



SRI SARADA COLLEGE FOR WOMEN

(An Autonomous Institution)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Institution recognised u/s 2(f) and 12(B) of UGC &

Reaccredited with "A" grade by NAAC

(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)

Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,

TIRUNELVELI 627011



OFFICE OF THE CONTROLLER OF EXAMINATION

AUTONOMOUS EXAMINATION MANUAL

Draft only

52 points + may be merged/modified/deleted suitably and the order may also be amended.

A COMPENDIUM ON THE STANDARD OPERATING PROCEDURE (SOP)@ THE OFFICE OF AUTONOMOUS CONTROLLER OF EXAMINATIONS

1. UGCs guidelines on the Autonomous examinations
2. Governance and Composition of the Office of the controller of Examinations
3. Programmes and courses under Autonomy
4. Details of the BoS of various departments
5. Details of the Academic Council
6. Details of the Award Committee
7. Details of the Finance Committee
8. Details of the Governing Body of the Autonomous
9. Application format for UG examinations
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12. Minutes of the Academic Council pertaining to the Procedures of FA/ESE
13. Guidelines on the migration of the students (inward/outward)
14. Fee structure for various courses/procedures
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16. Buildings organization/halls arrangements/seating arrangements/numbering
17. Ethics/guidelines for hall superintendents
18. Ethics/guidelines for External Hall superintendents
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20. Ethics of the Chief Controller of Examinations (Principal)
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25. List of Practical Examiners/Viva Examination and Project Evaluators
26. Timeline for the receipt of examination forms from the date of announcement of examinations till the declaration of ESE results

27. Time line for the dispatch of orders for the QPS and receipt of QPs with Bloom's pattern and scheme of valuation,
28. Scrutiny of examination forms – checking of attendance requirement – Condonation and allied issues/Discontinuation of the semester/intimation to the university.
29. Declaration of halls, HS, schedule of examinations – both regular and arrears.
30. Time line for the intimation to practical/Theory/Viva examiners and completion of the same
31. Scrutiny of the QPs
32. Valuation of answer scripts –Internal
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34. Guidelines for the Quality of QP, Adherence of Blooms, out of syllabus related proposals from the department Class teacher/HoD
35. Processing of data/Ensuring of Confidentiality
36. Guidelines on Issues at the Exam halls, malpractice, absence to the examination, late comers if any.
37. Conduct of Pre-Award meet - minutes of the meeting to be documented
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40. Declaration of Results by University Nominees after in-depth analysis and clarification
41. Display/intimation of results in the institutions' students notice board, respective department notice board and website.
42. Guidelines for revaluation of answer scripts – timeline for students submission of request/Conduct of examination/Valuation/Award committee approval etc.,
43. List of formats
44. List of files – Communications
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OFFICE OF THE CONTROLLER OF EXAMINATION
Autonomous Examination Manual

1. Exam Applications – Notification of timeline, submission, processing, declaration and confirmation

Exam applications forms are issued to all students during the month of October and March for the Odd and Even semesters respectively. The details of papers for which the students are going to appear, that is the current semester papers and arrear papers if any should be mentioned clearly in the application form with course code and course title. The filled application forms will be collected and the details will be uploaded by the exam section clerical assistants.

2. Payment of Examination Fee

Examination fee payment notification will be given before 15 days from the payment starting date. Ten days will be given for fee payment without penalty and extra three days with Rs.500/- as penalty amount.

3. Minimum attendance for appearing End Semester Examination

No candidate shall be permitted to appear for the Summative Examinations at the end of each semester unless she puts in minimum 75% of attendance and has completed all the formative evaluation requirements. Absence for an hour shall be treated as absence for the session. However, the candidates with attendance range from 60 to 74% may be permitted to appear for the summative examination on the approval of the condonation committee, after having analysed genuinely and approved. The candidate has to pay the required fee towards the same.

Any candidate who is lacking minimum requirement of attendance on medical grounds / any unforeseen reasons to a maximum of seven days shall submit written request through proper channel. However, the decision on the acceptance / rejection of such application lies with the management/Principal or the committee constituted for the purpose. A student may avail condonation only for two times in her entire course of study of 6 semesters. Candidates who do not satisfy the minimum requirement of attendance in a semester shall appear for summative examination of that semester by attending classes (minimum of 75%) for that semester after completing the prescribed period of the course (i.e., three years).

4. Guidelines for Question Paper setters

List of question papers setters submitted by the willing faculty members from various colleges and Universities from other districts are scrutinised and according to their expertise the papers are allotted to them. The intimation about question setting will be given to them during the month of September and February for Odd and Even semesters respectively. Bloom's Category levels are followed in setting the question papers. That is, Remember Level - K1, Understand Level - K2, Apply Level - K3, Analyze Level - K4, Evaluate Level - K5 and Create Level - K6. The instructions for question paper setters will be given in the intimation letter as follows:

1. Refrain from accepting the offer if any of your family member or relative is writing the Examination on the Subject for which you are appointed as Question Paper setter.
2. Keep the appointment confidential and maintain secrecy.
3. Set the Question paper confining to the prescribed syllabus and in accordance with Bloom's Taxonomy. Questions should help in surfacing the ability of the candidate on Defining/ Describing/ Comparing/Interpreting /Inferring /Applying /Analyzing/ Synthesizing / Generalizing / Evaluating various aspects associated with the concerned subject.
4. Adhere to the Question Paper Pattern furnished. (Section A should have double blanks and answers for blanks should be specific).
5. Ensure that the Questions are neither ambiguous nor time consuming.
6. Verify that the Correct Course code, Course title, Duration, Max. Marks are written in the appropriate places on the Question Paper.
7. Mention specifically about Special Instructions such as Graph Sheets/Maps to be supplied.

8. Ensure that the Questions are neatly typed (Times New Roman, Font 11, 1.5 line spaces, with Paper margin 1 inch on all sides.
9. Key for valuation must be adequate with all necessary hints/answers, annotations etc.
10. Key as definition, explanation, description etc should be strictly avoided. In such cases, the key will not be accepted and honoured.
11. If you do not accept this appointment, please send back all materials.
12. Feel free to contact the COE's Office for any Clarification.
13. Kindly ensure to send the Question paper within 10 days from the receipt of intimation letter.
14. All sections should bear equal representation of questions from all units as follows:

Unit/ Section	Section A	Section B	Section C	Section H
Unit I	Questions 1 & 2	11 A & 11 B	16 A & 16 B	
Unit II	Questions 3 & 4	12 A & 12 B	17 A & 17 B	
Unit III	Questions 5 & 6	13 A & 13 B	18 A & 18 B	
Unit IV	Questions 7 & 8	14 A & 14 B	19 A & 19 B	
Unit V	Questions 9 & 10	15 A & 15 B	20 A & 20 B	

5. Exam Pattern

Semester system will be followed. A semester consists of a minimum of 90 working days excluding the days of conduct of End Semester Examinations. There will be Continuous Internal Assessment (CIA) to evaluate the performance of students in each course and the End Semester Examination will be held at the end of every semester.

6. Formative Marks (CIA Marks)

a. Conduct of CIA

Internal Assessment Examinations were conducted under the supervision of Dean – CIA. A team of faculty members along with Dean – CIA collect the question papers from all the internal course teachers. They will prepare internal time table, hall allotment, and allotment of invigilator for internal examination. The question papers were verified by the team and were printed in the college office. On every examination day, the hall arrangement will be put upon the notice board and the invigilator assignment will be informed to the faculty members. The invigilators will collect the answer papers and question papers from the office of Dean – CIA and after the completion of exam the answer papers will be submitted to the office of Dean – CIA. Then the respective course teachers can collect their answer paper bundles from the office of Dean – CIA.

b. Classification of CIA marks

- For UG, CIA will have the following components:

Programme	*Written Test	Assignment	**Quiz/ Seminar	Total
UG	15	5	5	25

* Three tests for 30 marks will be conducted and the marks obtained will be converted to 15 marks.

**Quiz for 1 to 4 semesters and Seminar at 5 & 6 semesters.

- For PG, CIA will have the following components:

Programme	*Written Test	Assignment	Seminar	Total
PG	15	5	5	25

* Three tests, each of 2 hours duration for 45 marks will be conducted and the marks obtained will be converted to 15 marks

- For M.Phil, CIA will have the following components:

Programme	*Written Test	Assignment	Seminar	Total
M.Phil.,	15	5	5	25

* Three tests, each of 3 hours duration for 60 marks will be conducted and the marks obtained will be converted to 15 marks

c. Supplementary CIA test for absentees

Only those candidates who have represented the college in NSS, NCC, Sports, etc., during the specified days of the examination are eligible to take up the supplementary test. The department will arrange it on a suitable date with prior permission/intimation with the Principal.

d. Submission of Formative Assessment Marks to the Office of CoEA

The consolidated internal examination marks submitted by the respective course teachers are verified by the HoDs and then the marks are submitted to the Dean – CIA. After the final review by Dean – CIA, the marks will be submitted to the Office of CoEA before the commencement of end semester theory examinations.

7. End Semester Exam Time Table

Exam time table will be announced before 20 days of the commencement of Examination. Time Table will be prepared in such a way that regular papers will be scheduled in the morning session and arrear papers in the afternoon session. Most of the days one year will have exam. Each day one year of UG and one year of PG students will have exam. Examinations will be scheduled during the months of November – December and April – May for Odd and Even Semesters respectively. In both the semesters exams will be completed within 20 to 21 working days. Pre-declaration of dates is carried out to ensure the genuine modification for special issues and confirm the same to suit to the benefit of the student.

8. Issue of Hall Ticket

Hall tickets will be issued to all students on students last working day before the semester exams. On the exam days students should bring hall tickets and if any student failed to bring the same means she has to pay a penalty amount of Rs.100/- for one exam.

9. End Semester Practical Examination

Usually the end semester practical examinations were scheduled before the final theory examination. External examiners were appointed by the office of CoEA as per the nomination by department HoDs/ BoS/ AC. Within 6 to 7 days Practical Exams were schedules and completed for all the years of UG and PG.

a. Submission of Record Note for End Semester Practical Examination

Submission of bonafide record note is mandatory to appear for the practical examination. If a candidate is unable to submit the record note book on valid grounds, she may be permitted to appear for the practical examinations, provided the head of the department certifies that the candidate has performed the experiments prescribed for the course and she will be awarded zero (0) marks for record note book.

b. Components of Internal and External Marks

Internal marks (FA) and External marks (SA) for practical papers are classified as follows:

UG & PG	FA	SA	Total
Practical	40	60	100

10. Project Viva-voce

Each Individual (PG/UG) or group (UG) comprising of 5 members will be allotted to a staff Coordinator. A specific problem will be assigned to the students or they will be asked to

choose a problem /area of their interest. The topic /area of work will be finalized at the end of the IV Semester UG/II semester of PG, allowing scope for the students to gather relevant literature during the vacation. The research work can be carried at the college or any other organization approved by the staff Coordinator and the HoD.

Project viva-voce will be scheduled before theory examinations. External Examiners will be assigned by the office of CoEA as per the nomination list submitted by the HoDs. Viva-voce will be scheduled for all UG in same date, for all PG in a date and M.Phil.,in one date.

11. Field Visit/Work/Training

The students have the option to select any organization/Government/private, like industry, bank, R & D organizations, scientific companies, IT related service providers etc., in consultation with the staff coordinator and HoD. The students have to undergo training for a period of two weeks. The students must maintain a work diary and prepare a report of the training undergone and submit the same to the HoD. On a stipulated date, there will be a viva voce with internal examiners at the end of the semester.

12. End Semester Theory Examination

a. Exam Nominal Roll

Class wise Exam nominal roll, number of students appearing for each paper and total number of students going to write exam in each day are submitted to the Principals office by the Office of CoEA one week before the commencement of Examination.

b. Hall Arrangement

According to the details (examination course title, student's strength etc.,) provided by the office of CoEA, College Office staff will make hall arrangements with 30 to 35 students in each hall. Every day the hall arrangements will be changed and the hall arrangements will be put upon the notice board at CoEA office and in each block. Register number of the students allotted in the hall will be provided in each hall and the register numbers will be marked in each desk also.

c. Issue of Answer Booklets and Question Papers

For all the examination halls the number of answer booklets will be bundled in a cover according to the number of students allotted in that hall. Question papers will be given to the hall invigilator according to the allotted students after the question paper covers are unsealed by the Principal between 8.45 a.m. to 9.00 a.m. in all the examination days.

d. Duties of Invigilator

Allotted invigilators have to assemble in the Principals office at 9.00 a.m. on examination days. Duties of invigilators are listed below:

- Invigilators have to collect the answer booklet and question papers from the Chief Superintendent (Principal).
- They have to check all the students (hall tickets, ID and stationery brought by the students) before entering in to the exam hall.
- Answer booklets should be issued first and the details should be furnished in the front page by all the students.
- Invigilators should issue the question paper exactly at the exam commencement time generally at 9.45 a.m.
- While issuing the question paper the Course Code and Course Title of the paper should be read out by the invigilator and should verify with students.
- Invigilator should verify the details filled by the candidate in the answer booklet front page and then to put signature in the prescribed column in the answer booklet front page.

- Invigilator should get signature from the candidates in the attendance sheet and to fill the absentees details if any in the attendance sheet and to give it to the hall attendant which will be submitted in the office immediately.
- Attendance should be closed in 30 minutes from the commencement of examination.
- During the 3 hours the invigilator should be vigilant and should roam in between the exam hall.
- No student is permitted to go out of the examination hall in between the exam. If any emergency the student will be permitted to leave the hall with the hall attendant and to return with her within 5 to 7 minutes.
- No student is permitted to leave the hall before the exam completion time even if she has completed the exam.
- If any invigilator found out any malpractice or any discrepancies, she may inform the same to Chief Superintendent through the hall attendants.
- After the final bell invigilator should collect the answer booklets and after checking all the papers were collected, she will allow the students to leave the hall and she may also leave with the answer papers.
- The answer papers should be submitted in front of the Chief Superintendent in the Principals office.

13. Malpractice (In CIA and ESE)

- Possession of books or any related written matter in the examination hall.
- Copying from another person.
- Communication with any person inside or outside the examination hall.
- Detaching /attaching any sheet from /to the answer book, etc

are considered as malpractice. If it is a test conducted for CIA, she will be given zero marks for that test and severely warned. If it is in the ESE, she will be debarred from writing that particular paper in that semester/all papers in that semester based on the nature of malpractice.

14. Submission of answer booklets to the Office of CoEA

The collected answer booklets will be sealed and bundled with the signature of the Chief Superintendent. Every day the answer booklets were submitted to the Office of CoEA in the evening by the Chief Superintendent with the details of number of answer booklets and list of absentees.

15. Evaluation

The papers will be valued by both internal and external examiners. (For Autonomous first batch alone double valuation) Internal examiners are the respective course teachers and the external examiners are appointed from the nomination list submitted by the HoDs. Faculty members in our district are preferred. After three days from the commencement of examinations, the Office of CoEA arranges internal and valuation. The valued marks are uploaded in the mark sheet manager by the clerical assistant of the office of CoEA,

16. Publication of Results

a) Pre-award Scrutiny Board Meeting Programme Chairpersons/ HoDs

After the completion of valuation, the results were submitted and the department HoDs will review their department results.

b) Awards Committee Meeting

The results were submitted to get approval from the Awards Committee University nominee members. Controller will present the overall college results and department HoDs will present their department results. Awards Committee University nominee members will

review the results and ask questions for any clarification. Then they recommend and approve the results for publication.

17. Revaluation

After the publication of results, willing students can apply for revaluation within 10 days from the result publication date. Students can come and collect the application form from the office of CoEA. They have to fill the form and have to pay the amount in Bursars office. The revaluation forms were scrutinized and the papers were taken from the bundle and will be valued by External examiners. After the completion of Revaluation, the results were submitted in the presence of Awards Committee University Nominee members and they will approve the results.

18. Transparency and Revaluation

Revaluation / Retotaling of answer papers in UG /PG courses can be done on request. Both for revaluation and retotaling, the candidate has to apply within a week after the publication of results, together with the prescribed fee. The appeal has to be routed through the Head of the department, forwarded by the Principal to the Controller of Examinations. Transparency in examination system will be followed i.e., Xerox copies of the answer scripts will be available on request for UG and PG programmes provided the student applies for the same within 10 days of the declaration of the result.

19. Improvement

The candidate can appear for improvement only in the immediate next semester. The highest marks whether the original or improvement will be considered as the final mark. When there is no improvement, there shall not be any change in the original marks awarded.

20. Arrear and Supplementary Examination

Candidates if failed in any course in any semester may appear for arrear examinations in any subsequent semester examinations by registering in specific registration form issued by the Office of the COE and by paying prescribed fee within the scheduled date announced by the Office of COE. Late applications will not be entertained.

Supplementary examinations will be conducted only for those final semester examinations i.e., sixth semester for UG, fourth semester for all PG courses and second semester for M.Phil. candidates who have appeared and failed in the final semester examinations alone are eligible for applying for supplementary examinations. However if a candidate is having an arrear of two papers in any of the semesters, keeping the candidate's one year life time value, the candidate may be permitted to appear for supplementary examination. If a candidate failed in only one course (irrespective of the semester) and passed in all other courses, may write supplementary examinations at the end of the Programme period.

21. Declaration of pass and classification of successful candidates

a) Under Graduate Programme

A candidate shall be declared to have passed the examinations both in theory and practical examinations of all courses, if she obtained not less than 40% of marks in summative examination and 40% of marks in summative examination and Formative examination (CIA) taken together.

Candidates who have passed in the examination and have secured following marks shall be declared as:

- i) 75% and above in first attempt - First Class with Distinction;
- ii) 60% and above but below 75% - First Class;
- iii) 50% and above but below 60% - Second Class and
- iv) 40% and above but below 50% - Third Class

b) Post Graduate and M.Phil., Programmes

A candidate shall be declared to have passed the examinations both in theory and practical examinations of all courses, if she obtained not less than 50% of marks in summative examination and 50% of marks in summative examination and Formative examination (CIA) taken together.

Candidates who have passed in the examination and have secured following marks shall be declared as:

- i) 75% and above in first attempt – First Class with Distinction
- ii) 60% and above but below 75% - First Class
- iii) 50% and above but below 60% - Second Class

c) Grade Point, Letter Grade and CGPA Classification

The secured marks and also the grade point and letter grade will be provided in the mark statement for all the courses. In the consolidated mark statement the total marks obtained, percentage of marks, CGPA, Letter Grade and class will be provided for each part.

Classification of grade point, letter grade and CGPA is given below:

Under Graduate Programmes

Range of Marks	Individual		Cumulative		Description	Classification
	Grade Point	Letter Grade	CGPA	Letter Grade		
90 – 100	9.0 – 10.0	O+	9.00 – 10.00	O+	Outstanding	First Class with Distinction*
80 – 89	8.0 – 8.9	O	8.00 – 8.99	O	Commendable	
75 – 79	7.5 – 7.9	A+	7.50 – 7.99	A+	Excellent	
70 – 74	7.0 – 7.4	A	7.00 – 7.49	A	Very Good	First Class
60 – 69	6.0 – 6.9	B+	6.00 – 6.99	B+	Good	
50 – 59	5.0 – 5.9	B	5.00 – 5.99	B	Above Average	Second Class
40 – 49	4.0 – 4.9	C	4.00 – 4.99	C	Average	Third Class
00 – 39	0	F	--	--	Reappear	--

For Post Graduate and M.Phil., Programmes

Range of Marks	Individual		Cumulative		Description	Classification
	Grade Point	Letter Grade	CGPA	Letter Grade		
90 – 100	9.0 – 10.0	O++	9.00 – 10.0	O++	Outstanding	First Class with Distinction*
80 – 89	8.0 – 8.9	O+	8.00 – 8.99	O+	Commendable	
75 – 79	7.5 – 7.9	O	7.50 – 7.99	O	Excellent	
70 – 74	7.0 – 7.4	A+	7.00 – 7.49	A+	Very Good	First Class
60 – 69	6.0 – 6.9	A	6.00 – 6.99	A	Good	
55 – 59	5.5 – 5.9	B+	5.50 – 5.99	B+	Above Average	Second Class
50 – 54	5.0 – 5.4	B	5.00 – 5.49	B	Average	
00 – 49	0	F	--	--	Reappear	--

* Should have passed all the courses in the first appearance itself within the duration of the programme.

22. Issue of Mark Statements

Mark Statements were designed with 5 security features. Two separate color (One for UG and another one for PG and M.Phil) A4 sheets were designed. For UG consolidated mark statement alone will be issued in Legal size sheet. After the publication of revaluation results the mark statement will be issued for all students.

23. Criteria for Rank

- Marks secured in all the papers are considered for PG programmes and marks secured in core and allied courses that is Part III are considered for UG programmes.
- Candidate must have passed all papers in the first attempt in the respective semesters.
- Candidate should have completed the course within the minimum period prescribed for the course of study.

24. Transcripts

Transcripts shall be issued to successful candidates on request and on payment of the prescribed fee.

25. Provisional and Degree Certificates

For final year students, the amount for provisional and degree certificate will be paid through the University online portal. The payment receipt, TMR, the soft copy of student's details, photos and marks will be submitted with a forwarding letter from the Principal to the University Controller Office mark sheet section.