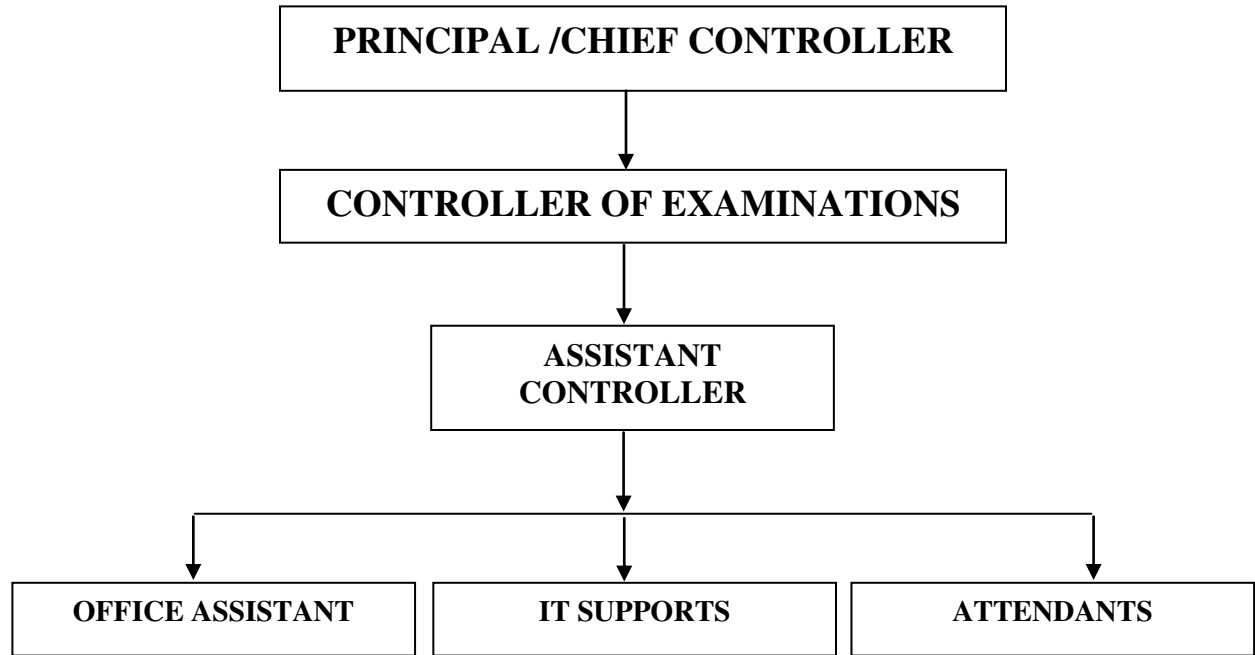


I. STRUCTURE OF CONTROLLER OF EXAMINATION SECTION



Apart from the COE section, a separate examination committee has been formed comprising of HOD's, senior faculties of our college with strength of minimum 5 members to coordinate at the time of End Semester theory examinations.

1.1 AUTONOMOUS EXAMINATION SYSTEM

As per the directions given by the Director of Collegiate Education all the Arts and Science Colleges in Tamilnadu will adopt the Choice Based Credit system (CBCS), from the Academic year 2018 - 2019. The salient features of the newly introduced CBCS pattern is as follows :

The student can choose the course from the available courses offered in that particular branch

UG programmes are conducted with the total of 140 credits

PG Programmes (except MCA) are conducted with a total of 90 credits

MCA programmes is conducted with a total of 140 credits.

In case of lateral entry credit will be 90.

1.2 OUTCOME BASED EDUCATION

Outcome based education (OBE) is considered as a giant leap forward to improve quality education in India and help students to complete their global counter parts. OBE is a student centred instruction model that focuses on measuring student performance through outcomes. Outcomes include knowledge, skills and attitudes. Its focus remains on evaluation of outcomes of the program stating the knowledge skills and behaviour a graduate is expected to attain upon completion of a programme and after 3 to 5 years of graduation in the OBE model, the required knowledge and skill sets for a particular degree is pre determined and the students are evaluated for all the required parameter of concern during the course of the programme.

1.3 PATTERN OF EXAMINATIONS

The college follows semester pattern. Each academic year consists of 2 semesters and each semester end with End Semester Examinations. A student should have a minimum of 75% attendance out of 90 working days to become eligible to sit for the examinations.

1.4 COMMITTEES RELATED TO COE

BOARD OF STUDIES

a) CONSTITUTING THE BOARDS OF STUDIES (BOS)

The members of each BOS are constituted under the scheme of autonomy through the following process :

1. The head of the Department and the members of teaching staff of each department are the permanent members of the respective BOS.
2. The HOD is the chairman of the respective BOS.
3. The other members (university nominees, outside experts and alumnus) of each BOS are selected through the following process :
 - a. A panel of outside members is prepared and recommended by each of the head of the departments for selection and inclusion in the respective board of studies.
 - b. The Chairman, Academic council shortlists and finalizes a five member panel from the recommended list and forwards the same to the Bharathiar University for further selection and approval of one university nominee for each department.
 - c. Two outside experts and an alumnus are also selected and finalized by the Chairman, for each department from the recommended list.
 - d. The selected members of the BOS are intimated through a letter of appointment by the Chairman, seeking their acceptance to be a member of the respective BOS.
 - e. The outside members of each BOS are reconstituted once in every two academic years.

b) ORGANISING THE *BOS*

1. The BOS meeting is organized mostly once in an academic year preferably between February and March.
2. The date and agenda of BOS meeting are intimated to the outside members of the BOS atleast 15 days before the date of meeting.
3. The prepared scheme and syllabus of UG and PG courses are also to the members in advance to facilitate effective discussion on the day of BOS meeting.
4. TA and DA are provided as per the university norms to the university nominees, outside experts and alumnus of BOS along with boarding facilities

c)RESPONSIBILITIES / FUNCTIONS OF *BOS*

1. The members of BOS of each department meet on the day of meeting at the department and discuss the subject of agenda.
2. The BOS frames / modifies / revises / updates the scheme and syllabi of UG and PG appropriately as per the agenda and that may be applicable to the subsequent academic year.
3. The BOS resolves to pass the prepared scheme and syllabi for further consideration and recommendation to the standing committee of the Academic Council.
4. A copy of the minutes of the BOS along with scheme and syllabi are submitted at the COE section.

ACADEMIC COUNCIL

a) Constituting the Academic Committee:

The members of the Academic Council of the institution are constituted under the scheme of autonomy through the following process:

- The Principal, head of the institution, is the Chairman of the Academic Council.
- The head of each department and the Controller of Examinations are the members of the Academic Council.
- The other members (university nominees, out side experts, etc) of Academic Council are selected through the following process.

- ⊗ Four outside experts are selected and appointed by the chairman of the Governing Council of the institution.

- ⊗ In addition to the senior members, senior faculty members of the institution are also appointed [as teacher members and observers] by the chairman of the Governing Council of the institution.

- ⊗ On request, Three University nominees, are appointed by the Bharathiar University.

The members (outside experts, university nominees, senior members, teacher members and observers) are reconstituted by the chairman of the Governing Council once in every two academic years.

b) Organizing the Academic Council meeting

- The meeting of the Academic Council is organized once in a year mostly during March / April after the Board of Studies meeting.
- The date and agenda of Academic Council meeting are intimated to the outside members of the Academic Council atleast one month before the date of meeting.
- All the necessary documents are made ready for the academic council meeting.
- As per the college norms, TA and DA are provided to the university nominees and outside experts of the Academic Council along with boarding facilities.

c) Responsibilities / Functions of the Academic Council

- The members of the Academic Council meet and discuss as per the items of agenda on the day of meeting.
- Each member (head of the department) who represents the department presents the members of the Academic Council the recommended scheme and syllabi.
- The regulations, syllabi and scheme of examinations that are passed by the BOS, scrutinized and recommended by the Standing Committee of the Academic Council are approved / ratified by the Academic Council after appropriate changed / modifications wherever necessary.
- The Minutes of the Academic Council is recorded.
- A copy of the scheme and syllabi carrying necessary changes / modifications as recommended by the Academic Council is submitted by each department at the COE section.
- A copy of the syllabus and scheme approved by the Academic Council is forwarded to the respective departments.

EQUIVALENCE COMMITTEE (CDC CELL)

a) CONSTITUTING THE EQUIVALENCE COMMITTEE

Equivalence committee is constituted under the scheme of autonomy through the following process :

- The Principal is the chairman of the equivalence committee.
- The head of the departments are the members of the equivalence committee.

b) ORGANIZING THE EQUIVALENCE COMMITTEE:

- The equivalence committee is organized mostly once in a semester whenever the subjects are to be equivated for readmission / transfer / lateral entry students.
- With the meeting notice, the mark sheets, syllabus and scheme previously studied by the students who are readmitted through lateral entry are supplied to the members of the equivalence committee well in advance.
- The head of the departments are the members of the equivalence committee.

c) RESPONSIBILITIES / FUNCTIONS OF EQUIVALENCE COMMITTEE :

- The members of the equivalence committee meet on the day of meeting at the Principal's room.
- The members discuss and compare between the previous and present scheme and syllabi for the student concerned and decide and approve the subjects to be studied additionally / subjects exempted from appearing in the present scheme.
- The minutes of the meeting is prepared by the members and is sent to COE section. The students are informed accordingly.
- The TEE marks of the additional subjects are converted to 100 marks in case of transferred and readmitted students.
- The students under the category readmission / transferred and lateral entry are not eligible for ranking.

1.4(a) DUTIES OF CONTROLLER OF EXAMINATION

- I. Controller of Examination is responsible for the conduct of Practical/Theory End Semester Examinations.
- II. The Controller of Examination is special invitee in the meeting of the Academic Council.
- III. The Controller of Examination shall perform such other functions as prescribed by the Ordinance approved by the Board of Management.
- IV. Issue of Data sheets, OMR for conducting theory as well as practical examinations based on academic calendar.
- V. Co-ordination of examination work with different committees.
- VI. Declaration of results for various courses.
- VII. Co-ordination of paper setting work.
- VIII. Framing of financial norms for examination related matters.

1.4 (b) DUTIES OF CONTROLLER OF EXAMINATION SECTION - REGARDING SEMESTER ACTIVITIES

1. The approved syllabus and scheme of each semester are sent to the departments for cross verification during the commencement of each semester.
2. The Head of the Department approves and forwards the same to the COE section.
3. A model question paper is obtained for each subject from the faculty who handles the same.
4. The stock of stationeries (answer sheet, exam applications, hall tickets, QP setting, main sheet, additional sheet and covers required for QP setting / QP packing and covers for conducting examinations, etc.) taken and additional stock required for each semester is calculated and an order of purchase is made.
5. Preparation of the arrear list of the previous semester candidates.
6. The master record, ESE subject code list is prepared based on the arrear list and the respective semester subjects for each student and the total number of papers to be cleared by the student is obtained.
7. Based on the ESE subject code list, the semester ESE fees to be paid by each student, timetable and other exam related documents are prepared.
8. Preparation of the exam application form.

9. A list containing fees details to be paid by each student is also prepared and forwarded along with the exam application forms to the class tutor and are issued to the students.
10. The tutors are asked to co-ordinate with the students as to enable students to fill up their examination application forms and in making them to pay exam fees.
11. The filled in ESE application forms received from the students are scrutinized.
12. The End Semester Examination theory timetable is prepared for regular and arrear subjects and issued to the students through the head of the department mostly during in the months of October and March for odd and even semesters respectively.
13. The timetable is also displayed in the college notice board and uploaded in the institution website.
14. The hall tickets are prepared for the students who have paid their ESE fees and are sent to the Principal's office.
15. The CIA mark forms/OMR are prepared and sent to the departments well in advance and the filled in CA mark forms/OMR are submitted back at the COE section after model examinations.
16. The Principal's office/COE issues the hall tickets to the eligible students.
17. The list of eligible students / Proforma (I to IX) (like attendance percentage) for the End Semester Examinations is received from the Principal's office and term end Examinations are conducted.

1.4 (c) WORK SCHEDULE OF VARIOUS ACTIVITIES BY COE SECTION

PARTICULAR	ODD SEMESTER	EVEN SEMESTER
Examination application issuing date	2 nd week of Sep.	2 nd week of Feb.
Practical Examination schedule starts..	2 nd week of Oct.	2 nd week of Mar.
Question paper scrutinizing work	2 nd week of Oct.	2 nd week of Mar.
Issue of Hall Tickets	Last week of Oct	Last week of Mar.
Theory Examination schedule	Ist week of Nov.	Ist week of Apr.
Valuation schedule	3 rd week of Nov.	3 rd week of April
Publication of results	End of Nov.	End of April

(The following activities with the mentioned time durations will be considered only after getting the supporting documents with prescribed fee)

S.No	Particulars	Time duration
1	Duration for getting Genuine certificate	2 hrs
2	Course completion certificate mentioning without arrear	2 hrs
3	CGPA conversion certificate	1 day
4	Transcription Statement	1 day
5	Publication of result	with in 3 days after the end of valuation
6	Revaluation duration	within 10 day after the publication of results
7	Supplementary examination (Only for final years)	With 10 days after the publication of revaluation results
8	Special Supplementary examination(Only for final years)	10 days after the publication of supplementary examination.
9	Duplicate mark statement	2days
10	Mark Statement	15 days after publication of results
11	Consolidate Statement	10 days after getting Mark Statement
12	Corrections in the Mark statement	1 day
13	*For Mark Statement and Consolidate statements, students can apply Tatkal scheme depends on their emergency	1 day

* If any candidate needs mark statement, consolidate statement prired to the to the fixed duration, can write a letter to COE with proper supporting document for the emergency. He/she can get the immediately after the payment

1.5 EVALUATION SYSTEM

Students are evaluated by the continuous internal assessment system under the semester examination conducted by the college at the end of the semester under autonomy.

Marks for internal assessment is computed based on the marks secured by the students in CIA I and CIA II., Model examination and assignment/ seminar, following the norms stipulated by the Bharathiar University or the college. The total marks scored in CIA and semester examinations put together gives the marks scored by the student in that examination.

The CIA I, CIA II and Model Exam Question paper pattern as followed by the mark split up for internal examination for UG and PG Courses.

The Mark split up formate is enclosed in annexure.

1.6 ATTENDANCE ELIGIBILITY CRITERIA

Students will be allowed to appear for the end semester examinations at the end of a semester only, if

- i) He/she puts in atleast 75% of attendance.
- ii) He/She shows satisfactory progress in studies in all the tests and examinations conducted by the college /department marks in them.
- iii) His/her conduct in the college during the semester had been satisfactory.

1.7 SHORTAGE OF ATTENDANCE

The following regulations of the Bharathiar university will be followed for condonation and detention under autonomy.

Candidates who earn 75% of attendance and above in the current semester are eligible to write the examinations both arrears and regular subjects.

Candidates who earn attendance between 65% and 74% both included in the current semester are eligible to appear for the examinations if the shortage of the attendance is condoned by the principal after the candidate paying the condonation fee prescribed in the current semester subjects.

Candidates who earn between 50% and 64% both included in the current semester are not eligible to write examination in the current semester, but they are permitted to continue their studies in the next semester provided if is the first time that the candidate has earned attendance between 50% and 64%, otherwise the candidates have to discontinue the course and rejoin the same semester in the next year with proper approval of the Principal. However these candidates are eligible to write the arrears if any.

Candidates who earn attendance below 50% are not eligible to write examination in the current semester subjects and also have to discontinue the course and rejoin in the same semester in the next year with proper approval of the principal. However these candidates are eligible to write the arrear subjects if any.

Candidates who earn between 50% and 64% in the previous semester and earned combined attendance of 75% or more by taking the average of the attendance earned in the current and previous semesters are eligible to write previous semester subjects along with the current semester subjects.

A separate proforma numbers from I to IX will be prepared by the class tutors, approved by the HOD's and finally it should be submitted to the principal. This routine is regular for each and every semester. The principal forwarded the same to the COE section for preparing the eligible list of candidate for the End semester theory/practical examinations. Proforma formate I to IX will be enclosed in annexure.

1.8 END SEMESTER EXAMINATIONS

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 Passing Minimum for UG is 40% and PG is 50% and break 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 Internal Exam.

The external theory examinations will be conducted only after the completion of 90 working days in each semester. Normally the external practical examinations will be conducted before the commencement of the theory examination under exceptional condition, these examinations may be conducted after theory examinations or over. The external evaluation will be 60 % marks of each practical courses.

The external viva-voce examination/project work also will be conducted after the completion of lab practical examinations. The external assessment is for 60% marks of the project work/internship.

1.9 CRITERIA FOR PASSING AND CLASSIFICATION

In order to get through the examination, each student has to appear for CIA and end semester examination. There is no minimum marks fixed for 2 internal assessment tests and 1 model examination, for the external examination minimum marks fixed is 40% for UG programme and 50% for PG programme. However for those papers that are assessed internally there is minimum passing percentage. Normally the ratio between internal and external mark is 25:75 for theory papers and 40:60 for practical papers. There is no passing minimum for internal component.

From the academic year 2019-20 onwards for both UG & PG courses, the internal and external marks ratio is fixed as 30:70. If the candidate is absent in the internal marks, his/her total mark column in the mark statement should be reflects as absent. Result column in the mark sheet will also be reflects as absent for both theory and practical subjects.

1.10 NO DUES CERTIFICATE

All Final semester candidates who appear for the examination shall obtain no dues certificate from the department, Hostel, Library, Fee counter, Physical director and laboratory concerned before getting the Hall Ticket.

1.11 HALL TICKETS

All those candidates who appear for the examination shall be issued hall tickets only when they produce no due certificates from the various offices as mentioned above. No candidate will be permitted to appear for semester examination with out hall ticket and ID card.

If the Hall ticket is missed at the time of exam, students can give requisition to Controller of Examination. COE Section 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 get the tempervary ID card from the respective departments.

Specimen Hall Ticket enclosed in Annexure.

1.12 FOR TRANSFERRED CANDIDATES:

For the transferred candidates from various other colleges, a separate form is 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 exceeds more than 80% equivalent from our college syllabus, give equivalent and exemption remark for that particular paper. Otherwise put not exempted remark in the column prescribed for the particular subject. The completed form will be signed by the concerned HOD, tutor, get countersigned by the Principal and submitted to the COE section with the supporting documents. But if a candidate whether he/she is transferred/regular candidate which he/she completed the course from our institution (UG or PG) he/she should earn atleast minimum of 140 credits for UG & 90 credits for PG.

The Transferred candidates are eligible for first class with distinction in case of without arrears in previous and present college. They will not be provided distinction in their marksheet.

The transferred or lateral entry candidates are not eligible for consolidated mark statement.

If they are exempted for the papers studied in the previous college, our college credits of the exempted papers will be taken rather than the previous college credit.

Similarly the lateral entry candidates are fully exempted from the I st year papers. Their minimum credits will be considered as 90.

The lateral entry candidates are not eligible to receive consolidated mark sheet.

1.13 DIPLOMA CANDIDATES:

The scheme of Examinations and regulations for all the Diploma courses shall be same as under graduate regulations and scheme of Examinations pattern.