DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

Owned & Managed by Tamil Nadu Educational and Medical Foundation
A RELIGIOUS MINORITY INSTITUTION
Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai- 600 097.
Affiliated to University of Madras
Co-Education
Re-Accredited by NAAC

EXAMINATION AND EVALUATION MANUAL

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TERMS

Academic Year - Academic year comprises of two semesters, with each semester having a minimum of 90 days of teaching. The Odd semester is scheduled from June to November and the Even semester from December to May.

Answer Booklet - Document containing answer or answers written by a candidate during the examination to the question or questions in the question paper meant for the said examination.

Assessment – Process of collecting, recording, scoring, describing and interpreting information about learning.

Board of Examiners - Board constituted with the approval of the Chairman and Academic Council for the setting and scrutiny of question papers, conducting practical examinations, viva-voce examinations, and valuation of answer scripts and evaluation of student performance in the departments.

Bloom's taxonomy - Action verbs used in the questions of the question paper to measure student's performance in the Examinations.

Course – Course is referred as paper. A course or collection of courses forms a program of study. It is the primary component of a curriculum with well-defined educational goals/objectives and specific learning outcomes.

Choice Bassed Credit System- A system which provides an option to the students to choose the course as they like/interested.

Course Credits – Unit of measure of course work. An integer number indicating the weightage assigned to a course unit, project, research work or any other academic component, based on instructional hours assigned to it per week on all learning activities.

Course Code - A curricular component identified by a designated code number typically consisting of a string of alphanumeric characters.

Course Outcomes (COs) – These are the outcomes/ knowledge that every student is expected to gain at the end of the completion of each course (subject).

Course Unit - A component of an academic programme for which a syllabus and required number of instructional hours per week are specified.

Continuous Internal Assessment (**CIA)** – Refers to the Continuous assessment of a course during the semester. The success of any Education system depends on its Evaluation procedures. Examination is a subsystem in a wider system of evaluation, which

measures both qualitative and quantitative aspects of a young human mind. It reflects the changes taking place in different domains (cognitive, affective and psychomotor) of one's personality due to structured instruction.

Curriculum: The improvement in courses or curricula, texts and teaching materials is brought about with evaluation.

Education occurs in two ways means Teaching and Evaluation.

EMIS Number is a unique identification Education Management Information System Number.

Enterprise Resource Planning (ERP) refers to a type of software that organisations use to manage day to day College activities.

Grade point Average: It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

Program outcomes: knowledge that every student is expected to gain at the end of the completion of program.

Teaching: Assessing the effectiveness of teaching, teaching strategies, methods and techniques. It provides feedback to the teachers about their teaching and the learners about their learning.

This Manual is an effort to define the roles, responsibilities of the people involved, protocols, procedures to be followed, and various steps taken at all the levels associated with the examinations' conduct.

UMIS Number: University Management Information System number,

"Education is the manifestation of the perfection already present in man"

1. VISION AND MISSION

(A). VISION.

Establishing well structured and standard academic evaluation system, that should ensure confidentiality, accuracy, authenticity and maintaining the academic integrity of the entire examination process.

(B). MISSION.

Strengthening information technology, Security features in the examination reforms and the overall development of students in terms of critical thinking, problem solving, application of knowledge besides academic ethics and the assessment of the learning outcome.

2. OBJECTIVES OF AUTONOMY.

The National Education policy (1986-1992) provides the following objectives to an autonomous college which can be implemented with the freedom and subject to the regulations of the university.

(a) An Autonomous college can determine and prescribe its own courses of study and syllabi, restructure and redesign the courses to suit the local needs and requirements.

(b) It can prescribe rules for admission in consonance with the reservation policy of the state Government.

(c) It evolves the methods of assessment of students performance, conduct of examinations and notifications of rules.

(d) It can implement modern tools of educational technology to achieve higher standards and greater creativity.

(e) It can promote healthy practices such as community service and extension activities.

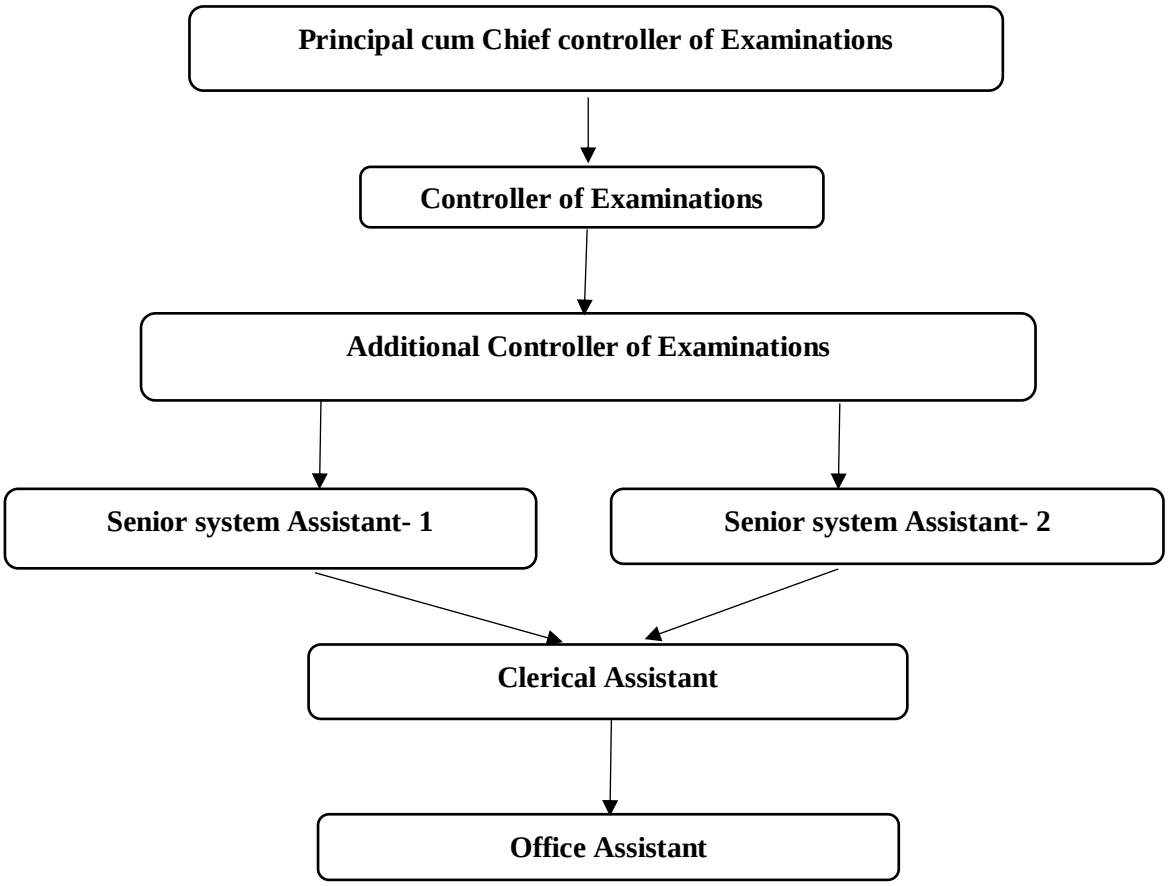
(f) It can undertake projects for the benefit of the neighborhood area and to the society at large.

3. COE OFFICE OF DHANRAJ BAID JAIN COLLEGE

The Examination system of Dhanraj Baid Jain College (DBJC) has been in operation after the autonomy since 2006. The Office of the Controller of Examinations (OCOE) is an autonomous and confidential section with the responsibility of conducting examinations both internal and external. It is endowed with well-defined responsibilities and adequate authority to conduct fair and timely examinations (as per the academic calendar of the college) for the UG/PG/M.Phil Courses. The Examination office has been formed to supervise the examination & evaluation process which is headed by the COE. Conducting examinations in the autonomous system is an important academic activity to bring out the student's performance. The controller office of examinations prepares Examination schedule for the examinations in every academic year for Odd and even semester's exam cycles. In the beginning of the academic year lists of programs and courses available for the students in the college is entered and saved in ERP. Examination schedule contains schedule for generation of register numbers, Schedule for CIA-I, CIA-II and Centralised Model Examinations, Practical examinations, Theory examinations, Instant /Supplementary Examinations, Online access of exam application form, offering orders for setting and collection of Question papers from external examiners, Scrutiny of question papers by external examiners other than setters, arranging required number of question papers printed for theory examinations, organising evaluation camp for Softskill, Language & English and Major subjects, Declaration of provisional results, Floating of revaluation applications forms, evaluation of answer sheets, entering revaluation marks and confirmation of final results, conduct of graduation ceremony and maintenance of student records for all courses.

Special features: (1) ERP based examination system. (2) Electronic Nominal roll, Register No, Hall ticket processing. (3) Electronic query and reply for genuineness. (4) 13 digits Unique Register No as per UNOM. (5) Appointment of External Chief superintend and Camp officer for Central valuation. (6) Online access of examination application form, ESE time table, publication of results and PPR submission. (7) Centralized Evaluation by External examiners only (8) Unique mechanism of "Grievance Redressal" (9) Supplementary/Instant Examinations. (10) Go-Green Initiative and NEFT/Digital payment for the examiners.

4. Composition of Office of Controller of Examinations



4.(a) Roles and Responsibilities of Chief Controller of Examinations.

The Principal of the college is the Chief Controller of Examinations. The Chief Controller of Examinations forms and conducts the meeting of Examination Committee, Academic Council and Overall pass board as chairman. EC consists of Principal, Professor in charge of the college, Controller of Examinations, Additional controller of examinations, IQAC co-ordinator, Senior most professor , Two External members and Senior system assistants of COE office . The Chief Controller of Examinations conducts the Examination committee meeting for formulating policy and guidelines for the conduct of all college examinations. Academic council meeting is conducted to review examination system periodically as part of the responsibilities of Chief Controller of Examinations. The overall Pass board meeting is conducted for reviewing of pass percentage, declaration of results and forwarding it to the management.

4 (b) Roles and Responsibilities of Controller of Examinations

1. The Controller of Examinations in the execution shall report to the Principal periodically on the performance of the duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar.
2. The COE shall be responsible for the conduct of all examinations and to arrange for the

preparation, scheduling, evaluation and reporting of all examinations.

3. The COE appoints External Additional Chief Superintendent, Chief Superintendent Examiners and camp officer for conducting central valuation camp with the approval Chief Controller and Academic council.

4. The COE shall be responsible for Setting **two different question papers** for each and every courses, keep one question paper for immediate use and the other is in the safe custody of strong room. The COE should arrange for the payment of remuneration to question paper setters, examiners, other claimants and all other contingent matters connected with examinations.

5. Direct supervision and control over the Examination Cell/Centre including examination sections, examination confidential wing, examination stores, examination computer section and records.

6. The COE office shall make arrangements for printing of question papers on par with UNOM and maintain secrecy throughout from the setting till the theory examinations are written or completed by the students.

7. The COE office Maintains block covers containing printed question papers (packed by the printer) in the separate safety lockers and strong room.

8. The COE office permits the External Chief Superintendent and Internal Chief Superintendent to open block covers containing printed question papers just half an hour before the commencement of the respective examination session.

9. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.

10. The COE shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.

11. The COE shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.

12. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.

13. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

14. The COE office conducts periodical meetings with Additional controller and COE office's Assistance in order to carry out the work perfectly.

4. (C) Roles and Responsibilities of Additional Controller of Examinations

1. The Additional Controller of Examinations shall manage the sections allotted by the Controller of Examinations.

2. The ACOE shall prepare roles and responsibilities of Chairman, Chief examiner, Camp officer, Examiners, Question paper setters and students with the consent of Controller of examinations.

3. The ACOE maintains membership of Boards of Examiners.

4. The Additional COE shall supervise the office staff of COE's office and manage the assistants to assist the office works, involving physical exertion as and when needed.

5. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.

6. The Additional COE Communicates at various levels of examination planning, preparation, execution,valuation, tabulation and mark list printing and distribution.

7. The ACOE ensures printing of answer booklets for CIA, model, practical and End semester examinations.

8. The Additional COE make sure that sufficient question papers are ready before the examinations are scheduled.

9. The Additional COE helps COE in all the activities (finding question paper setters, examiners, and implementation of examination system)

10. The Additional COE make sure that all forms relating to examinations are ready in time (Seating Plan, halltickets etc.)

4.(d). Roles and Responsibilities of Examination Assistants

(a) The Examination Assistants shall be responsible for the data entry of all data relevant to students relating to examinations.

(b) Preparation and printing of forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and Award list in consultation with the Controller of Examinations.

(c) Registers to be maintained for inward and outward communications.

(d) Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.

(e) Processing of students applications for registration to examinations and preparation nominal rolls and Foil cards.

(f) Preparing and dispatching of hall tickets.

(g) Making arrangements of question paper packets are ready for examinations.

(h) Ensuring the Board meetings of examiners and the minutes are recoded.

(i) Assisting the senior officers in the transit of files, communications and stationary.

(j) Keeping examination related records safe and maintaining their confidentiality.

(k) They shall discharge duties entrusted to them by superior officers from time to time.

(l) (l) They shall also ensure that unauthorized persons do not enter the examination section.

5. Committees/Boards.

5.(A). Examination Committee. (EC)

The Examination Committee consists of the following members:

(1) Principal (2) Professor in Charge (3) Controller of Examinations (4). Additional Controller of Examinations (5) IQAC co-ordinator (6) Heads of the Departments (7) Physical director (8) Two Senior most Professors and (9) COE office assistant (senior most).

Functions and Responsibilities of EC:

1. The EC evaluates norms for attendance percentage of students, repeaters, components of Continuous Internal Assessment and it's break up of marks with approval of AC.
2. It designs the question paper pattern for all programs with the approval Academic council.
3. The EC decides the rules for malpractice and the penalty to be paid and formation of mark sheet, consolidated statement of marks, provisional certificate and other certificates as per the norms of the university.
4. The EC fixes the norms for lateral entry and transfer of candidates, modalities for arrear and supplementary examinations.
5. This committee determines evaluation pattern, procedures of moderation, declaration of results and norms for calculation of CGPA in accordance with the procedures of university.
6. The EC revises examination fees and remunerations for examiners of various exam related works with the prior approval of Governing body and Finance committee of the college.
7. Monitor e-governance for examination related works
8. It implements statutory norms related to examinations, evaluation, Graduation day concerned with statutory bodies and release of circulars and notices subject to the norms of Academic council, University and Governing body.

5.(B). Academic Council:

Composition of Academic council:

a. The Principal (Chairman)

b. All the Heads of Departments in the college

c. Four professors of the college representing different categories of programs by rotation on the basis of seniority of service in the college.

d. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.

e. Three nominees of the university not less than Professors cadre.

f. A faculty member nominated by the Principal (Member Secretary).

Functions of the Academic Council:

Academic Council performs such other functions as may be assigned by the Governing Body. Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

(a) The Academic Council shall have powers to scrutinizes and approves the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications.

(b) The AC can suggest instructional and evaluation arrangements, methods and procedures.

(c) The Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

(d) It decides the regulations regarding the admission of students to different programs of study in thecollege keeping in view the policy of the Government.

(e) Academic council recommends the proposal of new programs of study to the Governing Body.

(f) The AC can also recommend institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same to the Governing Body.

5 It may advise the Governing Body on suggestions pertaining to academic affairs made by it.

6 The AC shall make rules and regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

5.(C) Board of Studies.

Composition of Board of Studies:

1. Head of the department concerned (Chairman).
2. Two experts in the subject from outside the college to be nominated by the Academic Council.
3. One expert to be nominated by the vice-chancellor from a panel of six recommended by the collegeprincipal.
4. One representative from industry/corporate sector/allied area relating to placement.

5. One postgraduate meritorious alumnus to be nominated by the principal. The chairman, Board ofStudies, may with the approval of the principal of the college, co-opt: Experts from outside the college whenever special courses of studies are to be formulated.

6. All the faculty of the Department/specialization

Meeting: The principal of the college shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

Functions of Board of Studies.

(a). The Board of Studies is a brain behind of curriculum design. It collects inputs from affiliated University, Premier Educational Institutions, Stake holders, Industrialists and guidelines of National Education Policy for designing the curriculum.

(b). BOS prepare syllabi for various courses keeping in view of the objectives of the college, interest of thestake holders and national requirement for consideration and approval of the Academic Council.

(c) It suggests methodologies for innovative teaching and evaluation techniques.

(d). The BOS can suggest panel of names to the Academic Council for appointment of examiners.

(e). BOS may coordinate research, teaching, extension and other academic activities in the department/college.

(f). The BOS designs the syllabus of the courses in different units and assigns number of hours of teaching in a week unit wise.

(g). It can decide the number of Foundation Courses (Language and English), Core theory courses, Core practical courses, Elective theory and practical courses, Institutional Training, Mini Project/ Project work, Skill enhancement courses, Language proficiency for Employability courses, Digital skill for Employability course, Professional Competency skill course for competitive Examinations, Environmental Studies course, Value Education course and Extension Activities.

(h) The BOS assigns a total of 140 Credits for UG and 91 Credits for PG as Academic Credits for all the courses as per Norms of UNOM

(i). The BOS may suggest Non academic credits earned by the students for the certificate course Swayam (MOOC) during the periods of the program of study to be added as additional credits with the approval of Academic Council.

5.(D). Question Paper Scrutiny Board

The Question Paper Scrutiny Board shall be an external member for all Majors/Branches

constituted by the Controller of Examinations.

Functions of the Question Paper Scrutiny Board

(a) The Scrutiny board ensure that question papers are strictly in accordance with the course contents and the instructions.

(b) The SB shall verify subject code, name of the course, maximum marks, freedom of choice, Number of questions to be answered, Month and year of examinations.

(c) It is empowered to remove ambiguity questions, out course content questions, repeated questions and questions of high standards.

(d) The scrutiny board can moderate/ reframe the questions to give opportunities to students of varying abilities.

(e) It ensures proper coverage of units of the course contents, Question paper pattern, Bloom taxanomy, (K1,K2 etc,)

(f) The board can identify the question papers in to high standards and low standards.

(g) It can suggest one question paper for the immediate use and the other one as reserve among the Two set of question papers set by the setters.

5.(E)Valuation Board

The Valuation Board for each program constituted by the Controller of Examinations as under:

a. Camp officer (External) appointed by the Controller of Examinations with the permission of Chief controller of examinations.

b. Chairman: Senior most External Examiner of the relevant programs who evaluates the scripts.

c. Chief Examiner: Head of the Department -

d. External Examiners having specific years of experience as per UNOM.

e. Camp Assistants.

Functions of Valuation Board

1. The valuation board shall attend the meeting to discuss the procedures of evaluation systems arranged by the Controller of examinations along with Additional controller of Examinations and Central Valuation Camp officer (EXTERNAL) before the camp commences.

2. The valuation board shall follow instructions of COE with regard to complaints if any about question paper should be referred and decision taken by the Controller of Examinations.

3. The valuation board shall collect the details of the scripts available for the program, number of days of central valuation camp, number of examiners available and script

allotments are done for the examiners.

4. The valuation board instructs the examiners about evaluation system and the examiners are informed that evaluation of answer scripts will commences at 9.30 am and ends at 4.30 pm.

5. The valuation board allots 20 answer scripts for each session in the forenoon and afternoon for UG Programs and15 Scripts per session for PG programs.

6. The valuation board advices the examiners to enter the marks only on the front page of the answer scripts in red pen, sign in the relevant place of 'Signature of the Examiner' and write the name of the examiner.

7. The Chairman / Chief Examiner shall value 5% of the already valued answer scripts at random to check and monitor the valuation of the examiners and enter the marks in green pen in the adjacent boxes allotted for marks.

8. The Examiners are advised to complete the valuation work in the same day.

9. Examiners shall write marks against the Dummy numbers of the students and the total marks is arrived.

10. Camp assistants are verifying the marks entered, total marks of the foil card, signature of the examiner and Chairman,

11. The Chairman / Chief Examiner shall counter signs and verify the marks awarded in the answer scripts and marks entered in the foil cards provided by the COE office after valuation of the papers.

12. Examiners are preparing statistics for the courses evaluated by them.

13. Chairman and Chief Examiner consolidates the statistics course wise for arriving pass percentage.

14. The valuation board can suggest moderation marks based on the standards of the question paper.

15 The Chairman / Chief Examiner has to check the remuneration forms and TA / DA bills of examiners, sign on the last day of their duty and send them to Controller's office.

5.(E). Overall Result Passing Board.

The Overall Pass board committee consists of Principal as Chief controller of examinations, Controller of Examinations, Additional controller, IQAC co-ordinator, Senior most teaching and administrative staff and Subject experts (External).

Central valuation Camps are organised program wise and answer papers are evaluated by external Examiners. The passing board of the programs consists of Chief Examiner (HODs) and Chairman (Senior most External examiner among the examiners who evaluated the

answer scripts) recommends the results with or without moderations based standards of the question paper to the Controller of Examinations. Moderation marks recommended by the program's pass board is carried for the subjects recommended. The Result Passing Board meeting shall be convened after the Central valuation Camps is over. The results are published on the college website on the day of Overall Pass Board meeting .

6. EXAMINATION SCHEDULE

The controller office of examinations (COE) of D.B. Jain college prepares Examination Calendar in every academic year for Odd and even semester's exam cycles. Even Semester Examination may be rescheduled depending up on the non adherence of the schedule of the odd Semester Examinations. In the beginning of the academic year lists of programs and courses available for the students in the college is entered and saved in ERP. Approved examination calendar is a time-table for conduct of Continuous Internal Assessment I & II, model examinations, schedule for on line Access of Examination application forms, Payment of Examination fees, schedule for examinations of practical /Lab subjects and external theory examinations. It also contains tentative dates of Central valuation camps, publishing of provisional results, schedule of revaluation, declaration of revaluation results and schedule for supplementary examinations and publication of results.

Examination Schedule-ODD Semester

Sl.No	**Schedule of Events-ODD Semester**	**Time frame**
1	Access of online Examination application forms	Second week of August
2	Last date for Payment of fees without fine	Two weeks from the date of access of application forms
3	Last date for Payment of fees with fine	Ten days from the Last date for Payment of fees without fine
4	Conduct of CIA-I	After completion of 30 working days
5	Conduct of CIA –II	After completion of 60 working days
6	Conduct of Practical /Lab-Examinations	After completion of 75 working days
7	Conduct of Model Examinations	After completion of 85 working days
8	Conduct of Semester Examinations	After completion of 90 working days
9	Publications of ESE Results	Within 15 days from the completion of last examinations
10	Registration for Revaluation	Within one week from the publication of ESE results
11	Publication of Revaluation results	Next day of the revaluation
12	Issue of Grade sheets	15 days after declaration of results

Examination Schedule -Even Semester

Sl.No	**Schedule of Events-Even Semester**	**Time frame**
1	Access of online Examination application forms	First week of February

2	Last date for Payment of fees without fine	Two weeks from the date of Access of application forms
3	Last date for Payment of fees with fine	Ten days from the Last date for Payment of fees without fine
4	Conduct of CIA-I	After completion of 30 working days
5	Conduct of CIA –II	After completion of 60 working days
6	Conduct of Practical /Lab-Examinations	After completion of 75 working days
7	Conduct of Model Examinations	After completion of 85 working days
8	Conduct of Semester Examinations	After completion of 90 working days
9	Publications of ESE Results	Within 15 days from the completion of last examinations
10	Registration for Revaluation	Within one week from the publication of ESE results
11	Publication of Revaluation results	Next day of revaluation
12	Issue of Grade sheets	15 days after declaration of results
13.	Submission of PPR to UNOM	On the Specified dates notified by UNOM
14	Registration for Supplementary Examinations	One week from the date of publication of result of Revaluation.
15	Conduct of Supplementary Examinations	Within Three days from the date of closing of applications
16	Publication of Supplementary Examinations results	Within three days from the day of evaluation.
17	Issue of Grade Sheets	15 days after declaration of results
18	Submission of PPR of Supplementary Exam results to UNOM	On the Specified dates notified by UNOM
19	Conduct of Graduation Ceremony	After getting Graduation certificate from UNOM

7. CHOICE BASED CREDIT SYSTEM

The Autonomous status of the College offers a student the benefits of Choice Based Credit System. Every paper is allotted a certain number of credits. A student is awarded the specified credits on obtaining a pass in the respective paper.

The Choice Based Credit System (CBCS) was implemented for all UG, PG and M.Phil. Courses from the year 2008-2009 onwards as per the recommendations of the Tamil Nadu State Council for Higher Education (TANSCHE).

The student has abundant opportunities during the course of study to obtain additional credits by doing Optional Certificate Courses offered by different Departments of the College. This facility will strengthen the academic potential of the student, as it provides flexibility in the choice of courses offered beyond the framework of the respective discipline of study. The introduction of the CBCS ensures compatibility with the academic norms practiced in other educational institutions of repute in India and abroad.

The structure of undergraduate programmes provides a wide range of choice for students to opt for courses based on their eligibility, aptitude and career goals. The undergraduate curriculum will include the following categories of courses in order to accomplish a holistic approach to undergraduate education.

Programme Pattern (UG & PG)

a. The undergraduate programme of the college is of three years integrated pattern, divided into six semesters and two semesters at each year.
b. The Postgraduate programme of the college is of two years integrated pattern, divided into four semesters and two semesters at each year.
c. Each semester of under graduate programme will have two Continuous Internal Assessment Test, Model Examination, Two Assignments, Practical Examination and End Semester Examinations (Theory and Practical).

Structure of Undergraduate Degree Course as per R.C. No. 2909/M1/08 dated 02.05.2008

Part I	Foundation Course in Language Tamil/Hindi/Sanskrit/French/Malayalam/Kannada.
Part II	Foundation Course in English
Part III	• Major/Core core Subjects • Allied Subjects • Project/ Electives
Part IV	i. (a) Basic level course in Tamil or b) Advanced level course in Tamil or (c) Non-Major Electives
Part V	ii. Soft Skill Courses /Skill-Based Electives/ Language proficiency for employability. iii. Environmental Studies iv. Value Education (v) Extension Activities

a. Evaluation process is controlled to a large extent by the rules and regulations of University of Madras

b. Evaluation has two components:

1. Continuous Internal Assessment (CIA)
2. End Semester Examinations(ESE)

c. Evaluation methods are communicated to students and parents at the beginning of the year by Principal during the orientation programme

d. Subject faculty orients the students on various components of continuous assessment.

e. The weightage of marks is 25% for CIA and 75% for ESE

End Semester Examination

The End semester examination will be a comprehensive examination of three hours duration. Two End Semester examinations are conducted in a year- (1) Odd semester examinations in October/ November and (2) Even semester examination in April/May

Practical examination / Project viva is held Three weeks prior to the theory end semester examinations.

UG –courses

Course	Continuous Assessment	End semester	Aggregate in End semester Examinations
All UG Courses	No passing minimum	40%	40%

PG – Courses & M.Phil

Course	Continuous Assessment	End semester	Aggregate in End semester Examinations
PG Courses	No passing minimum	50%	50%
M.Phil	No passing minimum	50%	50%

ii. Classification &Calculation of GPA and CGPA

UG			PG		
PART I	:	Language	**PART I**	:	Major, Elective & Extra Disciplinary
PART II	:	English	**PART II**	:	Soft Skills
PART III	:	Major, Elective and Allied	**PART I/II**	:	Internship (MSc/Mcom)
PART IV	:	Non Major Elective, Soft Skills, EVS & Value Based Education	**PART II & III** : Not considered for Classification		
PART V	:	Extra Curricular Activities (NCC, NSS, SPORTS)			
PART IV & V : Not Considered for Classification					

UG Passing Minimum : 40% (40% SE+CIA), **PG** Passing Minimum : 50% (50% SE+CIA), **S.E.**: Semester Examination Marks, **C.I.A.**: Continuous Internal Assessment Marks, **P** – Pass, **AB** – Absent, **RA** – Re-appear

CONVERSION OF MARKS TO GRADE POINTS AND LETTER GRADE
(PERFORMANCE IN A PAPER / COURSE)

Range of Marks		Grade Points		Letter Grade		Description	
UG & PG		UG & PG		UG & PG		UG & PG	
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	
UG	PG	UG	PG	UG	PG	UG	PG
40 – 49	00 - 49	4.0 – 4.9	0.0	C	U	Satisfactory	Re – appear
00 – 39		0.0		U		Re – appear	
ABSENT		0.0		AAA		ABSENT	

UG: Under Graduate PG: Post Graduate

C_i = credits earned for course i in any semester.

G_i = Grade Points obtained for course i in any semester

n refers to the semester in which such courses were credited.

For a Semester:

GRADE POINT AVERAGE [GPA] = $\sum_i C_i G_i / \sum_i C_i$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade pints by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\sum_n \sum_i C_{ni} G_{ni} / \sum_{ni} \sum_i C_{ni}$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

OVERALL PERFORMANCE:

CGPA	GRADE	CLASSIFICATION OF FINAL RESUT
UG & PG	UG & PG	UG & PG
9.5 – 10.0	O+	First Class – Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class – 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	

UG	PG	UG	PG	UG	PG
4.5 and above but below 5.0	0.0 and above but below 5.0	C+	U	Third Class	Re – appear
4.0 and above but below 4.5		C		Re – appear	
0.0 and above but below 4.0		U			

*Applicable to candidates who have passed the courses prescribed for the programme in the first appearance as per the scheme of the examination; otherwise they are eligible for classification only

8. Exam Registration Number and Roll Number.

Roll number and Register number formation is an uniqueness of D. B. Jain college.

Allotment of Roll number of the students consists of the following

First two digits/places – Year of Admission 2024-25 (24).

3rd and 4th digits/places – Program Code (BBA-96, BCA-33 etc.,).

and 5th to 7th digit/place – Running numbers (for A section-001 to 100, B Section – 101 to 200)

Formation of Exam Registration Number and Roll Number

As per the University of Madras and UGC guidelines,13-digit Unique Register number is allotted to the students admitted from 2017-18. The Dhanraj Baid Jain College has introduced/ formed seven digits Roll number during the academic year 2024-25 from 13 digits Register number.

First two digits/places -- Year of Admission 2024-25 (24)

3rd to 6th digits/ places -- D. B. Jain college Exam Centre code assigned by UNOM (1308).

7th digit/place ---- UG, PG, M.Phil., Diploma etc assigned by UNOM (1,2,3,4)

8 to 10th digits/places --- Programme Code assigned by UNOM (BBA-096, BCA-033 etc.,).

11 to 13 digits – Running numbers (for A section-001 to 100, B Section – 101 to 200 etc.,)

This register number helps to uniquely identify the students in Shift-I and Shift-II Stream.

The College has online registration of candidates for the examinations for semester examinations using student login portal link from the college website. This enables the college to reduce the time of processing of examination application of the candidates and also error free updating of students information viz., name, date of birth, address for communication, community and subjects for which they are appearing etc. Based on this information, the nominal roll, seating arrangement and hall ticket are prepared. The practice "GO-GREEN – INITATIVE" is followed with paper-less examination form submission for semester examinations registration.

9. EXAMINATION PROCESS FOR UG AND PG PROGRAMMES

Attendance requirement for students to appear for Autonomous semester examinations:- All Students must earn 75% and above of attendance in the number of working days during the semester for appearing for the Semester Examination.

Condonation of shortage of attendance: Candidates who earn attendance between 65% and 75% are eligible to appear for the current semester examinations subject condonation of lack of attendance by the principal. These students on the following grounds and permit them to write End Semester Examinations, after the payment of condonation fee:

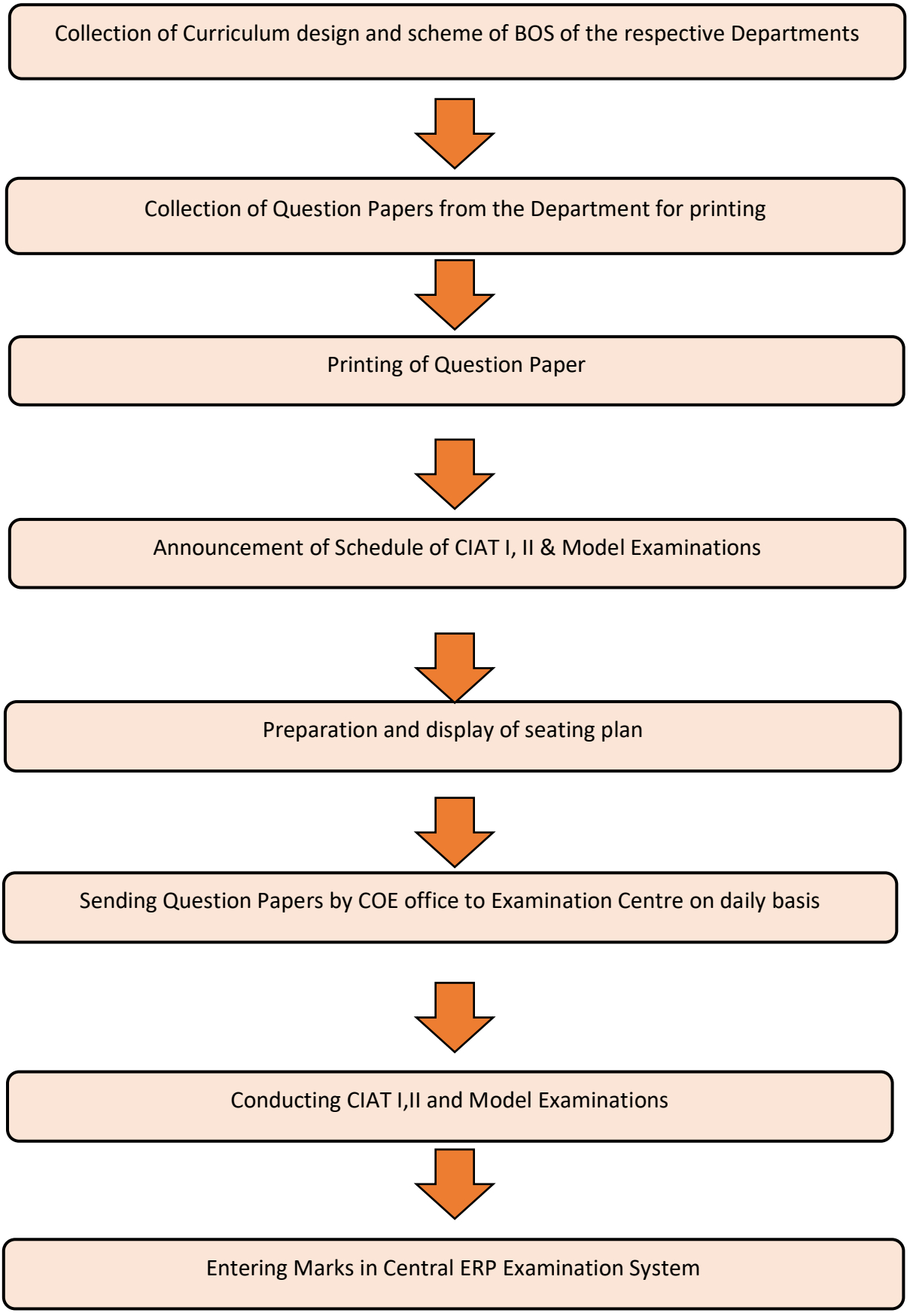
- Prolonged illness
- Major Surgery
- Accident which demands a long rest

Withheld students /Non-eligibility for condonation of shortage of attendance: Candidates who earn attendance between 50% and 64% are eligible to appear arrear courses of earlier semesters but not the courses of current semester examinations. They are permitted to continue their studies in the next semester; while continuing in the next semester, they have to compensate and earn combined attendance of 75% or more by taking the average of the attendance earned in the current and the previous semester.

Detained students for want of attendance: Candidates who earn attendance below 50% shall be permitted to proceed to the next semester and to complete the Program of study. Such Students shall have to repeat the semester, which they have missed by rejoining after

completion of final semester of the course, by paying the fee for the break of study as prescribed. These candidates are eligible to write arrear subjects, if any.

Flow Chart for CIA Test – I, II & Model Examination Process



9.1.Continuous Internal Assessment (CIA)

Continuous Internal Assessment CIA -1 and CIA – 2 Examinations are conducted by the respective head of the departments as per the academic calendar of the COE office. This exam is planned for the duration of 1 hour and 30 minutes. CIA -1 and 2 are conducted after completing 30 and 60 working days respectively from commencement of the respective semester. Schedule of CIA exams are prepared for all the program of the entire college. Question papers are prepared by the respective professors and printed as per Blooms taxonomy by the COE office. Answer papers of CIA exams are evaluated by the respective teachers within a week time. Mentors of the students are giving counselling, coaching and advises to their respective batches to improve the performance. Parent teachers meeting is arranged in which progress of learning, CIA test marks, Discipline of the Students are informed to the parents.

9.2 Model Examinations.

Centralised model examinations are conducted by the Examination cell/Centre as per the directions and Examination calendar of the COE office after completing 85 working days of each semester. This exam is planned just before the End semester examination with the duration of 3 hours. Centralised model examination is conducted after completing 85 working days from commencement of the respective semester. Schedule of Centralised model examinations are prepared for all the program of the entire college. Model examinations Question papers are prepared by the respective professors and printed as per Blooms taxonomy by the COE office. Answer papers of model examinations are evaluated by the respective teachers within a week time. Mentors of the students are giving counselling, coaching and advises to their respective batches to improve the performance in end semester examinations. Parent teachers meeting is arranged in which progress of learning, CIA test marks, Discipline of the students are informed to the parents.

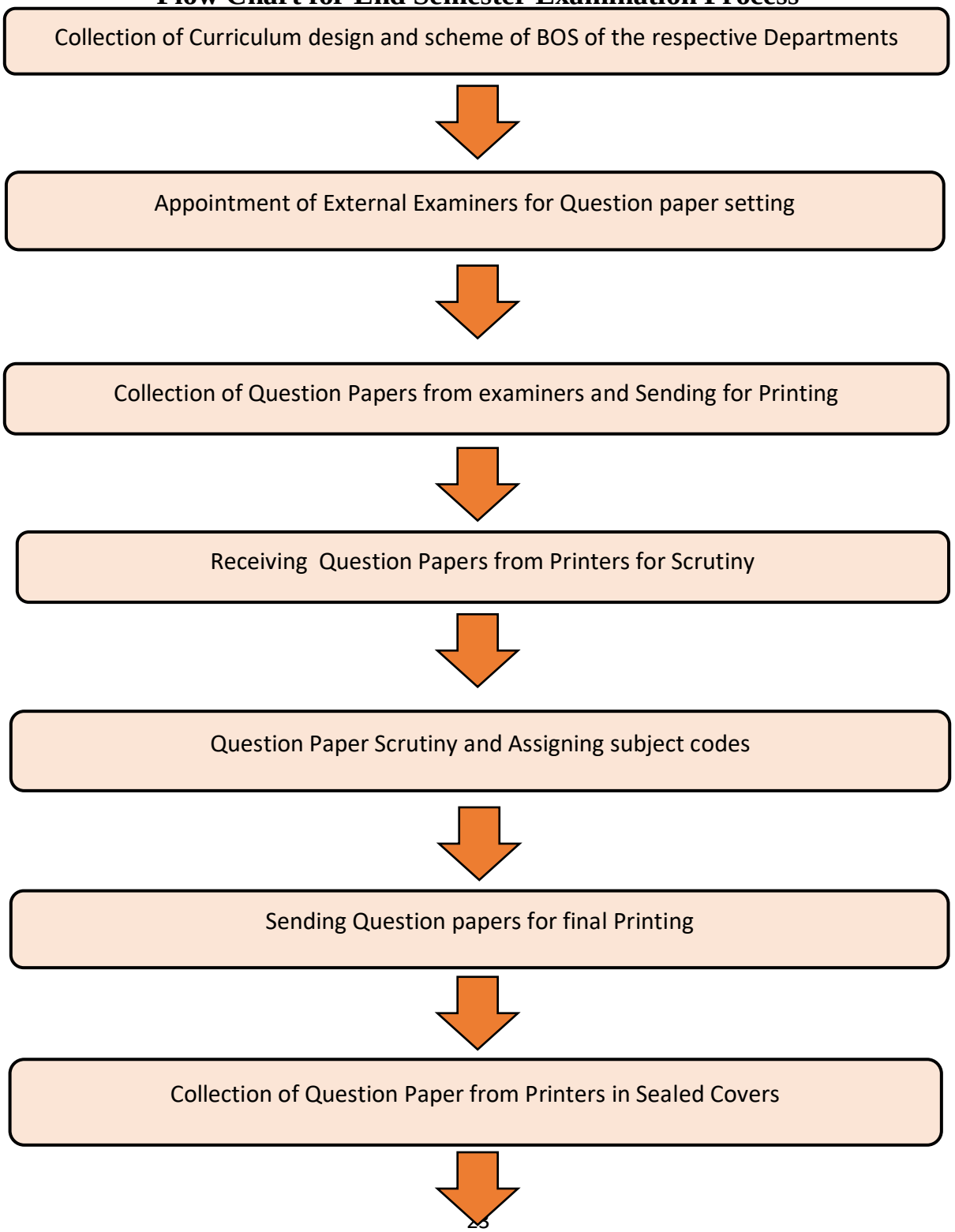
9.3. Practical Examinations.

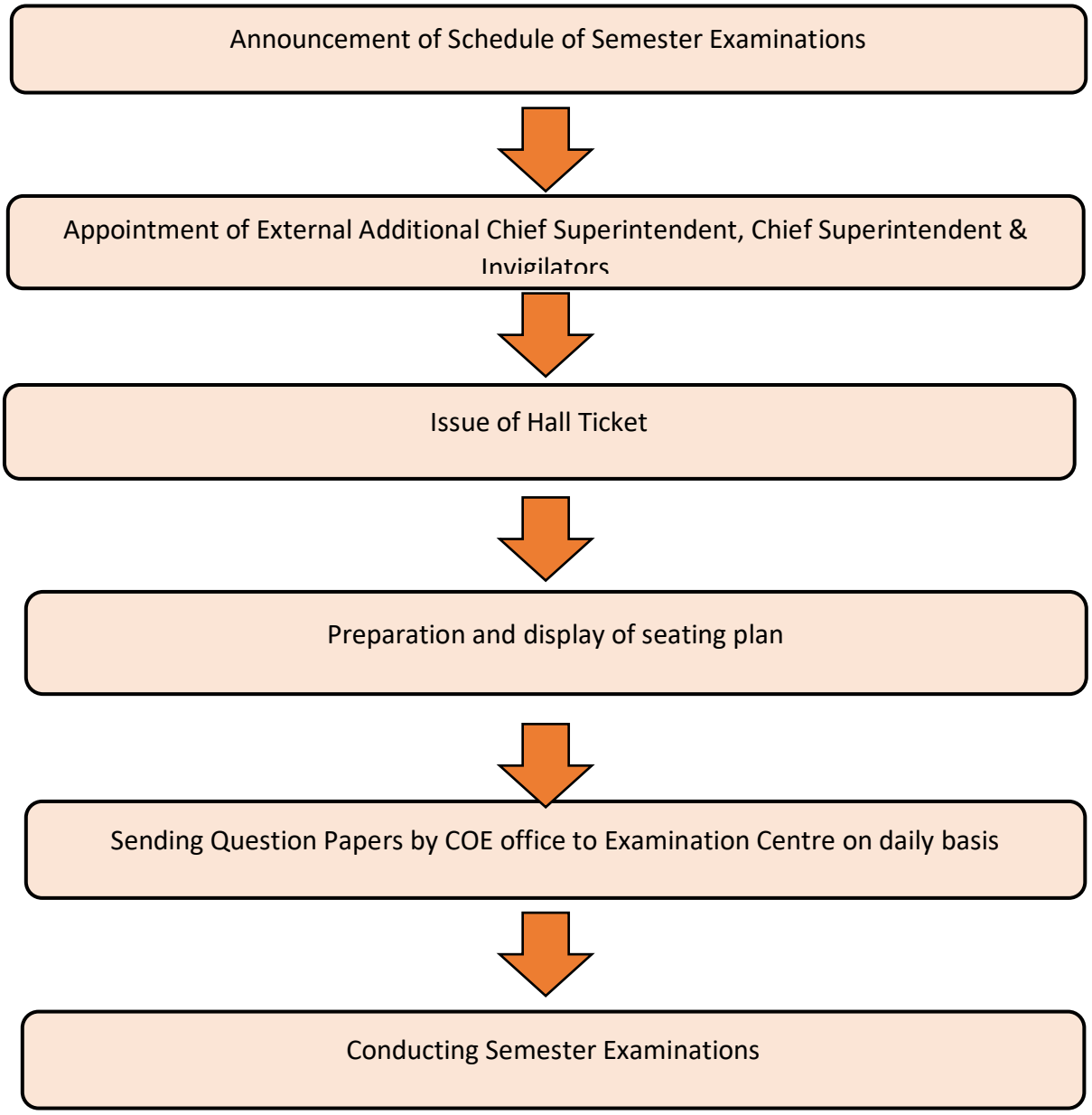
Students having a minimum of 75% of attendance in the Practical classes alone will be eligible to submit their record note books and appear for ESE practical examinations. Students shall be permitted to appear for the practical examinations only with the submissions of bonafide records.

Heads of the departments are empowered to conduct the practical examinations after completion of 75 working days from the commencement of the semester. A panel of examiners are recommended to the Controller of examinations by the heads from which practical

examiners are appointed. The duration of the practical exam is 3 hours. Question papers are set by both Internal and External Examiners. Students are permitted to choose the practical question paper in the lot system. Foil cards are prepared by the COE office given to the heads along with attendance sheet before commencement of practical examinations. Marks awarded to the students for practical examinations are kept very confidential till the end semester examinations results are published. After the practical examinations are completed, HODs are submitting attendance sheet and foil card with marks awarded to the COE office.

Flow Chart for End Semester Examination Process





9.1. Pre Examination Process

(a). Calendar of events: List of calendar of events pertaining to conduct of CIA, Practical and Semester examinations is prepared and disclosed to the students and stakeholders at the beginning of the academic year in the college calendar

(b). **Confirmation of Courses**: Clear title of the courses for the academic year is confirmed, Content of the syllabus, Course code and Question paper pattern is verified jointly by the subject teacher and HOD for question paper setting.

(c). Panel of Examiners. The Heads of Department shall forward the AC approved panel of external examiners for question paper setting, practical examinations, viva-voce examinations, and paper evaluation to the Controller of Examinations. The Controller of Examinations may appoint a person whose name is not included in the panel forwarded by

the Head of the Department, if the examiner possess the minimum qualifications and experience as prescribed in the regulations of University of Madras. The qualifications of the paper-setter/examiners/evaluators shall be Five years of teaching experience in the relevant subjects.

(d). Question paper setting: **(Two different set of question papers are set by two different External setters for each course)**: Google form request is sent to various autonomous and Non – autonomous colleges requesting panel members. **Questions for CIA Tests** for all courses of UG and PG shall be set by the respective teacher handling the course and scrutinized by the HOD of the respective departments. COE will invite external examiners from the approved panel for UG and PG practical examinations. Setting the question paper and evaluation shall be done concurrently by the course teacher and external examiner concerned. Bloom's Taxonomy provides an important framework to not only design curriculum and teaching methodologies but also to design appropriate examination questions belonging to various cognitive levels. Revised Bloom's taxonomy which identifies six levels of competencies within the cognitive domain has been adopted in constructing internal assessment/end semester questions. The assessment tools (internal and external) for each course must be mapped to the revised Bloom's taxonomy action verbs to measure student performance.

Correctly and adequately worded, balanced, well-set question papers with unambiguous questions are the key to quality and are the most important part of the examination system. Syllabus in each paper is demarcated into well-defined units/areas of content along with a topic-wise breakdown. The units are numbered. A copy of the syllabus, question paper pattern and a model question paper are sent to the external examiners for question paper preparation. NAAC norms are followed in Question paper preparation and evaluation in order to arrive course outcome and programme outcome based education system in our college. Timely appointment letter to each external paper setter will be issued by the Controller of examination. All payments are made through NEFT transfer. All the paper setter are instructed the prescribed time limit, method of submission of question paper, last date, timing, etc.

(e). Question Paper Scrutiny and Printing

Google form request is sent to various autonomous and Non – autonomous colleges requesting panel members with the attached list of subjects. For each subject, two question papers will be received from the external question paper setters. After receiving the documents, the question papers will be scrutinized by the Scrutinizing committee.

1. To ensure that question papers are strictly in accordance with the course contents/syllabus and the instructions.
2. To remove ambiguity in questions.
3. To moderate/ reframe the questions so as to give opportunities to students of varying abilities.
4. To ensure adequate weightage in the questions, to each of Bloom's learning levels.
5. To ensure proper coverage of course contents.
6. To check the weightage/ marks for each question or part/ parts thereof, the time prescribed, course outcome and knowledge level based and to correct errors, if any.

Both the sets of question papers will be reviewed/ Scrutinized by the Question Paper Review Committee to check the correctness and completeness of the question paper. The review committee removes Knowledge level 1,2,3 etc written against the questions in the question paper. After review is done by the Question Paper Review Committee, the one set of question paper will be selected randomly named as Set "A" out of two sets by the Controller or Additional Controller of examinations along with review committee. The second set of question paper will be named as "B or Spare" Both the sets of question papers are sent for printing after editing Blooms Taxonomy words K1, K2 etc. ERP-Students registration system of the College shows actual number of candidates appearing for each subject and this in turn enables printing of question papers. After collecting Question papers from the printer Set "A" will be ready for use in End semester examinations. Set "B or Spare" will be retained by the Controller of examinations as reserve question paper in the **Strong Room with the security lock and finger print**. Secrecy throughout from the setting till the theory examination is written by the candidates is maintained.

(f). Time table for End Semester (Practical and Theory Examination). The COE office prepares Time table for End semester practical and Theory Examinations displayed in the notice board and College website one month before commencement of End semester examinations and a copy is sent to Departments.

9.2 During Examinations

End Semester Examinations are conducted after completing 90 working days from the commencement of the semester. This examination is conducted by the Examination centre/Cell under direct supervision of office of the controller of examinations. Schedule of semester examinations is displayed in advance in the college portal and students login. Seating plan of the examination is prepared and displayed in the notice board for every session . Invigilators are appointed and informed. External additional chief superintendent is appointed in addition to Chief superintendent to conduct the semester examinations.

1. Internal Chief Superintendent and External Chief superintendent is appointed by the chief controller of examinations and Controller of Examinations.
2. Internal Chief superintendent prepares the Invigilators duty list a week before the commencement of the examinations and circulates the duty list among the invigilators.
3. Seating plan is prepared by Exam cell for the students for every session of examination displayed in the notice board one hour before the examination.
4. Printed question papers are packed in the Block/Polythene covers by the printer must be ready for the examinations.
5. Exam cell collects the question paper from the COE office for the next day examination in the previous day evening and kept them in a sealed bureau with double lock system.
6. Answer scripts with multiple security features are printed and adequate supplies are Stored.
7. External chief superintendent and internal chief superintendent open the Question papers are kept in the Block covers, half an hour before the commencement of that day of examinations as per the norms university of Madras.
8. Strict vigilance is maintained during the examinations to ensure the sanctity of Examinations. Invigilators and special examination observers are appointed to maintain a disciplined atmosphere for the smooth conduct of examinations.
9. Students suffering from Chicken box and any other spreading disease are permitted to write their examinations in a separate room.
10. A scribe is arranged by the college and the scribe be paid as per the college decision. One-third of the time of paper as extra time in the examination is also provided subject to doctors certificate and prior approval of UNOM.
11. At the end of the examination session, Examination cell arranges the answer sheets program wise and code wise in the covers after marking present and absent kept the locked almirah.
12. Attendance sheet and Answer sheet covers are sent to the COE office in the next day of the examination.
13. Examination Cell Room is closed and sealed every day in the evening and opened in the next day morning by Internal Chief Superintend in the presence of External Chief superintendent.

APPOINTMENT OF SQUAD, DUTIES & RESPONSIBILITIES OF SQUAD

1. The Controller of Examinations shall appoint Flying Squad from among the teachers of thecollege, according to the need to ensure proper conduct of examinations and to curb

malpractice at the examination.

2. The squad shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.

3. The squad shall provide their identity and inform the Hall Invigilator about the purpose of their visit to the examination hall.

4. The Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.

5. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations. Report the cases of malpractice detected to the Controller of Examinations immediately through the Assistant Controller of Examinations, for further action. The squad shall make use of the required stationery/formats placed at the controller office for the said purpose.

6. Book the candidates under Malpractice, who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature fromthe candidate.

7. The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and the Chief Superintendent.

8. The squad shall record their findings including satisfactory/or otherwise remarks in the Squad Google form at the controller office. Each member of the squad shall affix their signature, in the attendance register placed at the COE office, in each session of the examination.

9. The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the COE for the smooth conduct of examinations and to curb the number of malpractice cases.

10. The members of the squad shall not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the COE Office, inform the concerned Assistant Controller of the Examinations, without further enquiring in the hall disturbing others for a prolonged period.

11. The Malpractice case shall be booked with the prior intimation to the chief superintendent.

12. When once a candidate is booked under malpractice, the Chief Superintendent shall instruct him/her to attend the enquiry meeting, as fixed by the Controller of Examinations. The Squad shall submit all other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.

13. The squad shall seek any clarifications/guidance and /or assistance from the COE whenever needed.

PROCEDURE FOR REPORTING THE MALPRACTICES

1. In all cases of malpractices as defined in regulation**,** the chief Superintendent shall prevent the candidates from writing the examination and report the matter to the Controller ofExaminations immediately. He shall also inform the head of the institution and take his advice to lodge a complaint with the police, in cases of necessity.

2. On receipt of such a report, the Controller of Examinations shall take appropriate action to deal with the matter / and later place the matter before the malpractice committee for enquiry.

3. In all cases of malpractice, the chief superintendent shall submit a report to the Controller of Examinations and follow the procedure described hereunder.

4. As soon as a case of malpractice is detected in the examination hall, the chief superintendent / Invigilator shall prevent the candidates from writing further and shall not allow the candidates to remove, displace or destroy the material involved in the malpractice.

5. The Chief Superintendent shall take the candidate out of the examination Hall and question him / her in the presence of two responsible witnesses like the Assistant Controller of Examinations and the Hall Invigilator and record his statement, which shall be attested by the witnesses. If the candidates refuse to give any statement, he / she shall be asked to record his /her refusal in writing and sign it. If the candidate refuses to do even that, the fact of his /her refusal shall be recorded.

6. When a candidate in the examination hall is found in possession of some written material,it should be clearly stated whether the material was found on the body, in the pocket or in the hand of the candidate or in his / her desk, or elsewhere as the case may be.

7. A sketch plan of the seating arrangement in the examination hall with all the Register numbers in the hall and marking in red ink the Registration number of the candidate who indulges in malpractice, shall be prepared by the Chief Superintendent who shall also sign it. The sketch shall clearly give the idea of the probable distance between the position of the Hall Superintendent / Invigilator at the time of detection of the malpractice and the locationof the candidate found committing the malpractice.

8. The Chief Superintendent, the Assitant Controller of Examinations and the Hall / Superintendent / Invigilator concerned shall sign all the documents pertaining to the commission of the malpractice and also other connected records such as the sketch plan, answer book, etc.

9. The Candidate, the Hall Superintendent / Invigilator, the Assistant Controller of Examinations, (wherever available), the officials of the flying squad (if the case was detected by the squad) and the Chief Superintendent shall furnish their signed statement. Thesestatements shall always be clear exhaustive in every respect and include all the facts and the relevant circumstances of the case and other evidence.

10. If and when the chief Superintendent is convinced that the candidate has committed malpractice during the examination, he shall send the candidate out of the examination hall for that session. Such candidate shall not be permitted to take the subsequent papers / practical and viva examinations of the examination for which the candidate has registered till the appropriate authority clears him / her.

11. On receipt of such reports the Controller of Examinations shall forward it to the Malpractice case process Committee who shall enquire into each case separately and send their report to the Controller of Examinations for presenting it to the Head of the Institution whose decision shall be the final.

MALPRACTICE CASES PROCESSING COMMITTEE

1. The Controller of Examinations shall appoint Malpractice case processing Committee in consultation with the Chairman, Academic Council.

2. The committee shall enquire into all cases of indiscipline, misbehaviour and malpractices, in accordance with the procedure laid down hereunder.

3. On receipt of the reports regarding indiscipline / malpractice from the Controller of Examinations, the Chairman Academic Council shall fix a date, in consultation with the members, for the enquiry of such cases.

4. The Chairman of the Committee shall communicate the date, time and place of such enquiry to the concerned candidate through the respective Head of the Department with a request to inform it to the concerned candidates, under acknowledgement. Such notices shall briefly mention the charge / charges against the candidates.

5. On receiving such notices, if the candidate admits his / her guilty in writing to the Chairman of the Committee, forwarding it through the Head of the Institution, the committee may decide the case in his / her absence and award punishment according to the merits of the case.

6. If the candidate is absent for the enquiry, one more date shall be fixed for the enquiry and he / she shall be informed of the adjourned date by the Chairman of the Committee. If the candidate be absent for the second time also, with or without any explanation, the Committee shall decide the case expert and award punishment according to the merits of the case, and subject to the Guide Lines for Awarding Punishments to Malpractice Cases of Students as thecase may be.

7. In case of the candidate being present for the enquiry, the committee shall read out to him /her charges against him / her and record the candidate's explanation. The Committee if necessary shall examine the witness in support of the charges in the presence of the candidateand give the candidate an opportunity to cross-examine such witnesses.

8. At the end of the enquiry, the committee shall read out its recording to the candidate and take his / her signature.

9. The Candidate shall personally defend the case and no other person shall be allowed to represent the case, on behalf of the candidate.

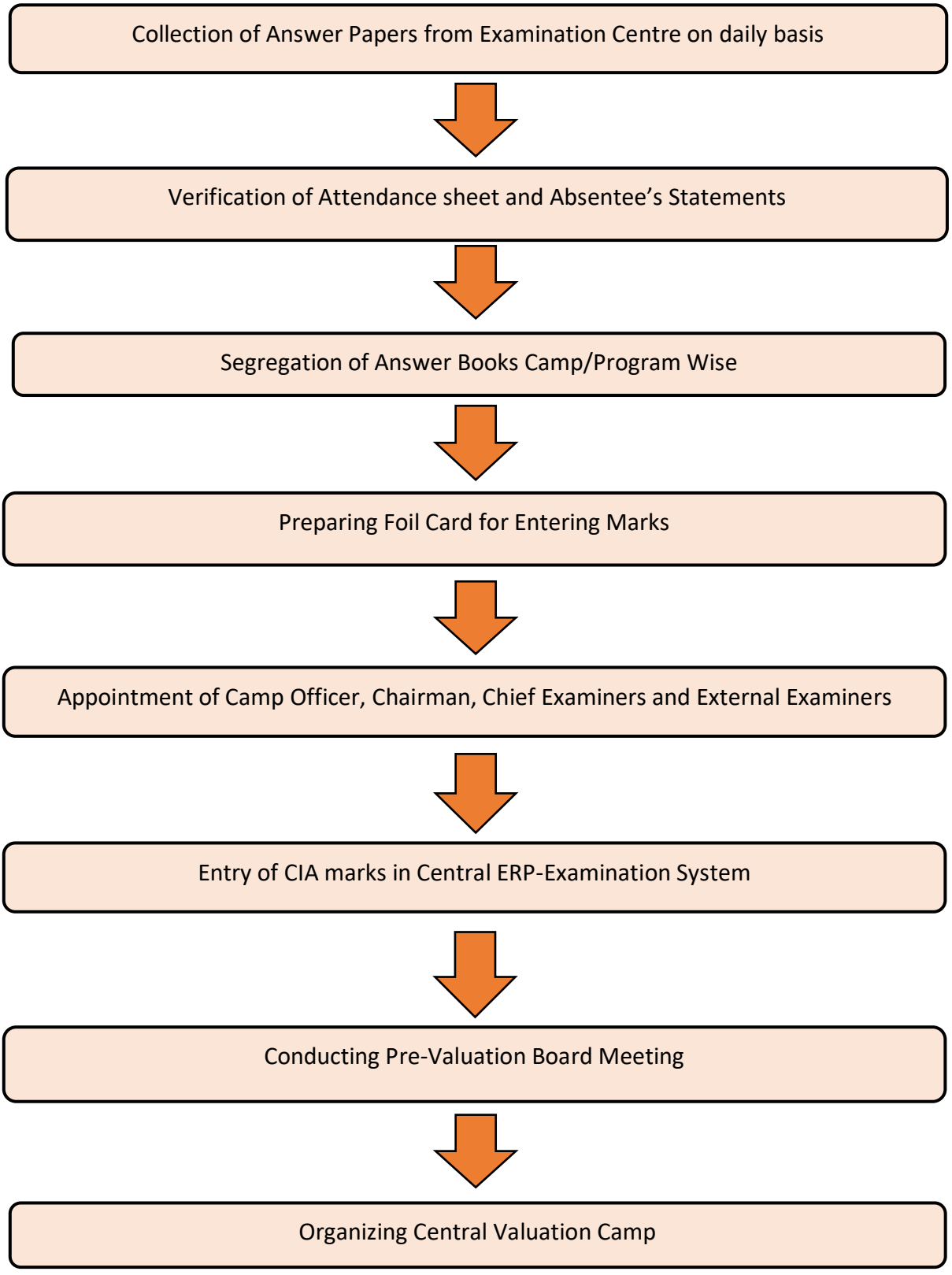
10. In all cases of invalidation of an examination, as per the norms specified in Malpractice rules.

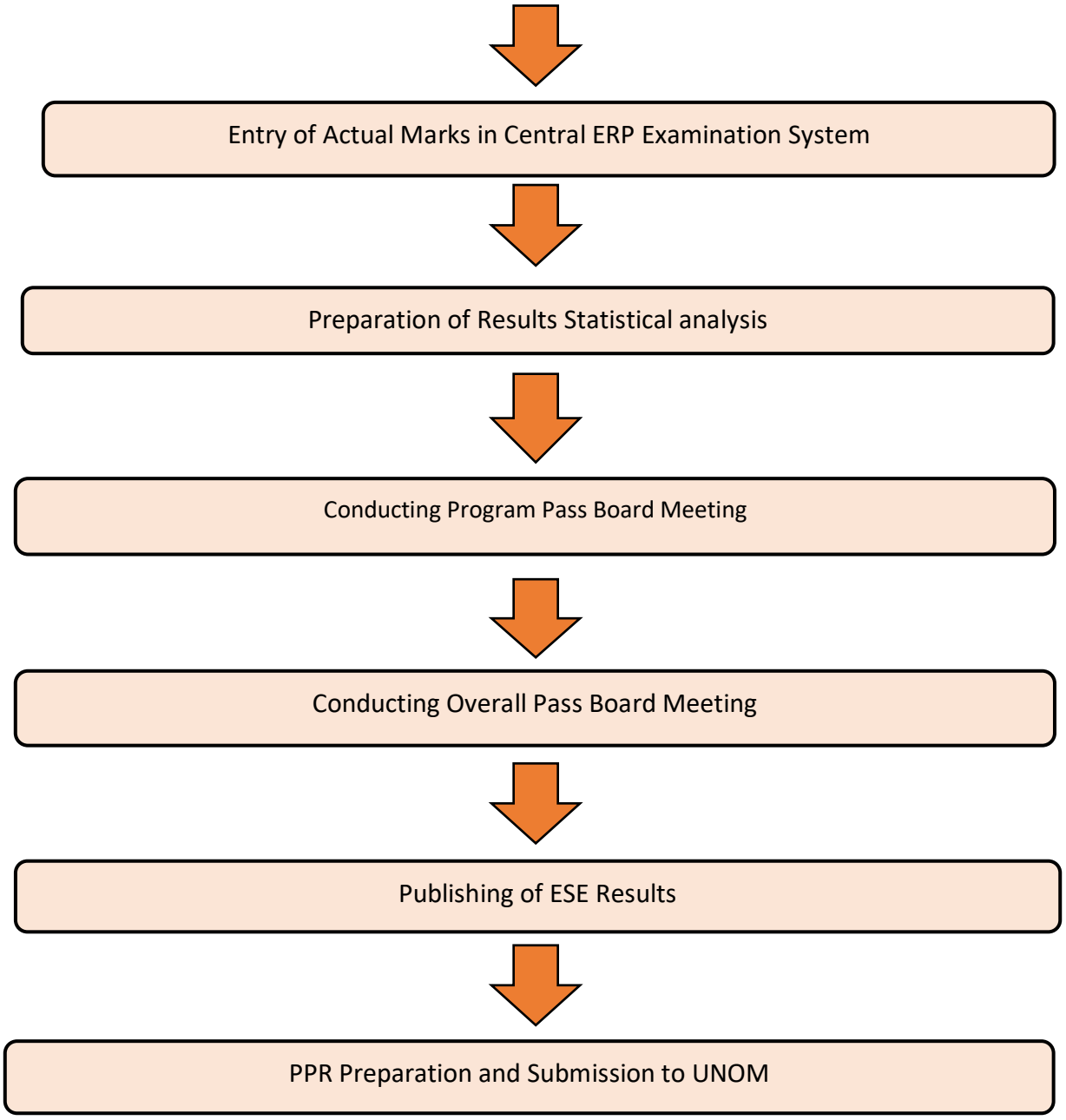
11. The Malpractice Prevention committee shall then make its recommendations and forward the report to the controller of Examinations in a closed cover by name.

12. The Controller of Examinations shall place the report before the Chairman, Academic Council at the earliest opportunity and the decision of the Chairman, Academic Council shall be final.

9.3. Post Examination Process

FLOW CHART FOR EVALUATION PROCESS





(A) Preliminary arrangements for Central valuation:

The college has been implementing, the system of assigning dummy numbers to all the answer scripts to avoid malpractice. During the examinations schedule, Dummy numbering /Secret coding of answer scripts will be done on the next day of the completion of examination within the premises of COE office. Foil cards are prepared for entering the marks. Instructions to the Camp officer, Chief superindent, Examiners and Camp assistants are prepared by the COE Office.

(B) Central Valuation

D.B.Jain college conducts Central Valuation camp for evaluation of End Semester Examination's answer papers for all the courses and programs by appointing Camp Officer from outside, External Examiners and forming Programe Board. No Internal Examiners are

engaged in the evaluation of Answer Sheets. External Examiners are appointed for valuation on basis of their specialization and prescribed years of teaching experience as per UNOM norms and recommendations of Academic Council.

The Programe Board consists of Chairman (Senior most examiner among the external examiners appointed for evaluation) and HOD of the programe. The Programe Board conducts its meeting before valuation for getting the details of examiners appointed, available answer scripts, allotment of answer papers, arriving solutions for grievances (If any) relating to question papers (High stds, Out of syllabus) The centralized Valuation scheme is envisaged to attain uniformity of valuation of answer scripts, maintenance of secrecy, nullification of external influence, adherence to a time schedule and early publication of results. The programe board meets after central valuation is over to finalize the results and the possibilities of recommending moderation of marks. To achieve the following objectives and for the smooth conduct of central valuation, Instructions to camp officer, Chairman, Chief Superintendent and External Examiners are given.

Importance of Central valuation of answer-scripts are:

1. Fair valuation
2. Uniformity in valuation among all the examiners and
3. Consistency in valuation among all the answer-scripts valued by an examiner.
4. A Camp officer is appointed by the COE with the prior permission of Management.
5. The evaluation process of the College is transparent. Centralized evaluation system is followed. Communication will be sent to Examiners a week before the commencement of central valuation. A Camp officer will be assigned responsibilities for the smooth and efficient conduct of the Centralized paper valuation.
6. Camp-assistants are appointed to assist and coordinate the valuation camp program wise. They will coordinate with Internal Chief –Examiner and External – Chairman of the Board for the allocation of papers to examiners. Single valuation system for answer scripts of UG courses and Double valuation system for answer scripts of PG courses is followed.
7. The valuation work will be held from 9.30 a.m. to 12.30 p.m. for the forenoon session and from 1.30 p.m. to 4.30 p.m. for the afternoon session on all the days except on Public holidays and Sundays. The Scheme of Valuation are given to the

Examiner evaluating the answer scripts.

8. The Controller of examinations, Additional controller of Examinations and Central valuation Camp officer (EXTERNAL) conducts meeting with the valuation board to discuss the procedures of Evaluation systems before the camp commences.
9. The Chairman and Chief examiner meets1day before the commencement of evaluation to verify the complaints if any regarding question paper should be referred and decision will be taken with the Controller of Examinations.
10. The board collects details of the scripts available for the program, number of days of central valuation camp, number of examiners appointed based on which script allotments are done for the examiners.
11. Each examiner should be provided 20 answer scripts for each session in the forenoon and afternoon for UG Programs and15 Scripts per session for PG programs.
12. The examiners are instructed to enter the marks by red pen, sign in the relevant place of 'Signature, and writes the names of the Examiner in the front page of the answer sheet.
13. The Chairperson / Chief Examiner will value 5% of the already valued answer scripts at random to check and monitor the valuation of the examiners and enter the marks in blue pen in the same boxes allotted for marks
14. After the valuation of the papers, the examiners should enter the marks of the candidates in the foil cards provided, which will be counter signed either by Chairperson or Chief examiner.
15. The Chairperson / Chief Examiner has to check the remuneration forms and TA / DA Bills of both the external and internal examiners, sign on the last day of their duty and send them to Controller's office.
16. Central valuation Camps are organized program wise and answer papers are evaluated by external Examiners.
17. The passing board of the programs consists of Chief Examiner (HODs) and Chairman (Senior most External examiner among the examiners who evaluated the answer scripts) recommends the results with or without moderations based standards of the question paper to the Controller of Examinations.
18. Moderation marks recommended by the program's pass board is carried for the subjects recommended.

19. Consolidation of internal marks and the semester examination mark is carried out by the ERP System.
20. The Board Meeting is convened for each camp/program after the valuation. The Controller of Examinations proceeds with processing of results as per the minutes of board meeting duly signed by the Internal Chief Examiner and External chairman of the Boards concerned.
21. Result analysis of End Semester Examination are prepared and provided for performance analysis

(C) Moderation marks

Moderation of the results after the examination, for individual subjects of the current examinations is carried out, decided by the concerned Heads of the Departments, Externa Chairman and Controller of Examinations. No moderation of marks for revaluation and supplementary examination subjects. Marks are allotted to the students who did not pass the subject for which moderation is exercised. However, special moderation and adjustment may also be considered for a particular subject, if it is desired. Such decisions may be taken by the Controller of Examinations in consultation with the Head of the Institution.

(D) PUBLICATION OF RESULTS.

(a) On completion of valuation of answer papers, processing of results and implementation of Board recommendations, the results data are converted from dummy number to original number, a day before the publication of results.

(b) The Overall Pass board committee meeting is conducted by the principal as Chief controller of examinations along with Controller of Examinations, Additional controller, IQAC co-ordinator, Senior most teaching and administrative staff and Subject experts (External).

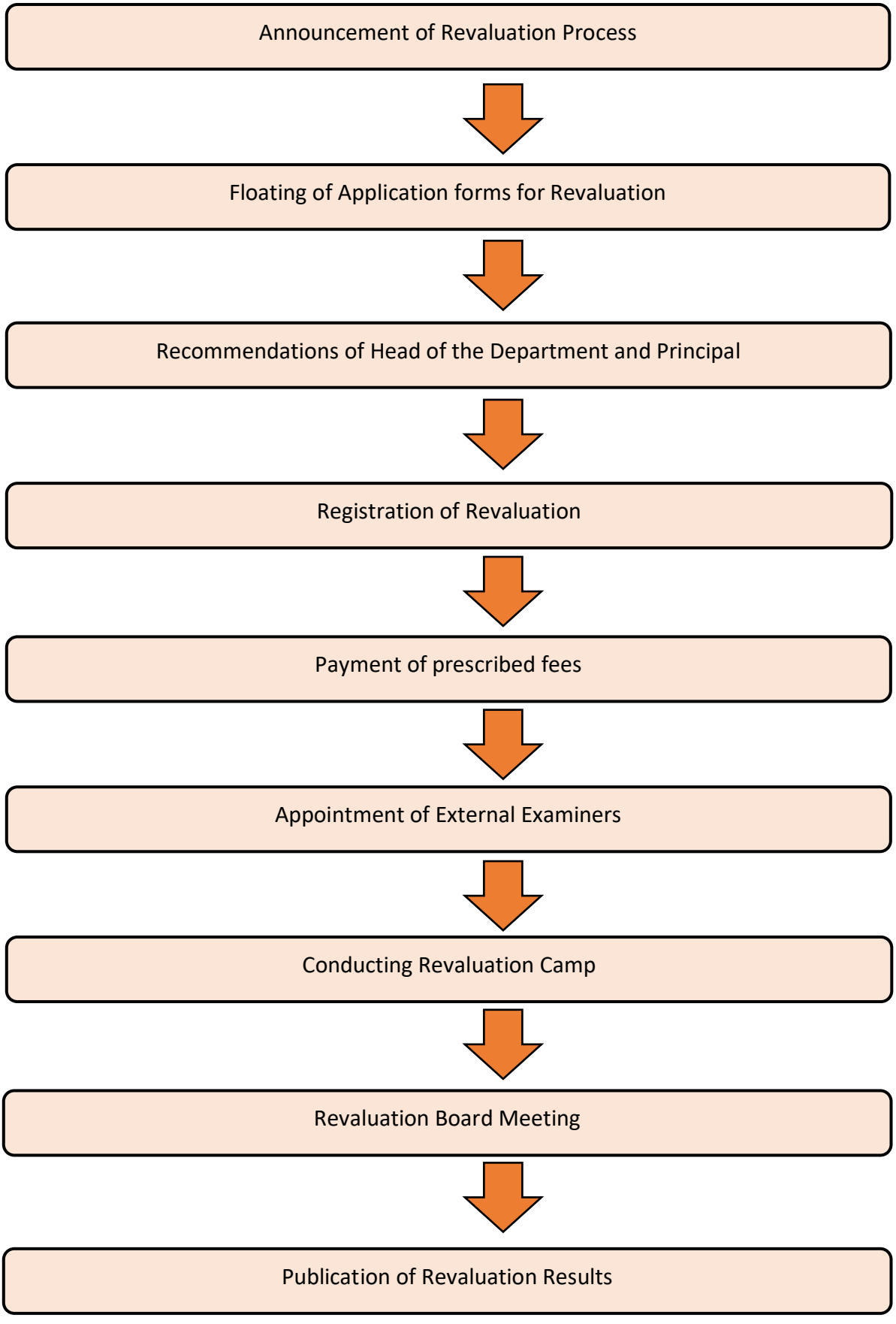
(c) Students are informed in advance about tentative date for publication of results in the college website on the last day of the ESE examination to enable them to aware of the results.

(d) The COE office follows computerized result processing system and error free results are published in college web portal for students access in addition to circular for the above in the College notice board.

(e) End semester results are published On-line within 15 working days from the last date of the completion of examinations.

(f) The list of students who completed the graduation in the even semester is sent to University as Permanent Pass Register. The college will issue Provisional certificates to the passed candidates.

FLOW *CHART FOR* REVALUATION PROCESS



E. EXAMINATION GRIEVANCES REDRESSAL MECHANISM

COE office of D, B. Jain college has Examination Grievances Redressal Mechanism for addressing the complaints and grievances. The Office of the Controller of Examinations redresses the Grievances relating to examinations as **Pre Evaluation Redressal Mechanism and Post Evaluation Redressal Mechanism**

(1). PRE EVALUATION REDRESSAL MECHANISM: Grievances relating to Error in Question paper, Questions set out of syllabi, High standard/ difficult questions are taken care off in the Programe Board meeting along with Controller of Examinations, Chairman, and Chief Examiner/ Head of the department before Central valuation camp and carried out in the central valuation camp.

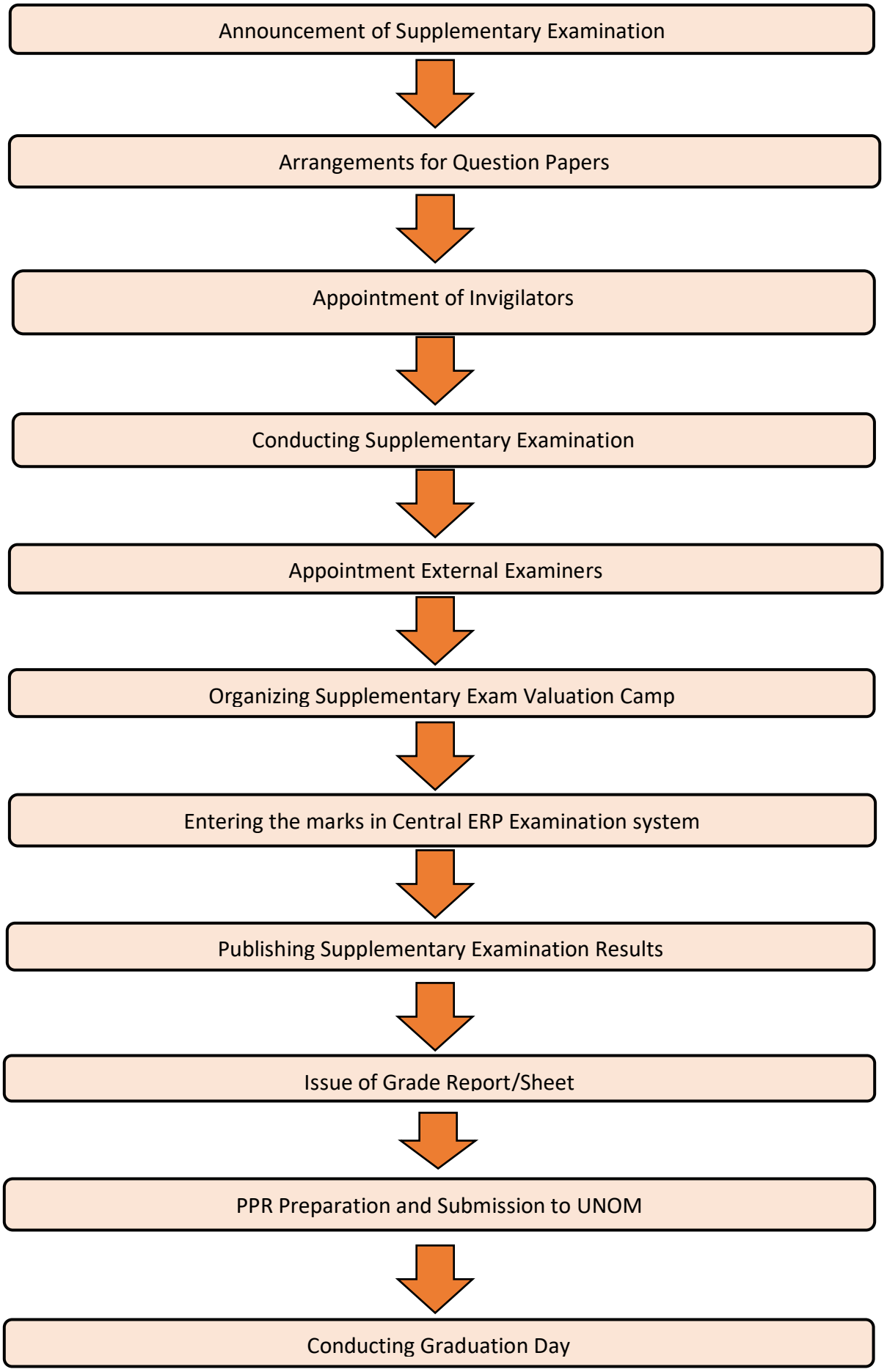
(2). POST EVALUATION REDRESSAL MECHANISM

(a). Grievances relating to **Photocopying** of answer papers and **retotaling of marks** are attended immediately by the Office of the controller of examinations on the registration of grievances and after the prescribed procedures completed by the students.

(b). Grievances relating to **revaluation of answer papers:** Students are informed about the procedures for complaining their grievances through proper channel to the COE office with in stipulated time along with the results. Circular for Registering for revaluation is circulated to all the students in the college website stating the eligibility conditions that all current batch Students who have appeared for their Semester Examinations are eligible for revaluation of their answer scripts. Passed out Batch candidates are not eligible for revaluation. The revaluation process begins with (a) Announcement and floating of Application forms for revaluation, (b). Registration of revaluation. (c). Recommendations of HOD and Principal. (d). Payment of prescribed fees. (e). Appointment of External Examiner who have not valued the respective answer papers earlier. (f) Affixing of dummy numbers, (g). Revaluation of answer papers and (h) Discrepancy in the marks awarded between the examiners if exceeds more than 15% of marks, third examiner is appointed to value the answer paper. (i) The revaluation results are published in the next day of revaluation.

(3). Grievances relating to **Corrections of students details** in the Marks statement like Name, DOB etc., are also attended immediately by the Office of the controller of examinations on registration of grievances by the students.

FLOW CHART OF SUPPLEMENTARY EXAMINATIONS



(F) SUPPLEMENTARY EXAMINATION

(a) The college is conducting Supplementary examination system since April 2011.

(b) Supplementary Examination provides an additional opportunity to the meritorious student who have accidentally failed in one paper of the final semester, to become a graduate, to apply for higher studies and to compete in the employment market immediately in the same academic year.

(c) Supplementary Examinations is conducted for those students who have appeared and having only one arear of appeared papers (not for Absent paper) in the final semester examinations of the programme. Student who have arrear in Practical/Project and not cleared in summer internship/Extension activity are not eligible for the Instant Examinations.

(d) Supplementary examination is conducted during Even semester. Applications are floated after the publication of results.

(e) Examination is conducted and evaluation is done within three days from the end of the examination. Results of the Supplementary examinations is published within three from the date of completion of examinations.

(f) Mark statements and consolidated marks statements with multiple security features are issued to students

(G). RETAINING OF PAPERS AFTER THE EXAMINATIONS AND EVALUATION

Answer papers, after the valuation and declaration of the results, shall be retained by the Office of the Controller of Examinations for a period of 5 years in the physical form. In the case of End Semester Practical Examinations, the answer scripts shall be retained for a periodof 1 year and then shall be disposed by the Office of the Controller of Examinations. However, the answer scripts of the continuous assessment tests shall be retained for period of one semester after the completion of last working day of the current semester

10. CONCESSIONS FOR DIFFERENTLY-ABLED STUDENTS

10.1.Dyslexia students: For students who are mentally disabled, having disability and mental retardation, who are slow learners, who are mentally impaired having learning disorder and seizure disorder and students who are spastic and cerebral Palsy, the following concessions shall be granted, Provided the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District headquarters Hospitals.: a. One-third of the time of paper as extra time in the examination b. Leniency in overlooking spelling c. Amanuensis for all PG programme provided the request is duly certified by the Medical Board of the Government Hospital/ General

Hospital/ District headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree.

10.2 Visually Challenged Students: a. Exempted from paying examination fees. b. A scribe shall be arranged by the college and the scribe be paid as per the college decision.

11.MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMS TO QUALIFY FOR A DEGREE

A Student who for whatever reasons is not able to complete the programme within the normal period (N) or the Minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. (Time Span = N + 2 years for the completion of programme.) The time span for undergraduate program 5 years (3 years program duration +2 years Grace period) and for Postgraduate program 4 Years (2 years program duration +2 years Grace period).

In exceptional cases like major accidents and child birth, an extension of one year be considered beyond maximum span of time (Time Span = N + 2 +1 years for the completion of programme). Students qualifying during the extended period, shall not be eligible for RANKING.

Note: Autonomous Colleges have their freedom to modify any of the above regulations based on the UGC guidelines for Autonomous Colleges or guidelines of the Tamil Nadu State Council for Higher Education with the approval of the University.

12.GRADUATION CEREMONY

The College prepares Permanent Pass Registers of the students who have successfully completed their program and sends PPR to the University of Madras for getting provisional and Degree certificates. Students are eligible for the award of Degree on completion of the program. Their list is prepared with classification. The College conducts Two Graduation ceremony one for Shift I Day college students and the other for Shift II Evening college students till Academic year 2022-23, There after one Graduation day for self-financing courses only. The Graduates are informed by sending a post and through college website in advance. The list of activities for graduation ceremony is prepared and executed.

13. GENERAL INSTRUCTIONS TO THE CANDIDATES PRINTED IN THE HALL TICKET

1. Admission to the examination is Provisional. The Hall Ticket is issued subject to the candidate satisfying the attendance and other requirements as per rules and regulations prescribed by the College from time to time. The examination taken will be treated as Cancelled if at a later date it is found that the candidate has not complied with the above requirements.

2. The candidate is required to occupy his/her allotted seat at least 10 minutes before the commencement of the examination. On no account the candidate shall be allowed to occupy a seat other than the one allotted to him / her.

3. No Candidate shall be permitted to enter the examination hall after 30 minutes from the commencement of examination.

4. No candidate will be permitted to leave the hall in the first 60 minutes of the examination as per the guidelines of UNOM.

5. Candidates suffering from infectious diseases of any kind shall informed to the Chief Superintendent for arranging separate hall if necessary and possible.

6. Strict silence should be maintained in the examination hall.

7. Candidates are required to bring in their own pens, pencils and eraser. Candidates should use only blue or black or blue black ink for answering their papers.

8. The candidates are required to write their Register Number and other details in the column provided on the first page in the Main Book before proceeding to answer. The Candidate should compulsorily check the Question Paper Code, Subject Code and Regulations (since the same subject comes with different regulations) and report the same if any discrepancy to the hall invigilator.

9. No candidate should write his/her register number on any part of the answer book/sheets or on any space other than the first page of the answer book, or puts any special mark or writes anything which may disclose, in any way, the identity of the Candidate, he/she will render himself/herselfliable for disciplinary action.

10. Candidates shall not talk/ask questions/ answers/ clarrifications of any kind during the examination.

11. Candidates are liable for disciplinary action if found in possession of any

discriminating materials, cell phone, programmable calculator, unauthorized data sheet / table in the examination hall during examination hours.

12. Candidates are liable for disciplinary action if found committing malpractices such as Exchange of answer books or question papers, Copying from answer book of other candidate or Allowing to copy.

13. Candidates should not leave the hall without handing over the answer books to the Hall Superintendents.

14. Candidates are required to write "No of pages written" and „END" at the closure of all answers on the last page of the answer book.

15. Candidates should produce the hall ticket on demand by the Invigilator/Chief Superintendent/Squad members.

14. GENERAL INSTRUCTIONS TO THE CHIEF SUPERINTENDENT

1. Facsimile signature of the Chief Superintendent should be affixed only at the right top corner of the title paper of the Main Answer Book.

2. Number of Answer Books and Question Papers issued to each Hall shall be equal to the total number of Candidates writing Examination in that Hall so as to avoid any malpractice.

3. Candidates must be instructed to occupy their seats at least five minutes prior to the Commencement of the Examination and are not allowed to leave their seats under any pretext during Examination hours.

4. No Candidate shall be permitted to enter the hall after 30 minutes from the commencement of Examinations. Similarly candidate shall be permitted to leave the hall earlier than 60 minutes from the commencement of Examination. No candidate who left the hall before the end of thesession shall be permitted to re-enter the hall under any Circumstances.

5. Nominal roll, Time-table, Examination Halls, Seating Arrangement and Hall Superintendents name date-wise session wise are furnished to the Chief Superintendent.

6. Malpractices of any nature shall be reported to the COE with original records and documents.

7. The use of mathematical instruments while answering the papers in relevant subjects is

allowed. Such instruments will not be supplied by the college. Only scientific calculators are allowed. No programmable calculators, cell phones, smart watches are allowed.

8. Hall Superintendents are to take attendance ten minutes after the commencement of Exam by getting Signature of Candidates present and complete the process immediately after 30 minutes in the Attendance sheet

9. The Chief Superintendent instruct the hall invigilators to prepare ABSENTEE STATEMENT in theprescribed format and it should tally with attendance statement. Using these Statement Answer Paper covers shall be prepared. along with the absentees Statement. The Hall Superintendent should return the unused question papers and Main answer books. The number of absentees, main answer books and unused question paper should tally.

10. Answer paper covers should contain the details of the register number of absentees for each subject in the column provided on the cloth lined cover. The number of answer papers added to the number of absentees must be equal to the number of Candidates registered.

11. Hall Superintendents should collect answer books from candidates personally verifying whether correct Register number is entered in the answer book at the appropriate places on the title pages. Then the answer books should be carefully arranged subject wise in numerical order and handled over to the Chief Superintendent.

12. The required details on the answer paper cover should be carefully entered. The C.S. should sign on the reverse side across the pasted portion of the answer paper cover.

13. Wherever question papers are common for more than one branch answer papers of candidates of different branch / degree shall be packed in different cover such that there is no mix up.

14. The answer paper covers should be pasted in the presence of External & Internal Chief superintendent at the close of session and the flap portion of the covers are to be pasted with cello tape neatly.

15. The answer paper packets are to be delivered to the COE‟s office along with filled in delivery slip on daily basis.

16. One Hall Superintendent for every 25 Candidates are to be appointed keeping 10% of admissible invigilators as Reserved Hall Superintendents. The Reserved Hall

Superintendents will assist the Chief Superintendent at times when there is no invigilation.

15. GENERAL INSTRUCTIONS TO THE HALL SUPERINTENDENTS / INVIGILATORS

1. Hall Superintendent must report to the Chief Superintendent at least 30 minutes before the commencement of Examination on the respective date and session for which invigilation work is assigned. Only Teaching faculty is allowed as hall invigilators and Invigilators are not permitted to the possess as well as use the mobile phones inside the examinations hall.

2. They must sign at the space provided on the first page of the answer book and not in any other page.

3. The Invigilators should instruct the students to read the instructions printed in the back side of the hall ticket before distribution of answer booklets.

4. The Invigilators should instruct the students to write their register numbers legibly on the title page of the Main book

5. The Invigilators should instruct the students compulsorily check the Question Paper Code, Subject Code and Regulations, (since the same subject comes with different regulations), and report the same if any discrepancy to the Invigilators.

6. Candidate is instructed to verify the receipt of correct and appropriate question paper before start answering.

7. Prior to distribution of question papers, the candidates should be issued with a Main answer book and instructed to fill up the particulars on the title page of the book. Writing wrong register number will lead to rejection of answer paper. Making an appeal to the examiner or writing the internal assessment mark will be treated as an attempt to influencethe examiner and will attract discipline proceedings.

8. Half-an-hour after the Commencement of the Examination, the attendance of the candidate may be finalized by getting the signature from individual candidates in the format prescribed.

9. Hall Tickets of all Candidates should be inspected every session and while checking the Hall Superintendent should ensure that the REGISTER NUMBER of the candidate

on theHall Ticket, on the title page of the Main Answer book and on the table are identical.

10. The number of absentees and the number of undistributed answer books in the hall should tally and the unused answer books should be returned to the Chief Superintendent while the absentees list is sent.

11. No Candidate shall be permitted to leave the hall in the first 60 minutes of the examinations.

12. a) Candidates must be instructed to bring their own pens, pencils etc. b) Not allowed to use books of any kind, except approved data books and Mathematical / Statistical tables.

13. Candidates are warned of against committing any malpractices such as in possession of incriminating materials, copying or communication with any person inside or outside. Any candidate violating this rule should be brought to the notice of COE immediately.

14. While collecting answer books utmost care should be taken to verify whether the Correct Register Number of the Candidate has been entered on the title pages. No loose sheets or papers shall be detached from the answer books of candidate.

15. Candidates are to be informed that they should not leave the hall before handing over the answer books to the Hall Superintendents.

16. Candidates are instructed not to leave any page or any space empty in the answer books.

17. At the end of the Examination, the hall Superintendent has to collect the answer Books from the candidates and arrange them subject wise register number wise and personally hand over to Chief Superintendent. Hall Superintendents should be present till the answer Papers are checked and put into the answer paper covers by the Chief Superintendent.

16. GENERAL INSTRUCTIONS TO CAMP OFFICER

1. The camp officer should inform the valuation camp timings from 10.00 a.m. to 4.00 p.m.
2. The camp officer should ensure the camp staff should be present at the Camp an hour before the commencement of valuation i.e. by 09.30 a.m. for the preliminary arrangements.
3. The camp officer should ensure the central valuation camp is being conducted with utmost secrecy during valuation.
4. The Camp Officer of the Central valuation camp should verify the appointment order of each Examiner.

5. The Camp Officer should ensure distribution of answer scripts as per the distribution statement received from the Controller of Examinations to the respective camps.
6. The Camp officer has to ensure attendance of camp assistants and examiners.
7. The camp officer should verify the Examiner appointed for particular subject is present or absent or not reported for valuation, the same has to be brought in to the notice of Chairman of the camp and COE for further course of action.
8. Camp Officer should not entertain outsiders (other than Camp Assistants and Examiners) to enter in to the evaluation hall.
9. Camp officer should not entertain the use of eatables inside the evaluation hall.
10. Camp officer has to periodically monitor the papers collected for evaluation by examiners has to be properly handed over the camp assistants after evaluation and marks entry in foil sheet.
11. The camp officer should collect and verify the Claim form/ Remuneration Bill along with Bank details/copy of cheque leaf has to be countersigned by Camp officer after verification of daily attendance and Paper entry work sheet.
12. The camp officer should report any discrepancy/queries during the conduct of camp to COE for corrective action/measures.

17. GENERAL INSTRUCTIONS TO THE CHAIRMAN/CHIEF EXAMINERS

1. The Chairman/Chief examiner should inform the examiners that valuation work will be held from 10.00 am to 1.00pm for the forenoon session and from 1.30 pm to 4.00 pm for the afternoon session.
2. The Chairman/Chief examiner should commence central valuation work only after ascertaining the receipt of all the dummy numbered answer scripts.
3. The Chairman and Chief Examiner will be the overall in-charge of the valuation. He shall scrutinize all the answer papers valued by the Assistant Examiners under his/her charge. He should also verify whether the valuation is done as per the scheme of valuation.
4. The Chief Examiner should get the details of the available papers with the key from the Camp Officer a day prior to the commencement of the central valuation.
5. The Chief Examiner is requested to issue the answer papers of a particular subject for valuation only to the examiners who actually handled that subject. No Examiners will be allotted more than the prescribed number of subjects for valuation.
6. The Chairman/Chief examiner should allot 20 UG answer scripts/ 15 PG answer scripts for each session separately with the concerned Foil sheet.

7. The Chairman/Chief examiner should instruct the examiners that they should carefully evaluate the answer scripts and correctly enter the marks in the first page of the answer book in case of UG and in the Foil sheet. Then write the marks in number and in words and should sign in full in the first page of the answer sheet.
8. The Chairman/Chief examiner should see that Marks are legible and corrections if any should be attested with full signature.
9. The Chairman/Chief examiner should inform the examiners that they should use red ballpoint pens for the award of marks. No marking should be made in pencil or other color pens.
10. The Chairman/Chief examiner should inform the examiners Under no circumstances the foil sheets should be torn, as every foil sheet bears the page number.
11. The Chairman/Chief examiner should inform the examiners that they should return the evaluated answer sheets on the same day and sign the Foil sheet before submission. The marks in the Foil sheet should be typed in the computer with the help of COE staff and also sign in the printed copy of the Foil sheet.
12. The Chairman/Chief examiner should inform the examiners that they have reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate to the Controller of Examinations immediately through the respective Chief Examiner and Camp Officer along with the details for suspecting malpractice and all material evidence available.
13. The Chairman/Chief examiner should inform the examiners every day soon after the valuation, the Examiners should fill-up the statement of percentage of pass, so that the number of scripts valued by them can also be recorded on each day of valuation. The respective Chief Examiner should collect these statements, calculate the percentage of pass and hand them over to the Camp Officer. This form of statement will help to tabulate the results on the last day of valuation.
14. The Chairman/Chief examiner suspects the valuation by an Examiner is considered to be unsatisfactory, the Chief Examiner shall give further instructions to the examiner. In case of continued unsatisfactory valuation by an Examiner, the Chief Examiner shall bring the facts immediately to the notice of the Controller of Examinations through the Camp officer. In such cases, severe actions will be taken against such Examiners.
15. The Chairman/Chief examiner should inform the examiners all of them must be present in the central valuation camp till the valuation is completed.
16. The Camp Officer / Chairman/Chief examiner should not entertain outsider to enter into the valuation hall.

17. The Chairman and Chief examiner must convene Programe Board Meeting to pass the results for each subject after completion of valuation. The minutes of the meeting may be sent to the Controller of Examinations in duplicate, duly signed by the Chief Examiner and the Chairman of the concerned Board.

18. GENERAL INSTRUCTIONS TO THE EXAMINERS FOR VALUATION

1. Examiners should ensure that none of your relatives (brother, sister son, daughter, cousin, nephew, niece, spouse, brother-in-law, sister-in-law or any other relative financially dependent on you) have appeared in the said examination.

2. Examiners make use of red pen alone for Evaluation of answer books.

3. The Examiners will receive 20 UG or 15 PG answer booklets from the Chairman/Chief Examiner every Session subject to a maximum of 40/30 per day (2 Sessions per day) and make necessary entryin the Allotment sheet.

4. The Examiners is expected to devote reasonably sufficient time for evaluating the answer booklets allotted in a day.

5. The Examiners ascertain that no question or part of a question should remain unvalued.

6. The Examiners find that the answer to a particular sub-part/question does not deserve any marks, then zero marks against that question should be allotted.

7. The Examiners should enter the marks awarded to a question or any part of a question must be written only on the front page of the answer booklet.

8. The Examiners should ensure that they have correctly counted the marks before writing the marks(total) on the front page.

9. The Examiners find that the candidates write wrong question/part/sub-part number, then the examiner should correct the question number before evaluating the particular sub part/part/question.

10. The Examiners should avoid corrections. Where correction becomes unavoidable, they should put your signature towards the right/left of the corrections.

11. The Examiners should not use whiteners on the mark list or should not overwrite/damage the correction part with multiple strikes. Single and gentle strike is allowed with the counter sign of the valuator.

12. The Examiners while evaluating an answer script if they find any new page(s) inserted or any handwrittenchit pasted on any page of the answer script, immediately bring it to the notice of the COE. Same procedure should be followed if there is any evidence of double handwriting or Request for more marks than the deserved in any answer script.

13. The Examiners find the Register No, of any candidate mutilated, kindly bring it to our notice immediately.

14. The Examiners should not be awarded marks to a question where the answer is crossed even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the Controller of Examination for further necessary action.

15. The Examiners must be careful in case of Either or Choice pattern of question paper, if the student has attempted all the choices, All the questions should be evaluated. The lowest marks should be circled and write “Extra” by the side and the highest awarded mark should be taken for totaling.

16. The Examiners should sign each answer script and write their names at the appropriate places provided for the same.