

RULES AND REGULATIONS OF EXAMINATIONS (REVISED)

2017 - 2018



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
ARUL ANANDAR COLLEGE (AUTONOMOUS)
(Affiliated to Madurai Kamaraj University)
(NAAC Re-accredited at 'A' Grade with a CGPA of 3.66)
KARUMATHUR - 625 514
MADURAI DISTRICT**

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Rev. Dr. S. Basil Xavier, S.J.,
Principal

Arul Anandar College (Autonomous)
Ananda Nagar, Karumathur - 625 514
Madurai District



FOREWORD

An autonomous college is fully aware of the following entrusted responsibilities:

- a. to frame its curriculum;
- b. to adopt teaching methods; and
- c. to exercise evaluation procedures.

In a digitalized world, we are encountering radical and swift changes in many spheres of life, especially in the educational forums. In order to cope with the current scenario, Arul Anandar College is consistently introducing innovative reforms in the Examination pattern and the Evaluation process ensuring objectivity, validity and confidentiality. In the process of progress, the college has endeavoured to enhance the existing system of examination for the benefits of all the stakeholders.

In a booklet of this size, it is not possible to explain all the initiatives undertaken in the three areas of autonomy. However, a modest attempt is made to bring out the Rules, Regulations and Procedures related to examinations approved and adopted in Arul Anandar College. I appreciate all those who worked painstakingly to bring out this booklet.

At this juncture, I place on record my sincere acknowledgement and appreciation to all the former Controllers of Examinations, especially Dr. K. S. Joseph Wilson for his valuable contributions and also my special thanks to Rev. Fr. Dr. A. Leonard, S.J., who had meticulously helped in preparing the Rules, Regulations and Procedures of Examination in a booklet form. I take this opportunity to congratulate Dr.A.Sundararaj, the present Controller of Examinations, for completing and bringing out this booklet and for his assiduous efforts in introducing a credible, innovative, value-based and student-friendly Examinations system.

A handwritten signature in blue ink, which appears to read 'Basil Xavier, S.J.'.

Rev. Dr Basil Xavier, S.J.,
Principal

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The Controller of Examinations (CoE) assists the Arul Anandar College (AAC) Jesuit administration in performing all Examination-related responsibilities. Internal (**Continuous Internal Assessment - CIA**) and the External (**Summative Examinations - SEs**). His responsibilities are carrying out in three phases: A. FIRST PHASE OF EXAMINATIONS; B. SECOND PHASE OF EXAMINATIONS and C. THIRD PHASE OF EXAMINATIONS.

A. FIRST PHASE OF EXAMINATIONS

RESPONSIBILITIES BEFORE CIAs & SEs

I.GATHERING BASIC DOCUMENTS

a. The Syllabus

Every Department distributes its entire syllabus to be followed to each student and it is also posted and made available in the college website. The HoDs are to ensure that the course-teacher(s) at the department has to effectively administer in a semester to its students only and fully this approved syllabus for course. These courses are referred in the Mark-Sheet issued to the students respectively at the end of each semester and on his/her fulfilling all the conditions involving the two types of assessment (the CIAs and SEs) of every course which S/he has registered to majoring in a subject.

The CoE sends a letter to the Dean-Academic as soon as the meeting of the Academic Council of an academic year gets over, for getting **two** copies of the syllabus (semester-wise, department-wise and course-wise) duly approved to be implemented from the ensuing academic year. The CoE keeps one copy at the OCE and hands over the second copy to the Chief Superintendent of Examinations (CSE).

Note:

1. Arul Anandar College recognizes only this approved syllabus for all communications relating to the examinations.
2. This syllabus is valid for a maximum period of 10 semesters only from the date of its introduction for instructional purpose and further it will be valid for another 6 semesters for examination purpose.
3. UG and PG courses are administered respectively in SIX and FOUR semesters. They are presented initially at the Meeting of the Board of Studies of a Department concerned and approved subsequently at the Meeting of the Academic Council of the College. A course has its Title, Objectives, study materials arranged in **five** fairly spread-out units, the contact hours involved and the credits assigned, the books for reference and study. AAC adopts the Course Code System framed in 2015-2016.

b. List of Course-Teachers

Prior to the Commencement of every semester, the CoE contacts all the Heads of the Departments to collect the List of Course-teachers handling the courses in the department. The Course-teacher carries out all the CIA-work related to the courses that S/he handles.

c. List of Students, Course-wise and Year-wise

A month before the commencement of the CIA of each semester, the CoE sends a letter to Principal to collect the following:

- List of Students: Department-wise.
- List of Students: Part I: Language-wise.
- List of Students: Part II: English – Stream-wise.
- List of Students: Part III: Core and Allied.
- List of Students: Part IV: Foundation Courses - Religion-wise and NME, and Skill-Based Elective -Course/Year –wise.
- List of Students: Part V: Bridge Course and Extension - Group-wise.
- List of Eligible Registered students - Self Learning Courses and Career Oriented Courses (COCs).

The number of Lists to be obtained from the Principal and Chairman depends on the nature of the examinations to be held. These Lists are required for the CoE to initiate the examination-procedures.

II. EXAMINATION PATTERN

Arul Anandar College, under autonomy, conducts two types of Assessment:

- a. Continuous Internal Assessment ('CIAs')/ Formative Examinations and
- b. Semester Examinations ('SEs') / Summative Examinations

Centrally-Organised Tests – CIA I & II

- Under CIA, students must write two centrally-organised tests in a Semester and the Department-arranged second component tests for each course.
- The Office of the CSE conducts these tests guided and supported by the OCE.
- The college announces the dates and the duration for the tests; each UG test is for **90** minutes and PG & MPhil test is for **120** minutes.
- CIA – I is conducted after the first 40 working days in a semester and CIA – II is conducted at the end of the consecutive 40 working days of the same semester.
- 15 days prior to the commencement of CIA – I and II, the CoE directs the HoDs through a letter, to contact the course-teachers in their respective Departments to set the question papers on at least two units of the syllabus of the courses handled by them as per the pattern approved and practiced.
- All the five units of a course must be included in both the tests. Seven working days prior to the commencement of the tests, the course-teacher must forward the question papers to the OCE through the HoD for facilitating the preparation of the required number of copies of the same.
- Fifteen days prior to the commencement of the CIA I and II, the CoE, through a letter, to the CSE, seeks to ensure readiness to conduct the examinations. Necessary direction is provided to keep ready the stationery for the conduct of the CIA.
 - i. The CoE ascertains from the CSE whether the following are kept ready.
 - ii. Seating Arrangement (to be displayed on a day before the CIA).
 - iii. Invigilation Chart (to be made available five days before the CIA).

iv. Instructions to the Candidates for the Examinations.

- The CoE prepares the required number of copies of the Question-papers for each course.
- The OCE hands over the required number of copies of the question paper in a sealed cover to the CSE along with specific instructions.

The Department-Arranged Second Component Tests of CIA

- Under the autonomous set-up, a course-teacher has yet another system termed as ‘the Second Component of CIA’.
- The Course-teacher administers one or a judicious combination of several forms of test (*Quiz, snap-test, PPT presentation, written assignment etc*) to assess the academic performance of his/her students.
- The Course-teacher announces to his/her students every essential detail (quantum, nature, duration etc) relating to his/her innovative method to administer to his/her students, *after* obtaining the approval of the Head of the Department concerned.
- The Course-teacher may offer different forms of the test right from the beginning of the semester.
- The Course-teacher may request the services of the OCE in obtaining the required materials to conduct the test.
- This Second Component of CIA accounts for a maximum of **20** Marks of which 5 marks may be allotted for attendance and for the I U.G students, to enhance their reading habits, 5 marks are allotted for Library hours.

Thus, from Two-Centrally Organised Tests – (**40** Marks each) a maximum of **80** Marks and from the Second Component of CIA - **20** Marks. Through CIA, a student will get a maximum 100 marks (40+40+20) which is finally converted to 50 marks.

Semester Examinations (SEs)/ Summative Examinations

- The SEs marks the Second Major Phase of Assessment.
- As the name indicates the SEs take place after the completion of the 90 contact days in each semester.

- During the SEs every detail relating to each course offered at a Department in and through which a student is majoring may form the matter to be examined.
- The period ear-marked for administering the SEs is notified in the College Handbook and Calendar, and College website. Changes, if any, are announced through notices, Public Address System and also posted in the College website.
- The OCE is to keep ready all the materials related to the conduct of the SEs.

III. PREPARATORY WORKS FOR THE TESTS & EXAMINATIONS

a. Time-Table

- ❖ The OCE arranges the time-table providing sufficient time to the students for every examination.
- ❖ The OCE exhibits at the college Notice Board the carefully-drawn Time-Table, after placing and approving it in the Examination Committee.
- ❖ The finalized Time-Table is exhibited at least 20 days before the start of the SEs.
- ❖ Sufficient number of copies of the Time-Table of the SEs is made available to all concerned. Time-Table is also made available in the Arul Anandar College web-site.
- ❖ In all such matters, the decision of the Principal & Chairman is the

final. b. Question-Paper Setting

- ✓ At the beginning of each semester, OCE writes to the agreeable and qualified teachers in the various disciplines working in several educational institutions and receives from each examiner acceptance to serve as an External Examiner. The OCE renews this list periodically. Under extra-ordinary circumstances, the CoE may share relevant information on this question paper setting with the HoD concerned after the examinations.
- ✓ From the List of External Examiners the OCE selects examiners to set the Question Papers for all the Examinations scheduled.
- ✓ Understanding the sacredness of the examinations, the CoE emphasizes in all his communications the need for confidentiality.

- ✓ As and when required, the CoE sends reminders to the question-paper setters. At times, he contacts fresh examiners.
- ✓ At least 15 days before the commencement of the SEs, the OCE arranges for the Scrutiny of the Question-Papers by the HoDs concerned.
- ✓ The COE records the Minutes of the Exercise of the Scrutiny in the Minutes Book maintained at the OCE. After obtaining the signature of the HoD concerned, a copy of the Minutes is notified to the Principal.
- ✓ The printing of the required number of question papers is carried out in the OCE.
- ✓ The Science Departments conduct, besides the Theory papers, the Practical Tests under the CIA.
- ✓ There are some Departments that have *Project Report* as one Course, Partial fulfillment of the requirement of which may form the CIA for that course.

c. Course Code System

- ❖ The present course code system is followed from the academic year 2015 – 2016.
- ❖ Each Department has a printed, academically approved syllabus book. It has a list of courses which are arranged semester-wise.
- ❖ Each Department distributes to each student a copy of that printed syllabus book.
- ❖ Each course has a specific code, called a Course Code.
- ❖ This Course Code System has the approval of the Academic Council.
- ❖ A COURSE CODE has a maximum of EIGHT characters.
- ❖ For Example, Course Code: 15UMAC11
- ❖ The 1st and the 2nd Characters - 15 - represent the year the COURSE is introduced. Thus '15' represents 2015.
- ❖ The 3rd Character - 'U' – represents the level of the course of study. Thus, 'U' represents Undergraduate.

If the Third Character is 'P', then the course refers to Postgraduate.

If the Third Character is 'M', then the course refers to Master of Philosophy. If

the Third Character is 'R', then the course refers to Doctor of philosophy.

- ❖ The 4th and the 5th Characters – MA – represent the Subject registered for majoring in. Thus, 'MA' represents MATHEMATICS Subject. Each Subject is represented by two English Capital letters.
- ❖ The 6th and the 7th Characters – C1 – represent the nature and the number of the course. Thus, 'C1' represent CORE 1. 'E1' represent the ELECTIVE 1.
- ❖ The 8th Character – 1 – represents the Semester at which the Course is

offered. **d. Course Structure**

UG PROGRAMME

PART I: LANGUAGES (Tamil, Hindi and French)

- Offered for **FOUR** Semesters (Semesters I – IV) for all courses except the students majoring in RDS (Rural Development Science), Food Science and Technology, Computer Science, BBA (Bachelor of Business Administration), Commerce and IT&M (Information Technology and Management). All the above mentioned courses have **PART I LANGUAGES** only for **TWO** Semesters (Semesters I – II).

PART II: ENGLISH

- Offered for **FOUR** Semesters (Semesters I – IV) for all courses except the students majoring in RDS (Rural Development Science), Food Science and Technology, Computer Science, BBA (Bachelor of Business Administration), Commerce and IT&M (Information Technology and Management). All the above mentioned courses have **PART II English** only for **TWO** Semesters (Semesters I – II).

PART III: MAJOR SUBJECT

- Offered in all the **SIX** Semesters (Semesters I – VI)
- Courses offered are grouped as CORE, ALLIED and ELECTIVES.

PART IV:

1. PART IV: NON-MAJOR ELECTIVES (NME)

- Offered in **TWO** Semesters (Semesters III – IV)
- The Courses offered are grouped as TAMIL (BASIC and ADVANCED) and offered as NON-MAJOR ELECTIVES.
- Those students who have not studied Tamil till now, take for the two semesters **Basic Tamil-I and Basic Tamil-II**
- Those students who don't study Tamil as PART I now, take for the two semesters **Advanced Tamil-I and Advanced Tamil-II.**
- Those students who study TAMIL in PART I in Semesters III & IV take one NME course in each semester offered by other Departments and Women Studies Centre. The Women Studies Centre offers a two-credit NME course to the UG students in the III semester.

2. PART IV: SKILL-BASED ELECTIVE COURSES

- All are to participate in **ONE** Skill-Based Elective Course spread to **TWO** semesters, offered by one's own Department.
- Students of a few Departments fulfill their credit requirements by participating in the courses offered by the Department of Computer Science and Applications.

3. PART IV: FOUNDATION COURSES

- All the students have to study for **FOUR** Semesters I – IV
- During IV Semester different courses are offered for Catholic and Non-Catholic students.

PART V – THREE COMPULSORY COURSES

Students are required to secure credits by participating at these various types of courses, conducted outside the class-hours.

ENGLISH FOR EFFECTIVE COMMUNICATION

a. PART V: BRIDGE COURSE

- One credit, offered in Semester I.

EXTENSION EDUCATION

b. PART V: ARISE(Arul Anandar Initiatives for Social Education).

- One credit, offered in Semesters III & IV.

c. PART V: ANY ONE OF THE FOLLOWING COURSES

- each having two credits, offered in Semesters (I – IV).
 - NCC (National Cadet Corps)
 - NSS (National Service Scheme)
 - PE (Physical Education)
 - YRC (Youth Red Cross)
 - ROTARACT
 - AICUF (All India Catholic University Federation)
 - NC (Nature Club)

SELF-LEARNING COURSES

Besides the above-mentioned courses, there are several Self-Learning Courses through which the students can earn some additional credits, in order to augment their employment opportunities.

CAREER-ORIENTED COURSES

Further, there are Career-Oriented Courses (COCs) that are not assigned any credit. Such courses and their marks will not be entered either in the Marks Certificate or in the Course Completion Certificate issued to the students. Separate certificate will be issued to the students on completion of the requirements of such courses.

PG PROGRAMME

In PG, there are Core, Core Elective and Non-Major Elective Courses offered in four semesters (I – IV), whereas, the MCA course is offered in six semesters.

M.Phil PROGRAMME

M.Phil, Research course comprises of two semesters in a year. Two papers are offered in the first Semester, and one paper and a Project Work is given in the second Semester.

B. SECOND PHASE OF EXAMINATIONS

RESPONSIBILITIES DURING CIAs & SEs

- ✚ For the smooth conduct of the CIA–I, CIA–II and the SEs, the Chief Superintendent of Examinations plays a major role.
- ✚ The course-teacher and the Department concerned are responsible for fulfilling all the requirements of the Second Component of the CIA for each course.
- ✚ The CoE trails of all those concerned to complete every exercise related to each course and expect not to violate any examination rules.
- ✚ The list of Examination Rules is not exhaustive; but it is only indicative. Hence, when one is not sure of any rule, one is advised to ask the CoE instead of presuming.
- ✚ The CSE is expected to read out the *Instructions to the Candidates* in the Public Address System at least 15 minutes prior to the CIAs and SEs.
- ✚ The CSE hands over to every invigilator a copy of the ‘INSTRUCTIONS TO THE INVIGILATORS’ and the Invigilation schedule.
- ✚ On the day of invigilation, the CSE ensures that each individual invigilator is reminded of his/her responsibilities through a circular about the following:
 - Room /Hall and Seating Arrangement
 - Invigilation Chart and Attendance sheet
 - Time-Table
- ✚ Required number of copies of the question papers are put in relevant packets, sealed and handed over to the Chief Superintendent of Examinations.
- ✚ The CSE conducts the examinations in consultation with the CoE and the OCE for the smooth functioning of the Examinations.

C. THIRD PHASE OF EXAMINATIONS

RESPONSIBILITIES AFTER CIAs & SEs

a. Valuation of CIAs

- For both CIA Tests and Semester Examinations the following procedures are adopted.
- At the end of each session, each invigilator arranges the answer-scripts of the completed tests according to the Roll Numbers of the students at the venue and submits them to the Office of the Chief Superintendent of Examinations.
- The answer-scripts submitted by the invigilators are counted and cross-checked by the staff of Office of CSE.
- The course-teacher collects his/her bundles of answer-scripts from the Office of the CSE within 24 hours of the conduct of the CIA.
- The course-teacher corrects the CIA answer scripts and returns to the students, after effecting corrections, if any, within seven working days of the conduct of each Centrally-Organised Test.
- The students are advised to go through the answer scripts carefully and seek remedy for any discrepancy noticed.
- After the SEs the students are privileged to go through their answer scripts on Transparency Day and make corrections in marks, if any, by appealing to the course teacher concerned.
- The course-teacher should enter the marks through on-line (intranet) immediately after distributing the answer scripts to the students. It is the responsibility of the course teacher, with the approval of HoD, conducts any form of second component of CIA for 20 marks and enters the marks of the same within the stipulated time.
- Rectification is possible through appealing to the course-teacher, the HoD concerned and Principal, in that order. It is a privilege enjoyed and exercised by the students under autonomy.

b. Valuation of SEs - UG

- Central Valuation of answer scripts has been followed since 2010-11.
- The CoE announces the dates of Central Valuation of the answer scripts for languages and major courses.
- The Head of each Department is the Chairperson of the respective Board of Examiners. In his absence, the senior-most staff-member available serves as the Chairperson.
- The Course teacher carries out the valuation of the answer scripts assigned to him/her using the scheme of valuation available; and when it is not available, S/he should prepare one, for which S/he can claim remuneration from the CoE.
- The Course teacher through the HoD in consultation with CoE, may seek a change of the date within the central valuation period, only with the prior approval of the Principal & Chairman.
- For the UG Courses, Part I, Part II and Part III:

Once the Course teacher completes the valuation of the answer scripts, the Chairperson concerned revalues 20% of the valued answer scripts. The Chairperson must inform the CoE, if he is not conversant with a subject.
- For the UG Courses, Part IV and Part V:

The students are assessed by the respective official in-charge. In case of failures, the candidates can appear only in the following academic year.

c. Valuation of SEs - PG & M.Phil

- ❖ Double Valuation system is followed for all PG and M.Phil Courses.
- ❖ The course teacher does the First Valuation.
- ❖ The External Examiner does the Second Valuation.
- ❖ If the difference between the two valuations exceeds 10%, another External Examiner conducts the Third Valuation as recommended by Chairperson.
- ❖ Then the average of the nearest two marks is awarded to the candidate.

d. UG & PG Practicals: CIA & SEs

- ↯ The valuation is as follows:
- ↯ The course-teacher awards a maximum of 25 marks for the record work done.
- ↯ He further awards a maximum of 25 marks for the requirement of CIA.
- ↯ The External Examiner, in consultation with the course-teacher, awards the remaining 50 marks.
- ↯ In case of failures in practicals, the candidate can appear in the following academic year. There is no repetition of practicals in the current year for the candidate.

e. Valuation of COC

Theory Examinations

- Paper – I : 100 marks 3 hours duration
- Paper – II : 100 marks 3 hours duration
(Setting question papers and valuation of answer scripts are done by the Course teacher)

Practical: Lab/Field Visit & Oral 100 marks

- External 50 marks

Allocation of Internal marks:

- Attendance 10 marks

- Performance 20 marks

(Content, Presentation, Regular Field Visit / Practical Lab)

- Internal Test 20 marks

- Total 50 marks

- External Valuation will be done by the Course Teachers.

f. Consolidated Marks Register

- ❖ For each CIA, 40 marks is allotted. Through the two centrally organised tests (CIA I & II), a student may get a maximum of (2 x 40) 80 marks out of final 100.
- ❖ Besides the Two Centrally Organised Tests, there is the Second Component of the CIA carrying 20 marks.
- ❖ Thus, through CIA, a student may get a maximum of (80 + 20) and later on the total marks are converted to 50 Marks.

- ❖ The Course-teachers are to enter through intranet the marks obtained in the three CIA components (for 40 + 40 + 20 Marks) *at least seven days* prior to the start of the Semester Examinations. The CoE, if necessary, will notify on the Last Day of Submission of the CIA Marks.
- ❖ The Course-teacher after CIAs prepares the Consolidated Marks Register, obtaining the signatures of the students against the entries of their marks.
- ❖ The entries in the ‘Consolidated Marks Register’ are counter-signed by the respective HoDs.
- ❖ The respective Course-teacher(s) should keep their HoD informed of the same.
- ❖ The Assessment of the performance in the PG Courses in the theory papers is the same as that of the UG courses.
- ❖ There is no internal Minimum required for the CIAs.
- ❖ Course-teachers are expected to value 40 Answer Scripts per day during SEs valuation.

FURTHER PROVISIONS

Retests

If a student is unable to appear for the CIA, as S/he is a participant at University/State level - NCC/ NSS/ Physical Education programmes etc., not organised by the College, or if the student reports extraordinary medical ground situation, then on the recommendation of the HoD concerned, the Principal may permits him/her to take that CIA within a short while after S/he rejoining the college. At times, the CIA for such students may be fixed just prior to the ‘actual’ CIA. This rule is to be applied only in exceptional cases.

The CoE files the Participation Certificate, the Medical Certificate, the Letter of Recommendation of the HoD concerned and the Principal’s Approval of the Exemption. The course teacher conducts the Retest and sends the Marks to the CoE through the HoD concerned.

Doubling ‘CIA-I’ Marks

If a student is unable to appear for the CIA-II, as S/he is a participant at University/State level - NCC/ NSS/ Physical Education programmes etc., not organised by the College, or if the student reports extraordinary medical ground situation, then on the recommendation

of the HOD concerned, the Principal & Chairman permits to double the marks secured by the student in CIA I. This rule is to be applied only in exceptional cases.

The CoE files the Participation Certificate, the Medical Certificate, the Letter of Recommendation of the HoD concerned and the Principal's Approval of the Exemption. With the permission of the Principal & Chairman based on the recommendations of the HoD concerned, the course-teacher doubles the CIA-I Marks and sends it to the CoE through the HoD.

Improvement of CIA

If a student fails to secure a PASS MARK in the AGGREGATE, despite his/her obtaining a PASS MARK in the SEs, S/he can apply to appear for CIA to improve his/her marks in CIA.

- ❖ A PASS MARK in the AGGREGATE means the candidate has the aggregate minimum (40 % for UG and 50 % for PG).
- ❖ A PASS MARK in SEs means the candidate has a minimum (40 % for UG and 45 % for PG).
- ❖ There is no prescribed minimum mark for CIA.
- ❖ Centralized CIA Improvement is conducted in the month of June of every year. However for Part I, Part II, Part IV and Part V (Except Part III) Improvement test may be conducted in the month of January of every year.
- ❖ CIA Improvement is conducted for a paper only once. All the components of the CIA have to be gone through.
- ❖ The course teacher submits through the HoD to the CoE all the particulars relevant to the CIA exercise completed. The question papers of the two tests, answer scripts and assignment and the marks for each and the consolidated mark.
- ❖ For UG Courses of Part I, II, IV & V: The students may appear for CIA Improvement only after Semester – IV.

- ❖ For UG Courses of Part III: The students may appear for CIA Improvement only after Semester - VI.
- ❖ For PG Courses: The students may appear for CIA Improvement only after Semester IV/after semester VI in case of MCA.
- ❖ The course-teacher conducts this Retest and sends the Marks to the CoE through the HoD concerned.

Transparency

- ✓ Transparency is the final exercise relating to the Semester Examinations in each course.
- ✓ This is done for the UG courses only.
- ✓ On a day specified by the college, called as Transparency Day, the course-teacher has an excellent opportunity to come to know how his/her students respond to the valuation work carried out by him/her.
- ✓ The Course-teacher collects the valued answer-scripts pertaining to his/her course from their respective heads of the departments. These answer-scripts were picked up by the Heads of the Departments from the Office of the Controller of Examinations one or two hours prior to the Transparency Exercise.
- ✓ The Course-teacher distributes the answer scripts to the students and instructs them to check the corrections of the valuation done. The course teacher offers explanation to doubts raised by the students on the valuation.
- ✓ The Course-teacher carries out any valid corrections indicated in the answer scripts and enters the correct mark obtained in the Transparency Form provided. The transparency form should be forwarded to the CoE through the Head of the Department.
- ✓ The Course-teacher obtains *in writing* other points relating to the valuation procedures adopted and the marks entered and passes them on to the Controller of Examinations.

- ✓ The presence of the Head of the Department concerned during the entire exercise is recommended.
- ✓ The answer scripts and the marks sheets should be handed over to the Office of the Controller of Examinations, through the Head of the Department.

Revaluation

- ❖ Only for UG Arrears, Non-Major Elective & for PG students.
- ❖ A student can apply for revaluation on payment of prescribed fee within the time CoE specifies.
- ❖ For UG, revaluation is done by another internal examiner fixed by the Chairperson.
- ❖ For PG, double valuation is done by another internal examiner fixed by the Chairperson and a different external examiner fixed by the CoE.
- ❖ Revaluation results are presented in the ensuing meeting of the Awards Committee for approval.
- ❖ The revalued marks are taken as final and a fresh statement of marks is issued.

Supplementary Examinations

- ✓ Supplementary Examinations (Theory) are conducted for the papers of the final semester only.
- ✓ Candidates who do not have any arrears in the earlier semesters and have not been absent for the particular paper in the final semester are eligible.
- ✓ Examinations may be conducted after two weeks from the date of publication of even semester examination results.
- ✓ No. of Papers: Only two papers are permitted by the Principal & Chairman.

Arrears Examinations

- Private candidates (those who have completed the UG/PG course) may be permitted to appear for arrears examinations to the maximum of TEN papers in the SEs.
- Present candidates (those who are now pursuing their degree programme), may be permitted to appear for arrears examinations to the maximum of FOUR papers in SEs.
- The candidates, who fail in any Theory paper, can appear in the successive semesters. Failure in practical examination can appear only in the respective semester of the following academic year. For the III year UG and II year PG, supplementary examinations are conducted to facilitate the students to pursue higher studies or to avail job opportunities.

HEALTHY PRACTICES

Scrutiny of Question Papers

- ✓ Scrutiny is also called as 'Pre-Auditing the Question Papers'
- ✓ On a day assigned by the Controller of Examinations, the HoDs pre-audit or scrutinise the question papers of their respective Departments set by the external examiners for the SEs.
- ✓ HoDs are to keep this assignment highly confidential.
- ✓ HoDs scrutinise the question papers to ascertain the fact that the question-papers are error-free.
- ✓ HoDs effect the corrections in the question-papers with the permission of the CoE.
- ✓ HoDs remove any ambiguity in the question-papers.
- ✓ They remove repetitions of the questions.
- ✓ HoDs check whether any question deviates from the syllabus or pattern prescribed.
- ✓ HoDs make sure that the questions are fairly spread out to cover all the five units of each course.

- ✓ HoDs are to correct the errors in the question papers they scrutinise. In the event that a question paper requires modification beyond 20%, the CoE rejects that question paper and seeks another set of question paper from another Examiner.
- ✓ HoDs make necessary changes in the scheme of valuation too.
- ✓ As soon as the Scrutiny is over, HoDs record and sign the Minutes of the Proceedings of the Scrutiny in the Minutes Books kept at the OCE.
- ✓ There is Remuneration for this responsibility carried out. The Remuneration is different for UG and PG.

Publication of Results of Examinations in the Awards Committee Meeting

- The members of this committee are the same as those of the Examination Committee.
- Meeting of the Awards Committee is usually held once in a semester.
- The HoDs present the results and is followed by discussion.
- If the results are very poor in a particular paper due to some valid reasons, the awards committee recommends moderation for that particular paper and the publication of results of that particular paper is withheld temporarily and its results will be published at a later date.

Corrective Measures to Curb Malpractices

- ☞ Malpractices refer to offences against the smooth conduct of the examinations. Candidates engaged in a malpractice, either before, during or after the examination is liable to be punished.
- ☞ If a student is found indulging in any type of malpractice either in the CIA Tests or in the Semester Examinations, the Hall Superintendent reports the matter to the Chief Superintendent of Examinations along with the answer scripts and the evidence.
- ☞ At the end of all the examinations/tests, an enquiry is conducted for such malpractice cases. The decisions of the Examinations Monitoring Committee (EMC) are final

☞ The Examinations Monitoring Committee consists of

Principal	Chairperson
Deputy Principal	Member
Vice Principal & Chief Superintendent of Examinations	Convener
Controller of Examinations	Member
Vice Principal (Shift I)	Member
Vice Principal (Shift II)	Member
Vice Principal (Shift II)	Member
Respective HoD	Member
Respective Hall Superintendent	Member

☞ The students who have indulged in malpractice are to attend the enquiry on the dates specified by the convener.

☞ If any student proves beyond doubt that S/he has not indulged in malpractice, his/her answer scripts are valued and marks are awarded.

☞ If the Committee finds that the student is guilty of having indulged in malpractice, punishment is given according to the nature of malpractice mentioned below and the parents are informed about the malpractice.

☞ The Examinations Monitoring Committee is empowered to relax the scale of punishment depending on the nature of the malpractice.

☞ If any person or a group of persons is found to be involved in a plan or action leading to obstructing the smooth conduct of any type of examination, the persons concerned will be seriously dealt with.

☞ The CSE is required to gather sufficient written documents and materials prior to the start of an enquiry by the Examinations Monitoring Committee (See *AAC Hand-Book and Calendar*). The enquiry is to be conducted on a day and time convenient to all the members concerned.

☞ The EMC after making a thorough enquiry passes on its decisions.

NATURE OF MALPRACTICE AND SCALE OF PUNISHMENT
<p><u>Nature of Malpractice:</u> Either found in possession of incriminating material related to the subject of the examination concerned or found copying there from or copying from neighbour or interchanging of answer scripts.</p> <p><u>Scale of Punishment:</u> Cancel all the examinations taken in the particular semester.</p>
<p><u>Nature of Malpractice:</u> If the malpractice as above is repeated.</p> <p><u>Scale of Punishment:</u> Cancel the examinations of all subjects registered for that semester and debar for one subsequent semester examinations to be appeared.</p>
<p><u>Nature of Malpractice :</u> For insertion of pre-written answer papers.</p> <p><u>Scale of Punishment:</u> All the papers of the semester are cancelled. Debarred for the next two subsequent examinations. Permitted to appear for the subsequent examination.</p>
<p><u>Nature of Malpractice:</u> For threatening the invigilator or insubordinate behaviour based on the reports from the Chief Superintendant and/or the Hall Superintendent.</p> <p><u>Scale of Punishment:</u> All the papers of the Semester are cancelled. Debarred for the two subsequent examinations.</p>
<p><u>Nature of Malpractice:</u> For assaulting the invigilator.</p> <p><u>Scale of Punishment:</u> Cancel the examination of all the papers registered for that semester and debar for next four semesters/two years.</p>
<p><u>Nature of Malpractice:</u> Cases of Impersonation.</p> <p><u>Scale of Punishment :</u> Cancel the examinations of all the subjects registered for that semester and debar for subsequent four semesters/two years.</p> <p>Moreover, relevant action should be initiated if an outsider is involved.</p>
<p><u>Nature of Malpractice:</u> Mass Copying.</p> <p><u>Scale of Punishment:</u> Cancel the relevant examination taken by the students of that Hall. Debar the Hall Superintendent concerned and others involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation and so on for the next six semester examinations.</p>

The final decisions of Examinations Committee related to scale of punishment is subject to the approval of the Principal & Chairman.



