course to ***The Principal, Dr. N.G.P. Arts and Science College, Coimbatore - 641 048.***
- The receipt for payment of the prescribed fee at the college office must be enclosed with the duly filled-in application.
- Incomplete/defective filled in Application will be summarily rejected.
- Fees remitted towards Re-totalling, 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.
- Students shall apply for revaluation within the stipulated time from the date of publication of results.
- Student intend to apply for Revaluation shall do so within the stipulated time of receiving the photocopy of the Answer Script.
- 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.***
- Fee for Revaluation shall be remitted to the college office and the fee receipt shall be enclosed along with the filled in Application.
- Fees remitted towards Revaluation, will neither be refunded nor adjusted towards any fee current or in future.



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2.5.14

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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GRADING AND CLASSIFICATION

CREDIT SYSTEM - SCORING PROCEDURE (UG & PG)

1. **Passing Minimum** for UG is 40% and PG is 50% of the maximum marks in ESE and total separately.
2. **Minimum Credits** to be earned for Three years UG programme 140 credits (Part I and II -Languages, Part III - Core, IDC, SEC & DSE, Part IV – AECC / GE and Part V – Extension Activity) and for Two years PG programme 90 credits.
3. **Marks and Grades** The following table gives the Marks, Grade Points, Letter Grades and Classification to indicate the performance of the candidate.

Conversion of Marks to Grade Points and Letter Grade (Performance in a Programme / Course for UG & PG)

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
00 - 49*	0.0	U	Re-appear
ABSENT	0.0	AAA	Absent

“#” only applicable for UG Programme “*” only applicable for PG Programme

The maximum mark per paper is to be fixed at 100 (if it is less than or more than 100, convert it to 100)

C_i = Credits earned for a course i in any semester

G_i = Grade Point obtained for a course i in any semester

‘ n ’ refers to the semester in which such courses were credited

For a Semester: GRADE POINT AVERAGE

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

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

For the entire programme: CUMULATIVE GRADE POINT AVERAGE

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



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

CGPA	LETTER 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++	
8.0 and above but below 8.5	D+	First Class with Distinction ‘#’ ‘*’
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	
6.5 and above but below 7.0	A+	First Class
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	
5.0 and above but below 5.5	B	Second Class
4.5 and above but below 5.0#	C+	
4.0 and above but below 4.5#	C	
0.0 and above but below 4.0#	U	Re-appear
0.0 and above but below 5.0*	U	

“#” - only applicable for UG Programme. “*” - only applicable for PG Programme.

“#” The candidates who have passed in the first appearance and within the prescribed semester of the UG Programme are eligible (Core, IDC, DSE, SEC courses alone are eligible).

*The candidates who have passed in the first appearance and within the prescribed semester of the PG Programme are eligible.

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

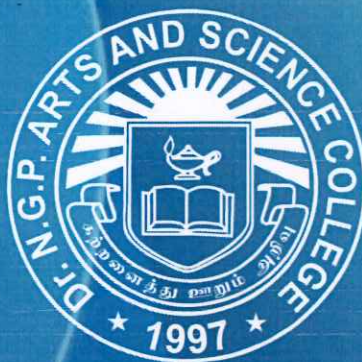
Date: 27.07.2026


(Dr. M. ASHOK KUMAR)
 Controller of Examinations


(Prof. Dr. S. SARAVANAN)
 Principal



Prof. Dr. S. SARAVANAN
 M.Com MBA., M.Phil., Ph.D
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NAAC
3rd Cycle

Criterion II