

JAMAL MOHAMED COLLEGE (AUTONOMOUS),
*(Affiliated to Bharathidasan University &
Accredited at FIVE Star level by NAAC)*
TIRUCHIRAPPALLI – 620 020



OFFICE OF THE CONTROLLER OF EXAMINATIONS
- A Profile

September 2008

Functions of the Controller of Examinations

- Receives the Course Structure and a copy of the Syllabus and question paper pattern for all programmes from the Co-ordinator of the Curriculum Development Cell.
- Receives the details of the Fresh Batch of students from the college office.
- Appoints question paper setters and receives question paper sets and schemes of valuation.
- Appoints examiners for the evaluation of answer scripts and for the conduct of practical, fieldwork and project work viva-voce.
- Receives the filled in Exam Application forms from the students.
- Announces the schedule of semester examinations for all programmes.
- Prepares the list of candidates and the subjects which they are appearing for.
- Arranges for the issue of Hall tickets.
- Receives the CIA marks finalized in each Department from the Dean of Arts and Dean of Science.
- Conducts the examinations appointing the Chief Superintendent.
- Arranges for the valuation of answer scripts.
- Publishes the results after the evaluation is over.
- Issues the Mark Statements and the Consolidated Mark Statements to the students.
- Arranges for the conduct of Instant Examinations for outgoing students after the publication of final year results.
- Arranges for the retotalling and revaluation of answer scripts whenever necessary.
- Arranges for dealing with the malpractice cases, if any, to the examination disciplinary committee, to take decisions.
- Arranges to get the Provisional Certificates and Degree Certificates from the University.

Schedule for the year 2008- 2009

- Results of Even Semester (2007 – 2008) exams released on the Website (www.jmc.edu) - For PG – 16th May 2008
- For UG – 23rd May 2008

Odd Semester

- Examination Committee Meeting for Odd semester - 21st August 2008
- Examination fees to be paid (last date) - 09th September 2008
- Examination fees to be paid (last date with fine) - 16th September 2008
- Autonomous Exams begin on - 30th October 2008
(Detailed schedule of exams on the website)
- Practical Exams to be conducted - After the theory Exams
(Time Table will be provided by the HODs concerned)

Even Semester

- Even Semester classes begin on - 24th November 2008
- Examination Committee Meeting for Even semester - 03rd February 2009
- Examination Fees to be paid (last date) - 20th February 2009
- Examination Fees to be paid (last date with fine) - 27th February 2009
- Autonomous Exams begin on - 17th April 2009
- Practical Exams to be conducted - After the theory Exams

Evaluation Process:

The performance of a student in each course is evaluated in terms of percentage of marks with provision for conversion to grade points. Evaluation for each course shall be done by a Continuous Internal Assessment by the course teacher concerned as well as by an End Semester Examination and will be consolidated at the end of the course. The components for continuous internal assessment are:

UG			PG		
Two Tests	:	15 Marks	Two Tests	:	15 Marks
Two Assignments	:	<u>10 Marks</u>	One Seminar	:	5 Marks
Total	:	<u>25 Marks</u>	One Assignment	:	<u>5 Marks</u>
			Total	:	<u>25 Marks</u>

In addition to continuous evaluation component, the end semester examination, which will be a written-type examination of at least 3 hours duration, would form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 25:75. The evaluation of laboratory component will also be based on continuous internal assessment as 40:60

If any course has the maximum marks of 60 then 45 will be for external examination and 15 for the CIA marks. The components of CIA in the case will be

2 Assignments	=	2 x 3 marks each	=	6
2 Tests	=	2 x 4.5 marks each	=	9

		Total		15

Question Paper Pattern:

Maximum Marks = 75

Section – A (10 x 2 = 20 Marks)

10 questions (no choice),
each answer not exceeding 50 words.

Section – B (5 x 5 = 25 Marks)

5 questions (either or pattern),
each answer not exceeding 300 words.

Section – C (3 x 10 = 30 Marks)

3 out of 5 questions (open choice),
each answer not exceeding 1000 words.

Maximum Marks = 45

Section – A (09 x 1 = 09 Marks)

9 questions (no choice)
each answer not exceeding 50 words.

Section – B (5 x 3 = 15 Marks)

5 questions (either or pattern)
each answer not exceeding 200 words.

Section – C (3 x 7 = 21 Marks)

3 out of 5 questions (open choice),
each answer not exceeding 500 words.

- Classes will be awarded separately for Part I, Part II and Part III
- Marks alone will be awarded for Part IV like Environmental Studies, Value Education, Skill Based Electives and Non-Major Electives.
- Grades will be awarded for Part V.
- Additional skills and credits earned outside the College are shown separately in the Grade Sheet.

Attendance

Attendance is not taken as a component for continuous assessment, even though the students should put in a minimum of 75% attendance in each course.

Passing Minimum:

There is a Passing Minimum for CIA; 10 out of 25 Marks both for UG & PG courses. The passing minimum for End semester Exam shall be 40% out of 75 marks (30 marks) and overall pass is 40% of 100 marks. In PG course, a candidate shall be declared to have passed in each course if he/she secures not less than 40% marks in the End semester Examinations and not less than 50% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.

A candidate shall be declared to have passed in the Project work if he/she gets not less than 40% in each of the Project Report and Viva/Voce but not less than 50% in the aggregate of both the marks for Project Report and Viva-Voce.

A candidate who gets less than 40% in the Project Report must resubmit the Project Report. Such candidates need to take again the Viva-Voce on the resubmitted Project.

Grading:

Once the marks of the CIA and Semester Examination for each course are available, they will be added and the marks thus obtained will then be graded.

Ranking

- Five Rank Certificates will be issued for every Programme
- The Bharathidasan University conducts University Rank Examination (URE) for the toppers in every subject. First Rankers of all Autonomous colleges and the top 20 rank holders of the non-autonomous colleges (having passed their examinations in the first appearance within the prescribed duration of the programme; absence from an exam shall not be taken as an attempt) are required to take two examinations.
- The top scorers in this University Rank Examination would be declared as University Rank Holders, irrespective of their grades in their respective End Semester Examinations.

Innovative Practices in Evaluation

- Instant examinations conducted within 15 days of declaration of results for the outgoing students who have arrears.
- Transparency: Any student can get a photocopy of the valued answer scripts on payment of Rs.100/- per answer script.
- Provision for revaluation and re-totaling.
- Provision to improve marks by appearing in the immediate subsequent End Semester Examination, provided the student is without arrears till that semester.
- Improvement in CIA is made possible for the students who fail to secure the passing minimum and those who are desirous of improving marks to higher levels.
- Publication of results within 20 days for PG and 30 days for UG courses from the last date of exams.
- The results are published in the website (www.jmc.edu) and the hard copies are handed over to the Heads of Departments. The parents of the students are given a copy of the results when they are called for a meeting with the respective HODs.
- Question papers are set and evaluation done by external examiners but for Electives, EDCs and Part IV courses by internal examiners.
- Single valuation for the UG programs by external examiners.
- Double valuation for the PG and MPhil programs one by internal examiners and another by external examiners.
- Evaluation of Practical exams is made jointly by one Internal and one External examiner.

- Moderation upto 3 marks are given to those students who fail to secure the aggregate passing minimum of 40% and 50% in UG and PG programs respectively.
- Security and Confidentiality: The question papers received are typed, printed and copies made in the Office of the COE. They are sealed and kept in the Strong Room under the direct custody of the COE. The packed question papers are handed over to the Chief Superintendent of Examinations for the conduct of examinations once in three days. The relevant question papers are opened on the day of examination by the Chief Superintendent half an hour before the commencement of examinations.
- The answer scripts are packed and sealed immediately after the examinations for the session are over and handed over to the COE. The COE sends them to the Chief Superintendents of Central Valuation.
- The examination system has been computerized right from the stage of registration of the candidates in the first semester till the publication of results and the issue of Consolidated Mark Statements in the final semester.
- Malpractice cases: Malpractice cases are dealt by the Disciplinary Committee and disciplinary action taken as indicated in the college academic calendar.

Examination Committee

The Examination Committee has been constituted as per the UGC norms.

Members of the Committee

1.	Dr. M. Sheik Mohamed	Principal & Chairman
2.	Dr. A R Mohamed Ismail	Convener
3.	Dr. M. Mohamed Meeran	C.O.E
4.	Dr. M. M. Shahul Hamed	Addl. C.O.E
5.	Dr. P.N.P Mohamed Sahaputheen	Member
6.	Dr. B M Gulam Mohideen	Member
7.	Dr. A. Abdul Jameel	Member
8.	Mr. N. Abdul Kader	Member
9.	Mr. A Mohamed Isamyil	Member
10.	Dr. R. Ravikumar	Member
11.	Dr. M. Seeni Mubarak	Member
12.	Mr. A. Ajmal Khan	Member
13.	Dr. K. Sithick Ali	Member
14.	Mr. R. Jahir Hussain	Member
15.	Mr. M. Khaja Mideen	Member

Meeting: The Committee shall meet at least twice in a year each per semester.

Term: The term of the members of the Committee shall be two years.

Functions:

- To plan the examination schedule for various courses of study.
- To advice the Office of Controller of Examinations for the smooth conduct of examinations, valuation and publication of results in time.
- To play an active role in conducting college convocation every year.

Accommodation Details

- Controller of Examinations Room
- Addl. Controller of Examinations Room
- Visitors' Hall
- Mini Valuation Hall
- Scrutiny Section
- Results Section
- Students' Registration Section
- Stock Room
- Strong Room

Examinations conducted and results published so far:

Batch	Semester	Month & Year	Class		
2004-2007	II	APR 05	UG	PG	M Phil
	III	NOV 05	UG	PG	
		FEB 06			
	IV	APR 06	UG	PG	
	V	NOV 06	UG	-	
	VI	APR 07	UG	-	
2005-2008	I	NOV 05	UG	PG	M Phil
	II	APR 06	UG	PG	
	III	NOV 06	UG	PG	
		FEB 07			
	IV	APR 07	UG	PG	
	V	NOV 07	UG	-	
VI	APR 08	UG	-		
2006-2009	I	NOV 06	UG	PG	M Phil
	II	APR 07	UG	PG	
	III	NOV 07	UG	PG	
		FEB 08			
	IV	APR 08	UG	PG	
V	NOV 08	UG	-		
	(Current III UG)		(ongoing)		
2007-2010	I	NOV 07	UG	PG	
	II	APR 08	UG	PG	
	III	NOV 08	UG	PG	
	(Current II UG & II PG)		(ongoing)	(ongoing)	
2008-2011	I	NOV 08	UG	PG	
	(Current I UG & I PG)		(ongoing)	(ongoing)	