

**DHANRAJ BAID JAIN COLLEGE
(AUTONOMOUS)**



**MANUAL
for
EXAMINATION SYSTEM**

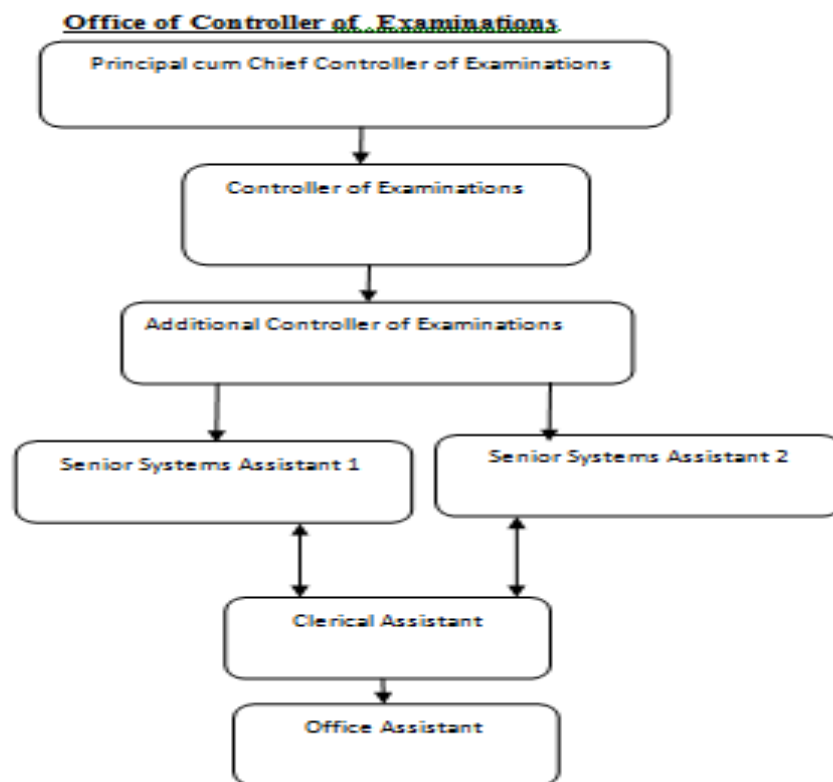
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1. INTRODUCTION

The Examination system of Dhanraj Baid Jain College (DBJC) has been in operation after the autonomy since 2007. The Examination Cell of DBJC is a confidential section with the responsibility of conducting examinations both internal and external, Evaluation, publication, display of results, conduct of graduation ceremony and maintenance of student records for all courses. The Office of the Controller of Examinations is an autonomous body. 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 department has been formed to supervise the examination & evaluation process which is headed by the COE. The conduct of examinations in the autonomous system is an important academic activity to bring out the student's performance.

2. ORGANIZATION STRUCTURE



Ever since the College became Autonomous in 2007, the Office of the Controller of Examinations has been functioning. Head of the Institution is the Chief controller of examinations. The Office of the Controller of Examinations is an autonomous body headed by Controller of Examinations with well-defined responsibilities and adequate authority to discharge them. The COE Office is responsible for the announcement of academic schedule, preparation of question papers, conduction of examinations, evaluation of answer scripts, declaration of results and issuing of grade sheets.

The COE Office is responsible for the announcement of academic schedule, preparation of question papers, conduction of examinations, evaluation of answer scripts, declaration of results and issuing of grade sheets. Every academic year, students take up end semester examinations in November and April.

The other responsibilities of the office are:

- Processing and publishing the results in time.

- Issuing of certificates like Statement of Grades/Marks, Consolidated Statement of Grades/Marks and Provisional Degree Certificates.
- Conduct of the Annual Convocation and issue of Degree Certificates to all the qualified students of Departments of UG,PG and Research programs.

3. ACADEMIC CALENDAR

The examination system, based on the approved academic calendar, will prepare a time-table for conduct of Continuous Internal Assessment System (CIA) Which comprises schedule for Two Internal examinations, Model examinations ,Schedule for Issue of Examination application forms Payment of Examination fees ,Schedule for examinations of Application Lab subjects and external theory examinations.

S.No	Schedule of Events-ODD Semester	Time frame
1.	Commencement of Classes	Third week of June
2.	Issue of Examination forms	Second week of August
3.	Last date for Payment of fees without fine	Two weeks from the date of Issue of application forms
4.	Last date for Payment of fees with fine	Ten days from the Last date for Payment of fees without fine
5.	Conduct of CIA-I	First week of August
6.	Conduct of CIA –II	Third week of September
7.	Conduct of External –Application Lab-Examinations	First week of October
8.	Conduct of CIA-Model Examinations	Fourth week of October
9.	Conduct of Semester Examinations	First week of November
10	Publications of Results	Within 10 days from the completion of examinations
11.	Request for Revaluation of Answer scripts	Within one week from the publication of results
12.	Publication of results of Revaluation	After three days from the day of evaluation

S.No	Schedule of Events-EVEN Semester	Time frame
1.	Commencement of Classes	Fourth week of November
2.	Issue of Examination forms	First week of February
3.	Last date for Payment of fees without fine	Two weeks from the date of Issue of application forms
4.	Last date for Payment of fees with fine	Ten days from the Last date for Payment of fees without fine
5.	Conduct of CIA-I	Third week of January
6.	Conduct of CIA –II	Third week of February
7.	Conduct of External –Application Lab-Examinations	Fourth week of March
8.	Conduct of CIA-Model Examinations	Third week of March
9.	Conduct of Semester Examinations	Second week of April
10	Publications of Results	Within 10 days from the completion of examinations
11.	Request for Revaluation of Answer scripts	Within one week from the publication of results
12.	Publication of results of Revaluation	After three days from the day of evaluation
13.	Issue of applications for Supplementary Examinations	One week from the date of publication of result of Revaluation.
14.	Conduct of Supplementary Examinations	Within Three days from the date of closing of applications
15.	Publication of results	Within three days from the day of evaluation.

4. 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 (TANSICHE).

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.

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

Part II Foundation Course in English

- Core Subjects

Part III • 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

ii. Soft Skill Courses /Skill-Based Electives

iii. Environmental Studies iv. Value Education

Extension Activities

Part V

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 20% for CIA and 80% 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-

Odd semester examinations in October/ November and

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

For a semester : GRADE POINT AVERAGE [GPA]

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

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

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
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 with 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	
4.5 and above but below 5.0#	C	Third Class
4.0 and above but below 4.5#	C+	
0.0 and above but below 4.0#	U	Re-appear
0.0 and above but below 5.0@	U	

* The candidates who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses alone)/PG/M.Phil. are eligible.

* Applicable to candidates who have passed in the first appearance and within the prescribed semester of the programme, otherwise they are eligible for classification only.

Applicable for Part I, II, IV only

@ Applicable for Part III only

5. STUDENTS – EXAM REGISTRATION

As per the University of Madras and UGC guidelines,13-digit Unique Register number is allotted to students admitted from 2017-18 apart from Six digit Roll number.

The components of the register number as prescribed the University is

- a. First two digits – Year of Admission 2017-18 (17),
- b. 3rd to 6th digits – Center code
- c. 7th digit - UG , PG, PROF., M.Phil., Diploma, PG diploma etc (1,2,3,4...)
- d. 8 to 10th digits – Branch Code
- e. 11 to 13 digits – Running numbers

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.

6. EXAMINATION PROCESS FOR UG AND PG PROGRAMMES

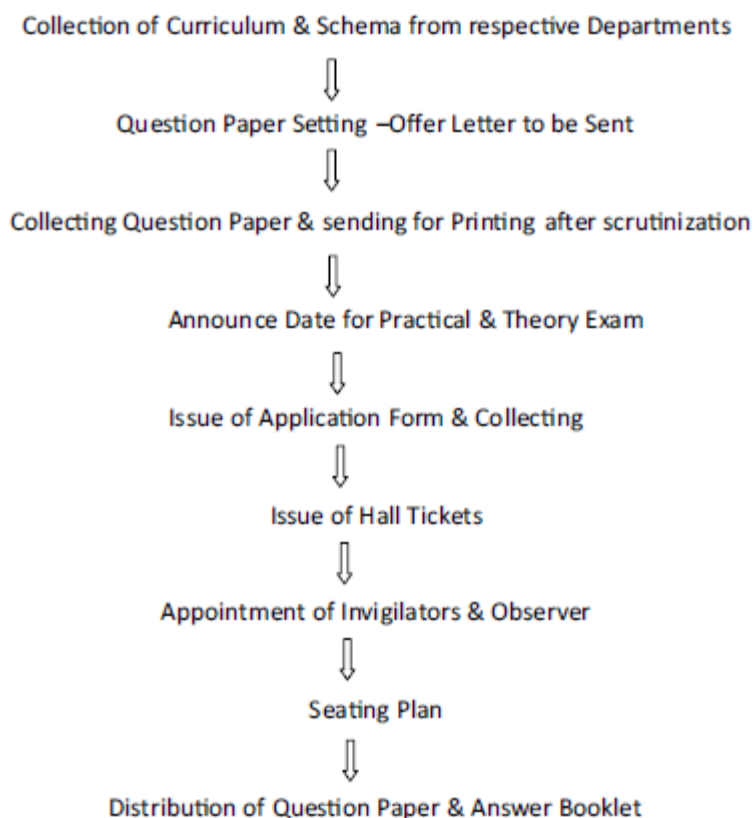
Attendance requirement for students to appear for Autonomous semester examinations:-All Students must earn 75% and above of attendance for appearing for the Semester Examination.

Condonation of shortage of attendance: If a Student fails to earn the minimum attendance (Percentage stipulated), the shortage of attendance will be condoned up to a maximum limit of 10% (i.e. between 65% and above and less than 75%) after collecting the prescribed fee Per semester/Per Student.

Non-eligibility for condonation of shortage of attendance: Students who have secured less than 65 % but more than 50 % of attendance are NOT ELIGIBLE for condonation of shortage of attendance and such Students will not be permitted to appear for the regular examination.

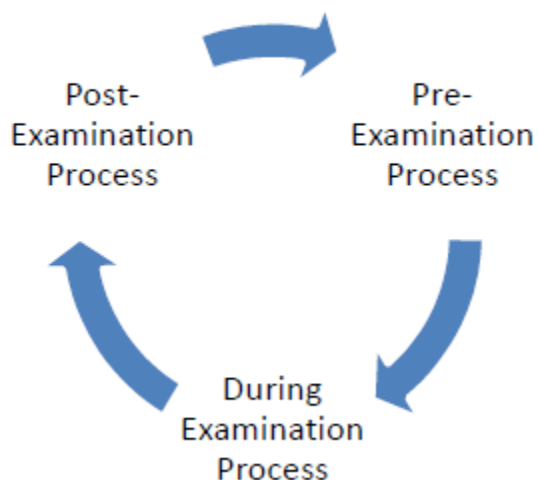
Detained students for want of attendance: Students who have earned less than 50% of attendance shall be permitted to proceed to the next semester and to complete the Program of study. Such Students shall have to repeat the semester, which they have missed by rejoining after completion of final semester of the course, by paying the fee for the break of study as prescribed.

FLOWCHART FOR EXAMINATION PROCESS



6.1 Pre Examination Process

1. 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
2. Subjects for the academic year is confirmed with the subjects in the Syllabus verification process
3. The syllabus verification is done jointly by subject teacher and HOD.
4. Student wise subjects for the current semester assignment is done in the ERP .
5. Applications are issued to the students for regular and supplementary examinations
6. A copy of the syllabus, question paper pattern and a model question paper are sent to the external examiners for question paper preparation.
7. A thorough scrutiny of question papers is done by a panel of Subject Experts .
8. With ERP-Students registration system the College in getting actual number of candidates appearing for each subject and this in turn enables setting and printing of question papers.
9. Modules in ERP -software is used in students Nominal Roll generation.
10. A Time table for End Semester(Practical and Theory Examination is prepared by the CoE.



6.2 During Examinations

1. Utmost care is taken to maintain confidentiality in the preparation, scrutiny and printing of question papers.
2. Answer scripts with multiple security features are printed and adequate supplies are Stored.
3. Internal Chief Superintendent and External Chief superintendent is appointed by the chief controller of examinations and Controller of Examinations.
4. Internal Chief superintendent prepares the Invigilators duty list a week before the commencement of the examinations and circulates the duty list among the invigilators .
5. 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.
6. 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.

6.3 Post Examination Process

1. Proper arrangement is made for valuation of answer scripts with prior information to evaluators three days before the commencement of the valuation.
2. Consolidation of internal marks and the semester examination mark is carried out by the ERP System.
- 3..Application for revaluation is floated, processed and valuation is carried out, for students who apply for revaluation.
- 4.The revaluation process begins with assigning of dummy numbers, inviting the examiners who have not valued the answer papers earlier, processing of results and publishing the results within a month.
5. With a view to enable students who have failed in the end semester to apply for

- higher studies/employment, the college introduced instant examination system since April 2011.
6. The instant examination has been conducted like the main examination with separate question papers and the results are published
 7. Mark statements with secured features are provided to students.
 8. Grievances, if any, are reported to the CoE and are redressed
 9. Supplementary examinations are conducted during Even semester. Applications are floated after the publication of results.
 10. 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.
 11. Result analysis on Semester Examination are prepared and provided for performance analysis.

7. EVALUATION, REVALUATION AND INSTANT EXAMINATION

Evaluation

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.

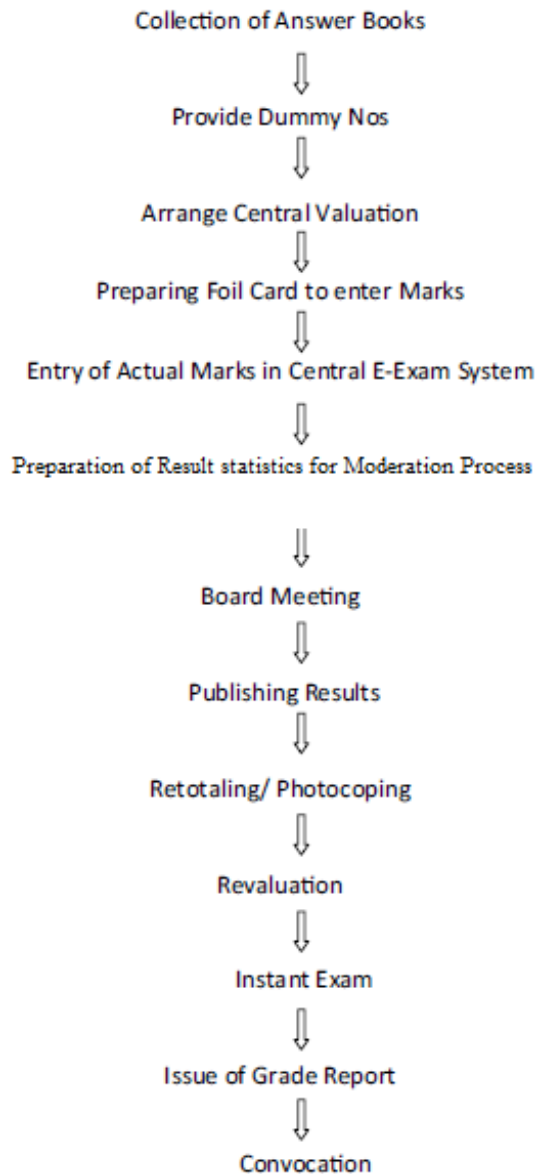
Camp-assistants are appointed to assist and coordinate the Discipline -wise setup of valuation camp. They will coordinate with Internal Chief -Examiner and External -Chairman of the Board for the allocation of papers to examiners. Single valuation system for answer scripts of UG courses and Double valuation system for answer scripts of PG courses is followed.

1. 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.

2. The Scheme of Valuation will be given to the Examiner evaluating the answer scripts.
3. Board Meeting will be conducted 1day before the commencement of evaluation.

The College communicates the outcome of the evaluation promptly by publishing results on the internet through the college website.

FLOW CHART FOR EVALUATION PROCESS



Revaluation: All current batch Students who have appeared for their Semester Examinations are eligible for Revaluation of their answer scripts. Passed out candidates are not eligible for Revaluation.

Instant Examinations is conducted for the students who appeared in the final semester examinations.

Eligible criteria for appearing in the Instant Examinations are as follows:

Eligibility: A Student who is having arrear of only one theory paper in the current final semester examination of the UG Degree programme alone is eligible to appear for the Instant Examinations.

Non-eligibility for one arrear paper: A Student who is having more than one arrear paper at the time of publication of results is not eligible to appear for the Instant Examinations.

Non-eligibility for arrear in other semester: Student having arrear in any other semester is not eligible and a Student who is absent in the current appearance is also not eligible for appearing for the Instant Examinations and those Student who have arrear in Practical/Project are not eligible for the Instant Examinations.

Non-eligibility for those completed the program: Students who have completed their Program duration but having arrears are not eligible to appear for Instant Examinations.

8. PUBLICATION OF RESULTS

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. The Board Meeting is convened for each camp/discipline 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.

With regard to processing of examination results, the College 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.

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

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.

9. GRADUATION CEREMONY

The candidates who have successfully completed the courses are eligible for the award of Degree and their list is prepared with classification. The Graduate Register is prepared. The list of activities for graduation ceremony is prepared and executed.