



# HINDUSTHAN COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

(Affiliated to Bharathiar University and Accredited by NAAC)

Coimbatore - 641028

Tamil Nadu, India.

Phone: 0422-4440555

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## OFFICE OF THE CONTROLLER OF EXAMINATIONS

# EXAMINATION MANUAL

**Controller of Examinations**  
Hindusthan College of Arts and Science  
Coimbatore-641 028



**PRINCIPAL**  
Hindusthan College of Arts and Science  
Coimbatore - 641 028.

## INDEX

S.NO.	PARTICULARS	PAGE NO.
I	Vision	1
II	Mission	1
III	Features	1
1	About the college	2
2	Growth and Development of the Institution	2
3	Courses offered	3
	3.1 Undergraduate programme	3
	3.2 Postgraduate programme	4
	3.3 Diploma programme	4
	3.4 Certificate courses	5
4	Programme Code and Course Code	5
5	Duration of the Course	7
6	Semester/year planner	7
7	Scheme of the programme	8
8	Course of Study	8
9	Programme Structure	10
10	Attendance Eligibility Criteria	10
11	About the COE office	11
	11.1 Planning and Execution of COE Activities	11
	11.2 Organizational Structure of COE Section	12
	11.3 Office Setup	14
	11.4 System support and facilities	14
12	General Terms: Meaning/Definition	15
	12.1 Terms used in COE Manual	16
13	Functioning of COE section	17
	13.1 Special Instructions	17
14	Flow chart of the Examination Process and Exam Software Process Flow	18
15	Work Plan	22
16	Academic Plan	23
17	Constituting the Examination support cell for conducting theory examinations	23
18	Examination Fees	25
19	Examination Process	25
20	Restrictions to appear for the Examinations	26
21	Appointment of Examiners	26

	21.1 Appointment of Chief Coordinator, Hall Superintendent,	26
22	Question Paper (QP) Setting Procedure	26
	22.1 Guidelines for Question Paper Setting and Printing	27
	22.2 Question Paper Scrutinizing	28
23	Preparation of Hall Tickets	28
24	Instructions to Hall Superintendent	28
25	Instructions to Candidates	30
26	Appointment of Scribe	31
27	Malpractice and Punishments	31
28	The Dummy Numbering Work	32
29	Evaluation Procedure for Theory Courses	33
30	Central Evaluation System	33
31	Result Passing Board	34
	31.1 Publication of Results	34
	31.2 Revaluation of Answer Script	34
	31.3 Re-Totaling of the Answer Script	35
	31.4 Photocopying	35
	31.5 Guidelines for improvement	35
32	Supplementary Examinations	35
33	Rejoining and Transfer candidates regulations	35
34	Sending results to University	36
35	Duplicate Mark statement / Consolidates Mark statement	36
36	Passing Minimum	37
37	Grading terminologies: SGPA and CGPA	37
38	Grading process	37
39	Classification of Successful Candidates	39
40	Grievance Cell	40

*R. Behlkar*

**Controller of Examinations**

Controller of Examinations  
Hindusthan College of Arts and Science  
Coimbatore-641 028



*[Signature]*  
**Principal**

**PRINCIPAL**  
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## **VISION**

It strives to be unified centre of excellence through best management practices and following a credible, valid, effective system in the examination process that responds to the demand of a knowledge society.

## **MISSION**

- To provide fastest data processing and error free quick response.
- To provide safe and transparent evaluation system.
- To provide high level of confidentiality among the users of its services in general.

## **FEATURES**

As a part of the quality initiatives, several reforms have been introduced and implemented in the evaluation system.

- Complete External evaluation is being followed to maintain the confidentiality.
- Auto compilation of the CGPA (Continuous Internal Assessments and End Semester Examinations) by the software is ensured.
- Online Student registration for End Semester Examinations (ESE).
- Online Examination fee payment.
- Online centralized CIA II test for all UG programmes by using Google form.
- Generating of Mark & Consolidated Statements with the authenticity established through security features including high resolution border, micro text line, Nano text, void pentagraph, gold foil stamping, penetrating number, invisible printing logo, magic text, micro borderline etc., are being done.
- Generating hall ticket with seating plane of the entire exam schedule with student photo for the identity is done automatically.
- Hall ticket can be downloaded from the college website.
- Students' grievance forms are available in our system for exam related queries and a quick response will be initiated.
- Attendance proforma will be followed for prescribing the eligibility criteria for the candidates who are going to write the examinations.
  
- Dummy numbering is introduced for secrecy and confidentiality.
- Application for Supplementary examination, Revaluation of Answer Scripts, Photocopying etc., can be downloaded through college website.
- Internal and external mark entry for theory and practical subjects in online mode is followed.

## **1. About the College**

Hindusthan Educational and Charitable Trust was founded in the year 1992 by the eminent Industrialist and Philanthropist, Shri T.S.R Khannaiyann. The Trust is being managed by the Secretary, Smt. Sarasuwathi Khannaiyann, Joint Secretary Smt. Priya Satish Prabu and Trustee Shri.K.Sakthivel Raja. Since its inception, the Trust has involved itself in benevolent activities for inculcating quality education by promoting various types of Educational Institutions. Hindusthan College of Arts & Science pursues a philosophy of perpetual acquisition of knowledge. Apart from academic curriculum, the management has the policy to provide value based education and to bring out the hidden potential in students that equip them to approach life with optimism. The main motive of Hindusthan Trust is to serve the needy. The Trust adopts poor children and offers free education. It also offers assistance and guidance pertaining to higher studies. The Trust also helps them to earn a living. The Trust motivates the rank holders and toppers by providing financial assistance.

## **2. Growth and Development of the Institution**

The Hindusthan College of Arts & Science was started in the year 1998 with 300 students with 20 faculty members and now the college has grown from strength to strength. There are 32 UG Programmes and 15 PG Programmes, 3 Diploma Programmes and 10 Research Departments organising M.Phil and Ph.D Programmes. The reason for its success is the commitment, dedication and loyalty of faculty members and philanthropic activities of the management having a focus on delivering value based education and providing opportunities for the students to experience the excellence to face the global challenges.

Our college have received the Autonomous status from the Bharathiar University and UGC from the year of 2016.

### 3. Courses offered

Under the autonomous status the following UG, PG & Diploma programmes were offered

#### 3.1 Undergraduate programme

S.No.	Courses
1	B.Sc - Computer Science
2	BCA - Computer Applications
3	B.Sc - Information Technology
4	B.Sc - Computer Technology
5	B.Com - Commerce
6	B.Com - Computer Applications
7	B.Com – Cost and Management Accounting
8	B.Com - Information Technology
9	B.Com - Professional Accounting
10	B.Com - International Business
11	B.Com - Accounting and Finance
12	B.Com - Banking and Insurance
13	B.Sc - Electronics and Communication Systems
14	BA - English Literature
15	B.Sc - Catering Science and Hotel Management
16	B.Sc - Visual Communication
17	B.Sc - Animation and Visual Effects
18	B.Sc - Biotechnology
19	B.Com - Corporate Secretaryship
20	BBA - Business Administration
21	BBA - Computer Applications
22	B.Sc - Costume Design and Fashion
23	B.Sc - Mathematics
24	B.Sc - Mathematics with Computer Applications
25	B.Sc - Microbiology
26	B.Sc -Physics
27	B.Sc - Food Processing Technology and Management
28	B.Sc Computer Science with Cognitive system

29	B.Com with Cost and Management Accounting
30	B.Sc Computer Science with Artificial Intelligence and Machine Learning
31	B.Sc Computer Science with Data Science
32	B.Sc Psychology

### 3.2 Postgraduate programme

S.No.	Courses
1	M.Sc - Computer Science
2	M.Sc - Information Technology
3	M.Com - Computer Applications
4	M.Com - International Business
5	M.Sc - Electronics and Communication Systems
6	MBA - Management
7	MA - English Literature
8	M.Sc - Visual Communication
9	MCA - Computer Applications
10	M.Sc - Biotechnology
11	M.Sc - Costume Design and Fashion
12	MSW - Social Work
13	M.Sc - Mathematics
14	M.Sc - Microbiology
15	M.Sc -Physics

### 3.3 Diploma programme

S.No.	Courses
1	Diploma in Clinical Laboratory Techniques
2	Diploma in Microbial Biotechnology
3	Diploma in Digital Finance

### 3.4 Certificate Courses

S.No.	Courses
1	Certificate Course in Bakery and Confectionary
2	Certificate Course in Animation

### 4. Programme and Course Code

Programme	Programme code	Degree	Branch	Course Code
UG	BSC	B.Sc	Computer Science	CEU
UG	BCA	BCA	Computer Applications	CAU
UG	BIT	B.Sc	Information Technology	ITU
UG	BST	B.Sc	Computer Technology	CTU
PG	MSC	M.Sc	Computer Science	CEP
PG	MIT	M.Sc	Information Technology	ITP
UG	BSCS	B.Sc	Computer Science with Cognitive Systems	TCU
UG	BCO	B.Com	Commerce	COU
UG	BCC	B.Com	Computer Applications	CCU
UG	BCT	B.Com	Information Technology	CIU
UG	BCP	B.Com	Professional Accounting	PAU
UG	BCI	B.Com	International Business	CBU
UG	BCF	B.Com	Accounting and Finance	CFU
UG	BCB	B.Com	Banking and Insurance	BAU
PG	MCC	M.Com	Computer Applications	CCP
PG	MIB	M.Com	International Business	MIP
UG	BEL	B.Sc	Electronics and Communication Systems	ELU
PG	MEL	M.Sc	Electronics and Communication Systems	ELP
UG	BPH	B.Sc	Physics	PHU



PG	MPH	M.Sc	Physics	PHP
PG	MBA	MBA	MANAGEMENT	MSP
UG	BEN	BA	English Literature	ENU
PG	MEN	MA	English Literature	ENP
UG	BCH	B.Sc	Catering Science and Hotel Management	CHU
UG	BVC	B.Sc	Visual Communication	VCU
PG	MVC	M.Sc	Visual Communication	VCP
UG	BAE	B.Sc	Animation and Visual Effects	AXU
PG	MCA	MCA	Computer Applications	MCP
UG	BBT	B.Sc	Biotechnology	BTU
PG	MBT	M.Sc	Biotechnology	BTP
UG	BCS	B.Com	Corporate Secretaryship	CSU
UG	BBA	BBA	Business Administration	BBU
UG	BBC	BBA	Computer Applications	BCU
UG	BBL	BBA	Logistics	BLU
UG	BCD	B.Sc	Costume Design and Fashion	CDU
PG	MCD	M.Sc	Costume Design and Fashion	CDP
PG	MSW	MSW	Social Work	SWP
UG	BMA	B.Sc	Mathematics	MAU
UG	BMC	B.Sc	Mathematics with Computer Applications	MCU
PG	MMA	M.Sc	Mathematics	MAP
UG	BMB	B.Sc	Microbiology	MBU
PG	MMB	M.Sc	Microbiology	MBP
UG	BFT	B.Sc	Food Processing Technology and Management	FPU
UG	BSY	B.Sc	Psychology	SYU
UG	BVG	B.Voc	Graphic Design	BVU

### Course Code/Question Paper Code Format

S.No	Programme type	PART	Course Type	Course code pattern (Year + Course code+ programme type(U/P)+Course sequence)
1	All UG	PART I	Languages(T/H/M/F)	Ex:20LAT01
2	All UG	PART II	English	Ex:20ENG01
3	All UG	PART III	(Refer programme. code)	Ex:20MBU01
4	All UG	PART IV/V	AECC (general studies)	Ex:20GSU01
5	All UG/PG	PART IV	ACC (Job oriented courses)	Ex:20(Programme code)J01
6	All UG/PG	PART IV	ACC (Value added courses)	Ex.20(Programme code)V01
7	All PG	PART III	(Refer programme. code)	Ex:20MBP01
8	All PG	PART IV/V	AECC (general studies)	Ex:20GSP01

### 5. Duration of the Course

The stipulated years of study to complete a programme for the Undergraduate programme is **THREE** years and for the Postgraduate programme, the duration of the study is **TWO** years. The duration of the Diploma programme will be **ONE** year.

### 6. Semester/ Year Planner

(Sample calendar)

#### Model Academic Calendar ODD/EVEN Semester –Year

S.No	Day/Month	Date	Working Days For Odd/Even SEM	Day Order	COE Office Tentative Planning
1	Monday	30/06/2020	1	1	
2	Tuesday	01/07/2020	2	2	
3	Wednesday	02/07/2020	3	3	

## 7. Scheme of the Program

- The minimum duration for completion of a UG Program is six semesters. For those who don't complete programme in six years, they have to follow the latest scheme for writing the examination. However, in case of any difficulty in identifying the suitable course, the matter shall be referred to examination committee.
- The minimum duration for completion of a PG Program is four semesters. For those who don't complete programme in four years, they have to follow the latest scheme for writing the examination. However, in case of any difficulty in identifying the suitable course, the matter shall be referred to examination committee.
- A student has to earn minimum 140 credits for the successful completion of UG programme.
- A student has to earn minimum 90 credits for the successful completion of PG program.
- Only such students, who successfully earn minimum 140 credits in six semesters / minimum 90 credits in four semesters without arrear, shall only be considered for ranking and medals (The performance of the rejoining candidates, transfer candidates and lateral entry candidates will not be considered). However, those who complete the UG and PG programmes in three, two years respectively will be considered for the award of class/ Distinction irrespective of the number of attempts.

## 8. Course of Study

1	<b>Programme</b>	"Programme" means a course of study leading to the award of a degree in a discipline.
2	<b>Syllabus</b>	The syllabus for various courses shall be clearly demarcated into five viable units in each paper/subject.
3	<b>Course</b>	"Course" refers to a paper / practical / subject offered under the degree programme. Each Course is to be designed under lectures / tutorials / laboratory or field work / practical training / project work etc., to make teaching and learning effective.
4	<b>Part I</b>	Part I comprises of courses viz., Tamil, Malayalam, Hindi and French.
5	<b>Part II</b>	Part II course is offered as follows i) General English ii) Effective communication

6	<b>Part III</b>	Part III consist of the following courses	
		<b>i) Core Courses</b>	The Core Courses related to the programme concerned including practicals offered under Part III of the programme.
		<b>ii) Allied Courses</b>	Allied courses are offered under part-III of the programme, which is allied in nature and related to the core Programme.
		<b>iii) Elective Courses</b>	Elective courses related to the core programme are offered under Part III of the programme.
7	<b>Part IV</b>	Part IV consist of the following courses	
		<b>i) Non-Major Electives</b>	Non-major electives comprising of courses with 2 credits
		<b>ii) Skill based Courses</b>	The courses offered as skill based courses under Part IV of the programme which is aimed at skill enhancement.
		<b>iii) Foundation Course</b>	The following courses are offered under Part IV of the programme <ul style="list-style-type: none"> <li>✓ Environmental Studies</li> <li>✓ Value Education</li> <li>✓ Soft Skill</li> </ul>
8	<b>Part V</b>	Part V comprises of Extension Activities.	
		<b>Extension Activities</b>	Extension Activities consist of all those activities under NSS/NCC/Sports/YRC programme and other Co-Curricular and Extra-Curricular activities offered under part V of the programme.

## 9. Programme Structure

- All the UG degree programs shall be of six semester duration and the PG programmes shall be of 4 semesters duration.
- An academic year consists of two semesters: Odd Semester and Even semester.
- A semester has a period of 90 working days (approximately extends over a period of 15 weeks as 6 days per week) which include classes and examinations.
- Every course offered may have three components: Lecture (L), Tutorial (T) and Practical's (P). Tutorial session consists of participatory discussion/ self-study/desk work/brief seminar presentations by students and such other novel methods.
- The credit pattern for a course (L: T: P) shall be decided by the respective Board of Studies.

## 10. Attendance Eligibility Criteria

- Students will be allowed to appear for the end semester examinations only if he/she puts in at least 75% of attendance.
- His/her conduct in the college during the semester must be satisfactory.
  - The qualifying attendance details are as follows
  - ✓ Candidates who earn 75% of attendance and above in the current semester are eligible to write the examinations both arrear and regular subjects.
  - ✓ Candidates who puts in attendance between 65% and 74% (both included) in the current semester are eligible to appear for the examinations provided the shortage of the attendance is condoned by the principal. Once the shortage is condoned by the principal, the candidate has to pay the prescribed condonation fee for becoming eligible to appear for the examination.
  - ✓ Candidates who puts in attendance which is between 50% and 64% (both included) in the current semester are not eligible to write examination for that semester, but they are permitted to continue their studies in the next semester. However these candidates are eligible to write the arrear examinations, if any.
  - ✓ Candidates who earn attendance below 50% are not eligible to write examination in the current semester and also have to discontinue the course and rejoin in the same semester in the subsequent year with prior approval of the principal. However these candidates are eligible to write the arrear examinations, if any.

## **11. About the Controller of Examinations office**

The Office of the Controller of Examinations was established in the year 2016 after the grant of autonomy from the UGC. The Admission and Examination are the two faces of any Institution. It is our responsibility to keep both the processes efficient and transparent. The prime focus of the Office of the Controller of Examinations is to ensure the effective functioning of examination system.

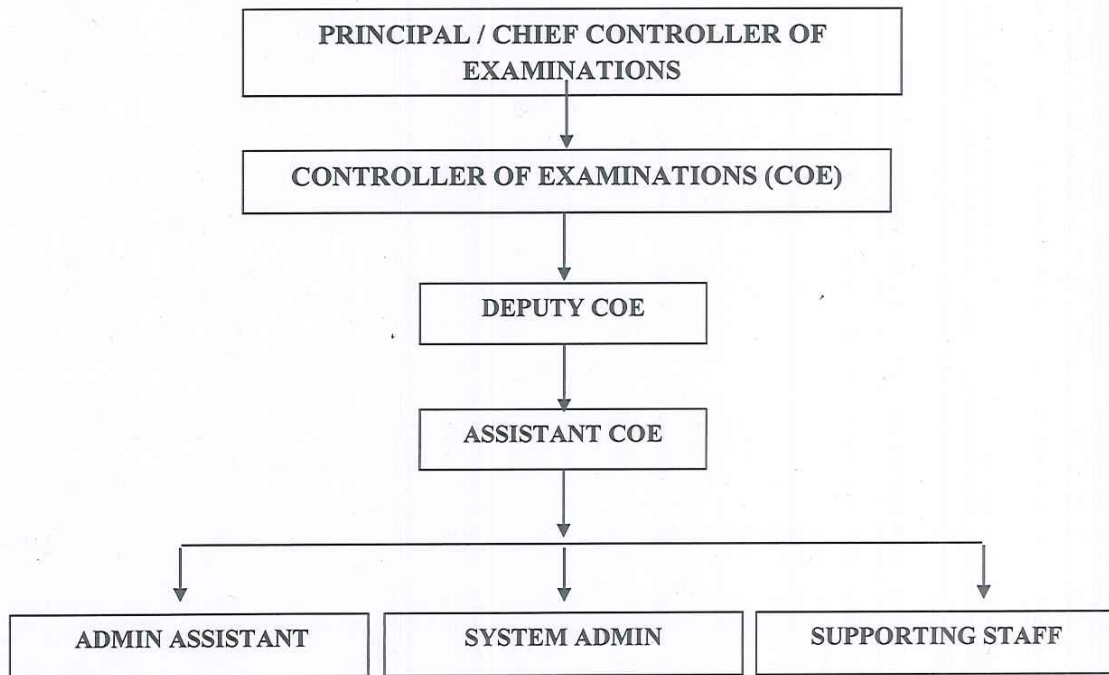
Veracity, Quality and Control are the rudimentary principles on which our management firmly believe in. By virtue of deep involvement and dedication in the examination matters, Office of the Controller of Examination plays a vital role in the strategic decisions. Always examination team has embarked on reshaping its services.

The CBCS & LOCF structure has been implemented by our college as per the rules of UGC. These are welcoming sign and generates new challenges for the office of the controller of examination. The College administration has implemented the automation of Examination system to meet these welcoming challenges and to provide better connectivity with students and teachers with this office. The outstanding academic performance of the college is evident from the fact that it has been scoring above 90% results in the final year examinations of all its courses.

### **11.1 Planning and Execution of COE Activities**

- External practical examination will be conducted before 20 days of end semester theory examinations.
- Exam time table will be released 15 days before the scheduled date.
- Hall tickets will be uploaded in website 3 days before the commencement of examinations.
- Central valuation begins immediately after the end of the last examination.
- Result passing board meeting will be conducted within a week after the evaluation work is completed.
- Publication of results within two days after the completion of result passing board meeting.
- Intimation regarding Revaluation/Retotaling/Photocopying will be immediately issued after publication of results.
- Mark statements will be distributed to all the departments within 15 days after the publication of results.
- After the end of receiving revaluation applications, the valuation will be done and the results will be published quickly.
- For the final year candidates, the result copy (CGPA, GRADE) will be sent to the University immediately after the revaluation results are published to enable our students to get the provisional certificate from the University at the earliest.

## 11.2 Organizational Structure of COE Section



### DUTIES AND RESPONSIBILITIES

#### Controller of Examinations

- Maintaining the standard of the Examinations.
- Preparation, scheduling & Conducting all Internal / External Practical & Theory Examinations.
- Coordinating Question Paper Setting and Monitoring Printing of Question papers.
- Conducting Evaluation Process.
- Processing and Publishing the Results.
- Approving the claim bills.
- Issuing of Mark sheets and other necessary Documents.
- Providing Transcripts.
- Preparing Rank List
- Coordinating with Curriculum Development Cell (CDC) at the time of Academic Council meeting.

### **Deputy Controller of Examinations**

- Planning, scheduling, and organization of examinations.
- Strictly complying with the institutional policies and procedures on the conduct of examinations.
- Coordinating with the different departments for conducting exams.
- Managing physical record of office of COE.
- Monitoring invigilation duties.
- Maintaining a record of invigilation duties and ensuring strict compliance of 'use of unfair means policy' during each exam.
- Maintaining confidentiality of students' academic records.
- Co-coordinating with authorities keeping records of all official documents/ minutes/ agenda etc.
- Assisting with specialized assignments, new initiatives and other duties as assigned by the COE.

### **Assistant Controller of Examinations**

- To assist the functioning of COE.
- Preparing vouchers and claim bills.
- Establishing and maintaining internal activities.
- Managing the aspects of the general activities of the section as assigned by the COE.
- Preparing Semester wise report.
- Coordinating & Assisting with Examination Committee.

A separate examination committee has been formed comprising of HODs, senior faculties of our college with strength of 5 to 7 members to conduct CIA and End Semester theory examinations under the supervision of COE.



### 11.3 Office Setup

	Particulars
1	Reception
2	Office Room
3	COE cabin
4	Data Entry Room
5	Strong Room
6	Store Room
7	Answer Script Storage Room

### 11.4 System support and Facilities

S.No.	Particulars	Description	Quantity
1	Software	Windows Edition : Windows 10 Enterprise Processor : Intel(R) Core (TM) i7 – 6700 CPU @ 3.40 GHz RAM : 8 GB System Type : 32– Bit Operating System x64 – Based Processor	2
2	Server	Windows Edition : Windows 10 Pro Education N Processor : Intel(R) Core (TM) i7 – 4700 CPU @ 3.60 GHz RAM : 8 GB System Type : 64– Bit Operating System x64 – Based Processor	1
3	Computer System	Windows Edition : Windows 7 Ultimate Processor : Intel(R) Core (TM) i3 – 4150 CPU @ 3.50 GHz RAM : 4 GB System Type : 64– Bit Operating System	4
4	Computer System	Windows Edition : Windows 7 Ultimate Processor : Intel(R) Core (TM) i3 – 3220 CPU @ 3.30 GHz RAM : 4 GB System Type : 32– Bit Operating System	1
5	Computer System	Windows Edition : Windows 10 Pro N Processor : Intel(R) Core (TM) i3 – 4150 CPU @ 3.50 GHz RAM : 8 GB System Type : 64– Bit Operating System	1
6	Multi Purpose Printer	RICOH MP 2554 PCL 6 (COE Software Purpose)	1

7	LASER Printer	HP LaserJet M1005 MFP	2
		HP LaserJet 1020 Plus	1
8	Copier Machine	Gestetner CX2430	1
9	External Hard Disk (Backup)	Seagate ( Memory – 2 TB )	1

## 12. General Terms: Meaning / Definition

Terms	Meaning / Definition
<b>Academic Year</b>	Academic year commencing from June and ending with May into two semester system with 90 working days for each semester.
<b>Academic Calendar</b>	The complete semester wise plan which shows working day orders, events, internal examination schedules, theory or practical examination schedule, last date of semester ending, study leave, date of issuing of hall ticket, end semester exam dates, valuation dates, result publication date etc., during the Academic Session shall be specified in the Academic Calendar of the college.
<b>Programme</b>	The entire course of study and Examinations
<b>Duration of Programme</b>	The period of time required for the conduct of the programme. The duration of under-graduate programme shall be 6 Semesters. The duration of post-graduate programme shall be 4 Semesters. and for diploma it is one year
<b>Semester</b>	The term consisting of a minimum of 90 working days including internal examination days.
<b>Course</b>	Subject to be covered in a semester (paper).

## 12.1 Terms used in COE Manual

Terms	Meaning / Definition
<b>Core Course</b>	A compulsory course in a subject to receive the degree.
<b>Answer booklet</b>	Stitched booklet of fixed pages (38pages).
<b>Answer script</b>	The Answer-booklet in which the examinee has written his answers.
<b>Applicant</b>	A person who has submitted an application to the examination.
<b>Arrear Candidate</b>	A student, to take the same examination by reason of his failure or absence.
<b>Board of Studies</b>	The Board constituted in every Department and chaired by the Head or equivalent of the Department with the responsibilities of formulating the Academic regulations and curriculum for various programmes offered by it. Also be responsible for enrolling the examiners from various institutes into the Panel of Examiners for each of the courses/ subjects.
<b>Candidate</b>	A person who is qualified applicant for the examinations.
<b>Chief Coordinator</b>	Person appointed by the Controller of Examinations (COE)/Principal to conduct the examinations.
<b>Dummy Number</b>	A number printed on each Answer booklet after the examination in order to hide the identity of the examinee.
<b>Examination Fee</b>	The fee inclusive of the statement of marks, application cost, the cost of theory /practical, project papers. For final year candidates, which includes consolidated statement and Provisional fee also for both UG & PG
<b>Examination Committee</b>	The committee constituted by the Principal for conducting enquiry on misconduct of students at the time of examinations.
<b>Examiners</b>	Teachers appointed by the COE from among the Board of Examiners approved by the Principal for valuation of theory/practical papers/UG or PG or dissertation etc.
<b>Hall Superintendent</b>	Teaching faculty appointed by the Controller of Examinations (COE) for invigilation work.
<b>Internal Assessment</b>	The assessment based on relevant evaluation rules in practice.
<b>Late Fee</b>	A sum of money paid to the college as a result of failure to meet the deadlines.
<b>Malpractice</b>	Misconduct of activities in examination hall by the students at the time of examinations.
<b>Panel of Examiners</b>	List of available external examiners from other Institutions who are recommended by Board of Studies after the due process.
<b>Re-valuation</b>	A repeat evaluation of the written answer-booklet by a different examiner on the request of the candidate for revaluation.
<b>Scrutinizer</b>	Person appointed by the COE to scrutinize the question papers received from the paper setters to detect any errors, provide remedy and validate it before it is accepted and taken up for the

	printing process.
<b>CIA</b>	Continuous Internal Assessment
<b>ESE</b>	End semester examination

### 13. Functioning of COE Section

Conducting Examinations and make all other arrangements necessary for the execution of the processes connected with examinations.

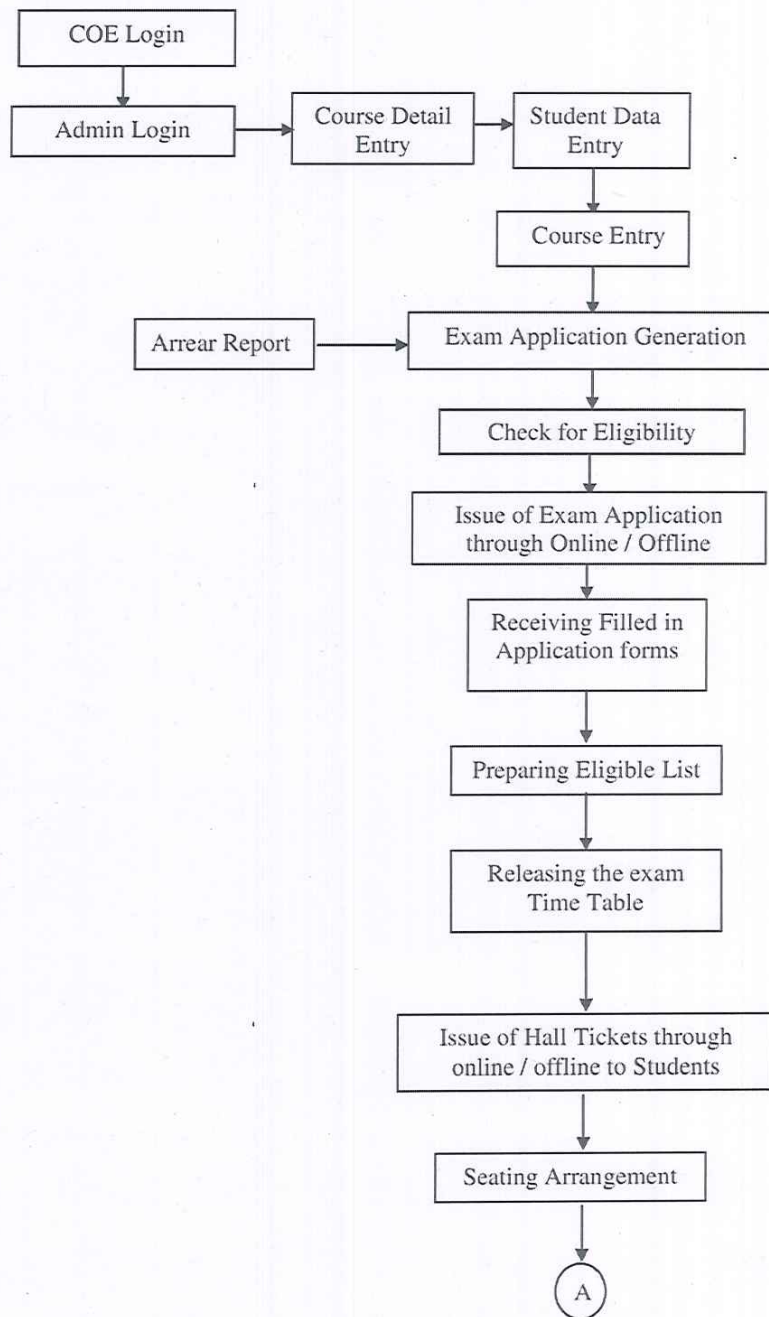
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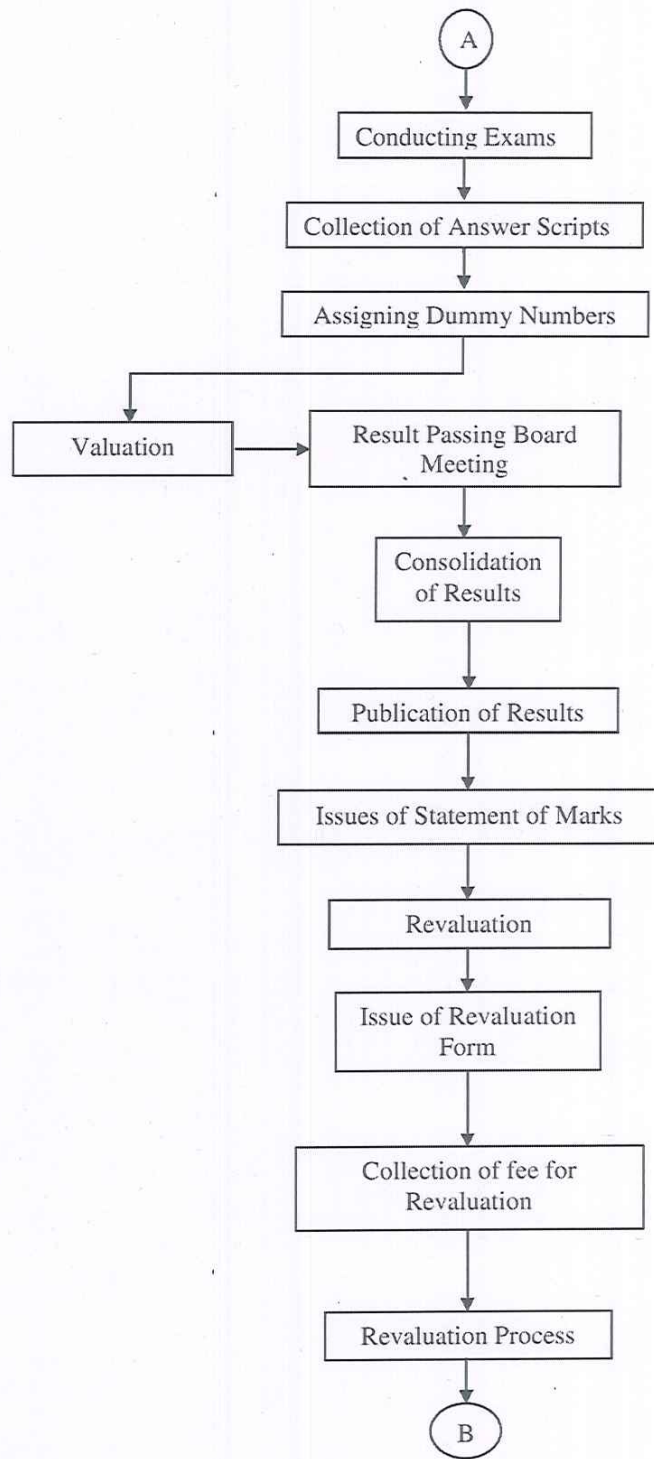
- Setting and Printing Question Papers.
- Preparing the schedule of Examinations.
- Issuing of Hall Ticket through online/through departments.
- Room wise seating arrangements.
- Appointment of Invigilators.
- Appointment of Examiners for Evaluation of Answer Scripts.
- Organizing the Central Valuation.
- Tabulating the Internal and External marks through Centre for E-Governance.
- Convening the meeting of the result passing board.
- Convening the Examination Committee to enquire the malpractices if any.
- Conducting Revaluation & Supplementary Examination.
- Finalizing the Results.
- Printing and Issuing of Mark statement and consolidated statement.

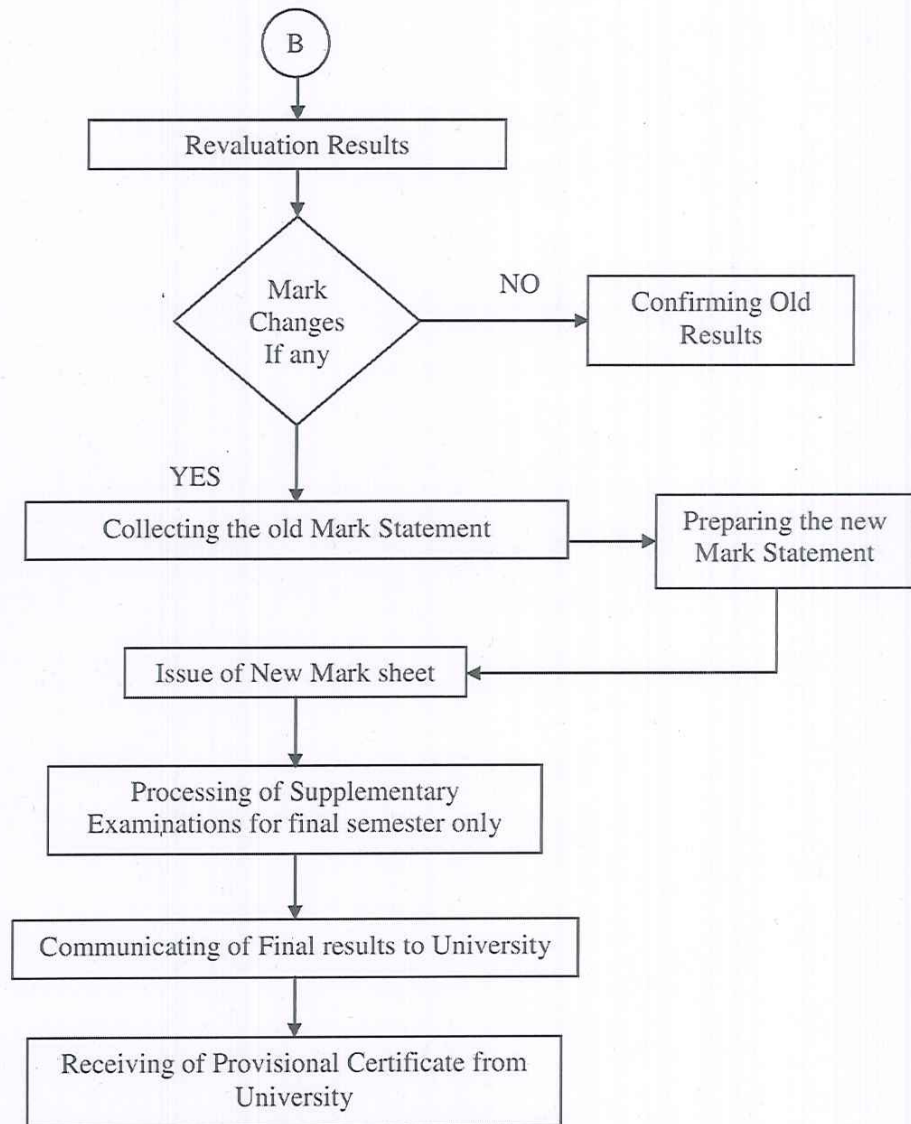
#### 13.1 Special Instructions

- The time-table is subject to change, only in case of exigencies or unforeseen circumstance, viz., pandemic situations, strike, bandth, sudden declaration of holidays, etc. The Controller of Examinations will notify the alternative date and time of examination in the event of such exigencies.
- If any discrepancy noticed in the time-table, the HODs shall bring it to the notice of the Controller of Examinations for rectification.
- The marks entered in the OMR sheets in respect of subjects of Soft Skill/ Value Education / Practicals/Internal Assessment/Project/Mini Project/Viva Voce etc., must be sent by the respective Head of the Department immediately after completion of examinations to the Controller of Examinations. Otherwise, the results will be withheld.

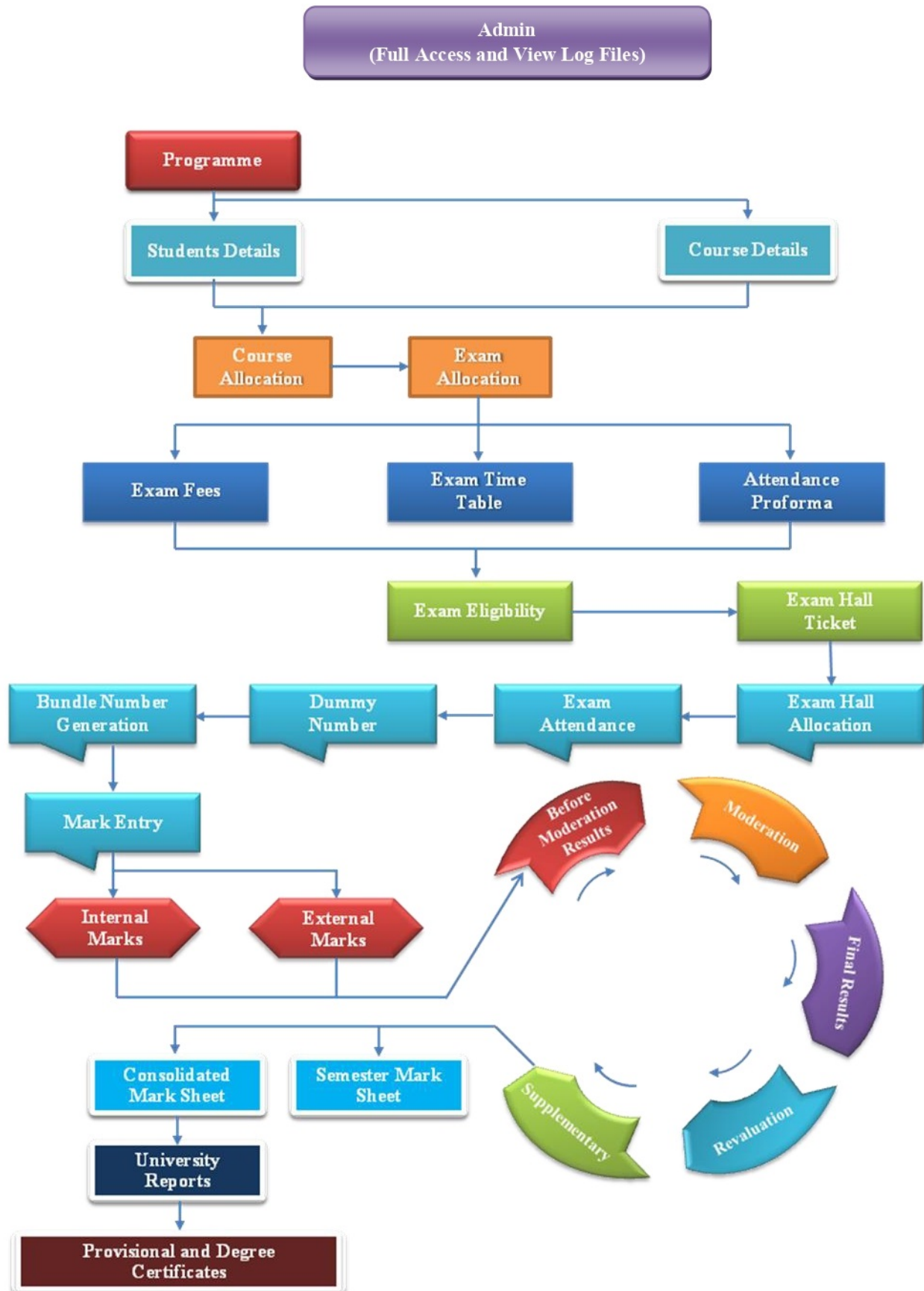
## 14. Flow Chart of the Examination Process and Exam Software Process Flow







# Examination Software Process Flow





## 15. Work Plan

S.No	Particulars	Time duration
1	Issuing Certificate of Genuineness	2 hrs
2	Issuing of course completion certificate	2 hrs
3	Issuing of CGPA conversion certificate	1 day
4	Issuing of Transcript Statement	1 day
5	Publication of results	Within 2 days after the result passing board meeting
6	Revaluation process (receiving applications, result publication)	Within 15 days after the publication of results
7	Conducting supplementary examination for final year students	Within 15 days after the publication of result
8	Issuing of Duplicate mark statement	2 days after receiving necessary documents
9	Issuing of Mark Statement	15 days after publication of results
10	Issuing of Consolidate Statement for final years	10 days after getting Mark Statement
11	Corrections in the Mark statement	1 day
12	External practical examination schedule	20 days before theory examination
13	Releasing ESE Time table	15 days before the scheduled date
14	Issuing of Hall Ticket	3 days before the commencement of examination

## 16. Academic Plan

PARTICULAR	ODD SEMESTER	EVEN SEMESTER
CIA – I Examinations	2 <sup>nd</sup> week of Aug.	2 <sup>nd</sup> week of Jan.
CIA – II Examinations	2 <sup>nd</sup> week of Sep.	Last week of Feb.
Examination application issuing date	2 <sup>nd</sup> week of Sep.	2 <sup>nd</sup> week of Feb.
Practical Examination schedule	2 <sup>nd</sup> week of Oct.	2 <sup>nd</sup> week of Mar.
Question paper scrutinizing work	2 <sup>nd</sup> week of Oct.	2 <sup>nd</sup> week of Mar.
Model Examinations	Last week of Oct.	Last week of Mar.
Issuing of Hall Tickets	Last week of Oct.	Last week of Mar.
Theory Examination schedule	1 <sup>st</sup> week of Nov.	1 <sup>st</sup> week of Apr.
Valuation schedule	3 <sup>rd</sup> week of Nov.	3 <sup>rd</sup> week of April
Publication of results	End of Nov.	End of April

## 17. Constituting the Examination Support Cell for conducting Theory examinations

Examination Support Cell is constituted under the scheme of autonomy through the following Process:

- The Principal is the chairman of the Examination Support Cell.
- Senior members, the Heads of the departments and the controller of examinations are the members of the Examination Support Cell.
- The Examination Support Cell is reconstituted every year.
- The date of Examination Support Cell meeting is informed well in advance to the members of the Examination Support Cell.
- To the maximum 2 chief coordinators (HOD's) and 4 supporting staff will form part of the Examination Support Cell.

### Regulation for practical /project viva-voce examinations

The End Semester practical examination shall be of minimum three hours or more than 3 hours duration. The schedule for the end semester lab examination will be notified in the academic calendar.

- External Examiner shall be nominated by the COE from the panel of experts recommended by Board chairmen.

- Evaluation will be done by both internal and external examiners together at the time of examination.
- Results shall be submitted to the COE office in a sealed cover immediately after the completion of the Practical examinations.
- In case of the external examiners decline their examinership at the last minute, the COE will make alternate arrangements.
- An appointment order is sent to external examiner through mail before 10 days advance from the practical scheduled date.
- The student's strength, list of arrear candidates, lab details, date and session of Examinations will be sent to the concerned department well in advance from the COE section where as the name of the examiner will be sent to the HOD just one hour before the commencement of the practical Examinations.

#### **Rules followed for conducting Practical / Project Viva – Voce examinations**

- The End Semester Practical examinations are scheduled 15 days before the commencement of theory examinations.
- Based on the schedule, the COE prepares and send the practical timetable to the departments. It will also be displayed in the COE notice board and uploaded in the website.
- The department staff who handled the practical subject will be appointed as an internal examiner and another staff will be appointed as skilled assistant.
- The practical question papers are prepared by the external and internal examiner together an hour before the commencement of the examinations.
- The Project Work and Viva Voce examination is conducted by an external examiner and the respective guides (internal examiner).
- The external examiner is appointed by the COE based on the panel recommended by the HODs.
- The Viva Voce for Institutional training/Internship training/Mini project work are conducted by the internal examiners.
- The COE office issues the mark statement, main sheets, attendance sheet to the concerned examiners 30 minutes before the commencement of the examination.
- The prepared mark statements, valued answer scripts and other filled in proforma are submitted by the examiners to the COE office at the end of the examination on that day.
- The details of remuneration for conducting practical examination will be attached with the claim form and given to the examiners.
- For arrear practical, the department can fix the schedule in between the regular practical if the candidate strength is less than 15.

- Refreshment and lunch will be provided to External, Internal and skilled examiners on the day of the practical examinations.

#### **Submission of Record note books for Practical Examinations**

Candidates appearing for practical examinations should submit the record note book prescribed for practical examinations, otherwise the candidates shall not be permitted to appear for the practical examinations. However in genuine cases where the students could not submit the record note books, candidates shall be permitted to take up the practical examination provided the Head of the Department concerned certifies that the candidate has performed and completed the experiments, prescribed for the course on the basis of the observation note book signed by the class teachers, concerned, submitted by the candidate. For such candidates who do not submit record note books “zero mark” will be awarded for the record note books in the practical examinations.

### **18. Examination Fees**

Students must pay the examination fee every semester for all the subjects (theory and practical) enlisted in the application form within the stipulated time.

### **19. Examination Process**

- End semester Examination is conducted only for 3 hours irrespective of total marks allotted for the examinations.
- There shall be theory/Practical examinations at the end of each semester. For odd semesters examination will be scheduled to be held in the month of October / November and for even semesters it will be held in the month of April / May. A candidate who does not pass the examination in any course(s) shall be permitted to reappear in such courses in the subsequent examinations.
- All candidates admitted in first year, should get registered for the first semester examination.
- The results of all the examinations will be published through College Website.

## **20. Restrictions to appear for the Examinations**

The students declared eligible for writing examinations have to pay the examination fee for continuing the studies in the next semester. If any student fails to pay the examination fee in any semester, he /she can continue in the subsequent semester only after re-registering himself / herself in the COE office.

## **21. Appointment of Examiners**

### **21.1 Appointment of Chief Coordinator, Hall Superintendent, Reserve Superintendent and Other Supporting Staff**

The Principal shall be the Chief Superintendent of the examinations. The Chief Superintendent if he feels necessary can appoint senior HOD / senior teacher as chief coordinator for conducting of the end semester examinations. The chief coordinator shall assist the COE in identifying suitable persons for appointing invigilators, the reserve staff and other supporting staff in conducting ESE. Also, he / she will coordinate with the COE for conducting the examinations smoothly.

## **22. Question Paper (QP) Setting Procedure**

- At the beginning of the semester, the Office of the Controller of Examinations, lists the subjects for which Examination is to be conducted course wise and Semester wise including arrear papers.
- Based on the Panel of Examiners, the Office of the Controller of Examinations prepares the List of Examiners to whom question paper setting is to be assigned.
- Appointment of Examiners and the communication for the setting of question paper is to be sent two months before the schedule of examinations. The Examiners are requested to send two sets of question papers (typed form) with key, in a sealed cover/through mail to the Controller of Examinations. The examiner will be given 2 weeks time to set the Question Paper.
- The claim for question paper setters is settled through NEFT.
- From the two sets of Question papers, Principal or COE randomly select one set of Question paper for final print. The second set (unused set) is retained and is used for the subsequent examinations.
- Subsequently, the question papers are printed (10% extra copies are printed against the actual strength) and packed in the question paper packing cover one week before the commencement of examination and kept under the control of COE.

### 22.1 Guidelines for setting question papers

- The question paper setters are selected based on fixed criteria (experience, subject knowledge, etc.) from the external staff profile maintained by the COE section.
- The appointment order along with guidelines, form of acceptance, claim form and materials (syllabus, question paper, pattern) for question paper setting are sent to the appointed question paper setters. Setters are asked to prepare 2 set for each subject.
- The question paper setter has to send the acceptance form within one week from the date of receiving communication.
- If the offer is declined, another suitable question paper setter will be appointed by the COE.
- The question paper setter is expected to send the question paper within 15 days time.
- The received question papers are scrutinized by the external subject Expert / Board chairmen of the relevant subject.
- The scrutinizing will be done systematically by checking question numbers, mark distributions, typographical corrections, whether the questions are within the prescribed scheme and syllabus, whether the questions follow the LOCF pattern etc.,
- If any corrections to be made, the scrutinizer brings it to the notice of the COE and make necessary corrections in the question paper.
- The cover used for packing the question papers contains the following information :
  - a. Month & year of ESE
  - b. Regular or Arrear subject – with batch and year
  - c. Question paper code, Course Code and Course Title
  - d. Date, session and time of examination
  - e. No. of students registered for the particular course
  - f. No. of copies of question papers packed in the cover.
- The ready to use question papers are cross checked for the date and session written on the QP cover by comparing with the ESE time table (prepared session wise) and then the question papers are sealed and bundled session wise.
- On the day of examinations, the question papers are opened in the presence of the chief superintendent and Chief Coordinator who coordinates the Examinations then distributed to the invigilators.

## **22.2 Question Paper Scrutinizing**

- The scrutinizing experts are expected to possess not less than 10 years of teaching experience in the concerned subject.
- 1-15 Question papers (Maximum of 20) may be given to a single reviewer per day.
- In some cases, the board chairman/senior most Internal staff from the respective department will scrutinize the Question paper in case the external member is not an expert.
- Controller of Examinations on receipt of question papers, checks whether it is in the required format.
- After verifying the question papers, the chief controller and controller of examination give permission to print the question papers in a confidential manner and kept under the custody of the COE.

## **23. Preparation of Hall Tickets**

All those candidates who appear for the examination shall be issued hall tickets only when they produce no due certificates. No candidate will be permitted to appear for semester examination without hall ticket and ID card.

If the Hall ticket is missing at the time of examination, students can give requisition to Controller of Examination. COE office will provide the duplicate Hall ticket after checking the eligibility of the candidate by receiving the prescribed fee.

In case, if the Identity Card is missing, the candidate can get a temporary ID card from the respective departments / office to appear for the examinations.

## **24. Instructions to Hall Superintendents**

- The Hall Superintendents shall report to the Chief Superintendent at least 30 minutes before the commencement of the examination and report to duty.
- The Hall Superintendents shall ascertain the examination Hall assigned to him / her and the number of candidates etc., before leaving for the hall.
- The Hall Superintendents are expected to directly go to the examination hall and shall not engage in any conversation with anybody while keeping the question papers and answer booklet with them.
- The Hall Superintendents shall reach the allotted Hall on time and ensure that the students occupy their seats.
- The candidate will not be allowed to enter the examination hall after 30 minutes of the commencement of the examination.

- Five minutes before the commencement of examination the hall superintendent shall distribute the answer booklet to the candidates. They are not expected to place the answer booklet on the vacant seats.
- Prior to issuing the question papers to the students, the hall superintendent shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and instruct them not to involve in any malpractice but to follow the examination rules scrupulously.
- Candidates shall not possess mobile phone or any other electronic gadgets such as memory chip etc., in the examination hall.
- The Hall Superintendents shall distribute the question papers in time to the candidates seated in the examination hall.
- Candidates shall be allowed to leave the examination hall only after 45 minutes of the commencement of the examinations.
- The Hall Superintendents shall put their original signature on the answer booklets of the students in the space provided. The hall superintendent is expected to verify the identity of the candidate with photo on Hall ticket and College ID Card, entry of the correct register number and other particulars required on the first page of the answer booklet and obtain signature of the candidates on attendance report.
- If any student has not brought his / her Hall ticket the matter shall be brought to the notice of the Chief Superintendent immediately.
- If any candidate is absent the word ABSENT shall be marked in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing course wise, candidates present shall also be submitted to COE.
- No candidate shall be allowed to go out of the examination hall except under extraordinary circumstances.
- The Hall Superintendents are expected to go rounds in the examination hall and be vigilant while students are writing examinations. They shall not engage themselves in conversation with other Hall Superintendents and also shall not be seated while the examination is going on.
- The Hall Superintendents should ensure that, there is no communication among candidates in the examination hall.
- The violations of the instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases.



- At the end of the examination, the Hall superintendent shall collect the answer scripts and shall arrange register number wise and hand over the answer scripts to the Chief Superintendent along with other reports.
- The Hall Superintendents shall be personally held responsible for loss, misplacement of any answer booklet.
- Whenever the members of flying squad makes a surprise visit, the Hall Superintendents shall ensure their identity and allow them to enter the examination hall for surprise check.
- The Hall Superintendents shall not leave the College premises until he/she personally hands over the answer scripts to the Chief Superintendents and return other stationary materials to the COE office.

## **25. Instructions to Candidates**

- Candidates should be present in the examination hall 10 minutes before the commencement of Examination.
- Candidates should carefully note the date, time session and title of the subject from the time table.
- Candidates are not permitted to bring electronic watch with memory, laptop computers, personal systems, paging devices, mobile phones, cameras, recording systems or any other gadgets / device / object that would in the opinion of the invigilator be of unfair assistance to him / her.
- Candidates who are suffering from the infectious diseases will not be admitted into the Examination hall but may be allowed to write the examination in a separate place.
- The candidate shall write his /her registration number only in the space provided in the answer booklet and mentioning the same any other part of the answer booklet will be treated as violation.
- They should read the instructions given on the rear side of the answer booklet before start answering the questions.
- Candidates are forbidden from asking any question / clarifications from the invigilators.
- Candidates are required to bring their own pen, pencil, scale etc., and they shall not borrow from fellow candidates.
- They shall use only blue or black ink while writing the examinations.
- Candidates who have completed the examination shall inform the invigilator before leaving the hall.
- Any candidate found involving into any kind of malpractice will be punished under the existing rules of the college.

## 26. Appointment of Scribe

A candidate seeking the assistance of an amanuensis shall submit an application to the COE through the HOD of the department. He / she will be asked to submit a medical certificate from the Medical officer of the Government not lower than that of a civil assistant surgeon certifying the inability of the candidate to write the examination with her/her own hand. Further, the COE after verification will appoint a scribe.

A scribe appointed must be the candidate who does not belongs to same discipline. In this case, extra time of 30 minutes will be given to complete the examination.

## 27. Malpractice and Punishments

Violation of the rules in any form during the examinations will attract punishment ranging from debarring from writing the particular / whole examination in the semester.

S. No	Nature of Malpractice	Punishment
1.	Appeal by the student in the answer script to show mercy by way of awarding more than deserving marks.	Fine to be imposed
2.	The student writing his / her name in the answer script.	
3.	The student writing his / her registration number / college name in the places other than specified in the answer script.	
4.	Any special marking in the answer script by the student	
5.	The student communicating with the neighbouring student orally or non-verbally: the student causing suspicious movement of his / her body.	
6.	Irrelevant writing by the student in the answer script.	
7.	The student either possessing the question paper of another student or passing his question paper to another student even with the question paper containing no additional writing on it.	
8.	The student possessing cell phone(s) / programmable calculators / any other electronic storage devices NOT containing any material relevant to the examination/subject concerned (whether used or not).	
9.	Copying / allowing other to copy in the examination.	Invalidating the examination of the particular subject written by the student.
10.	The student possessing any incriminating materials (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, hall ticket etc.	Invalidating the examinations of the

11.	The student passing the incriminating materials brought into the examination hall in any medium (hard/soft) to other student(s)	subject concerned.
12.	Vulgar / offensive writings by the student in the answer script.	Invalidating the examinations of the subject concerned.
13.	The student possessing the answer script of another student.	
14.	The student passing his / her answer script to another student.	
15.	The student misbehaving in the examination hall.	
16.	Cases of impersonation	<p>a) If any student is involved in impersonation, he / she will be debarred from current semester examinations.</p> <p>b) The impersonator will be handed over to the police with a complaint to take appropriate action.</p>

The above mentioned punishments, for indulging malpractice, are subject to review and revision any time by a committee constituted for this purpose.

## 28. The Dummy Numbering process

We have introduced a system of assigning dummy numbers to all the answer scripts. The dummy numbering works are done under the direct supervision of the Controller of Examinations. The dummy numbering process is explained below.

- Assigning the dummy numbers to the answer scripts as per the range list provided by the Controller of Examinations.
- Separating the top slips from the answer scripts.
- Scrutinizing the correctness of the above said slips.
- Scrutinizing the correctness of dummy numbering on the answer scripts.
- Bundling the top slips in hundreds and binding them and mentioning the range of dummy numbers on the cover of the top slips. This will be sent to Centre for E-Governance for updating in the software with the original register number and dummy number along with

absentees.

- The dummy numbered answer scripts should be given to the Controller of Examination. This is sent for evaluation.
- The top slip bundles shall be kept in carton boxes and sealed and the same shall be maintained at the Office of the Controller of Examinations.
- The Complete process is closely monitored by the Controller of examinations.

## 29. Evaluation Procedure for Theory Courses

The evaluation procedure as follows:

- The COE adopts the system of Central valuation of the answer scripts by appointing the external examiners / evaluator from reputed institutions.
- For central evaluation work, the following officials will be appointed by the principal.

### Chairman - Central Valuation

The chairman of BOS will be the chairman of Board of valuation. In case the chairman declines the offer, next senior most faculty member shall be nominated as the chairman of the board and conduct the evaluation work.

**Chief Examiners:** Subject wise: The faculty having at least 5 years of teaching experience shall be appointed as Chief Examiner by the Principal/COE.

**Tabulators:** The Controller of Examinations shall appoint Tabulators to check the mark entries and total of marks awarded by the examiner in the central valuation.

- Principal/COE shall appoint senior faculty from reputed institutions as chief Examiner during central valuation if necessity arise.

## 30. Central Evaluation System

- The concerned Chief Examiner of each subject shall convene a pre-evaluation meeting of all the examiners / evaluators associated and provide the scheme, solutions and discuss in details the various aspects of the evaluation process.
- No examiners / evaluator shall leave the evaluation hall without completing the assigned work i.e. completion of evaluation and tabulation of all the answer scripts allotted.
- After evaluation of the answer scripts the examiner shall hand over the answer scripts to the tabulator through the concerned subject Chief Examiner.
- The chief examiner, examiner / evaluator shall sign on the marks column of answer scripts which they have checked in the space provided on the answer scripts.

- The chairman of the board randomly check and puts signature in the answer books and put signature in each OMR sheet after verifying whether the marks entered are properly shaded or not.
- In case of any corrections made, the examiners shall put their signature in the OMR.
- After the completion of valuation, chairman is responsible for collecting the scheme/question paper copies etc., and returns it back to the COE section.

### **31. Result Passing Board**

The Result Passing Board has to meet for passing the results of the examinations. In the meeting, based on the data supplied by COE, the Board will decide whether to give moderation marks or not. In case of moderation, the board should decide the quantum of marks. The minutes of the meeting may be duly signed by the Principal / Chairman, members including university nominee.

#### **31.1 Publication of Results**

After completion of the Result Passing Board Meeting, the results will be consolidated in the examination section and announced to the students through our college website. The statement of marks will be issued within the next 15 days.

#### **31.2 Revaluation of Answer Script**

There is a provision for revaluation for both UG and PG Programme.

- Applications for revaluation for semester end examination are to be submitted within one week (7 days) from the date of notification of the results.
- The request for revaluation must be made in the prescribed application available in the college website. The student has to fill in the prescribed application and submit to the COE along with the required fees.
- If a student secures higher than the earlier marks after the revaluation, new marks will be considered, otherwise, the previous marks will be retained. However, if the new mark is higher but not sufficient to get pass, the old mark will be retained.
- The difference between first valuation mark and second valuation is exceeding 15 %, the concerned paper will be evaluated 3<sup>rd</sup> time by another examiner. Finally the average of 2<sup>nd</sup> and 3<sup>rd</sup> valued marks will be considered irrespective of the difference in the marks. However, if the marks secured before revaluation is higher than second and third the old mark will be retained and awarded.

### **31.3 Re-totalling of Answer Script**

- Re-totalling shall be permitted only for theory papers.
- The students have to apply for Re-totalling within 7 days from the date of publication of results with the prescribed fee.
- If marks obtained in Re-totalling is higher than the previous marks, the highest mark will be considered and awarded. In such case, the student has to return the old mark statement for obtaining the new mark statement from the COE.

### **31.4 Photocopy of the valued answer booklet**

- Students can apply for photocopy of the answer scripts only for theory papers.
- Students can get the photocopy of their answer scripts within 4 days from the date of result publication after the payment of prescribed fee. Photocopy of the Answer scripts will be issued on receipt of the same.
- The student can consult the subject teacher and the HOD about his/her performance in the examinations to decide whether to apply for revaluation or not.
- Further, if the candidate decides to apply for revaluation, he/she can do so within 4 days.

### **31.5 Guidelines for improvement**

- Candidates can apply for improvement of the marks awarded in the course, already cleared in his/her first attempt, shall reappear within the period of two subsequent semesters.
- The improved marks shall be considered only for classification and not for ranking / medals.
- If the improved marks are lesser than the previous marks, old mark will be retained.

## **32. Supplementary Examinations**

Only final year students can write the Supplementary examinations (SE) at the end of June / July and that to for only one paper as arrear during the three years / two years period of study for UG and PG respectively. In case, the candidate is absent for project viva-voce Examinations due to genuine reason, he/she will be permitted to attend supplementary viva-voce examination as a special case.

## **33. Re-joining and Transfer candidates -Regulations**

For the transfer candidates from various other colleges, a separate form will be issued to the concerned department through COE section. The department heads, with the support of the senior staff of their department, fill the form by comparing the original mark statements (till the last semester which he/she received from the previous college) received from the candidate subject wise and if the particular syllabus covers not less than 70%, it can be certified as equivalent. The department shall also certify whether the particular subject is exempted or not in the prescribed

form. The completed form shall be signed by the concerned HOD, tutor and countersigned by the Principal and submitted to the COE section with the supporting documents.

- The Transfer / Re-Joining candidates are eligible for obtaining first class but not eligible for obtaining first class with distinction.
- The transfer/re-joining or lateral entry candidates are not eligible for applying for consolidated mark statement.
- In case of transfer candidates, the calculation of credits for subjects (which they have passed in the previous college) will be done on the basis of credits in our college.
- Similarly the lateral entry candidates are fully exempted from the 1<sup>st</sup> year subjects and therefore, the minimum credits to earn a degree will be taken as 90 credits.

#### **Diploma/Certificate programme**

The scheme of Examinations and regulations for all the Diploma courses shall be same as under regulations and scheme of Examinations followed for UG programme.

#### **34. Sending Results to University**

- A list of students who are qualified for the degree is prepared.
- A soft copy of the result is also submitted in the form of MS Access database.
- A bound book of results, compact disk containing MS Access database and a Demand Draft (fee for provisional certificates) are submitted to the University.
- University acknowledges the submitted documents and issues the provisional certificates to the college.
- The details of the provisional certificates issued by the University are entered in the COE office register and handed over to Principal's office for distribution to the students.

#### **35. Duplicate Mark Statement/Consolidated Mark Statement**

Due to loss of certificates, the students can apply for duplicate mark statement and consolidate mark statement whichever is required by submitting an application form with the required fees to the COE through HODs. While applying for the same, the student has to enclose a FIR copy obtained from the station house officer (SHO) of the police station / Notary public stating that the said certificate is lost. The COE will issue the duplicate certificate after verifying the necessary documents within a period of three days.

### **36. Passing Minimum**

- The end semester examination for theory courses will be conducted for 75% marks for all UG & PG degree programmes. From the academic year 2019-20, the end semester examination for theory courses for both UG & PG course will be conducted for 70%marks.
- The end semester examination for Practical courses will be conducted for 60% marks for all UG & PG degree programmes. There is no change in the ESE marks from the academic year 2019-20.
- The Passing Minimum for UG is 40% and PG is 50% and breaks up as below.
- For UG 35% in External Examinations and 40% in Total
- For PG 50% in External Examinations and 50% in Total. No Minimum Marks for CIA Examinations of UG & PG Programme.

### **37. Grading Terminologies: SGPA and CGPA**

Grade is a score assigned to the percentage of the marks awarded in a course which is done to enhance the quality and mobility of the students within College. .

- Semester Grade Point Average (SGPA) refers to the ratio of the total credit points earned by the student in all the semesters of a single course to the total number of credits assigned to the course of all the semesters.
- Cumulative Grade Point Average (CGPA) is the ratio of the total credit points earned by the student in all the semesters to the total number of credits assigned to the course of all the semesters.

### **38. Grading Process**

Once the marks of the CIA and end-semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below:



**Conversion of Marks and Grade Points and Letter Grade:**

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DISCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	A <sup>+</sup>	Excellent
70-79	7.0-7.9	A	Very Good
60-69	6.0-6.9	B <sup>+</sup>	Good
50-59	5.0-5.9	B	Above Average
41-49	4.1-4.9	C	Average
40	4.0	D	Satisfactory
0-39	0.0	R	Re-Appear
ABSENT	0.0	ABS	Absent

**For a Semester:**

**SEMESTER GRADE POINT AVERAGE [SGPA]**

Sum of the multiplication of grade points by the credits of the subjects

SGPA= -----

Sum of the credits of the subjects in a Semester

$$\sum C_i G_i / \sum C_i$$

**For the Entire Semester:**

**CUMULATIVE GRADE POINT AVERAGE [CGPA]**

Sum of the multiplication of grade points by the credits of the entire subjects

CGPA= -----

Sum of the credits of the subjects in entire Semester

$$\sum_n \sum_i C_{ni} G_{ni} / \sum_n \sum_i C_{ni}$$

C<sub>i</sub> – Credits earned for subjects i in any semester

G<sub>i</sub> – Grade Points obtained for course i in any semester

n-The Semester in which such subjects were credited.

### 39. Classification of Successful Candidates

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows for Part I or Part II or Part III:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.0 and above but below 10.0	O	First Class-Exemplary*
7.5 and above but below 9.0	A <sup>+</sup>	First Class with distinction*
6.0 and above but below 7.5	A	First Class
5.0 and above but below 6.0	B	Second Class
4.0 and above but below 5.0	C <sup>#</sup>	Third Class

\* The Candidate who have passed in the first appearance and within prescribed semester of the Programme (Major, Allied and Elective Courses alone) are eligible.

# Only applicable to UG Programme

**For a Semester:**

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum C_i G_i}{\sum C_i}$$

Sum of the multiplication of grade points by the credits of the Courses

$$\text{SGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the Courses}}{\text{Sum of the credits of the courses in a Semester}}$$

Sum of the credits of the courses in a Semester

**For the Entire Programme:**

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

Sum of the multiplication of grade points by the credits of the entire subjects

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire subjects}}{\text{Sum of the credits of the subjects in entire Semester}}$$

Sum of the credits of the subjects in entire Semester

$C_i$  – Credits earned for subjects  $i$  in any semester

$G_i$  – Grade Points obtained for course  $i$  in any semester

$n$  – The Semester in which such courses were credited.

#### **40. Grievance Cell**

- A separate grievance cell is formed to address the examinations related grievances put forth by the students. The cell will meet twice in a year to sort out the grievances of students. The grievances are addressed to the COE.
- The queries related to questions which are out of syllabus will be discussed with the respective board chairman and solved at the time of valuation.
- All the grievances of the students which could not be settled in the routine process should be referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents
- Ensures that the grievances are resolved on time impartially and confidentially
- The queries related to results, corrections in mark sheets, other issues related to the post examination matters will be discussed and the recommendations of the committee will be implemented in the forthcoming examinations.

The grievance cell consists of the following:

- The Principal is the chairman of the Grievance cell.
- COE as the Co-coordinator of the cell
- The Examination committee members are the members of the Cell.