

ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN, PALANI (Autonomous)

Nationally Re-accredited with B++ by NAAC in 3rd Cycle

Affiliated to Mother Teresa Women's University, Kodaikanal)

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POLICY DOCUMENT ON DECLARATION OF END SEMESTER EXAMINATION RESULT

Autonomous Academic and Administrative Set-up:

Being an Autonomous institution, Arulmigu Palaniandavar Arts College for Women, Palani is at freedom to make use of the expertise of university departments and other institutions to frame their curricula, devise methods of teaching, examination and evaluation. Mother Teresa University, the Parent University of the college accept the methodologies of teaching, examination, evaluation and the course curriculum of the college

Examination Cell & System

- The college has an Examination Cell headed by the Controller of Examination who is a permanent faculty nominated by the Principal on the basis of potential of the person. The Principal is the Chief Controller of Examinations.
- The Controller of Examination creates her own co-worker with the approval of the Principal of the College. The co-worker is the Deputy Controller, who shares quantum of work in the Examination Cell. Teachers working in the college are nominated in the Examination Cell for a tenure of three years. They continue doing their teaching work as scheduled by the college.
- There is a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the Autonomous Cell.
- Examination Cell has appropriate printing unit also for printing of question papers and other relevant confidential material. All part-time/full time functionaries of the Examination Cell are paid honorarium for the extra work being done by them apart from their usual work. Such honoraria is proposed by the Principal and approved by the Governing Body. The salary of such staff is decided by the same mechanism.

- There is continuous, comprehensive evaluation of students through internal and external examination. 2 internal examinations per semester and 2 semester examinations per year are conducted.
- In order to motivate the students to get liberal learning, various mechanism of internal evaluation are adopted such as group discussion, paper reading, home assignments and viva voce.
- Examination fee for the students and Remuneration for examination work is decided by Parent University.

Award of Degrees through Affiliating University:

Mother Teresa Women’s University, which is the parent university of the college awards degrees to the students evaluated and recommended by the college. . The degree certificates are in a common format devised by the university. The name of the college is mentioned in the degree certificate.

ORGANIZATION OF THE EXAMINATION SECTION

Examination Committee

Examination Committee consists of:-

- a) Chief Controller of Examinations (Principal)
- b) Controller of examinations (CoE)
- c) Assistant Controller examinations(ACE)

Duties of Examination Committee (EC):

- a) The EC shall ensure proper conduct of the various stages in the examination system.
- b) The EC shall recommend examination reforms and shall implement them after approval of the academic council.
- c) The EC shall prepare the detailed time table of examinations as per the schedule approved by principal.
- d) The EC shall arrange for strict vigilance during the conduct of examinations to avoid use of unfair means by the students, faculty, and invigilators.
- e) The members of EC shall meet at least twice during the academic year

and at other times as and when necessary.

f) The various formats shall be prepared by EC for record purpose as well as for monitoring all examination related activities.

g) The Controller of examinations shall be assisted by ACE for carrying out various activities.

Duties of CoE

The CoE shall be responsible for smooth and proper conduct of examinations in the Institute. He/ She shall

i) Give the directions to all ACEs for smooth conduct of examinations.

ii) Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department.

iii) Receive the cases of malpractices and appoint committee for necessary action.

iv) Receive the list of external examiners for various courses from the Head of the Departments for Question Bank setting, paper valuation, conduct of external labs etc.

v) The CoE shall appoint invigilators for conduct examination as per the student strength in that particular examination.

vi) There shall be one invigilator for a group of 20- 24 students.

vii) Reliever: one reliever per five class rooms subject to a maximum two members.

viii) Invigilators and relievers shall be appointed by CoE choosing faculty from all departments.

Question Bank Setting

The Question Bank setting of each subject in a Semester of End Examinations shall be done by the Internal & External faculty members. HoDs will submit a panel of 4 members as a subject experts from inside & outside of the colleges. Based on the panel, one faculty will be approved by the Chief superintendent for the preparation of the Question Bank. After receiving Question Bank from Internal & External Examiners, the final

Question bank will be prepared.

Semester End Examinations

- a) Regular theory examinations will be conducted at the end of every semester with a minimum gap of one week for preparation.
- b) Semester end lab examinations will be conducted after the completion of 80% of working days.
- c) External Examiners for theory examinations, lab and main projectwork, Comprehensive Viva voce will be nominated by the principal from the panel of experts.
- d) There will be supplementary examination for the students who are off other purposes such as Sports tournaments and NCC Camps.

Procedure for Conduct of Examinations

During the semester there shall be 2 tests for theory subjects. The question Paper blue print is prepared as per Bloom's taxonomy. The duration of internal test will be for 2 hours. First test to be conducted in 3 units and second test to be conducted in the remaining 2 units of each subject. The average of the two Internal examinations conducted one in the middle of the semester and the other towards the end of the semester are considered for 15 marks. There shall be assignment and seminar work in each subject (problem based/ field work/group task/Online test) for award of 10 marks so that internal component (marks) will be 25 marks.

Process of Conduct of Sessional Examinations:

- a) The CoE shall be responsible for the smooth conduct of the sessional examinations with the support of the office staff and the faculty.
- b) As per the common schedule of sessional examinations, all the concerned faculty shall submit the question papers to the CoE/Chief Superintendent in a printed form in the shield cover.
- c) The valuation shall be completed and the marks will be displayed within one week time after the conduct of every examination.
- d) Answer scripts will be shown to the students and any discrepancies/

errors will be attended by the faculty before submission of the final marks to the Examination Cell.

Conduct of Semester End Examination:

Theory course

Semester end examination shall be for duration of three hours and have a weightage of 75% of the total marks

Process of Conduct of the Semester End Examinations:

- (i) As per the schedule of examinations, the CoE/Chief Superintendent will generate question papers of the subject concerned from the question bank at least one hour before the commencement of that particular examination.
- (ii) The CoE/Chief Superintendent with the help of the additional Controllers will arrange for printing of all the selected question papers of the concerned courses in the required numbers. The question papers will be distributed only 10 minutes before the commencement of any examination.
- (iii) An inspection squad consisting of Chief Superintendent will visit all the examination halls and ensures that the examinations are conducted as per the examination regulations.
- (iv) The coding of the answer scripts of any particular examination shall be completed on the same / succeeding day of the respective examination. The coded answer scripts are transferred to the Head of the Department, who acts as the Chief Examiner.
- (v) The Examiners for the respective subjects shall be nominated by the CoE/Chief Superintendent from the panel of experts.
- (vi) The spot valuation process, the conduct of Passing Board meeting and the Declaration of Result is completed within twenty days after the conduct of every examination.

Process of Conduct of Semester End Laboratory Examinations:

- a) The common schedule for the semester end lab examination is decided in the Examination Committee meeting and notified earlier.
- b) The Evaluation will be done by both internal and external examiners

together.

c) The Results shall be submitted to the examination section in a sealed cover immediately after the completion of the laboratory examination.

Instructions to Examiners (Valuators)

1. This is a confidential assignment and the concerned Examiner has to maintain strict confidentiality.
2. The Examiner shall have minimum of five years of teaching experience.
3. The Examiner shall not have any near relative appeared for the examination in the same subject.
4. The Examiner shall devote at least 5 hour time each day.
5. The Examiners should follow scrupulously the scheme of valuation, in the award of marks, and is required to evaluate the answer scripts in a uniform manner. The marks shall be awarded separately for each part [(a), (b), (c)] of the question in the evaluation sheet. And finally the marks will be posted in the Award list.
6. It is mandatory that all the blank pages and blank portions of the pages of the answer booklets are to be cancelled by the Examiners using red ball point pen.

Moderation Rules

The Moderation rules are adopted as an when required with the permission of University Nominee as per the approved Moderation rules in vogue.

Declaration of Results

The results along with the recommendations of the moderation committee are sent to Examination Committee (to be nominated by Principal) for final approval. Then, the results will be declared and displayed in the notice boards and college website.

Revaluation/Recounting

The Student Grievance and Redressal Cell, headed by the Principal listens to

the grievances of the listeners on the marks they have scored and motivates them to apply for reevaluation.

- a) The fee for Reevaluation is paid by the student, as per the norms fixed by the University.
- b) The request for Reevaluation/Recounting must be made in the prescribed format along with the prescribed fees.
- c) After the completion of reevaluation, if the grade is improved or when there is a change in the status i.e., fail to pass or vice versa the grade obtained in the Reevaluation shall be notified as final.

Malpractice

The CoE shall refer the cases of suspected malpractices in mid examinations and semester-end examinations to the Principal. It had been resolved not to allow the student to continue that particular examination. Marks will not be awarded to the candidate who does malpractice.

Permission for Assistance with Scribe to Appear for Examinations

- a) Candidates in need of a Scribe should apply in writing showing the reason and with the necessary evidence for additional assistance with scribe.
- b) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
- c) The Particulars of the proposed scribe i.e., name, address, qualifications, photo and present occupation. [The scribe should not exceed intermediate qualification].
- d) A letter from the scribe stating that he / she is willing to act as scribe.
- e) A copy of the certificate showing the qualifications of the scribe.
- f) The Principal then permits the use of scribe after verification of the evidence Provided by the candidate.

Award of Grades

The grading system is adopted as follows:

Range in which the % of marks in the subject fall	Grade
75 and above	D
60 to 74	A
50 to 59	B
40 to 49	C
Passing Minimum: UG - 40 PG - 50	

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average (GPA) for each semester and Cumulative Grade Point Average (CGPA) up to any semester is calculated as follows:

i) Semester Grade Point Average will be computed as follows:

$$GPA = \frac{\sum^n C_j \times GP_j}{\sum^n C_j}$$

Where, n is the number of subjects in that semester. C_j is Credits for the subjects. GP_j is the grade point obtained for the subject and the summation is over all the subjects in that semester.

ii) A Cumulative Grade Point Average (CGPA) will be computed for every student at the end of each semester. The CGPA would give the cumulative performance of the student from the first semester up to the end of the semester to which it refers to and is calculated as follows:

$$CGPA = \frac{\sum^m GPA_j \times TC_j}{\sum^m TC_j}$$

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PRINCIPAL
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for Women, PALANI-624 615.