



2.5.3. IT integration and reforms in the examination procedures and processes \ Including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution:

Examination Procedures:

Choice Based Credit System (CBCS) and a new learning system, called Outcome Based Education (OBE) have been implemented for UG and PG programmes. For assessment of learning course outcomes of the learners, Revised Bloom's Taxonomy model is followed.

The credit based semester system is followed. Both Formative and Summative evaluation are followed.

Grading system is implemented. The performance of the students in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation of students shall be done by a continuous internal Assessment (CIA) by the Course Teacher concerned as well as by End Semester Examination by external examiner and will be consolidated at the end of the semester.

The components of Continuous Internal Assessment for UG are: Best two CIA Tests out of 3 (Retest for genuine absentees); two course assignments (4 marks each) and Library Assignment. For PG, CIA components are: : Best two CIA Tests out of 3 (Retest for genuine absentees); two course assignments (Of the two, one assignment could be Group Discussion/Quiz), Seminar and Library Assignment and for M.Phil, two tests, one Term paper and Seminar.

In the case of Practicals for UG/ PG programme, the components of CIA are: Continuous Performance Assessment, Model practical, Record and Viva voce performance.

In the case of End Semester Examination, question setting and valuation is done by External Examiners. For practical examination, question setting is done by internal examiner but evaluation is done by External examiner.

The draft schedule of semester examinations prepared by the office of the COE will be presented at the meeting of the HODs with the Principal and the COE. After discussion, the exam schedule will be finalized and strictly adhere to. During unforeseen circumstances, the examination dates will be rescheduled convenient to the students.

The valued test answer scripts are given back to the concerned students and in case of any query/discrepancy, the course teacher shall attend to the query and rectify it. Any further clarification on valuation, the Grievance Redressal Committee consisting of the concerned HOD and the course teacher shall examine and rectify it.

Results are tabulated and presented at the meeting of the Result Passing Board which consists of the concerned Board HoD as the Chairperson, Principal and Controller of Examinations. If any moderation is required, 2 to 3 marks could be considered in the extraordinary circumstances for deserving cases with justification but normally, it is discouraged. After the recommendations of the Result Passing Board, the results are published with the approval of the competent authority.

Results are uploaded in the College Website. Date of birth of the student is the password. A copy of the results is sent to the concerned Head of the Dept. for displaying the results in the notice board.

After publication of results, the students can apply for photo copy of answer script, retotalling and revaluation. Supplementary examination is conducted in each semester. Instant Semester examination in one or two failed courses shall be conducted for the final year students in their final semester.

Processes Integrating IT

The entire processes of examinations are integrated through the EMS software procured from Rovam Software Solutions (P) Ltd., Sivakasi.

i. Pre-examination processes

Soon after the admission is over, programme-wise list of students are generated with the roll numbers/ registered numbers and the examination process begins.

- The tentative dates for odd and even semester examinations are informed to the students in advance i.e. on the eve of Freshers' Day.
- Timely Semester Examination notifications are displayed in the notice board and the students are given sufficient time for remittance of examination fees.
- After receipt of filled-in exam applications for appearing for ESE, lists of eligible students who satisfy the minimum and above percentage of attendance as per Rules are generated.
- An eight digit Register Number is allotted to the candidates applied for the semester examination. The office of the COE collects the Course structure, Scheme of Examination, the syllabus, question paper pattern, panel of examiners approved by the Academic Council from the concerned HOD for each programme.
- The process of Question setting for ESE begins. Questions are set by external examiners. The external examiners are given the Scheme of Examination, copy of the syllabus, pattern of question paper and other materials required. Two sets of questions are required to be set by the external examiner so as to enable the COE for random selection.
- Pattern of question paper: Very Short Answer--Section-A MCQ type questions with 4 options (20 x 1 mark); Section-B Short Answer questions (Either or Type) (5 x 5 marks) and Essay type questions (3 x 10 marks out of choices 5 questions), covering the entire units of the syllabus are set for a maximum marks of 75.
- The questions set by the external examiners are scrutinized by the Scrutiny Committee which consists of one external examiner and the concerned HOD as Chairperson.

- Photo copies of the questions are taken in the presence of the COE maintaining strict confidentiality by the office of the COE.
- Hall tickets are auto generated using the software. The Hall tickets contain the information such as name of the candidate with their photo, Register Number, programme with branch and course-wise time schedule.

A week before the commencement of the Semester Examination, all the Hall tickets are sent to the concerned Head of the dept. through email and the HOD can take photo copy of the Hall Tickets and distribute to the eligible students.

ii. Examination Process (Examination materials management, logistics)

- Examination Answer Books containing printed instructions to the candidates in the face sheet with Serial No. and additional answer books are kept ready in advance.
- Other items of stationery and allied required materials are kept ready in advance.
- Photo copies of the questions are kept in a sealed cover super scribing the details of name of the course, Course code, date of examination and the name the programme on the cover.
- Teachers duty schedules for invigilation work are prepared and intimated to them with 'Instructions to the Invigilators' three days prior to the commencement of the examination.
- Seating arrangement for the candidates are prepared daily and displayed in the respective notice board of each dept.
- Candidates are given instructions about the examination procedures to be followed in the examination hall so as to ensure, perfect discipline during the course of examination.
- Validation of questions with reference to the syllabus is done by the respective Course Teacher on each day of the examination i.e. 10 minutes of commencement of the exam.
- Anti-copying squads are posted daily to avoid copying.
- Confidential handling of question is ensured under the direct supervision of the Controller of Examinations.

iii. Post Examination Process

- The answer scripts with reference to the Attendance Statements are verified and the answer script cover sealed properly and kept ready for valuation. The cover contains the details of the course code, name of the course, programme, date of exam held, packet no., Register Numbers with marking of present and absentees and the signature of the Chief Superintendent for examinations.
- Central valuation of answer scripts schedule will be carefully prepared and the external examiners will value the scripts under the supervision of the concerned Board Chairperson.
- Verification of marks will be done by the Chairperson of the Board.
- Marks are tabulated and the results prepared are presented at the meeting of the Passing Board for its scrutiny. The Passing Board consists of the concerned HOD as the Chairperson, the Principal and the Controller of Examinations. After a thorough scrutiny, the results will be recommended for publication of results. The results will be published in the College Website with the approval of the Result Approval Committee.

- Mark Statement will be prepared in the pre-printed sheet of Mark Statement with security features such as invisible logo, college hologram, bar coding, micro printing, twisted words etc.
- The original mark statements are distributed to the respective students through their HOD within a week or two after publication of results.

Continuous Internal Assessment system

Evaluation of students shall be done by a Continuous Internal Assessment (CIA) by the Course Teacher concerned. The two components of evaluation for UG, PG and M.Phil are Formative i.e. Continuous Internal Assessment (CIA) for **theory**, 25% marks and Summative i.e. End Semester Examination (ESE) 75% for M.Phil, and for **practicals**, CIA 40% and ESE 60%.

Distribution of marks for CIA ... Theory

Components	UG	PG	M.Phil
Best two tests scores out of 3	15 (7.5 x 2)	10 (5 x 2)	15 (10 x 2)
Group Discussion / Quiz/ Term Paper*	-	4	5*
Seminar	-	5	5
Assignments	8	4	-
Library Assignment	2	2	-

Practical UG & PG

Continuous performance - 20 marks
 Model practical - 10 marks
 Record - 10 marks

For UG, the passing minimum for **theory** is 40% out of 25 marks for CIA and for ESE, it is 40% out of 75 marks. For **practical**, the passing minimum for CIA is: 40% out of 40 marks and for ESE, it is 40% out of 60 marks.

For PG and M.Phil, the passing minimum for CIA is 40% and ESE is 40% and not less than 50% aggregate including CIA and ESE.

Candidates who have secured the pass marks in the CIA and ESE but failed to secure aggregate minimum pass mark 50 are allowed to secure aggregate minimum pass mark only by appearing for ESE.

Candidates who have failed in the Internal Assessment are permitted to appear for their IA marks in the subsequent semesters (2 chances will be given) by writing the CIA tests and assignments.

Passing minimum for Project work is 40% in each of Project Report and Viva but not less than 50% in the aggregate of both Project Report & Viva

Coaching classes are arranged for Slow Learners through Remedial Coaching. Fast learners are supplemented with latest arrivals of journals, reports, bulletins, news papers besides encouraging them study materials available through online mode.

As mechanism for redressal of grievances for CIA, the College has constituted Grievance Redressal Committee consisting of the Course Teacher and the HOD for each course in each department. The Committee shall solve all the grievances pertaining to the CIA.

For ESE, students can apply for transparency of answer scripts, retotalling and revaluation. Besides these provisions, the students without arrear till that semester can apply for improvement of marks in ESE provided such students should have secured pass mark in CIA, ESE and aggregate.

The final year students of UG & PG with arrear in one or two papers (from first to final semester) shall be permitted to write the Instant Examination arranged for them. However, the redo and malpractice cases, if any, are not eligible to appear for the Instant Examination.



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