



SRI VIDYA MANDIR ARTS & SCIENCE COLLEGE

(Autonomous)

(An Autonomous College Affiliated to Periyar University, Salem)

(Accredited by NAAC with 'A' Grade [CGPA=3.27])

(Recognised under Section 2(f) & 12(B) of the UGC Act, 1956)

Katteri - 636 902, Uthangarai (Tk), Krishnagiri (Dt), Tamil Nadu

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Examination Manual and Reforms

ABOUT THE PROGRAMME

The following are the definitions adopted while framing the regulation for the Academic Year 2019-20 and onwards:

A) Faculty

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

- Faculty of Humanities: Tamil and English
- Faculty of Commerce: Commerce, Commerce with CA.
- Faculty of Management: Business Administration, Business Administration with CA.
- Faculty of Basic and Applied Sciences: Mathematics, Mathematics with CA, Physics, Chemistry.
- Faculty of Computer Science: Computer Science, Computer Applications, Information Technology, Computer Science with Artificial Intelligence and Data Science.
- Faculty of Life Science: Botany, Zoology

B) Programme

Refers to the number of courses available for a student in their core degrees offered under various disciplines. UG and PG Programme are for a fixed period of three and two years respectively. Each academic year comprise of two Semesters viz. Odd and Even semesters. Odd Semester commences be from June / July to October / November and like wise Even Semester from November / December to April / May. Each semester consists 450 teaching hours with a minimum period of 90 working days.

Choice Based Credit System (CBCS)

Under Choice Based Credit System (CBCS), a set of Courses that facilitates flexible learning of students. Beside the Core Courses, which are totally related to the major subjects, the students have

the advantage of studying supportive courses and non-major courses. This provides ample opportunity for the students to learn not only the major subjects but also inter disciplinary and application oriented subjects.

For Undergraduate Programmes

Eligibility for the Award of Degree

A candidate shall be eligible for the award of the Degree only if he has undergone the prescribed programme of study in this College for a period of three academic years and passes the examinations of all the Six Semesters prescribed, earning 140 credits and fulfilled such conditions as have been prescribed therefore.

Duration

The Programme for the Bachelor Degree shall consist of three academic years divided into six semesters. Each Semester consists of 90 working days comprising of 450 instruction hours.

Course of Study

The main courses of the Bachelor Degree Programme is divided into the following:

Part I	Tamil / Other Languages
Part II	English Language
Part III	Core Courses, Elective Courses and Allied Courses
Part IV	Skill Based Elective Courses and Non-Major Elective Course
Part V	Extension Activity
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- (a) **Language Courses:** The language courses are offered by the language (Tamil/English) Departments in a particular language.
- (b) **Core Courses:** The Core Courses are related to the Programme concerned including practicals and project offered under the Programme.
- (c) **Elective Courses:** The Elective Courses offered under the Programme concerned are related to the major or non-major that can be selected by the students.
- (d) **Allied Courses:** Allied Courses are upper division arts, science and commerce courses that have a background connection or relevance to the particular major subject.
- (e) **Skill Based Elective Courses (SBEC):** This course aims to impart advanced and recent developments in the concerned discipline.

- (f) Non-Major Elective Courses (NMEC):** Irrespective of the discipline, the student can select papers that are offered by other disciplines as non-major elective course.
- (g) Extension Activity:** Participation in NSS/NCC/YRC/RRC/Sports or other co-circular activities are considered as Extension Activity.
- (h) Extra Credit Courses:** The students are advised to complete one **SWAYAM/MOOC course per year** and submit the course completion certificate to the HOD during the even semester of each year. Credits will be given based on the certificate.

Extension Activities

All the students shall have to enroll for NCC/NSS/Sports and Games/Rotaract/Youth Red Cross or any other service organization and subject associations in the College and shall have to put in compulsory minimum attendance of 40 hours which shall be duly certified by the Principal of the college before 31st March in a year.

Credit System

The weightage of credits are spread over to six different semesters during the period of study and the cumulative credit point average shall be awarded based on the credits earned by the student. A total of 140 Credits are prescribed, which is the minimum Credit requirement for the three year Bachelor Degree Programme.

Project Work

It is considered as a special course involving application of knowledge in solving/analyzing/exploring real life situation/difficult problems. The CBCS provides an opportunity for the undergraduate students to learn some research components at this level. If the project work requires field work in the industry/national laboratories/any other reputed institute/data collection, the period for such work is assigned as two weeks. If the project work requires field work during the working days of the college, no separate hours to be earmarked in the final semester time-table.

Examinations

The examinations consist of Continuous Internal Assessment (CIA) and end semester examinations (ESE). The ESE shall be of Three Hours duration for each theory course at the end of every semester. The candidate failing in any course(s) will be permitted to appear for each failed course(s) in the subsequent examination. At the end of semester, practical examinations shall be conducted for 3 hours.

There shall be three tests, one seminar and one assignment for CIA and ESE during each semester. The

distribution of marks for CIA and ESE shall be 25 marks and 75 marks, respectively. Further, the distribution of CIA is 15 marks for test, 5 marks for assignment and 5 marks for attendance. The average of the highest two test marks out of the three CIA tests will be taken for CIA.

Components of Continuous Internal Assessment (CIA)

Components		Marks	Total Marks
Theory			
CIA I	75	(75 + 75 = 150/10) 15	25
CIA II	75		
Assignment		05	
Attendance		05	

Practical and Project

Internal marks are distributed as per the regulations of Periyar University.

Question Paper Pattern

Section	Marks	Description	Total Marks
A (Answer ALL) Q1–Q15	$15 \times 1 = 15$	Multiple Choice Questions (MCQ) (Three questions from each unit)	15
B (Answer any THREE out of FIVE) Q16–Q20	$3 \times 5 = 15$	Answer in Paragraph (One question from each unit)	15
C (Either or Pattern) Q20–Q25	$5 \times 9 = 45$	Descriptive/Detailed Answers (Two questions from each unit)	45
Total Marks			75

Passing Minimum (CIA) 40% = 10 Marks

Passing Minimum (ESE) 40% = 30 Marks

40 Marks

The candidate shall be declared to have passed the examination if the candidates secure not less than 30 marks out of 75 marks in the semester examination in each theory course and 10 marks out of 25 marks in the CIA and in total not less than 40 marks.

For the practical course, the candidates should secure 24 marks out of 60 marks in the semester

examination and 16 marks out of 40 marks in the CIA and in total 40 marks.

Candidate who does not obtain the required minimum marks for a pass in a Course/Practical/ Project shall be declared Re-Appear (RA) and the candidate has to appear and pass the same at a subsequent appearance. The candidates having arrears in odd/even semester can appear for such papers in odd/even semester examination without any restrictions.

The Marks for the attendance component in the CIA will be calculated as follows:

Attendance Earned	Category	Marks to be Awarded
90% and Above	Highly regular	5
75% - 89%	Regular	4
65% - 74%	Shortage	3
55% - 64%	Detained	2
Below 55%	Redo	0

Evaluation of the Project Work

Regarding the evaluation of the project work, the total mark is 100. It will be divided into 75 marks for project evaluation and 25 marks for viva-voce examination. The marks for project work evaluation and viva-voce are to be awarded jointly by the internal examiner and the external examiner. The external examiner is to be invited from other related faculty from the affiliating University Departments/any affiliated Colleges.

Requirements to take ESE

The candidate will be permitted to write the ESE of any semester, if he secures atleast 75% of attendance out of the 90 working days/450 instruction hours during the particular semester. The candidate, who has secured attendance less than 75% but 65% and above shall be permitted to write the ESE on the recommendation of the Head of the Department and approved by the Principal to condone the lack of attendance as well on the payment of the prescribed condonation fee to the College.

Maximum Duration for the Completion of the Undergraduate Degree Programme

The maximum duration for completion of the UG Program shall not exceed twelve semesters.

Grading

Once the marks of the cumulative CIA and ESE are available, they will be added. The marks thus obtained will then be graded as per details given below:

Marks and Grades

The following table gives the marks grade points, letter grades and classification to indicate the performance of the candidate.

Range of Marks	Grade Points	Letter Grade	Description
90–100	9.0–10.0	O	Outstanding
80–89	8.0–8.9	D+	Excellent
75–79	7.5–7.9	D	Distinction
70–74	7.0–7.4	A+	Very Good
60–69	6.0–6.9	A	Good
50–59	5.0–5.9	B	Average
00–49	0.0	RA	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for course i in any semester

G_i = Grade point obtained for course i in any semester

n = Semester in which such course were credited

Grade point average (for a Semester):

Calculation of grade point average semester-wise and part-wise is as follows:

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

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

Calculation of Cumulative Grade Point Average (CGPA) (for the entire programme):

The Cumulative Grade Point Average (CGPA) of a candidate who has passed all the examinations will be computed as follows;

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

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points and credits earned in the entire program}}{\text{Sum of the credits of the courses of the entire program}}$$

Classification of Successful Candidates

A candidate who passes all the examinations and securing following CGPA and Grades shall be declared as follows:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5–10.0	O+	First Class with Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear

Medium of Instruction

The medium of instruction and question paper shall be English or particular Language for Language courses.

Conferment of the Degree

No candidate shall be eligible for conferment of the Degree unless he/she has undergone the prescribed Programme of study for a period of not less than six Semesters according to the rules and regulations of the Periyar University and has passed the Examinations as have been prescribed.

Transitory Provision

Candidates who have undergone the Programme of Study prior to the Academic Year 2020–2021 will be permitted to take the Examinations under those Regulations for a period of six years i.e. up to and inclusive of the Examination of April 2026. Thereafter, they will be permitted to take the Examination only under the Regulations in force at that time.

Commencement of this Regulation

This regulation and syllabus shall take effect from the academic year 2020–2021 for students who are admitted to the first year of the Undergraduate Degree Programme during the academic year 2020–2021 and thereafter.

For Postgraduate Programmes

Eligibility for the Award of Degree

A candidate shall be eligible for the award of the Degree only if he has undergone the prescribed programme of study in this College for a period of two academic years and passes the examinations of all the Four Semesters prescribed, earning 90 credits and fulfilled such conditions as have been prescribed therefore.

Duration

The Programme for the Master Degree shall consist of two academic years divided into four semesters. Each Semester consists of 90 working days comprising of 450 instruction hours.

Course of Study

The main courses of the Master Degree Programme is divided into the following:

- | | |
|------------------------------------|-------------------------|
| 1. Core Courses | 2. Elective Courses |
| 3. Extra Disciplinary Course (EDC) | 4. Extra Credit Courses |

(i) **Core Courses:** The Core Courses are related to the Programme concerned including practical and project offered under the Programme.

(ii) **Elective Courses:** There are Elective Courses offered under the Programme related to the major or non-major but are to be selected by the students.

(iii) **Extra Disciplinary Course (EDC):** One Non-major Paper should be selected by the student from the other department.

(iv) **Extra Credit Courses:** The students are advised to complete one SWAYAM/MOOC course per year and submit the course completion certificate to the HOD during the even semester of each year. Credits will be given based on certificates.

Credit System

The weightage of credits are spread over to four different semesters during the period of study and the cumulative credit point average shall be awarded based on the credits earned by the student. A total of 90 Credits are prescribed, which is the minimum Credit requirement for the three year Master Degree Programme.

Project Work

It is considered as a special course involving application of knowledge in solving/analyzing/exploring real life situation/difficult problems. The CBCS provides an opportunity for the postgraduate students to learn some research components at this level. If the project work requires field work in the industry/ national laboratories/any other reputed institute/data collection, the

period for such work is assigned as two weeks. If the project work requires field work during the working days of the college, no separate hours to be earmarked in the final semester time-table.

Examinations

The examinations consist of Continuous Internal Assessment (CIA) and end of semester examinations (ESE). The ESE shall be of Three Hours duration for each theory course at the end of every semester. The candidate failing in any course(s) will be permitted to appear for each failed course(s) in the subsequent examination. At the end of fourth semester, the Project Viva-voce will be conducted on the basis of the Dissertation/Project Report of the students by the evaluation of one internal and one external examiner.

To maintain uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform pattern of examination to be adopted by all the teachers offering courses. There shall be two tests, seminars and assignments for CIA and ESE during each semester. The distribution of marks for CIA and ESE shall be 25 marks and 75 marks, respectively. Further, the distribution of CIA will be 10 marks for tests, 5 marks for assignments, 5 marks for seminars and 5 marks for attendance. The average of two test marks will be taken for CIA.

Components of Continuous Internal Assessment (CIA)

Components		Marks	Total Marks
Theory			
CIA I	75	(75+75 = 150/15) 10	25
CIA II	75		
Assignment		05	
Seminar		05	
Attendance		05	

Practical and Project

Internal marks are distributed as per the regulations of Periyar University.

Question Paper Pattern

(i) Theory Examinations (CIA I & CIA II = 25 Marks and ESE = 75 Marks)

Section	Marks	Description	Total Marks
A (Answer ALL) Q1–Q15	$15 \times 1 = 15$	Multiple Choice Questions (MCQ) (Three questions from each unit)	15
B (Answer any THREE out of FIVE) Q16–Q20	$3 \times 5 = 15$	Write a Paragraph (One question from each unit)	15
C (Either or Pattern) Q20–Q25	$5 \times 9 = 45$	Descriptive/Detailed Answers (Two questions from each unit)	45
Total Marks			75

Passing Minimum (CIA) 50% = 12 Marks

Passing Minimum (ESE) 50% = 38 Marks

50 Marks

(ii) Project Viva-Voce (CIA = 40 Marks and ESE = 60 Marks)

Section	Marks	Total Marks
Project /Dissertation	40	60
Viva-voce	20	

Passing Minimum (CIA) 50% = 20 Marks

Passing Minimum (ESE) 50% = 30 Marks

50 Marks

The candidate shall be declared to have passed the theory examination if the candidates secure not less than 38 marks out of 75 marks in the semester examination in each theory course and 12 marks out of 25 marks in the CIA and in total not less than 50 marks.

For the practical course, the candidates should secure 30 marks out of 60 marks in the semester examination and 20 marks out of 40 marks in the CIA and in total 50 marks. The candidate should compulsorily attend the Viva-voce examination to secure a pass in the Project Work.

Candidate who does not obtain the required minimum marks for a pass in a Course/Practical/ Project shall be declared Re-Appear (RA) and the candidate has to appear and pass the same at a subsequent appearance. The candidates having arrears in odd/even semester can appear for such papers in odd/even semester examination without any restrictions.

The Marks for the attendance component in the CIA will be calculated as follows:

Attendance Earned	Category	Marks to be Awarded
90% and Above	Highly regular	5
75% - 89%	Regular	4
65% - 74%	Shortage	3
55% - 64%	Detained	2
Below 55%	Redo	0

Dissertation

- (a) Topic: The topic of the dissertation shall be assigned to the candidate before the beginning of third semester and a copy of the same should be submitted to the COE for approval.
- (b) Number of Project/Dissertation copies to be submitted by the students
- The students should prepare three copies of dissertation and submit the same for the evaluation by Examiners. After evaluation, one copy is to be retained in the College Library and one copy is to be submitted to the COE and the student can have the rest.

Evaluation of the Project Work

Regarding the evaluation of the project work, the total mark is 100. It will be divided into 75 marks for project evaluation and 25 marks for viva-voce examination. The marks for project work evaluation and viva-voce are to be awarded jointly by the internal examiner and the external examiner. The external examiner is to be invited from other related faculty from the affiliating University Departments/any affiliated Colleges.

Requirements to take ESE

The candidate will be permitted to write the ESE of any semester, if he secures atleast 75% of attendance out of the 90 working days/450 instruction hours during the particular semester. The candidate, who has secured attendance less than 75% but 65% and above shall be permitted to write the ESE on the recommendation of the Head of the Department and approved by the Principal to condone the lack of attendance as well on the payment of the prescribed condonation fee to the College.

Maximum Duration for the Completion of the Undergraduate Degree Programme

The maximum duration for completion of the PG Program shall not exceed eight semesters.

Grading

Once the marks of the cumulative CIA and ESE are available, they will be added. The marks thus obtained will then be graded as per details given below:

Marks and Grades:

The following table gives the marks grade points, letter grades and classification to indicate the performance of the candidate.

Range of Marks	Grade Points	Letter Grade	Description
90–100	9.0–10.0	O	Outstanding
80–89	8.0–8.9	D+	Excellent
75–79	7.5–7.9	D	Distinction
70–74	7.0–7.4	A+	Very Good
60–69	6.0–6.9	A	Good
50–59	5.0–5.9	B	Average
00–49	0.0	RA	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for course i in any semester

n = Semester in which such course were credited

Grade point average (for a Semester):

Calculation of grade point average semester-wise and part-wise is as follows:

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

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

Calculation of Cumulative Grade Point Average (CGPA) (for the entire programme):

The Cumulative Grade Point Average (CGPA) of a candidate who has passed all the examinations will be computed as follows;

$$\text{Cumulative Grade Point Average [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points and credits earned in the entire program}}{\text{Sum of the credits of the courses of the entire program}}$$

Classification of Successful Candidates

A candidate who passes all the examinations and securing following CGPA and Grades shall be declared as follows:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5–10.0	O+	First Class with Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 4.0	U	Re-appear

Medium of Instruction

The medium of instruction and question paper shall be English.

Conferment of the Degree

No candidate shall be eligible for conferment of the Degree unless he/she has undergone the prescribed Programme of study for a period of not less than four Semesters according to the rules and regulations of the Periyar University and has passed the Examinations as have been prescribed.

Transitory Provision

Candidates who have undergone the Programme of Study prior to the Academic Year 2020–2021 will be permitted to take the Examinations under those Regulations for a period of four years i.e. up to and inclusive of the Examination of April 2024. Thereafter, they will be permitted to take the Examination only under the Regulations in force at that time.

Commencement of this Regulation

This regulation and syllabus shall take effect from the academic year 2020–2021 for students who are admitted to the first year of the Postgraduate Degree Programme during the academic year 2020–2021 and thereafter.

Guidelines for Re-Totaling the Valued Answer Script

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

- a) Re-totaling shall be permitted for Theory Courses only
- b) Students who wish to apply for re-totaling shall submit the Application along with the prescribed fee within 7 days from the date of publication of results
- c) The application for retotaling of marks shall be submitted separately for each Course to The Controller of Examinations, Sri Vidya Mandir Arts and Science College, Katteri – 636 902, Uthangarai.
- d) The receipt of remitting the prescribed fee at the college office and the photocopy of the Mark Statement should be enclosed along with the filled in Application
- e) Incomplete/defective filled in Application will be summarily rejected
- f) If the marks obtained while Re-totaling is higher than the marks awarded earlier, office of CoE will issue revised Marks Statement by withdrawing the previous one
- g) If marks obtained in Re-totaling are less than or equal to the marks awarded earlier, the previous marks and results shall hold good
- h) Fees remitted towards Re-totaling, will neither be refunded nor adjusted towards any fee current / in future

Guidelines for Revaluation of Valued Answer Script

The following are the guidelines for Revaluation of valued Answer Script of UG and PG Degree Programmes:

- a) Revaluation of Answer Script shall be permitted for Theory Courses only
- b) Student shall apply within 7 days for direct revaluation from the date of publication of results
- c) Student intend to apply for Revaluation shall do so within 4 days of receiving the photocopy of the Answer Script
- d) The application for Re-totaling of marks shall be submitted separately for each Course to The Controller of Examinations, Sri Vidya Mandir Arts and Science College, Katteri – 636 902, Uthangarai.
- e) Fee for Revaluation shall be remitted to the college office, the fee receipt and photocopy of the Mark Statement shall be enclosed along with the filled in Application
- f) Student failing in one or more Course/s and wish to apply for Revaluation and Supplementary Examination are advised to Revaluation results appear for Supplementary Examination, without waiting for
- g) If the marks obtained in Revaluation are higher than the marks awarded earlier, office of CoE will issue revised Marks Statement by withdrawing the previous one

- h) If marks obtained in revaluation are less than or equal to the marks awarded earlier, the previous marks and results shall hold good
- i) Fees remitted towards Revaluation, will neither be refunded nor adjusted towards any fee current or in future

Guidelines for Obtaining Transparency of Valued Answer Scripts

UG and PG Degree Student/s in need of obtaining photocopy of valued Answer Scripts shall follow the guidelines:

- a) Photocopy of the valued Answer Script shall be permitted for theory courses only
- b) Students shall apply to get their photocopy of valued Answer Scripts by remitting the prescribed fee per Answer Script within 4 days from the date of publication of results
- c) The application for Re-totaling of marks shall be submitted separately for each Course to The Controller of Examinations, Sri Vidya Mandir Arts and Science College, Katteri – 636 902, Uthangarai.
- d) Incomplete / defective Application will be summarily rejected
- e) Photocopy of the valued Answer Script will be issued through the respective HoDs to the student concerned who applied for photocopy
- f) HoD and Student shall scrutinize the valued Answer Script, and report to office of CoE on or after 4 days from the date of issue of photocopy of Answer Script
- g) After scrutiny, if he/she wants to revalue his/her valued Answer Script. he/she can apply for Revaluation within 4 days from the date of issue of photocopy of valued Answer Script
- h) Fees remitted towards Revaluation, will neither be refunded nor adjusted towards any fee current or in future

Communication to Students

All communications raised by office of Controller of Examinations are circulated to the students / staff concerned by Circular, E-Mail and the common notice board. Hard copy of remittance of Examination fee / time table etc., are displayed in the respective department notice board. For assistance / support on matters related Examination, students shall submit a letter to The Principal, Sri Vidya Mandir Arts and Science College, Katteri – 636 902, Uthangarai.

Conduct of Examinations

As laid down by the Academic Council, the Office of Controller of Examination (CoE) shall conduct Continuous Internal Assessment (CIA) and End Semester Examination (ESE) comprising

Practical, Online and Comprehensive Examinations. The marks for Continuous Internal Assessment and End Semester Examinations of the courses are as follows:

Distribution of Marks	Practical / Project / Institutional Training	Theory
CIA	40	25
ESE	60	75

The CIA shall be conducted during semester and ESE shall be conducted at the end of each Semester.

CIA	Portion	After	Marks	Time
I	Unit I, II and III	45 th Working Day	50	2h
II	All five units	75 th Working Day	100	3h

ESE	Portion	After	Marks	Time
I	All Five units	90 th Working Day	100	3h

Attendance Requirements to Appear for Examinations

An attendance criterion is laid down for students to appear for Semester Examination. The eligibility criteria are as follows:

- 1) A student shall be permitted to appear for the End Semester Examinations in any Semester (practical/theory) if
He/she has not less than 75 % of attendance, according to the number of working days of concerned Semester. He/she earns a progress certificate from the Head of the institution in Proforma-I / II / V and VI, for having satisfactorily completed the course as per the regulation and conduct of the student according to the scheme prescribed in the Examinations.
- 2) A student securing between 55 % and 65 % of attendance in any semester has to compensate the shortage in the subsequent Semester besides earning the required percentage of attendance in that Semester. The student has to appear for both Semesters at the end of the later Semester.
- 3) A student securing less than 55 % of attendance in any semester permitted to appear for their regular Examinations or to continue studying in the subsequent Semesters. He/she has to rejoin the Semester in which the attendance is less than 55 %.

- 4) A student who has secured less than 65 % of attendance in the final Semester, has to compensate his/her attendance shortage in a manner decided by the concerned HoD after rejoining in the same Course.

Guidelines for Appearing in the Examinations

Students shall comply with the following guidelines for appearing in the End Semester Examination:

- 1) Regular students shall submit their Application along with the prescribed fee through proper channel.
- 2) Before filling the Application, student is responsible to satisfy the eligibility conditions laid down by the institution to appear for ESE.
- 3) Incomplete Application and Application submitted without paying the prescribed Examination fee will be summarily rejected.
- 4) The student should carefully check all the entries given in the Application, make necessary corrections, if any, in BLOCK letters and enclose a covering letter requesting for correction.
- 5) If disparity is found in the printed Course Code, the student shall encircle and enter the correct Code.
- 6) If the student desires to improve in any of the courses in which he/she qualified already, he/she has to write the relevant Course Code against the respective Semester.
- 7) Private student shall submit their Application to The Controller of Examinations, Sri Vidya Mandir Arts and Science College, Katteri – 636 902, Uthangarai.
- 8) Time table for the End Semester Examinations will be published in the College/Department notice board 15 days prior to the commencement of Examination.

Malpractices, Punishments and their Penalties

Students should evince utmost honesty and good behavior during the conduct of the Examinations. Malpractice by students during the End Semester Examination (ESE) will be viewed seriously and shall be referred to the Examination Disciplinary Action Committee (EDAC). The Committee will enquire the student and punish them based on the following grounds. However, decision taken by the EDAC shall be final and binding.

S.No	Nature of Malpractice during the examinations	Punishment
1)	<p>First Time Offence</p> <p>Possession of incriminating material for copying.</p> <p>Repeated Offence</p>	<p>Debarred from writing concern Examination and will be marked zero the Mark Statement.</p> <p>Disallowed to write the particular paper, and will be marked zero in Mark Statement and debarred from writing subsequent Examinations of that semester alone.</p>
2)	<p>Copying from notes / bits / books / any written or Printed material</p> <p>Bearing on the answer book of another student to copy.</p>	<p>Disallowed to write the particular paper, will be marked zero in Mark Statement and debarred from writing subsequent Examinations of that semester alone.</p>
3)	<p>Inserting previously written Answer Script brought from outside.</p>	<p>Disallowed to write the particular paper, will be marked zero in Mark Statement and debarred from writing subsequent Examinations of that semester and the following two Semester Examinations as well.</p>
4)	<p>Copying the answer from another student</p> <p>Allowing another student to copy from him /her</p>	<p>Disallowed to take up the Examination on that day by marking zero in Mark Statement and will be debarred from appearing for all subsequent papers in that Semester alone.</p>
5)	<p>Student facilitating the other student(s) to copy from his/ her answer script</p>	<p>Invalidating the examination of the particular subject written by the student.</p>
6)	<p>Threatening / assaulting the invigilator or inordinate behavior</p>	<p>Cancelation of Examination taken up on that day by marking zero in mark statement, debarred from appearing of the remaining examinations of current and next one semester examination.</p>
7)	<p>Student possessing cell phone/ programmable calculator(s) any other electronic storage device(s) gadgets (whether used or not)</p>	<p>Invalidating the examination of the particular subject written on that day by marking zero in mark statement.</p>
8)	<p>Student possessing any incriminating material(s) (whether used or not). For Example: writing on scale, calculator, handkerchief, dress, part of the body, hall Ticket, etc.</p>	<p>Invalidating the examination of the subject concerned by marking zero in mark statement.</p>

	Student possessing the question paper of another student with additional writing on it. Student taking the answer booklet out of the Examination hall (whether used or unused)	
9)	Student communicating with neighboring student orally or non – verbally	Warning
10)	Student misbehaving in the Examination hall	Invalidating the examination of the particular subject written on that day by marking zero in mark statement.

Submission of Report for Industrial Training / Project Viva Voce Examinations

In order to fulfill the requirements for the award of UG / PG Degree Programmes, students have to undertake Project /Industrial training during the period of their study. The Project / Industrial training provides an opportunity for the students to design, undertake or conduct a research or study independently or in a group under the guidance of a Supervisor. Formation of Project / Industrial training group can when each group has representation of student with varying Academic merit. The student has to submit the report of the Research or study. Based on the Project work and the performance of the studies in Viva-Voce Examination marks / grades are awarded.

Functioning of Controller of Examinations

Subject Registration for Academic Year – Current Semester

Verification and Confirmation of First Year Student Profile

Hard copy of the profile will be circulated for verification such as name, DoB and first language opted. If any correction observed by the student, he/she shall make necessary correction and the same may be submitted to office of CoE.

Verification and Confirmation of Current Semester Syllabus

In receipt of Curriculum and Syllabus received from CDC, the software section shall enter the Theory and Practical Courses, Course Code, CIA marks, ESE marks, passing minimum, number of Credits, duration of Examination, and Examination fee per course. Hard copy of the course data and copy of syllabus shall be endorsed by the class advisors and respective HoDs.

Obtaining the Details of Part-I & Part-IV Languages, DSE, GE and AECC

Details of the Course under Part-I, Part-IV, DSE, GE and AECC opted by the student are to be submitted by the class advisors with due authentication from HoDs, such information are updated in the respective student database of the examination software.

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

Once the above information are updated the data will be used to generate necessary reports, Examination statistics, Arrear status, Statement of Marks and Consolidated Statement of Marks and shall be used for all academic purposes.

Itemizing Arrear Subjects

Posting student Arrear details in the CoE drive

After declaration of Examination result, a separate list of arrear student details shall be posted in the CoE drive for HoDs and Staff consideration for necessary action.

Academic Schedule

The office of CoE prepares detailed academic schedule which involves the date of commencement of I year UG and PG programmes, reopening of Programmes, last working day for respective semester, payment of II and III year Examination fee, conduct of CIA, Question Paper setting, Online and End Semester Examinations (Theory and Practical), valuation of Answer Scripts, Result Passing Board, Publication of Results and issuing of Statement of Marks.

Generation of Register Numbers

After the completion of the admission process, CoE office generates the Register Number of every students Admitted during the Academic Year.

Acquiring Panel of Examiners from BoS Chairman

The Chairman of BoS prepares a list of fifty subject experts, Name, Qualification, Experience, Department, Name and Address of the Institution, Contact Number/s E-mail and Subjects of expertise of the proposed experts duly approved by Academic Council are submitted by the respective BoS Chairman to CoE.

Setting Question Paper and Dispatching

The Office of CoE shall call the approved question setters and confirm them for setting Question Papers. Based on their acceptances, Office of CoE shall prepare and organize soft copy of the syllabus, instructions for Question Paper setup, template of typing Question Paper, preparation of Scheme of Valuation, Question Paper pattern and claim form which will be mailed to the Question Paper setters along with the appointment order. In the case of Languages and Mathematics related courses, hard copy of the Question Paper shall also be requested from the setters.

Question Paper- Scrutiny Board

Processing of Question Paper

Upon receiving the Question Paper a three tier scrutiny mechanism has been adopted for authenticity.

a) Processing of Question Paper as per 3-Tier Mechanism

i) Tier I:

- As per the guidelines, HoDs shall submit 50 members (panel of experts) for Question Paper setting purpose.
- Based on the panel, Question Paper setter shall be identified by CoEs in consultation with CCoE / Principal.
- Such setter will be distributed with syllabus, relevant guidelines of framing QP.
- After receipt of the set QP, respective Assistant CoEs shall verify the set QP and Scheme submitted are as per the syllabus and guidelines.
- Deviation shall be reverted back for necessary updation by the setter itself.
- Later, the staff of CoE shall complete the formatting process of set QP & Scheme which shall be ready for second process i.e., scrutiny of the set QP.

ii) Tier II:

- Scrutinizers shall be identified by CoE in consultation with Dean-Academics and

CCoE/Principal.

- Any such changes / Incomplete questions / missing values / typographical error / out of syllabus (if any) shall be updated in the hard copy.
- Scrutiny of QP shall take place by the external expert in presence of the Asst. CoEs.
- After Scrutiny, Feedback is obtained covering the parameters such as Syllabus coverage.
- Distribution of questions per unit, OBE pattern followed, % of out of portion, Scheme of valuation matches QP, whether QP test the knowledge level and any typographical error. The above changes shall be updated immediately at the office of CoE.
- With necessary updation in the hard copy of QP the signature of the Scrutinizer shall be obtained for authenticity and by affixing “SCRUTINIZED” and “VERIFIED” seal.

iii) Tier III:

- After completing the above process is over, hard copy & Scheme will be organized accordingly and retained in a secured safe locker in the Office of CoE
- Soft Copy of the same shall be collected in one / two specific computers, exactly one month in advance
- Such specific computers shall be totally delinked from LAN / VAN / Networking / Internet Connectivity / Photocopier machines etc
- Day before the Examination, tabulation of all courses will be submitted to the CCoE/Principal in order to obtain approval for printing the select Question Paper
- Based on the tabulation, CCoE / Principal shall approve the set to be used for ESE
- On the above said criteria, the Office of CoE shall start the printing process and distribute as per the hall lay out which shall be kept packed with seal and signature.
- On the day of exam respective subject handling staff members shall assemble at the exam cell 15minutes prior to the exam, after depositing their mobile phones/all electronic gadget at the reception.
- These subject handling staff members shall review the Question Paper which is distributed to the students to identify whether any issues still exist in the Question Paper.
- After 30 minutes of the commencement of the Examination, those staff members shall leave the hall.

Final End Semester Examination Time Table

Issue of Time Table

The time table shall be prepared and distributed to departments for HoD's verification. If any correction or changes required, respective HoDs shall intimate the office of CoE for necessary

correction. The finalized time table shall be displayed in the department and common notice boards and also published in the college website.

Issue of Exam Applications for Fees Payment

The office of CoE will generate Examination Application and forward the same to the departments for necessary action. Circular containing details of Examination fee and last date for payment will be sent to the students and also be displayed in the notice board of respective department.

Nominal Roll (Attendance & Payment of Fees)

Before issuing the Hall Ticket, office of CoE prepares the Nominal Roll containing the student's Register number, Name and Courses appearing for the Examination. It has been generated based on fulfilment of attendance percentage of the student and payment of Examination fee.

Distributing Hall Ticket

Printing and Issuing of Hall Tickets

Hall tickets shall be printed for Practical and Theory Examinations. After verifying the eligibility of the student for appearing in the Examination i.e., attendance requirement, tuition fee and Examination fee, Hall Tickets shall be issued to respective HoDs for distribution to students. Within three days of the receipt of Hall Tickets, student/class advisor shall report to corrected Hall Ticket.

Conduct of Practical Examination Project Viva-Voce, and Lab on Projects:

Before Conduct of Practical Examination

Obtaining Tentative Dates for Practical Examination

Considering the capacity of the laboratory, HoD will schedule the Practical Examinations within the time stipulated from office of CoE. List of External, Internal Examiners and Skilled Assistants will preparing the schedule, regular students. CCoE be furnished by the HoD for the approval of CCoE. While HoDs shall allocate the list of arrear students along with the will opt the External Examiner from the list of Examiners submitted by the respective HoDs.

Confirming and Issue of Appointment Orders to Expert Member

Based on the willingness, appointment orders shall be prepared and issued to respective External and Internal Examiners.

Confirmation of Examination Fee

Office of CoE shall receive the application forms from the Principal office after payment of

requisite Examination fee by the students. Degree / Branch / Section and Year wise the Application form will be verified and the fee payment by the eligible students will be verified.

Issue of Time table

The time table shall be prepared and distributed to departments for HoD's verification. If any correction or changes required, respective HoDs shall intimate the office of CoE for necessary correction. The finalized time table shall be displayed in the department common notice boards and also published in the college website.

Printing and Issuing of Hall Tickets

Hall tickets shall be printed for Theory examinations. After verifying the eligibility of the student for appearing in the examination i.e., attendance requirement, tuition fee and Examination fee, Hall Tickets shall be issued to respective HoDs for distribution to students. Within three days of the receipt of hall tickets, student/class advisor shall report to the office of CoE for correction if any and receive the corrected Hall Tickets.

Stock of Examination Stationery

At the beginning of each Semester, the office of CoE looks into the physical stock of Examination consumables inclusive of Examination stationeries. Stationery list shall be submitted to CCoE / Principal's office for obtaining necessary requirements well in advance. In addition, the CoE shall submit a separate request for hospitality based upon the necessity.

During the Conduct of Practical Examination

Practical conducting Labs or locations shall be declared as "Examination Zone" for maintaining silence and HoD / Internal Examiner shall have an overall responsibility during the conduct of the Practical Examinations.

Reporting of Examiners During Practical Examinations

Examiners shall report to CoE office 30 minutes before the commencement of Practical Examination. Internal examiners shall receive the Answer Scripts and other exam related materials such as Answer script, Student's attendance, Staff attendance, External attendance (if necessary), Graph Sheets (if required), Mark Statement, Claim forms, Distance Chart from the office of CoE on the day of Examination. Maximum marks allotted for the course and split up of marks for each experiment should be verified by the Examiners before the commencement of the Examination.

Student Attendance

During Practical Examination, the Internal Examiner shall make a physical verification of all the students present for the examination and obtain signature in the attendance. The absentee's students will be marked ABSENT in capital letters against their register numbers. Later, attendance sheet is to be submitted after 30 minutes of the commencement of the examination to upload the absentees list in the software. A softcopy will be mailed to concern HoD's for necessary action.

Submission of Practical Answer Scripts

After successful completion of the Examination, both External and Internal Examiners shall enter the marks in the software and hardcopy of the mark statement duly signed by both the Examiners will be submitted to the office of CoE. Internal Examiner shall verify that all enclosures such as Mark Statements claim etc. have been arranged and submitted to office of CoE.

After Conduct of Practical Examinations

Verification of the Digital marks

Once the Practical Examinations are over, evaluation shall be done jointly by the External and the Internal Examiner and they shall submit the Digital Mark Statement along with foil sheet, Question Paper, Scheme of Valuation to the CoE in person and in turn, it shall be verified by the staff of CoE for authority.

Processing the Marks for Compilation

Office of CoE shall upload the marks in the software and shall verify the marks entered are as in the Marks Statement.

Settlement of Claims – Practical Examinations

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

Conduct of End Semester Examination

Process During the Conduct of Theory Examination

Issue of Question Paper to Chief Superintendent

Hall wise Question Papers packets will be deposited to the Chief Superintendent 45 minutes before the commencement of the Examination of every session.

Hall Allotment to Student

Software section of the office of CoE will prepare the seating allotment. Each hall will have a maximum of 30 students comprising of two or three different programmes. Students can identify their seat through the hall location module by swiping their Identify Card in terminals placed at different locations of reception.

Announcement by Chief Superintendent for Hall Superintendents

After the commencement of every session, Chief Superintendent shall distribute Question Paper and Answer script to Hall Superintendent and mandate instructions for conduct of the Examinations and handling cases of malpractices. He / she shall also verify the Question Paper bag which shall be open before students in the respective halls. CoE and all the ACoEs will have an overall supervision of smooth conduct of Examination. After end of each session Chief Superintendent shall interact with handful number of invigilators in order to find out any deficiency / issues and the same shall be updated and reported to Office of CoE at the end of the Examination.

Roles and Responsibilities of Hall Superintendents

Invigilator is responsible for implementing the code of conduct during Examination.

- Any student entering the hall without Hall-Ticket must carry a certificate of identity issued by the Principal with photo and signature to be admitted into the Examination Hall
- Student is not permitted to take any seat other than the allotted one and Question Papers should be distributed only to students seated at their respective place
- If any mistake is committed in the distribution of Question Paper the invigilator will be held responsible.
- Main Answer Script without the facsimile signature of the Chief Superintendent should not be issued to the students.

- Student should not be permitted to enter the hall later than 30 minutes from the commencement of Examination and to leave the hall earlier than 45 minutes from the commencement of Examinations.
- Attendance of students should be recorded after ten minutes of commencement of Examination by getting the signatures of students in the attendance form.
- Half an hour after the commencement of the Examinations the absentee statement should be prepared. The unused main Answer Script and Question Papers should be returned to the Chief Superintendent along with the absentee list.
- The Invigilator must sign on the right top corner of the main Answer Script after ensuring the details of the students on the title page of the main Answer Script.
- Invigilator should be vigilant and watch the students continuously and strict silence should be maintained in the Examination Hall.
- Exchange of materials among students should not be allowed.
- Students found using books of any kind, portion of book, manuscript paper of any description or communicating or copying from each other or communicating with any person inside or outside the Examination Hall will be treated as guilty of malpractice.
- Students should not be allowed to write beyond the time prescribed subject or the concerned
- At the end of the Examination, the Invigilator should collect the Answer Script from the student and arrange them in order by course and register number of the student and handover to the Chief Superintendent.
- The Invigilator should be present till the Answer Scripts are checked by the staff appointed for the purpose.

Maintenance of Attendance Registers During Examination

Chief Superintendent shall maintain the attendance register for External and Internal Hall Superintendents. Attendance of the students of every session must be recorded in the Examination software 30 minutes after the commencement of Examination. Chief Superintendent shall submit hall wise attendance with absentees, unused Question Paper, Answer Scripts and unopened Question Paper covers to the office of CoE. A consolidated list of total absentees for each session

shall be submitted to the CCoE / Principal and is posted to Dean Academic on the same day for HoD's action.

Report of Malpractices and Others

Malpractices noticed during Examination shall be reported to CCoE with relevant malpractice materials used by the student.

Squad Report

Squad member should ensure that no student has been allowed inside the Examination Hall without his/her Identify Card, Hall Ticket and no student is in possession of any unauthorized electronics gadgets or paper/material and to inspect/search any person/student in the event of suspicion in this regard. He/She shall observe the conduct of functionaries deployed for Examination duty. Any violation should be brought to the notice of the CoE. He/She will ensure that no unauthorized person is moving/present in the Examination halls. In case of suspicion, the identity of the person should immediately be checked and necessary action should be initiated and report any malpractice case booked by them to the Chief Superintendent. Squad members submit their observation report daily to the CoE. The CoE initiates for necessary actions.

Question Paper Grievance

Grievances with regard to Question Paper shall be submitted by the respective course handling staff with due authentication from HoDs. Any grievance related to the Question Paper in receipt of staffs / students will be redressed through QPGC valuation of Answer Scripts.

After the Examination

Receipt of Written Answer Script from Hall Superintendent

All Answer Scripts shall be collected, organized into programme / branch wise, verified along with the attendance, packed along with office seal and submitted to CoE office by Chief Superintendent after the completion of every session. Chief Superintendent maintains and verifies the stock register of Answer Script before and after each session.

Return of Examination Materials to office of CoE

After completion of the Theory Examinations, Chief Superintendent prepares a list of office materials based on the stock received and used for the Examination. The balance materials will be handed over to office of CoE.

Settlement of Claims

The office of CoE prepares necessary vouchers based on the claims submitted by Question Paper setters, Scrutiny Members, Chief Superintendent, Squad Members, Office Assistants. Reserve Hall Superintendents and External, Internal and The settlement of claims assists through NEFT with the approval of CCoE/Principal.

Convening of Examination Disciplinary Action Committee (EDAC) Meeting

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

CIA Mark Entry/ Rubrics

Obtaining Attendance and CIA marks

Student attendance will be received from the HoDs through proforma I to X. Hall tickets of those students who are lacking in attendance shall be retained by the office of CoE and the remaining hall tickets shall be handed over to respective HoDs. The hard copy of CIA marks shall be submitted by the HoDs and softcopy shall be imported and shall be compiled by the Examination software. CoE shall verify whether there is any student with no marks.

ESE Evaluation

Pre-Valuation Process:

Generation of QR Code using Dummy Numbers

Once the Examination has been completed, office of CoE shall commence valuation process by confirming the absentees with the Chief Superintendent. QR Code using Dummy numbers will be pasted and the counter foil will be peeled from the Answer Script of appeared students. The Answer Scripts will be organized into packets and kept ready for valuation course wise.

Fixing External Examiner as per the Approval of CCoE for Valuation

After affixing the dummy number, based on the CCoE / Principal recommendation the Chairman cum Chief Examiner and Chief Examiner for all the Programme/Course along External Examiners will evaluate the Answer Scripts. CoE shall call upon the Chairman of each board to discuss the days and dates of valuation.

Issuing Appointment orders to Chairman, Chief Examiner and External Examiners

Approved list of External Examiner will be confirmed and upon their acceptance, the office of CoE prepares Appointment orders along with necessary instructions. The same shall be mailed to Chairman and External Examiners for further confirmation.

Answer Script Allotment

Respective Board Chairman receives the available counts of answer scripts for each code for the list of approved Chief Examiner, External and Internal Examiners prior to the day of valuation from the office of CoE. Course wise allotment galley of Answer Script will be issued to the Board Chairman on the day of valuation.

Arrangements for the Conduct of Central Valuation

Venue for valuation of each programme is fixed and displayed at the reception. Every examiner shall be given 25 to 30 Answer Scripts in each session. Sufficient Question Papers, Scheme for Valuation, claim forms, on duty attendance, foil sheet for entering the marks will be issued and computer lab will be used for entering the marks in the module with printers to have the hard copy. Decision taken in QPGC and EDAC shall also be incorporated.

During the Central Valuation:

Role of Board Chairman

The Exam Cell members shall deposit the Answer Script packets to the Board Chairman's along with Question Papers, Scheme of Valuation, allotment list, attendance and related forms. Board Chairman shall ensure that the Examiners have reported on time in their respective halls and distribute the Answer Script packets as per the allotment. The Board Chairman shall address necessary instruction to the Chief Examiner.

Any grievance raised by the External Examiners shall be brought to the knowledge of the CCoE/CoE which will be considered at the earliest. An Exam Cell member takes care of the hospitality for the Examiners.

Scrutinizer (Evaluation)

Responsibility of the Scrutinizer starts almost concurrent with the process of evaluation. He/she should verify and ascertain that all the required information entered by the Examiner on score sheet is correct, all the questions answered by the students has been valued, accuracy of marks awarded for all answers, the total marks and the mark posted software. If there is any discrepancy

in valued Answer Scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.) it should be reported to the valuator and required corrections to be made by the valuator with counter signature. The Scrutinizer submits Answer Script to the ACoE-Evaluator. ACoE-Evaluator should maintain all the details of Evaluators and Scrutinizers in the registers. ACoE-Evaluator should handover all the score sheet to the ACoE-Systems for processing of results.

Post Valuation Process

Board Chairman and Chief Examiners shall hand over the valued Answer Scripts along with mark sheet, data sheet, Examiners' feedback, and claim forms to Exam Cell. Submitted document and claim forms shall be verified by the office of CoE for authenticity. Consolidated claim bill shall be prepared by the office of CoE and submitted to CCoE/Principal for approval and passed for payment through NEFT. Exam cell staff members rearrange the Answer Scripts Course/Programme wise. After Re-total, Revaluation and Transparency process is over; the Answer Scripts shall be retained in stockroom of office of CoE premises.

Result Passing Board

Process before Declaration of Results

Compilation of Marks

Conversion of marks shall be done in the End Semester Examination in the examination software, if necessary before uploading the marks. Software section of CoE shall import the CIA, Practical and Online Examination marks along with end semester examinations marks for compilation and process the data duly. All these marks shall be posted accordingly to the respective students.

Identification of No Mark

Course Office of CoE shall ensure whether the CIA marks, Online marks, Practical marks and ESE marks has been appropriately posted.

Manual Verification of Authentication

After compilation of marks manual verification will be done for the respective exam by the staff of CoE.

Convening Result Passing Board Meeting

CCoE/Principal and CoE confirms the date for conducting the RPB meeting. Board Chairman and University Nominee shall be invited for the RPB Meeting. CCoE/Principal issue a circular for the publication of results to HoDs, Staff members, Students and a Press Release is made in regional

newspapers in this regard. Office of CoE shall print a hard copy of results outcome of EDAC and QPGC along with course/year meeting. Programme and wise result analysis report for discussion in the RPB course wise list of students appeared, cleared and pass percentage is taken for discussion.

Process during Declaration of Results

Presentation of QPGC, EDAC and Result Analysis for Discussion

Before presenting the result analysis, CoE addresses the minutes of the QPGC and EDAC. Members are provided with hard copy of results; in turn CoE presents the results and invite the members for discussing upon the results to be published.

Moderation of Marks shall be Based on Request by the Board Chairman's

Individual Board Chairman has the right to claim for moderation of marks, if necessary. Based on the circumstances CoE shall clarify the consequences of % change in results. If such moderation is approved by the members, the prescribed provision is approved in the Academic Council. Based on the recommendation the marks moderated are allotted to the course.

Approving the Revised Results after Moderation

Moderation of marks is updated in the result copy and a fresh mark analysis report is printed, approved and signed by the members of the RPB. RPB minutes are recorded accordingly.

Process after Declaration of Results

Publication of Results through Various Modes

The approved results shall be published through the college website. Instant SMS are made for all students and parents. Copy of the results are distributed to all the departments and displayed in respective department notice board.

Issue of Statement of Marks

Office of CoE issues an individual Statement of Marks and grades for every semester and at the completion of the Programme, a Consolidated Statement of Marks and grades are issued by affixing the office seal and signature of CCoE /Principal and CoE respectively.

Endorsement for Re-total, Revaluation and Script Xerox

Process before Re-total, Revaluation and Transparency

Office of CoE calls the students in need of Re-total or Revalue the Answer Script after declaration

of Results. Interested students shall obtain the photocopy of Answer Script by remitting prescribed fee at the college office. Staff of CoE shall process the applications. After obtaining approval from the CCoE / Principal, CoE will fix the dates, venue and issue appointment order for Re-totalling and Revaluation by confirming with the External Experts.

Process During Re-total, Revaluation and Transparency

During the course of Revaluation, if the deviation in first valuation and second valuation marks is more than 15% of ESE maximum marks, the paper will be considered for third valuation. The final mark is arrived at average of nearest two valuation marks among the three Valuations. The mark obtained in third valuation shall be entered in the software. Re-total shall be made **by the board** chairman. For Transparency, the staff of CoE shall lift the Answer Script from the respective bundles and replace the title page with a fresh one and the respective photocopy shall be issued to the concerned Board Chairman.

Process after Re-totalling and Revaluation

The office of CoE prepares a fresh result copy after Re-totalling and Revaluation. Obtaining approval from CCoE / Principal, the result is published. Staff of CoE shall prepare necessary vouchers for the purpose of settlement of claims made through NEFT.

Issuance of Statement of Marks

Obtaining and Issuing the Provisional Certificate

A Consolidated Result Copy of all students who had successfully completed the Degree Programme shall be submitted to Periyar University along with Name, Sex, DoB, Credits Attained, Class of Marks obtained and other related matters as “Annexure” in addition with requisite fee. A copy of acknowledgement will be provided by the University in due course.

Receipt of Provisional Certificate from Periyar University

Periyar University being parent University issues the Provisional Certificate. Office of CoE verifies the folio number of every Certificate and that enters it in the academic record of respective student’s database. After confirmation, all Certificates are issued to students through HoDs and the unissued Provisional Certificate retained in office of CoE.

Issue of Convocation Applications and Degree Certificate

The Office of CoE issues the Convocation Applications to the students through the department for obtaining the Degree Certificate. Students remit the prescribed fee and submit the filled in

application along with necessary enclosures to the Exam Cell. After verification, all applications are signed by the Principal and submitted to Periyar University which issues the Degree Certificates to the office of CoE. College organizes Graduation Ceremony for the distribution of Degree Certificate along with the Rank Certificate and the unissued are retained at the office of CoE.

Issue of Duplicate Mark Statements / Certificates

Student can lodge complaint and obtain FIR as, “Loss of Certificate (LoC)” and Non-Traceable Certificate in the respective Police Station. Student can apply for Duplicate Mark Statements /Certificate by remitting the prescribed fee and submitting the filled in application along with the Non Traceable Certificate in the office of CoE. Statements / Certificate Mark are issued by affixing “Duplicate Certificate” seal to student through the respective HoD.

Annexure- I

S. No	Abbreviation	Full Form
1.	ACoE	Assistant Controller of Examinations
2.	AECC	Ability Enhancement Credit Course
3.	BoS	Board of Studies
4.	CCoE	Chief Controller of Examinations
5.	CDC	Curriculum Development Cell
6.	CIA	Continuous Internal Assessment
7.	CoE	Controller of Examinations
8.	DoB	Date of Birth
9.	DSE	Discipline Specific Elective
10.	EDAC	Examination Disciplinary Action Committee
11.	ESE	End Semester Examination
12.	GE	Generic Elective
13.	HoD	Head of the Department
14.	IQAC	Internal Quality Assurance Cell
15.	Lab	Laboratory
16.	LAN	Local Area Network
17.	LoC	Loss of Certificate
18.	MCQ	Multiple Choice Question
19.	NEFT	National Electronic Fund Transfer
20.	QP	Question Paper
21.	QPGC	Question Paper Grievance Committee
22.	RPB	Result Passing Board
23.	SCAA	Standing Committee on Academic Affairs
24.	SMS	Short Message Service
25.	VAN	Virtual Area Network