



IV.CENTRAL VALUATION RULES

4.1 EVALUATION PROCEDURE FOR THEORY COURSES

The evaluation procedure shall be as follows:

- a) The Institute shall adopt the system of Central evaluation of the answer scripts by appointing the external examiners / evaluator from reputed institutions.
- b) The following officials for central evaluation system will be appointed by the principal.

Chairman - Central Evaluation

The respective board chairman can act as a chairman for evaluation. In case the chairman declines the offer, next senior most faculty member at professor / Associate Professor level with minimum 10 years of experience shall be nominated as the incharge of the central valuation on rotation basis and will be responsible for conduct of the evaluation of the end semester answer scripts.

Chief Examiners : Subject wise : Any faculty having at least 5 years of total teaching experience and taught the subject concerned at least for three times shall be appointed as Chief Examiner by the Principal/Controller.

Scrutinizers / Tabulators : The Controller of Examinations shall nominate Scrutinizers / Tabulators to scrutiny the answer scripts and tabulation of award list. Scrutinizers / Tabulators may be the faculty from other disciplines to ensure the proper correction and tabulation of marks.

- c) Principal/COE has rights to appoint senior most (Govt/Aided staff) external Examiners from other colleges as a Chief Examiner in some rare situations.

4.2 WORKING MODEL FOR THE CENTRAL EVALUATION SYSTEM

- i) 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.

- ii) 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.
- iii) The spot chairman/ Chief Examiner shall issue two bundles of answer books in a day each containing 25 scripts to the evaluator.
- iv) To ensure uniformity in marking, a given question (or a set of questions) shall be evaluated by a single examiner for all the students registered in the course.
- v) After evaluation of each bundle the answer books along with the award list shall be handed over to the Scrutinizer / Tabulator by the concerned subject Chief Examiner.
- vi) The chief examiner, examiner / evaluator and scrutinizer shall sign on the marks gally of answer books which they have checked / evaluated and scrutinized in the space provided on the answer books.
- vii) The chairman of the board randomly check and put signature in the answer books and put signature in each OMR sheet after verifying the marks entered are properly shaded or not.
- viii) The Chief examiner / Scrutinizer should ask the examiners to readout the register number and respective marks entered in the OMR and check the marks entered in OMR and the shading is proper.
- ix) In case of any corrections made, ask the examiners to put initial in OMR.
- x) At the completion of valuation chairman is responsible to collect all issued scheme/question paper copies and return it back to the COE section.
- xi) Before vacating the evaluation hall, the chairman/chief examiner should carefully check if any of the examination materials (OMR sheet/answer books/stationery/question papers/scheme/etc..) found and return it back to COE section staff.

4.3 RESULT PUBLICATION POST DUTIES

a) PASSING BOARD COMMITTEE

CONSTITUTING THE EXAMINATION COMMITTEE:

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

- ⊗ The Principal is the chairman of the examination committee.
- ⊗ One university nominee of the Academic council selected by the Chairman of the Academic Council is the outside expert of the examination committee.
- ⊗ Senior members, the head of the departments and the controller of examinations are the members of the examination committee.
- ⊗ The outside expert of the examination committee is reconstituted once in every two academic years.

ORGANIZING THE EXAMINATION COMMITTEE MEETING:

- ⊗ The examination committee is organized to pass the results of UG, PG and Diploma courses.
- ⊗ The date of examination committee meeting is informed well in advance to the members of the examination committee.

RESPONSIBILITIES / FUNCTIONS OF EXAMINATION COMMITTEE:

- ⊗ The consolidated mark register of each course, original mark statements of valuation, failed students list etc. are submitted before the members of the committee.
- ⊗ The collected documents (the confession letter by the student, a letter of report by the concerned invigilator, manuscripts / photo copied answer contents recovered from the

students at the time of malpractice etc.) in malpractice cases are also submitted for consideration and decision to the members of the committee.

- ☼ The committee scrutinizes the tabulated marks of UG / PG / Dip and passes the results. It also considers for the awards of moderation, if necessary.
- ☼ The resolutions of the examination committee meeting are recorded.
- ☼ The decision recommended by the members of examination committee is followed in both malpractice cases and moderation of marks.

SENDING RESULTS TO BHARATHIAR UNIVERSITY:

- ☼ A list of students who qualified for the degree is prepared using a standard University Annexure- I (UG), Annexure- II (PG) and Annexure- III (Diploma).
- ☼ A soft copy of the result is also submitted in the form of Foxpro database.
- ☼ A bound book of results, compact disk containing Foxpro database and a Demand Draft (fee for provisional certificates) are submitted to the Bharathiar University.
- ☼ The Bharathiar University acknowledges the submitted documents and issues the provisional certificates within a month.
- ☼ The details of the provisional certificates issued by the University are entered in the office register and issued to students from Principal's office.

b) REVALUATION PROCEDURE

There is a provision for revaluation for failed or passed subjects provided she / he fulfills the following norms for revaluation.

- a. Applications for revaluation for semester end examination are to be submitted within one week from the date of notification of the results / issue of marks card.
- b. The candidate should have attended the internal examination(s) as well as end semester examination for the course applied for revaluation.
- c. The request for revaluation must be made in the prescribed format along with the revaluation fee.
- d. If a student secures more than the earlier marks (in case of pass mark) after the revaluation, new marks will be considered, otherwise, the previous marks will retain.

- e. In case the difference of the new marks will be more than 12 (15% out of 75) from the previous, the paper will be evaluated 3rd time by a different examiner. Finally the average nearest marks will be considered.
- f. The candidates who are involved and booked in Malpractices, are not eligible to apply revaluation for the current semester.
- g. Revaluation will be done by a new examiner with the same scheme of valuation (if any).
- h. If the revaluation marks are less than the first valuation marks (in case of failures), the maximum marks will be considered.

c) PUBLICATION OF RESULT AND APPEALS

The results for each semester will be published on or before the expiry of 15 days from the last examination held. The results will be displayed in the college website and the results will be sent to the concerned department on same day. The statement of marks will be issued within the next 10 days.

d) SUPPLEMENTARY EXAMINATIONS

Students can write the Supplementary examinations (SE) during May/June. Those who have arrears in the last semester are eligible for writing supplementary examinations for both UG & PG. In case if the candidate were absent for all regular papers in the last semester can also eligible to write the supplementary examinations, only if he/she have paid for regular examinations. Otherwise he/she cannot write the SE.

In case, the candidate were absent for project viva-voice Examinations in a general reasons, as a special case he/she will be permitted to attend supplementary viva-voice exam if he/she resubmit the project report.

e) SPECIAL SUPPLEMENTARY EXAMINATIONS

For the (SSE) special supplementary examinations, those who have only one arrear up to forth/sixth semester for PG&UG are eligible to write SSE .

For the SE & SSE Examinations, only the failer/absentness candidate are eligible. Improvement candidates are not eligible for SE& SSE Examinations.