

COE MANUAL



JAMAL MOHAMED COLLEGE(Autonomous)

Accredited (3rd Cycle) with "A" Grade by NACC

(Affiliated to Bharathidasan University)

TIRUCHIRAPPALLI – 620020

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ACADEMIC CALENDAR

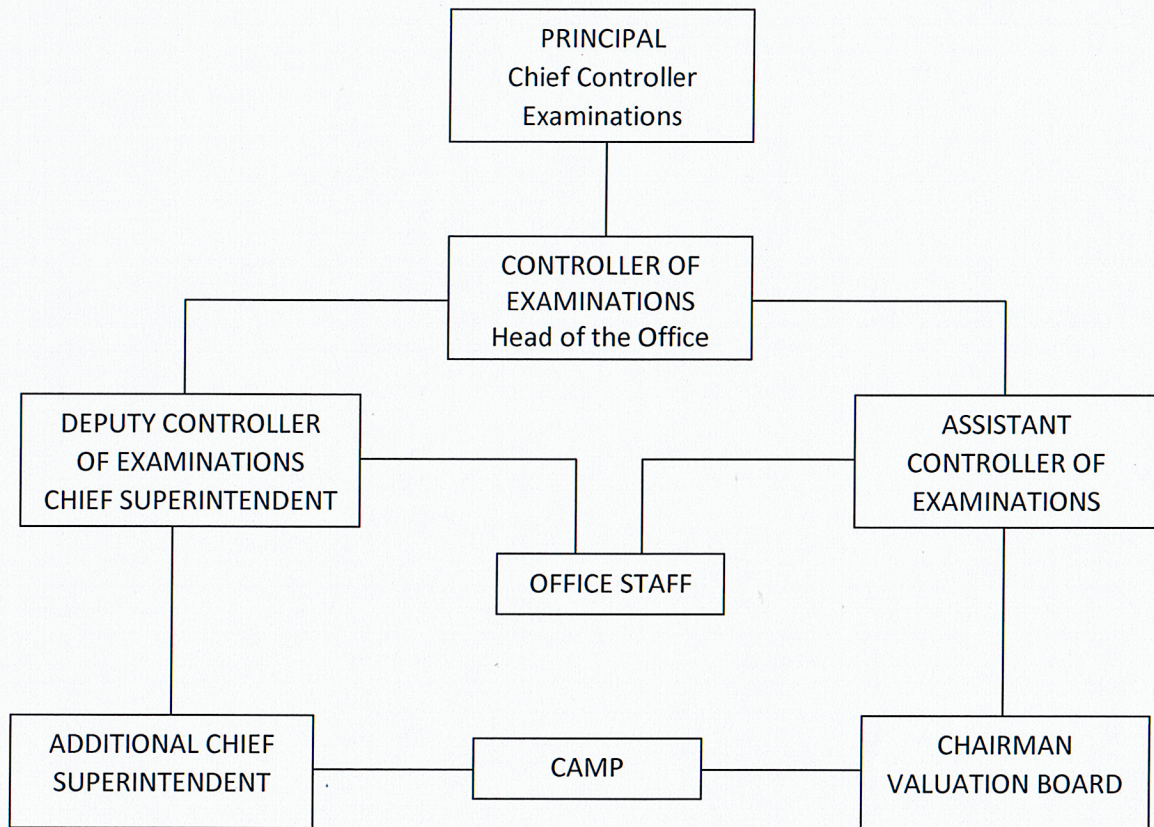
| S. No. | Description | Tentative Schedule |
|--------|--|--|
| 1 | College Reopens | 2 nd week of June |
| 2 | AEC, SEC, GE and DSE Courses Collecting Staff handling List | 3 rd Week of June |
| 3 | Extra Credit Courses Preparing the list of Eligible Students | 1 st Week of July |
| 4 | Question Paper Setting Preparing the List of Courses Finalizing the last date for receiving the QP Communication to Examiners Reminder to Examiners Scrutiny | 1 st Week of July — 1 st Week of October |
| 5 | ESE tentative schedule Uploading in the College Web Portal | 2 nd Week of August |
| 6 | Register Numbers Generation | 2 nd Week of August |
| 7 | CIA – 1 Uploading the marks Retest | 3 rd – 4 th Week of August |
| 8 | ESE Application and Exam Fee Collection | 2 nd Week – 3 rd Week of September |
| 9 | Examination Committee Meeting | 3 rd Week of September |
| 10 | Practical and AEC Examinations Schedule Appointment of Examiners | 3 rd – 4 th Week of September |
| 11 | End Semester Examinations Schedule | 4 th Week of September |
| 12 | Practical and AEC Examinations Commencement of Examinations | 2 nd – 4 th Week of October |
| 13 | CIA – 2 Uploading the marks Display of Marks | 3 rd – 4 th Week of October |
| 14 | Collecting the list of Invigilators for ESE Issue of Hall Ticket | 4 th Week of October |
| 15 | Central Valuation Schedule Appointment of Examiners | 4 th Week of October |
| 16 | End Semester Examination Printing the Question Paper Commencement of Examinations | 1 st Week of November |
| 17 | Central Valuation Commencement of CV | 2 nd – 3 rd Week of November |

| S. No. | Description | Tentative Schedule |
|--------|--|---|
| 18 | Passing Board and Publication of Result | 4 th Week of November |
| 19 | CIA Arrear Examination | 1 st to 4 th Week of November |
| 20 | Examination Disciplinary Committee Meeting | 4 th Week of November |
| 21 | Revaluation / Retotalling / Transparency / Instant Examination – Circular | On the date of Publication of Result |
| 22 | Revaluation and Declaration of result | 1 st Week of December |
| 23 | Malpractice | 1 st – 4 th Week of December |
| 24 | Printing of Mark statement | 2 nd Week of December |
| 25 | Instant Examinations Preparing the list of Eligible Students Schedule Examination, Result Declaration and Printing of Mark statement | 3 rd – 4 th Week of December |
| 26 | AEC, SEC, GE and DSE Courses Collecting Staff handling List | 3 rd Week December |
| 27 | Extra Credit Courses Preparing the list of Eligible Students | 1 st Week of January |
| 28 | Question Paper Setting Preparing the List of Courses Finalizing the last date for receiving the QP Communication to Examiners Reminder to Examiners Scrutiny | 1 st Week of January – 1 st Week of March |
| 30 | ESE Examination tentative schedule Uploading of the in College Web Portal | 1 st Week of February |
| 31 | CIA – 1 Uploading the marks Retest | 1 st – 3 rd Week of February |
| 32 | ESE Application and Exam Fee Collection | 3 rd Week of February – 1 st Week of March |
| 33 | Examination Committee Meeting | 1 st Week of March |
| 34 | Practical and AEC Examinations Schedule Appointment of Examiners | 1 st – 2 nd Week of March |
| 35 | End Semester Examinations Schedule Collecting the list of Invigilators | 2 nd Week of March |
| 36 | Practical and AEC Examinations Commencement of Examinations | 3 rd – 4 th Week of March |
| 37 | CIA – 2 Uploading the marks Display of Marks | 1 st Week of April |

| S. No. | Description | Tentative Schedule |
|--------|--|--|
| 38 | Collecting the list of Invigilators for ESE Issue of Hall Ticket | 1 st Week of April |
| 39 | Central Valuation Schedule Appointment of Examiners | 2 nd – 3 rd Week of April |
| 40 | End Semester Examination Printing the Question Paper Commencement of Examinations | 3 rd Week of April |
| 41 | Central Valuation Commencement of CV | 3 rd – 4 th Week of April |
| 42 | Passing Board and Publication of Result | 2 nd Week of May |
| 43 | CIA Arrear Examination | 1 st to 4 th Week of April |
| 44 | Examination Disciplinary Committee Meeting | 4 th Week of May |
| 45 | Publication of April End Semester Examinations (ESE) Result | Last Week of May |
| 46 | Revaluation / Retotalling / Transparency / Instant Examination – Circular | On the date of Publication of Result |
| 47 | Revaluation and Declaration of result | 1 st Week of June |
| 48 | Malpractice (Action Taken) | 1 st – 4 th Week of June |
| 49 | Printing of Mark statement | 2 nd Week of June |
| 50 | Instant Examinations Preparing the list of Eligible Students Schedule Examination, Result Declaration and Printing of Mark statement | 3 rd – 4 th Week of June |

FUNCTIONS OF COE

Administrative Structure of Office of the Controller of Examinations



ROLES AND RESPONSIBILITIES

Principal:

- ❖ The Principal of the college shall be the Chief Controller, Examinations.

Role of Controller of Examinations:

- ❖ To conduct and maintain the standard of the examinations of all the programmes.
- ❖ To publish the results.
- ❖ To authorize the mark statement and certificates.
- ❖ To maintain the records of examination activities.
- ❖ To address the grievances of all stakeholders.

Deputy Controller of Examinations:

- ❖ To assist the COE in executing all the functioning of the office.
- ❖ The Deputy Controller of Examinations shall be the Chief Superintendent of the Examinations.

Role of the Chief Superintendent:

- ❖ To maintain the secrecy and confidentiality for the conduct of the examination shall lie with the Chief Superintendent.
- ❖ To facilitate all necessary arrangements for the smooth conduct of the End Semester Examinations.
- ❖ To verify the details of Galley collected from COE Office.
- ❖ To ensure to take all pre-cautionary measures to prevent any kind of malpractice by the candidates and keep strict vigil during the examination.
- ❖ To appoint Invigilators and Flying Squad.

Assistant Controller of Examinations:

- ❖ To assist the COE in executing all the functioning of the office.
- ❖ To coordinate the Examination Automation Cell.

Role of the Additional Chief Superintendent:

- ❖ To keep ready, the examination hall for the conduct of Examinations.
- ❖ To Allot duties for the Invigilators.
- ❖ To address the grievances of the students in the examinations.
- ❖ To make facilities for differently – abled candidates to write their examinations.
- ❖ To dispatch the answer scripts to the valuation centre.
- ❖ To maintain all the relevant records of the Examinations.

Role of the Camp Officer:

- ❖ To make necessary arrangement for the conduct of valuation as per the schedule.
- ❖ To coordinate with COE office and the Examination Cell for the details of the answer scripts.
- ❖ To verify the number of scripts assigned against the claims.
- ❖ To forward the grievances relating to the question papers to the respective board chairman.
- ❖ To submit mark statement of the evaluated scripts to the COE.

Role of the Board Chairman:

- ❖ To allot answer scripts to the examiners.
- ❖ To verify the evaluated scripts and the entry of marks.
- ❖ To take appropriate actions against grievances.
- ❖ To verify and forward the claims to the camp officer.

FEE STRUCTURE

| S. No. | PARTICULARS | FEES |
|--------|---|---|
| 1 | CIA Improvement (UG / PG) | Rs. 600/- |
| 2 | Duplicate Consolidated Mark Statement | Rs. 1,500/- |
| 3 | Duplicate Mark Statement | Rs. 1,000/- |
| 4 | Name Correction in Each Mark Statement for Current Students | Rs. 200/- |
| 5 | Name Change in Each Mark Statement | Rs. 400/- |
| 6 | Transcript Certificate | Rs. 1,500/- per Mark Statement and per Copy (Postage Charges if required) |
| 7 | Genuineness Certificate (For Mark Statement Only) | Rs. 300/- |
| 8 | Pass Certificate | Rs. 250/- |
| 9 | Transparency (UG, PG and M.Phil) | Rs. 500/- (Each Paper) |
| 10 | Revaluation (UG / Diploma / Certificate) | Rs. 750/- (Each Paper) |
| 11 | Revaluation (PG / PG Diploma / M.Phil) | Rs. 750/- (Each Paper) |
| 12 | Retotalling (UG, PG and M.Phil) | Rs. 500/- (Each Paper) |
| 13 | Instant Examination Fee (UG & PG) | Rs. 1,000/- (Per Paper) |
| 14 | Condonation Fee 65% to 74% 50% to 64% | Rs. 1,000/- Rs. 1,250/- (With MC) |

| Course / Programme | UG | PG | MCA | MBA | ADCAA & Aalim |
|--|---------|---------|---------|---------|---------------|
| Each Theory Course | Rs. 90 | Rs. 160 | Rs. 300 | Rs. 500 | Rs. 90 |
| Each Ability Enhancement Course | Rs. 100 | - | - | - | - |
| Each Practical Course (2/3 Hrs) | Rs. 120 | Rs. 220 | Rs. 350 | Rs. 500 | - |
| Each Practical Course (4 Hrs) | Rs. 150 | Rs. 250 | - | - | - |
| Each Practical Course (5/6 Hrs) | Rs. 200 | Rs. 350 | - | - | - |
| Internship / Project | Rs. 200 | Rs. 450 | Rs. 600 | Rs. 750 | - |
| Internal Paper | - | - | Rs. 250 | Rs. 250 | - |
| Cost of Examination Application for all Classes - Rs. 70/- Statement of Marks for all Classes - Rs. 150/- Fine Rs. 200 /- (Late Fee) | | | | | |

Office of the Controller of Examinations
Jamal Mohamed College (Autonomous), Tiruchirappalli - 620 020.

| S. No | Conduct of Practical / Viva-voce Examinations | | Current Amount | Revised Amount |
|-------|--|---|----------------|----------------|
| 1 | Honorarium to coordinator for entire period of Practical Examinations | | Nil | Rs. 500/- |
| 2 | a | Question Paper Setting for UG/PG courses Per Set equally divided by Internal Examiner and External Examiner (One set only) | Rs. 95/- | Rs. 120/- |
| | b | Per set equally divided by Internal and External Examiner (More than one set) | Rs. 65/- | Rs. 100/- |
| 3 | Examiners Remuneration (Including preparation, evaluation and record) Per Candidate - Per Examiner: | | | |
| | UG (3 Hours) | | Rs. 5/- | Rs. 5/- |
| | UG (More than 3 Hours) | | Per Hour | Per Hour |
| | PG (3 Hours) | | Rs. 10/- | Rs. 10/- |
| | PG (More than 3 Hours) | | Per Hour | Per Hour |
| 4 | Skilled Assistant Remuneration: | | | |
| | UG (3 Hours) | | Rs. 3/- | Rs. 4/- |
| | UG (More than 3 Hours) | | Per Hour | Per Hour |
| | PG (3 Hours) | | Rs. 4/- | Rs. 5/- |
| | PG (More than 3 Hours) | | Per Hour | Per Hour |
| | UG Min. Per session | | Rs. 75/- | Rs. 75/- |
| 5 | Dissertation Valuation per Candidate / per Examiner: | | | |
| | UG Course (Including Computer and Corporate) | | Rs. 30/- | Rs. 30/- |
| | PG Course | | Rs. 50/- | Rs. 50/- |
| | M.Phil | | Rs. 100/- | Rs. 200/- |
| 6 | Viva-voce Per Candidate / Per Examiner: | | | |
| | UG | | Rs. 2/- | Rs. 2/- |
| | PG | | Rs. 5/- | Rs. 5/- |
| | M.Phil | | Rs. 60/- | Rs. 100/- |
| | Field Work for Social Work (MSW) | | | Rs. 125/- |
| 7 | Lab Assistant (D.A) | | Rs. 50/- | Rs. 50/- |
| | Lab Assistant Per session | | Rs. 30/- | Rs. 60/- |
| 8 | Purchase of Specimen cost Per Candidate: | | | |
| | UG & PG Chemistry | | Rs. 15/- | Rs. 15/- |
| | UG Botany / Zoology | | Rs. 15/- | Rs. 15/- |
| | PG Botany / Zoology | | Rs. 15/- | Rs. 15/- |
| 9 | Store Keeper / Museum Keeper / Herbarium Keeper (Per session) | | | Rs. 60/- |
| 10 | Sweeper (Per day) | | | Rs. 60/- |


Controller of Examinations


Principal



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TIRUCHIRAPPALLI - 620 020

OFFICE OF THE CONTROLLER OF EXAMINATIONS

THEORY EXAMINATION – RATE OF REMUNERATION WITH EFFECT FROM NOVEMBER 2018

1. Chief Superintendent : Rs.400 per session
2. Additional Chief Superintendent : Rs. 320 per session
(Up to 500 students – 1 Additional Chief Superintendent
501 to 1000 students – 2 Additional Chief Superintendents
More than 1000 students – 3 Additional Chief Superintendents)
3. Hall Superintendent / Invigilator : Rs. 240 per session
(One for every 42 candidates)
4. Clerical Assistant (Maximum of 10 Nos.) : Rs. 200 per day
5. Waterman (Maximum of 15 Nos.) : Rs. 150 per day
6. Attender / Peon / Servant (Maxi. of 10 Nos.) : Rs. 200 per day
7. General Arrangements : Rs. 4000 per semester
8. Sweeper (Maximum of 10 Nos.) : Rs. 50 per session
9. Scavenger (Maximum of 5 Nos.) : Rs. 50 per session
10. Stationery (Original bills must be enclosed) : Rs. 10,000 (Maximum per semester)
11. Refreshments (per invigilator for two sessions) : Rs. 25 per day
12. Transport : Rs. 2000 per semester
13. Watchman (3 Nos.) : Rs. 1500 per semester
14. Scribe remuneration for visually challenged candidates – per session: Rs. 100
15. Pre arrangement of Examination:
1 Chief, 1 Additional Chief, 1 clerk and 1 Attender will be allowed.

Note: Answer scripts are to be handed over to camp officer by Chief Superintendent of Examinations.

Principal

Secretary and Correspondent



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OFFICE OF THE CONTROLLER OF EXAMINATIONS

CENTRAL VALUATION – RATE OF REMUERATION

With Effect from November 2018

- | | | |
|----|---|-------------------------|
| 1. | Camp Officer Remuneration per day | : Rs. 500 |
| 2. | Additional Camp Officer Remuneration per day (2 Nos.) | : Rs. 400 |
| 3. | Clerical Assistant (2 Nos.) | : Rs. 300 per day |
| 4. | Attender (One Number) | : Rs. 200 per day |
| 5. | General Arrangements and Clearing | : Rs. 1000 per semester |
| 6. | Research scholars (for total marks verification) (Maximum of 5 Scholars) | : Rs. 150 per day |
| 7. | Clerk and Attender remuneration (Preliminary arrangements for central valuation) | : Rs. 100 per day |
| 8. | Refreshments and Stationary as per bill | |

Note: No transport allowance. Answer scripts are to handed over to camp officer by Chief Superintendent of Examinations.



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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Claim for Online Examination

| | | |
|----|----------------------------------|---------------------|
| 1. | Coordinator per session | Rs. 350/- |
| 2. | System Administrator per session | Rs. 300/- |
| 3. | Hall Superintendent | Rs. 240 Per session |
| 4. | Clerical Assistant | Rs. 200 Per Day |
| 5. | Attender | Rs. 200 Per Day |

POLICIES



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OFFICE OF THE CONTROLLER OF EXAMINATIONS

POLICY FOR APPOINTMENT OF EXAMINERS

1. QUALIFICATION AND EXPERIENCE

The internal examiner in any subject should have a minimum of 3 years of experience in the discipline concerned and 5 years in the case of external examiners.

2. APPOINTMENT OF EXTERNAL EXAMINERS

For both theory and practical examination, atleast 50% should be external examiners.

The external examiner shall be invited from the jurisdiction of Bharathidasan University and also from other recognized University if needed.

3. The practical examinations shall be conducted before the commencement of End Semester Examinations.
4. The external examiners, will be selected from the panel of examiners approved by the Board of Studies of concerned programme.
5. The examiners will be debarred for two consecutive semesters in case of erratic/ unfair means in question paper setting / valuation
6. The ability enhancement courses and Generic Elective Courses are evaluated by the internal examiners.
7. The panel of examiners are updated once in three years.
8. No travelling allowance shall be admissible for the examiners appointed within Tiruchirappalli district.
9. The internal examiners are appointed for scrutinizing the question papers.
10. For appointing the chairman, a minimum of 15 years of experience / senior most faculty of the concerned department shall be considered.
11. The remuneration will be provided as per the college norms.

Controller of Examinations

Principal



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OFFICE OF THE CONTROLLER OF EXAMINATIONS

POLICY FOR INVIGILATORS **Code of Conduct and Norms for Invigilators**

The conduct of examinations in a smooth and disciplined manner will pave the way for overall discipline in the college.

1. The invigilators shall be in the examination hall at least 25 minutes before the examination time and the students are expected to be in the halls 15 minutes before. At least 5 minutes time gap is necessary for the invigilators to know the seating plan and to guide the students to settle in their allotted seats.
Do not allow any candidate without hall ticket/ permission letter from Chief superintendent / Additional chief superintendent.
2. The invigilators are requested to maintain norms by not carrying textbooks and other personal material to the examination hall.
3. The invigilators are requested to keep on moving and watch the students carefully in the examination hall without sitting at one place, to prevent copying.
4. The invigilators shall desist from using the cell phones and talking in the examination hall to avoid inconvenience to the students.
5. It is always better to prevent copying rather than finding fault while copying.
6. If the invigilator is not able to come for the duty in case of emergency / unprecedented event, the staff shall intimate to the Chief Superintendent / Additional Chief Superintendent.
7. Invigilators should duly announce the following points in the Examination Hall.
 - a. One minute silent prayer before the commencement of the examinations.
 - b. Students are required to ensure they have no study material/ handouts with them.
 - c. Do not disfigure/ scribble on the desk / wall.
 - d. Students are required to verify their register number, course code and course title printed on the OMR answer sheet. If any mistake is found, it has to be corrected with the knowledge of Chief Superintendent.
 - e. If the answer booklet is found to be defective, ask the invigilator for replacement of the defective booklet within first five minutes. Once the student starts writing on the booklet, it will not be replaced.

- f. Students are required to verify the total number of pages in the answer booklet.
 - g. Students are required to verify the question paper whether all the questions are printed visibly or not. If any issues related to printing and visibility of the question paper, ask for the replacement immediately.
- 8. Invigilators should verify the Hall ticket and Identity card of the candidate before affixing signature on the OMR sheet.
 - 9. Invigilators should check whether the candidates are seated in the allotted seat.
 - 10. Invigilators should remind the timing for every one hour from the commencement of examinations.
 - 11. Invigilators should collect the OMR sheet half an hour after the commencement of examinations and submit the same to the person who comes for collecting the OMR between 10.30 am and 11.00 am.
 - 12. Invigilators have to mark as AA in the box provided in the sheet pasted over the cover bag for the candidates absent for the examinations.

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

POLICY FOR FLYING SQUAD

1. The senior most faculty members / Faculty members with 10 years of service including Bursar, Dean of Science, Dean of Arts, Dean of Research, Registrar of Attendance, designated coordinators of various programmes are appointed as Flying Squad by the COE.
2. They visit and assure all the facilities and amenities provided in the Examination Hall are sufficient.
3. Further they also assess the performance of the invigilator and the instructions followed by the students.
4. A feedback of the visit will be submitted to the Chief Superintendent.

Controller of Examinations

Principal



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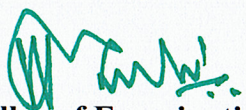
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OFFICE OF THE CONTROLLER OF EXAMINATIONS

GRIEVANCE REDRESSAL POLICY

1. Any grievances addressed by the students related to the office of the controller of examination will be redressed within a time period of 7 days.
2. Discrepancies in the question paper are addressed by the student, routed through the Course Designer and Head of the Department to the Controller of Examinations and will be forwarded to the respective chairman of valuation board. Action will be taken and will be reported to COE by the valuation chairman.
3. Any correction in the CIA marks has to be brought to the notice of the COE through the Mentor and Head of the Department and will be rectified within two days after the display of marks.
4. Corrections in the hall ticket if any must be immediately rectified at the COE office.
5. Necessary actions will be taken against the complaints related to the Infrastructure facilities like lighting, Seating arrangements, drinking water, display of information in the notice board, brought to the notice of the Chief Superintendent.
6. If there is a 30% failures in any course, all the answer scripts of the course will be recommended for second valuation.
7. Revaluation refund?
Post re-evaluation, if the score exceeds by 20 marks, amount paid for revaluation will be refunded.
8. Any corrections in the mark statement will be solved within a span of two working days.


Controller of Examinations


Principal

Question Paper Setting:

1. All the communications related to the question paper setting are carried out in electronic form including the receipt and payment of claims.
2. The Office of the COE shall prepare a list of teachers based on seniority and the expertise of the discipline from the Examiners' panel database to appoint the examiners for question paper setting.
3. The paper setters are required to maintain strict confidentiality.
4. A minimum of **3** years experience for UG and **5** years for PG will be considered. A time frame of **15** days will be given for setting question paper. A reminder of **3** calls will be made in due gap on crossing the stipulated period. In case, an appointed examiner fails to submit the question paper, the COE, in exercise of the, may annul his/her appointment as paper setter and assign a second person to set the said paper.
5. Any discrepancies in the questions by the setter will be brought to the notice of the examiner and will be debarred from the panel for a period of **2** consecutive years / **4** semesters.
6. The claims for QP setting will be settled to a maximum of 15 days after the receipt of the proper claim.

Scrutiny of Question Papers:

1. There shall be a Scrutiny Board to moderate the question papers for all the programmes.
2. The senior faculty members of the discipline will be the Scrutiny Board members.
3. The Scrutiny Boards shall examine the following:
 - (i) Clarity and correctness of the set questions
 - (ii) The course code and title of the course
 - (iii) Coverage of syllabus and
 - (iv) Distribution of marks.
4. The Scrutiny Board would have the power to alter a maximum of 25% of the set questions provided it is unanimous that such changes are absolutely necessary. They have the right to record their remarks about the standard of question paper.

Examination:

Internal Tests (CIA – I & II) and End Semester Examinations (ESE)

a) Part–I, Part–II and Part–III of UG Courses & for PG Courses

Question Pattern:

| 2020 – 2021 | | 2023 – 2024 | |
|--|---------------------|---|---------------------|
| Part – A 20 x 1 (Multiple choice Questions) | 20 Marks | Part – A 15 x 1 (Multiple Choice Questions) | 15 Marks |
| Part – B 5 x 5 (Internal Choice – Either or Type Questions) | 25 Marks | Part – B 5 x 2 (Short answer / Definition type Questions) | 10 Marks |
| Part – C 3 x 10 (Open Choice – 3 out of 5 Questions) | 30 Marks | Part – C 5 x 4 (Internal Choice – Either or type Questions) | 20 Marks |
| | | Part – D 3 x 10 (Internal Choice – Either or type Questions) | 30 Marks |
| Total | 75 Marks | Total | 75 Marks |

Practical Courses–100 Marks (CIA–20 Marks + Record – 5 Marks + Evaluation – 75 Marks)

b) Part – IV of UG Courses – End Semester Examinations for Generic Elective Courses, Skill Enhancement Courses (except Soft Skill Development) and Extra credit courses, there is no CIA marks and End Semester Examinations will be conducted for 100 marks.

The following Question paper pattern may be followed:

Pattern – 1: Descriptive pattern

Part – A (5 Questions out of 8) 5 x 8 = 40 Marks

Part – B (5 Questions out of 8) 5 x 12 = 60 Marks

100 Marks

(or)

Pattern–2: Multiple Choice with objective type Questions

100 x 1 = 100 Marks

(or)

Pattern – 3: Practical Courses

Practical Courses – 100 Marks (Record – 20 Marks + Evaluation – 80 Marks)

Pattern – 4: Skill Enhancement Course – I: Soft Skills Development
(Code No. 20UCN2SE1)

In the end semester examination, a maximum of 100 marks is allotted for Workbook and Viva voce.

| Description | Maximum Marks |
|--|---------------|
| Workbook (Each unit carries 10 marks) | 50 |
| Resume Preparation | 10 |
| <u>Self Introduction</u> | 05 |
| Self – description with future plan (writing) | 05 |
| TED Talk (speaking) | 10 |
| <u>Mock Interview</u> | |
| Aptitude | 04 |
| Physical appearance | 04 |
| Communication Skills | 06 |
| Interview questions based on the resume & workbook | 06 |
| TOTAL | 100 |

The subject teacher and one more examiner, either HOD or a staff member of our College (nominated / identified by the HOD) will conduct the examination for a maximum of 30 candidates per session.

Pattern – 5: Ability Enhancement Courses – I: Value Education
(20UCN1AE1 /20BCN1AE)

(Approved by the 26th Academic council meeting held on 18.06.2020)

| | |
|--------------------|------------------|
| Course Duration | : 15 hours |
| Evaluation System | : Activity based |
| Hours of Teaching | : 5 hours |
| Hours for Activity | : 10 hours |

CIA Components:

| S. No. | Component | Maximum Marks |
|--------|--|---------------|
| 1. | Documentary / Poster Presentation / Elocution | 25 |
| 2. | Quiz / MCQ Test | 25 |
| 3. | Album Making / Case study on a topic / Field Visit | 25 |
| 4. | Essay Writing / Assignment (Minimum 10 pages) | 25 |
| | Total | 100 |

There will be no End Semester Examination for this course. However, the subject teacher will evaluate the above mentioned components based on the performance of the students and submit the marks out of 100 (in the format prescribed by the COE) with the approval of the concerned Head of the Department to the COE along with CIA marks of other courses.

Resolution 31: 12 / November 2022

Resolved to approve the following Question Paper pattern for the PG Diploma, Diploma and other certificate programmes for both CIA and ESE.

Part – A (Internal Choice – Either or Type Questions) $5 \times 5 = 25$ Marks

Part – B (5 Questions out of 8) $5 \times 10 = 50$ Marks

| | |
|--------------|-----------------|
| TOTAL | 75 Marks |
|--------------|-----------------|

Resolution 31: 13 / November 2022

Resolved to approve the following Question Paper pattern for both CIA and ESE of M.Phil. Programme as per Bharathidasan University norms.

Section A: 10 Questions x 2 Marks = 20 Marks

(Two Questions from each unit)

Section B: 5 Questions x 5 Marks = 25 Marks

(Internal Choice and one set of questions from each unit)

Section C: 3 Questions x 10 Marks = 30 Marks

(Answer any three out of 5 questions and one question from each unit)

**Pattern – 5: Ability Enhancement Courses – II: Environmental Studies
(20UCN3AE2/20BCN3AE2)**

(Approved by the 26th Academic council meeting held on 18.06.2020)

Course Duration : 15 hours

Evaluation System : Activity based

Hours of Teaching : 5 hours

Hours for Activity : 10 hours

CIA Components:

| S. No. | Component | Maximum Marks |
|--------|--|---------------|
| 1. | Documentary / Poster Presentation / Elocution | 25 |
| 2. | Quiz / MCQ Test | 25 |
| 3. | Album Making / Case study on a topic / Field Visit | 25 |
| 4. | Essay Writing/ Assignment (Minimum 10 pages) | 25 |
| | Total | 100 |

There will be no End Semester Examination for this course. However the subject teacher will evaluate the above mentioned components based on the performance of the students and submit the marks out of 100 (in the format prescribed by the COE) with the approval of the concerned Head of the Department to the COE along with CIA marks of other courses.

**Pattern – 6: Ability Enhancement Courses – III: Gender Studies
(17UCN6GS / 18BCN4GS and 20UCN6AE3)**

(Approved by the 26th Academic council meeting held on 18.06.2020)

Syllabus : Existing Syllabus with
Course Code **17UCN6GS/18BCN4GS**

Course Duration : 15 hours

Evaluation System : Activity based

Hours of Teaching : 5 hours

Hours for Activity : 10 hours

CIA Components:

| S. No. | Component | Maximum Marks |
|--------|--|---------------|
| 1. | Documentary / Poster Presentation / Elocution | 25 |
| 2. | Quiz / MCQ Test | 25 |
| 3. | Album Making / Case study on a topic / Field Visit | 25 |
| 4. | Essay Writing / Assignment (Minimum 10 pages) | 25 |
| | Total | 100 |

There will be no End Semester Examination for this course. However the subject teacher will evaluate the above mentioned components based on the performance of the students and submit the marks out of 100 (in the format to be supplied by the COE) with the approval of the concerned Head of the Department to the COE along with CIA marks of other courses.

Courses with Extra Credits

Pattern: Multiple Choice Questions

100 x 1 = 100 Marks

Awarding of Grades for Extension Activities (JAMCROP)

- a) The evidences in the mode of photographs or certificates highlighting the activities can be handed over to the Tutors concerned for the award of Grade.

A/B/C/D A consolidated report of the JAMCROP activities undertaken by students of respective departments must be submitted by the Tutor to the Coordinator of JAMCROP programmes and COE at the end of Semester II only.

- b) Under Lab to Land scheme (of NAAC) every HOD/ MID of the department has to depute atleast 15 students comprising of IUG and IPG classes in the department to any village of their choice with a minimum of 10 hours for carrying out Awareness programme / Literacy Programme/ Health-related activities and any other programmes of societal concern in order to contribute to the development of a village with an eye on Social responsibility. This fulfilled activity can be counted upon for JAMCROP.

i) PG Diploma Programme, COP and other Certificate Courses.

Part – A (Internal Choice – Either or Type Questions) 5 x 5 = 25 Marks

Part – B (5 Questions out of 8) 5 x10 = 50 Marks

TOTAL 75 Marks

ii) M.Phil. Programme

Internal Tests (CIA – I & II) and End Semester Examinations (ESE)

Part – A 10 Questions x 2 Marks =25 Marks
(Two Questions from each unit)

Part – B 5 Questions x 5 Marks =50 Marks
(Internal Choice and one set of questions from each unit)

Part – C 3 Questions x 10 Marks = 30 Marks
(Answer any three out of 5 questions and one question from each unit)

TOTAL 75 Marks

Condonation (w.e.f 2016 – 2017)

The attendance rules and regulations are being followed as per the University norms. Students must have 75% of attendance in each semester to appear for the examination. Students who have attendance between 65% and 74% shall apply for condonation in the prescribed form with the prescribed fee. Students who have attendance between 50% and 64% shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate. Students who have attendance below 50% are not eligible to appear for the examination. They shall re-do the semester after completion of the Programme.

Time Ceiling for Completion of Degree:

- i. The candidates who are admitted in 2018–19 or after will be allowed to complete the UG / PG programmes within two years after the completion of programme.
- ii. In Exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances will be spelt out by the relevant statutory body.
- iii. During the extended period, the student shall be considered as a private candidate and also not be eligible for college / university ranking.
- iv. Further, the private candidates, who apply for November session and or the subsequent examinations, they will be permitted to appear only two chances to complete their respective degree course.

Examination Committee:

There is a separate committee to look after the following:

- (i) Conduct of the examinations
- (ii) Differently abled candidates
- (iii) Malpractice
- (iv) Evaluation

(i) Conduct of the examinations

- a. The examination will be conducted under the supervision of the Chief Superintendent.
- b. The Additional Chief Superintendents will assist the Chief Superintendent for the smooth and successful conduct of the examinations.
- c. Additional Chief Superintendents shall be appointed based on the following student strength:

Upto 500 number of students 1 Additional Chief Superintendent
501 – 1000 number of students 2 Additional Chief Superintendent
Above 1000 number of students 3 Additional Chief Superintendent
- d. Before the commencement of the examinations the Chief Superintendent has to appoint and conduct a meeting for the Invigilators.
- e. Hall & seating arrangements and other necessary amenities will be made available well before the commencement of the examination by the Additional Chief Superintendents.
- f. All issues related to the students will be dealt by the Chief / Additional Chief Superintendents.
- g. On the day of examination, the dispatch of answer scripts to the valuation centre will be taken care by the Additional Chief Superintendents. All the details of the scripts will be handed over to the Camp Officer.
- h. The students have to take their allotted seat 15 minutes before the commencement of the examination and will not be allowed to enter the hall after 30 minutes of the commencement of the examination. They have to remain in the hall for a minimum period of 30 minutes from the commencement of the examination.
- i. All practical examinations shall be conducted under the supervision of external examiners who shall be appointed by the COE. The External Examiners so appointed shall however have to be from a panel of examiners duly approved by the Academic Council.

(ii) Differently Abled Candidates

- a. A differently abled candidate should submit an application requesting a scribe to the COE at least 15 days in advance from the date of commencement of examination.
- b. Disability Certificate issued by the competent medical officer (state/central) must be submitted.
- c. The Chief Superintendent of Examination shall arrange the scribe/writer as per the prescribed academic qualification to write the examination on behalf of the candidate. In case, the candidate intends to bring own scribe the candidate may be allowed to do so subject to the verification of educational qualification by the Chief Superintendent.
- d. The academic qualification of a 'Scribe' (Writer) to write the examination on behalf of a physically challenged student should be one grade lower than the qualification possessed by the candidate.

(iii) Malpractice

- a. If a candidate indulges in unfair practices during examinations (CIA/ESE both Theory and Practical), the invigilator will report to the Chief Superintendent/Additional Chief Superintendent. Any such case will be taken into consideration, only after duly recording the reasons in presence of the Invigilators who must attest the recorded reasons.
- b. The Chief Superintendent/Additional Chief Superintendent have the right to warn/expel/temporarily debar or suspend the student(s) on the spot as may be deemed fit and will be intimated to the COE.
- c. All relevant evidences in the matter then may be forwarded to the office of the COE to enable the COE place the case before the Examination Disciplinary Committee (EDC) for its consideration.
- d. All the reported cases on adoption of unfair means during the conduct of an examination shall have to be referred to the EDC.
- e. The EDC is mandated to examine the documents reported to have been used by a defaulting examinee, grant personal hearing to the defaulting examinee if need be and then on the basis of its findings recommend, on a case to case basis, appropriate further actions to be taken.
- f. All the registered courses (except project work) in the particular semester will be cancelled.
- g. The COE will intimate to the parent within 15 days after the completion of the examination. The parents along with the student have to meet the COE after reporting to the mentor and Head of the department concerned.

(iii) Evaluation

Evaluation Methods:

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 (Theory / Practical) – 20 Marks (5 + 5 + 3 + 3 + 2 + 2) | |
|---|--|
| Two and half Units (50%) | Five Units (100%) |
| 7.5 Marks | 7.5 Marks |
| Assignment/ Seminar: 3 Marks | Assignment/ Seminar: 3 Marks |
| Attendance: 2 Marks | Attendance: 2 Marks |
| Attendance marks should be calculated up to CIA Test –I 50 % to 74% – 1 Mark 75 % to 100% – 2 Marks | Attendance marks should be calculated from CIA Test –I 50 % to 74% – 1 Mark 75 % to 100% – 2 Marks |

| UG & PG (Theory) – 25 Marks (7.5 + 7.5 + 3 + 3 + 2 + 2) | |
|---|---|
| Test – I (3 hours) | Test – II (3 hours) |
| Two and half Units (50%) | Five Units (100%) |
| 5 Marks (For Theory – CIA Examinations will be conducted for 3 hours with 75 Marks and Converted to 5) or (For Practical – CIA Examinations will be conducted for 3 hours with 80 Marks and Converted to 5) | 5 Marks (For Theory – CIA Examinations will be conducted for 3 hours with 75 Marks and Converted to 5) or (For Practical – CIA Examinations will be conducted for 3 hours with 80 Marks and Converted to 5) |
| Assignment/ Seminar: 3 Marks (or) Observations / Performance: 3 Marks | Assignment/ Seminar: 3 Marks (or) Observations / Performance: 3 Marks |
| Attendance: 2 Marks | Attendance: 2 Marks |
| Attendance marks should be calculated up to CIA Test –I 50 % to 74% – 1 Mark 75 % to 100% – 2 Marks | Attendance marks should be calculated from CIA Test –I 50 % to 74% – 1 Mark 75 % to 100% – 2 Marks |

Central Valuation:

- (i) Evaluation of all answer scripts shall be centrally executed at designated location under direct supervision of the camp officer. The office of COE will present the valuation schedule and the list of examiners to the camp officer.
- (ii) The External Examiners are appointed from the panel of examiners duly approved by the Academic Council.
- (iii) The camp officer will collect the answer scripts from the Chief Superintendent on the respective days of examination.
- (iv) The valuation board will be started on the third day of the commencement of the examinations.
- (v) The ratio of examiners appointment will be a minimum of 50% from the external and the remaining are from internal.

Publication of Results:

- (i) On being endorsed by the Passing Board, the draft Result Sheet shall be submitted to the Principal for approval following which the COE shall formally declare the result in the college web portal.
- (ii) The chairman of the board will be the member of the passing board. In case, the chairman is not available in station, the COE can depute the senior faculty of the board to finalise the result.
- (iii) In order to enable a student, pass or secure a better grade, the Board shall have the authority to grant a grace score not exceeding 5 marks.
- (iv) The office of the COE shall remain obliged to dispatch the full result sheet to all concerned on the day of declaration of the result.
- (v) The office of the COE shall be obliged to dispatch the printed mark sheets to the college office within 15 days from the day of declaration of the result.

Revaluation:

- (i) A candidate, if dissatisfied with the result, may apply to the office of the COE within 7 days counting from the day of the declaration of the result.
- (ii) The COE shall appoint an examiner who must not be the examiner who originally evaluated the script.
- (iii) Post re-evaluation, the higher of the two scores shall be treated as the final score. However, in case, the re-evaluated score exceeds the first score at least by 15 marks or more, the concerned answer script shall be re-examined by a third examiner. The score awarded by the third examiner shall be treated as the final score if the difference of marks lies in the allowed range with anyone of the previous two examiners else the average of the three marks will be considered as final score.
- (iv) Post re-evaluation, if the score exceeds by 20 marks, the examiner concerned will be debarred from the panel for a period of **2** consecutive years / **4** semesters.
- (v) There shall be no re-evaluation for practical examinations

Instant Examinations:

- (i) All the outgoing / out-gone students, including malpractice cases of previous semesters and also Re-do cases are permitted to apply for Instant Examination in the Even semesters to a maximum of two courses (courses may be from first to final semester).
- (ii) All the outgone students including malpractice cases of previous semesters and Re-do cases are also permitted to apply for Instant Examination in the Odd semester to a maximum of one course (courses may be from first to final semester).
- (iii) The prescribed fee has to be paid for writing Instant Examination.
- (iv) The Instant Examination will be conducted **within 15 days of declaration of results of the final semester.**
- (v) The student who have not registered for the ESE will not be allowed to write the instant examination

Grading:

- (i) On a successful completion of UG/ PG programme by a candidate within the duration of the Programme as per the University norms, grades will be awarded. If a candidate completes a programme after the stipulated period the maximum permissible division is First Class with the respective grade and will not be considered for award of Distinction / Outstanding categories.
- (ii) The CIA and ESE marks will be summed up for the award of grading.
- (iii) From the second semester onwards both the semester and cumulative grading will be calculated. Cumulative grading will not be calculated if the student has a standing arrear.

Grading of the Courses for UG, Certificate and Diploma Programmes:

| Marks Range | Grade Point | CGPA | Corresponding Grade | Classification of Final Results |
|---------------------------|-------------|----------------|---------------------|---------------------------------|
| 90 and above | 10 | 9.00 and above | O | Outstanding |
| 80 and above but below 90 | 9 | 8.00 to 8.99 | A+ | Excellent |
| 70 and above but below 80 | 8 | 7.00 to 7.99 | A | Very Good |
| 60 and above but below 70 | 7 | 6.00 to 6.99 | B+ | Good |
| 50 and above but below 60 | 6 | 5.00 to 5.99 | B | Above Average |
| 40 and above but below 50 | 5 | 4.00 to 4.99 | C | Average |
| Below 40 | 0 | Below 4.00 | R.A. | Re-Appearence |

Grading of the Courses for PG, PG Diploma and M.Phil. Programmes:

| Marks Range | Grade Point | CGPA | Corresponding Grade | Classification of Final Results |
|---------------------------|-------------|----------------|---------------------|---------------------------------|
| 90 and above | 10 | 9.00 and above | O | Outstanding |
| 80 and above but below 90 | 9 | 8.00 to 8.99 | A+ | Excellent |
| 70 and above but below 80 | 8 | 7.00 to 7.99 | A | Very Good |
| 60 and above but below 70 | 7 | 6.00 to 6.99 | B+ | Good |
| 50 and above but below 60 | 6 | 5.00 to 5.99 | B | Above Average |
| Below 50 | 0 | Below 5.00 | R.A. | Re-Appearence |

Note:

- To award Second Class with B Grade for the M.Phil. scholars who have completed the Course with more than one attempt / exceeding the stipulated programme period.
- The students of Advanced Diploma, whose range of mark secured is 90 and above will be awarded with a grade Distinction (D) only instead of Outstanding (O) as Maximum grade category. They cannot be considered for any outstanding mode of classification.

Rectification of Results:

- (i) A student shall be eligible to apply for rectification of printing / calculation errors detected on his/her grade card in respect of Name, Semester, Title of the paper(s), CGPA and SGPA score within 7 days from the date of receipt of the grade sheet.
- (ii) The requests for such rectification shall have to be duly endorsed by the principal concerned as the case may be.
- (iii) The office of the COE shall issue a fresh grade card incorporating the corrections sought for within 7 days from the date of receipt of the application through the concerned Principal as the case may be.

Disposal of Answer Scripts

All the evaluated scripts will be retained in the office of the controller of examinations for a minimum period of five years. After the completion of the minimum period they will be disposed after getting the approval from the principal. The confidential papers are destroyed in the office of the controller of examinations itself by using the chopper machine.