SOURASHTRA COLLEGE (AUTONOMOUS)

[Affiliated to Madurai Kamaraj University - Accredited with 'B+' Grade by NAAC]

MADURAI – 625 004, TAMIL NADU

CONTROLLER OF EXAMINATIONS

EXAMINATION POLICY

Duties of Chief Controller of Examinations:

1) The Principal of the College is the Chief Controller of Examinations.
2) The Chief Controller of Examinations guides the activities of the COE office and suggests necessary improvements.

Functioning of the Controller of Examinations Office:

1) The Controller of Examinations executes the order of the Principal (also the Chief Controller of Examinations) in the office of COE.
2) Duties of Controller of Examinations:

1. Maintains confidentiality and secrecy in all aspects.
2. The COE is a visionary and an innovative person in using the latest technology to a larger extent and ensures transparency and efficiency in execution of the tasks.
3. Shares work with the Deputy controller of examinations for the smooth conduct of COE office activities.
4. In the absence of the COE, the Deputy COE acts on behalf of the COE and performs the duties getting prior consent from the COE on all important affairs of the office.
5. Assign duties to the staff in the COE office.
6. Looks after the day to day affairs in the office of COE.
7. Takes necessary actions for the maintenance of all the equipments in the office of COE.
8. Statutory documents, mark statements, answer scripts etc., are maintained under COE's custody in strong room. Usage of these documents must be periodically reported to the Principal.
9. Reviews the current process strategies.
10. Prepares panel of examiners for question paper setting for the theory and practicals.
11. Receives the upto date syllabus contents from the office of Dean (academic) for effective question paper setting.
12. Ensures sufficient stock of question papers by having more than one set of question papers in the office in case of emergency.
13. Scrutinizes the question papers and scheme of valuation for correctness and good standard.
14. Prepares timetable for end semester examinations.
15. Co-ordinates with the chief superintendent in the smooth conduct of examinations and sends the question papers in time and with all security measurements.
16. Ensures smooth conduct of examinations and declaration of results.
17. Conducts central valuation and make necessary arrangements to enter the scoring details of students in the system in a systematic manner.
18. Organizes awards committee meeting and declares the results in the College website in a short duration after the completion of examination.
19. Maintains the safety of the answer scripts of students at least for a duration of 3 years After that duration, in consultation with the Principal and the answer scripts shall be disposed.
20. Sends all necessary documents to the Madurai Kamaraj university (affiliated university) to get the degree and provisional certificates of students in time.
21. Communicates all necessary details to the Departments and Students through the Principal in time.
22. Assists the Principal and Heads of the Departments by providing statistical details of performance of students, their progression, etc., for improving the quality of students.

23. Recommends to the Principal for the approval of salary of COE office staff members.
24. Ensures sufficient stock of answer scripts, covers, stationeries and statutory documents and certificates in the office and maintains accounts of stock.
25. Passes the bills of examiners, question paper setters, practical examiners, skilled and hall superintendents etc., for payments.

Hall Ticket:
- Students shall receive the hall ticket, time table and instructions for the summative examination from the college office well in advance the commencement of examination.
- Hall tickets of the students, who owe money to the college or the hostel by way of fees, mess charges, disciplinary fines, library dues, laboratory breakage fine etc.., shall be withheld until such dues are cleared.
- If the progress and conduct of a student is not satisfactory, then the hall ticket will not be issued to him/her.
- If the student loses the original hall ticket, a duplicate hall ticket can be obtained from the Principal on payment of fine amount.

VALUATION:
- The Summative Examination answer scripts will be valued only by the External Examiners from other Colleges/Universities
- Single valuation system will be followed with revaluation option.
- Principal/COE may order second valuation or third valuation by another examiner as and when required.

EVALUATION SYSTEM:
- The performance of the students will be evaluated both by conducting internal assessment tests during the course of the semester and Summative Examinations at the end of the semester. The ratio between the external and internal assessment for theory papers shall be 75:25 for UG and PG.

PART V (NSS, NCC, YRC, RRC, Physical Education, etc.,)
- The performance of the students for part V subjects will be assessed on the basis of
    1. Attendance
    2. Two assignments
    3. Two internal examinations for UG and Three internal examinations for PG

PATTERN OF INTERNAL ASSESSMENT:

	UG
Test (Average of two)	15
Assignment (Average of two)	5
Seminar/Quiz	5
TOTAL	**25**

	PG
Test (Average of best two out of three)	15
Assignment (Average of two)	5
Seminar	5
TOTAL	**25**

PRACTICAL:
There shall be an external practical examination of all the science subjects (Major & Ancillary) with one external and one internal examiner present for each subject. The internal

examiner will be the teacher of our college who handles the subject. The external practical examination shall be conducted at the end of each semester. The ratio between the External and Internal Assessment for practical shall be 60:40 for UG and PG courses.

For a few self-study courses, students will appear for 100 marks.

PASSING MINIMUM:

I. UNDER GRADUATE COURSES:

- For a pass in each theory and practical paper, a student should secure a minimum of 35% marks in the Summative Examinations and a minimum of 40% marks in aggregate (*i.e.*, internal and external marks put together).
- For a pass in the project, a student should secure a minimum of 35% marks both in the Project and viva-voce examination and a minimum of 40% marks in aggregate (*i.e.*, internal and external marks put together).
- For a pass in the UG self-learning course, a student should secure a minimum of 40% marks in aggregate.

II. POST GRADUATE COURSES:

- For a pass in each theory and practical paper, a student should secure a minimum of 45% marks in the Summative Examination and a minimum of 50% marks in aggregate (i.e., internal and external marks put together).
- For a pass in the project, a student should secure a minimum of 45% marks in the Project and viva-voce examination and a minimum of 50% marks in aggregate (i.e., internal and external marks put together).

DECLARATION OF RESULT

- Before the declaration of result, the result review meeting will be conducted with awards committee members including university nominee.
- Moderation of marks will be considered in case of any requirement/recommendation by the advisory committee members.
- The result will be submitted to the awards committee for final approval. After getting the approval from the awards committee, the same result will be published in college official website.
- The result will be published within 10 to 20 days from the last date of examination.

NORMS FOR REVALUATION:

- The candidate should apply for photocopies of their answer scripts (Transparency) within the prescribed time after the publication of result on payment of Rs. 600 for UG, Rs. 750 for PG and apply for revaluation.
- The VI semester, students with arrear can sit for the supplementary exam on payment of the prescribed fees (Rs. 600 for UG & PG and Rs.750 for M.B.A. and M.C.A.) shortly after the publication of the result.
- Revaluation option is given to both UG and PG students.
- If a student does not secure a pass mark both in the First Valuation and Revaluation, the result will be declared as "No Change" and RA(Reappear) in the mark statement.
- A student who does not score pass mark in the First Valuation and scores a pass mark in the Revaluation, the candidate will be declared as Passed" with the revalued marks.

SUPPLEMENTARY EXAMINATIONS:

Supplementary examination will be conducted for the final semester subject(s) within a month after the publication of final semester results. A student who fails in a maximum of three courses only in the final semester examination can appear for the Supplementary Examination subject to the condition that the student should have cleared all the courses from semester I to V. Those who have cleared the course by revaluation is not allowed to appear for

the supplementary examinations.

PRACTICAL:
- The candidates who have got arrear in Practical subjects in the odd/even semester should re- appear for it in the odd/even semester.
- No supplementary examinations for practicals.

ATTENDANCE:
- Each student must earn a minimum attendance of 75 percent in each semester so as to become eligible to appear for the Summative Examinations.
- Students of the first or second year undergraduate programmes should, in addition to this, earn a minimum attendance of 75 percent in anyone of the extra-curricular activities, Part V namely N.C.C., Physical Education, N.S.S, R.R.C & Y.R.C., to become eligible to get one credit each at the end of II year and to write the respective theory examinations in the respective semesters.

AWARDS COMMITTEE
Awards committee will be Constituted by the Principal. The Affiliated University appoints two members. Principal is the chairman of the awards committee. He nominates the members for the awards committee. Dean(Academic Affairs), Chairmen of various programmes are also members of this committee. Chief Controller of Examinations presents the result of summative examination in this forum. Then the result of summative examination is analyzed by the members, and the results are finalized.

MALPRACTICE ENQUIRY COMMITTEE:
A malpractice enquiry committee comprising the Principal, the Controller of Examinations and senior heads of the departments nominated by the Principal shall be constituted to enquire and suggest action against the students who indulged in malpractice in the Summative Examinations breaching the code of conduct.

AWARD OF DEGREES:
- A student is deemed to have successfully completed the course, if he/she passes all the papers of the programme.

CLASSIFICATION OF CANDIDATES PERFORMANCE:
Passing minimum is 35% in External examination & 40% in Aggregate of External examinations
- The grade point for each subject is computed by dividing the total mark by 10.
- The following table gives the grade points and the letter grade for the total marks obtained by the candidate in each subject.

TABLE OF GRADE POINTS AND LETTER GRADE FOR UNDERGRADUATE COURSES:

RANGE OF MARKS	95-100	90–94	85–89	80–84	75–79	70–74	65–69	60–64	55–59	50–54	45–49	40-44	0-39	ABSENT
GRADE POINTS	9.5–10.0	9.0–9.4	8.5–8.9	8.0–8.4	7.5–7.9	7.0–7.4	6.5–6.9	6.0–6.4	5.5–5.9	5.0–5.4	4.5–4.9	4.0-4.4	0.0	0.0
LETTER GRADE	O +	O	D++	D +	D	A++	A+	A	B+	B	C+	C	U	AA

For example: For total mark 83, the grade point is 8.3

CALCULATION OF GRADE POINT AVERAGE FOR A SEMESTER EXAMINATION:
GPA (Grade Point Average) = $\Sigma_i C_i G_i / \Sigma_i C_i$ OR

$$\text{GPA} = \frac{\text{(Sum of the multiplication of grade points by the respective credit of the subject cleared in a semester)}}{\text{Sum of the credits of the subjects cleared in a semester}}$$

CALCULATION OF CUMULATIVE GRADE POINT AVERAGE FOR THE ENTIRE PROGRAMME:

CGPA (Grade Point Average) = $\Sigma_i C_i G_i / \Sigma_i C_i$ OR

$$\text{CGPA} = \frac{\text{(Sum of the multiplication of grade points by the respective credit of the subject`t cleared in the entire programme)}}{\text{Sum of the credits of the subjects cleared in the programme}}$$

where C_i – Grade earned for the course i in any semester

G_i – Grade point obtained for course i in any semester

Σ_i – Summation of all courses cleared in a semester in the case of GPA and all courses cleared in all semesters in the case of CGPA.

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.50 – 10.00	O +	FIRST CLASS
9.00 – 9.49	O	
8.50 – 8.99	D ++	
8.00 – 8.49	D +	
7.50 – 7.99	D	
7.00 – 7.49	A ++	
6.50 – 6.99	A +	
6.00 – 6.49	A	
5.50 – 5.99	B +	SECOND CLASS
5.00 – 5.49	B	
4.50 – 4.99	C +	THIRD CLASS
4.00 – 4.49	C	

Other Abbreviations

P – Pass; RA – Reappear; AA – Absent; ACS – Additional Credit Subject; SLS – Self Learning Subject; SBE – Skill Based Elective; NME – Non Major Elective; MP – Malpractice; RC – Repeat Course; RS – Repeat Semester.

CLASSIFICATION OF CANDIDATES PERFORMANCE:

Passing minimum is 45% in External examination & 50% in Aggregate of External examinations

- The grade point for each subject is computed by dividing the total mark by 10.
- The following table gives the grade points and the letter grade for the total marks obtained by the candidate in each subject.

TABLE OF GRADE POINTS AND LETTER GRADE FOR POSTGRADUATE COURSES:

RANGE OF MARKS	95–100	90–94	85–89	80–84	75–79	70–74	65–69	60–64	55–59	50–54	0–49	ABSENT
GRADE POINTS	9.5 – 10.0	9.0 – 9.4	8.5 – 8.9	8.0 – 8.4	7.5 – 7.9	7.0 – 7.4	6.5 – 6.9	6.0 – 6.4	5.5 – 5.9	5.0 – 5.4	0.0	0.0
LETTER GRADE	O +	O	D++	D +	D	A++	A+	A	B+	B	U	AA

For example: For total mark 83, the grade point is 8.3

CALCULATION OF GRADE POINT AVERAGE FOR A SEMESTER

EXAMINATION:

GPA (Grade Point Average) = $\Sigma_i C_i G_i / \Sigma_i C_i$ OR

$$\text{GPA} = \frac{\text{(Sum of the multiplication of grade points by the respective credit of the subject cleared in a semester)}}{\text{Sum of the credits of the subjects cleared in a semester}}$$

CALCULATION OF CUMULATIVE GRADE POINT AVERAGE FOR THE ENTIRE PROGRAMME:

CGPA (Grade Point Average) = $\Sigma_i C_i G_i / \Sigma_i C_i$ OR

$$\text{CGPA} = \frac{\text{(Sum of the multiplication of grade points by the respective credit of the subject cleared in the entire programme)}}{\text{Sum of the credits of the subjects cleared in the programme}}$$

where C_i – Grade earned for the course i in any semester

G_i – Grade point obtained for course i in any semester

Σ_i – Summation of all courses cleared in a semester in the case of GPA and all courses cleared in all semesters in the case of CGPA.

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.50000 – 10.00000	O +	FIRST CLASS
9.00000 – 9.49999	O	
8.50000 – 8.99999	D ++	
8.00000 – 8.49999	D +	
7.50000 – 7.99999	D	
7.00000 – 7.49999	A ++	
6.50000 – 6.99999	A +.	
6.00000 – 6.49999	A	
5.50000 – 5.99999	B +	SECOND CLASS
5.00000 – 5.49999	B	

Other Abbreviations

P – Pass; RA – Reappear; AA – Absent; ACS – Additional Credit Subject; SLS – Self Learning Subject; SBE – Skill Based Elective; NME – Non Major Elective; MP – Malpractice; RC – Repeat Course; RS – Repeat Semester.

AWARD OF RANKS:

For ranking purpose, the CGPA of the students will be considered. Ranks in Part I, II and III will be given separately to the students who pass all the papers that come under the respective part in their first appearance itself and submit their project report on time.

Controller of Examinations
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Principal

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