

EXAMINATION MANUAL

The College implements Outcome Based Education (OBE) and establishes benchmarks to produce knowledgeable and skilled graduates, in alignment with its vision. The College recognizes that rigorous evaluation represents the highest level of Bloom's taxonomy. Adhering to the levels of Bloom's taxonomy, the College frames its curriculum, teaching, learning, and evaluation practices to achieve the Program Educational Objectives (PEOs), Program Outcomes (POs), and Course Outcomes (COs), all of which are aligned with the attributes expected of its graduates.

The Examination System shall be administered by the Controller of Examinations under the overall supervision of the Principal (Chief Controller of Examinations). The Examination Cell shall coordinate all activities related to examination planning, conduct, valuation, and result processing. Boards of Studies and other academic bodies shall support the examination system as per the regulations of the Academic Council of the College.

Notwithstanding any provisions contained in the university ordinances, relevant statutes, regulations, notifications issued by the Higher Education Department of the Government of Tamil Nadu, or resolutions by the Academic Council of the College or other competent statutory bodies regarding the conduct of examinations, the Examination System of Bon Secours College for Women (Autonomous) shall function in accordance with the rules and procedures outlined in this Manual, subject to statutory compliance.

I. Scope of the Manual

This manual outlines the policies, procedures, and guidelines governing the functioning of the Examination Cell. It serves as a comprehensive reference for faculty, staff, and students, detailing the roles and responsibilities involved in the examination process. The manual covers the following areas:

- Examination Scheduling
- Question Paper Preparation and Security
- Examination Conduct and Invigilation
- Answer Script Evaluation
- Result Processing and Announcement
- Grievance Redressal Mechanism
- Roles and Responsibilities of Examination Cell Staff

II. Objectives and Goals

II.1. Objectives:

1. **Ensure Fairness and Transparency:** Establish a transparent examination process that guarantees fairness and impartiality in the assessment of student performance.

2. **Maintain Academic Integrity:** Uphold the highest standards of academic integrity by preventing malpractice and ensuring secure handling of examination materials.
3. **Enhance Efficiency:** Streamline examination procedures to ensure timely and accurate scheduling, conduct, and result processing.

II.2. Goals:

1. **Quality Assessment:** Provide accurate and comprehensive evaluation methods that reflect students' understanding and mastery of the subject matter.
2. **Student Support:** Offer clear guidelines and support to students throughout the examination process, minimizing stress and confusion.
3. **Continuous Improvement:** Regularly review and update examination processes and policies based on feedback and best practices to enhance the overall effectiveness of the Examination Cell.
4. **Innovation in Assessment:** Explore and implement innovative assessment techniques that promote critical thinking, problem-solving, and practical application of knowledge.

III. Organizational Structure



IV. Roles & Responsibilities

The Examination Cell plays a crucial role in upholding the academic integrity and standards of Bon Secours College for Women. The members of this cell are responsible for the meticulous planning, execution, and oversight of all examination-related activities within the institution. The key roles and their responsibilities within the Examination Cell are as follows.

IV.1. Controller of Examinations:

1. Overseeing the planning and execution of all examination-related activities.
2. Ensuring the integrity and security of the examination process.
3. Coordinating with academic departments for the timely preparation of examination schedules.
4. Managing the evaluation and grading processes.
5. Addressing and resolving any examination-related grievances.
6. Implementing innovative assessment strategies to enhance the examination system.
7. Maintaining and updating examination records and reports.
8. Ensuring compliance with the academic policies and standards of the college.

IV.2. Deputy Controller of Examinations:

1. Assisting the Controller of Examinations in overseeing all examination-related activities.
2. Ensuring the smooth preparation and conduct of examinations.
3. Coordinating with academic departments to finalize examination schedules.
4. Assisting in the evaluation and grading processes.
5. Addressing student and faculty queries related to examinations.
6. Implementing and maintaining examination policies and procedures.
7. Assisting in the preparation and maintenance of examination records.
8. Supporting the development and implementation of innovative assessment strategies.

IV.3. Technical Staff:

1. Providing administrative support to the Examination Cell team in organizing and coordinating examination-related activities.

2. Assisting in the preparation and distribution of examination materials, including question papers, answer sheets, and other necessary documents.
3. Handling inquiries and correspondence related to examinations from students, faculty, and external stakeholders.
4. Maintaining accurate records and databases pertaining to examination schedules, registrations, and results.
5. Assisting in the coordination of examination, including room allocations, invigilator assignments, and seating arrangements.
6. Collaborating with other departments to ensure the smooth conduct of examinations and adherence to established protocols.
7. Assisting in the implementation of examination policies and procedures in compliance with regulatory requirements.
8. Providing support during examination periods, including supervision of examination halls and addressing any issues or emergencies that may arise.

IV.4. Administrative Staff:

1. Assisting in the processing of examination registrations and verification of student eligibility in coordination with departments.
2. Maintaining confidential records related to examinations, including applications, attendance, and result data.
3. Preparing and issuing official communications such as examination notifications, circulars, hall tickets, and result-related documents.
4. Supporting the preparation of nominal rolls, seating arrangements, and examination-related documentation.
5. Assisting in the tabulation of marks and preparation of result records under the supervision of the Controller of Examinations.
6. Coordinating with departments, students, and external agencies regarding examination-related matters.
7. Ensuring proper filing, documentation, and archival of examination records as per prescribed norms.
8. Assisting in the issue of mark statements, certificates, and other official documents.

IV.5. Supportive Staff:

1. Assisting in the organization and coordination of examination-related activities, including the setup and arrangement of examination halls, distribution of examination materials, and logistical support during examinations.
2. Ensuring the cleanliness and orderliness of examination halls and surrounding areas before, during, and after examinations.
3. Providing assistance to students and invigilators as needed during examinations, including guiding students to their seats, distributing examination papers, and addressing minor queries or concerns.
4. Assisting in the collection and storage of examination papers and materials after examinations are completed.
5. Collaborating with the Examination Cell team to address any issues or emergencies that may arise during examination periods.
6. Performing other duties as assigned by the Controller of Examinations or supervisory staff.

V. Examination Rules and Procedures

A. Announcement of Examination Schedule and Registration:

- ❖ The odd Semester Examination shall be held in the month of November/December and the Even Semester Examinations in the month of April /May.
- ❖ The End Semester Examinations shall be held as per the schedule and the same will be displayed on the college notice board / College Website at least 40 days before the commencement of the Examination by the Examination Cell.
- ❖ Examination registration shall be carried out through the official student portal. Students shall submit their examination registration requests online within the stipulated time.
- ❖ The concerned departments and College office shall verify the eligibility of the students based on attendance, Continuous Internal Assessment (CIA) requirements, and other norms through the system.
- ❖ Upon verification, the Examination Cell shall process and approve the examination registrations.
- ❖ The Examination Cell thereafter shall plan, organize and conduct the examinations, get the answer books valued, prepare the tabulation report, publish the result, print mark statements

and issue the mark statements within one month from the date of the last examination held adhering to statutory compliance, timeliness, confidentiality and objectivity.

- ❖ Only students who have secured a minimum of **75% attendance in each course** and fulfilled all Continuous Internal Assessment (CIA) requirements shall be permitted to appear for the End Semester Examination, subject to the norms of the Government of Tamil Nadu and the Academic Council of the College.
- ❖ Students who have secured attendance between **60% and 74%** may be permitted to appear for the Examination on condonation of shortage of attendance, subject to submission of the prescribed application form and payment of the prescribed fee, as per norms.
- ❖ Students who have secured attendance between **51% and 59%** may also apply for condonation, provided they submit a valid Medical Certificate along with the prescribed fee. Such cases shall be considered on a case-by-case basis.
- ❖ Students who have secured **50% attendance or below** shall not be permitted to appear for the End Semester Examination and shall be required to repeat the course/semester, with prior approval from the competent authority.
- ❖ Transfer candidates shall be admitted only after verification of academic records, attendance, and conduct certificates. Their eligibility for appearing in Examinations shall be determined based on equivalence of syllabus and credits as approved by the Academic Council of the College.

B. Conducting of Examinations:

- ❖ The question papers should be opened by Chief Controller of Examinations after verifying that there is no tampering with the seal.
- ❖ The invigilators shall report to the Examination Cell and receive the answer books and other documentation papers half an hour before the commencement of the examination and proceed to their respective examination halls/rooms.
- ❖ A squad of designated senior teachers shall make surprise visits to examination halls/rooms occasionally during examinations.
- ❖ After the completion of the examination, invigilators shall report back to Chief Controller of Examinations in order to account for the question papers/Answer books they had received.
- ❖ The Chief Controller of Examinations shall complete the documentation process and the answer books shall be handed over to the Controller of Examinations after having bundled subject/paper wise along with attendance roster and other reports.
- ❖ All practical examinations shall be conducted under the supervision of external examiners who shall be appointed by the COE. The External Examiners appointed shall however have to be

from a panel of examiners duly approved by the Academic Council.

- ❖ Cases of malpractice shall be reported by the Invigilators and reviewed by the Controller of Examinations.
- ❖ Malpractice shall be categorized as **minor and major offences** based on the nature and severity of the violation.
- ❖ Penalties may include warning, cancellation of performance in the current Examination, disqualification from the entire Examination session, or debarment from appearing for subsequent Examinations, depending on the gravity of the offence.
- ❖ The student involved shall be given an opportunity to present his/her explanation before the Chief Controller of Examinations (Principal) prior to the final decision.
- ❖ The decision of the Chief Controller of Examinations shall be final and binding.
- ❖ Candidates against whom penalties are imposed may be permitted to reappear for the Examination in subsequent sessions as per regulations.
- ❖ All examination-related processes including question paper setting, printing, valuation, and result processing shall be carried out under strict confidentiality.
- ❖ Any breach of confidentiality shall be treated as a serious offence and shall attract disciplinary action.
- ❖ All officials involved in examination duties shall maintain strict secrecy and integrity throughout the process.

C. Examination Hall Rules:

- ❖ Students shall carry their Hall Ticket and College ID Card for every Examination. No student shall be permitted to enter the Examination Hall without a valid Hall Ticket.
- ❖ Students shall report to the Examination Hall at least 15 minutes before the commencement of the Examination.
- ❖ No student shall be permitted to enter the Examination Hall after 30 minutes from the commencement of the Examination.
- ❖ Students shall not bring mobile phones, smart watches, programmable calculators, or any electronic gadgets into the Examination Hall.
- ❖ Possession of any unauthorized material shall be treated as malpractice.
- ❖ Students shall write their Register Number and other required details only in the space provided on the answer booklet.
- ❖ Writing the Register Number or any identification mark inside the answer script shall be treated as malpractice.
- ❖ Students shall not leave the Examination Hall within the first 30 minutes and during the last 15

minutes of the Examination.

- ❖ All rough work shall be done only in the answer booklet provided and shall be neatly struck off.
- ❖ Additional answer sheets shall be obtained from the Invigilator and properly tagged.
- ❖ Students who absent themselves from the Examination shall be marked as absent and shall have to reappear in subsequent Examinations as per regulations.
- ❖ Students shall bring any discrepancy in the Question Paper to the notice of the Invigilator immediately.

D. Differently Abled Candidates

- ❖ A differently abled candidate should submit an application requesting a scribe to the COE at least 15 days in advance from the date of commencement of examination
- ❖ The candidate shall submit a valid Disability Certificate issued by a competent medical authority (State / Central Government).
- ❖ The scribe/writer shall be arranged in accordance with the prescribed academic qualifications to write the examination on behalf of the candidate. A candidate may be permitted to bring their own scribe, subject to verification of the scribe's educational qualifications.
- ❖ The scribe/writer shall not be a close relative of the candidate.
- ❖ For Undergraduate (UG) programmes, the scribe shall possess qualifications such as completion of Higher Secondary (12th standard) / Diploma / Undergraduate level.
- ❖ For Postgraduate (PG) programmes, the scribe shall be of a lower qualification level than the programme of the candidate, ordinarily at the Undergraduate level.
- ❖ The services of a scribe shall be permitted in accordance with the norms of the Government of Tamil Nadu and the Academic Council of the College.

E. Central valuation:

- ❖ The Examination Cell will arrange for a centralized evaluation.
- ❖ The identity, qualifications, and experience of Examiners shall be verified and approved prior to their appointment. The panel of Examiners shall be finalized based on subject expertise, prior experience in valuation, and recommendations of the Board of Studies, ensuring confidentiality and impartiality.
- ❖ The Evaluators shall be appointed by the Controller of Examinations from the panel of examiners recommended by the respective Board of Studies and approved by the Academic Council of the College.
- ❖ The Controller of Examinations shall issue appointment letters to the examiners / paper setters

/ evaluators.

- ❖ The Head of the Department shall be the Chairperson of Board of examiners and if needed chief examiner(s) shall be appointed.
- ❖ The Internal Examiners are the Full Time Teaching faculty member of the course and the Head of the Department shall suggest/nominate their names.
- ❖ The central valuation camp will ensure utmost secrecy during valuation.
- ❖ Consolidation of marks will be done by taking the average of Internal and External marks through ERP.
- ❖ The Chairperson of Board of examiners will submit the marks to the Controller of Examinations as and when the valuation is completed.
- ❖ Valuation should be done as per the scheme of valuation supplied at the centre.
- ❖ The Chairperson of Board of examiners should distribute the answer scripts as per the distribution statement received from the Controller of Examinations to the examiners.
- ❖ If any Examiner appointed for a particular course has not reported for valuation, the answer papers may be distributed among the available examiners in the course after consultation with the Chairperson. In case of non – availability of Examiners for valuation of certain answer scripts, these answer scripts may be sent back to the Controller of Examinations immediately.
- ❖ The Examiners have to award marks against the answer for each question and record them only on the front page and not inside the answer scripts.
- ❖ The Chairperson of the Board of examiners is required to attest corrections, if any, made by them and sign on the first page for having checked the valuation [whether all the answers are valued] and also the total.
- ❖ Wherever the valuation by an examiner is considered to be unsatisfactory, the Chairperson of Board of examiners will give further instructions to him / her as he / she may find necessary. In case of continued unsatisfactory valuation by an examiner, the Chairperson of Board of examiners will bring the facts immediately to the notice of the Controller of Examinations. In such cases severe action will be taken against such Examiners.
- ❖ Examiners who have reasons 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 Chairperson of Board of examiners along with the details for suspecting malpractice and all material evidence available.
- ❖ The examiners for the End Semester Practical Examination will be appointed by the Controller of Examinations. The number of Hall supervisors / Skilled Assistants will be based on the number of students enrolled and, on the structure, of course.
- ❖ Remuneration for examination work will be decided by the finance committee as per the

university norms and will be approved by the Governing Body.

- ❖ The Chairperson of the Board of Examiners will not allow outsiders to enter the valuation hall.
- ❖ Valuation shall be conducted in accordance with the decision of the Academic Council of the College, adopting a single valuation system for all programmes. No provision for double valuation shall be followed.

F. Continuous Internal Assessment (CIA):

- ❖ Continuous Internal Assessment (CIA) shall be conducted for all courses as per the norms prescribed by the Academic Council of the College. CIA components may include Internal Tests, Assignments, Seminars, Presentations, Case Studies, and other evaluation methods.
- ❖ The schedule for CIA shall be announced in advance by the respective departments. The marks obtained in CIA shall be communicated to students periodically to ensure transparency.
- ❖ Students who fail to meet CIA requirements shall not be permitted to appear for the End Semester Examination.

G. Marks & Grade:

The End Semester Theory Examination for each course of the programme, irrespective of the number of credits, will be conducted for 75 marks over a duration of 3 hours. However, the End Semester Practical Examination will be conducted for 60 marks, with a duration equivalent to the regular laboratory class.

The combined (CIA + ESE) performance in each course for 100 marks, is converted into Grade Point in a 10 - point scale and marked in terms of appropriate Letter Grade as given in the Table below.

UNDER GRADUATE PROGRAMMES

Range of Marks	Grade Point	Letter Grade
90 and above	10	O
80 to 89	9	A+
70 to 79	8	A
60 to 69	7	B+
50 to 59	6	B
40 to 49	5	C
Below 40	0	RA

POST GRADUATE PROGRAMMES

Range of Marks	Grade Point	Letter Grade
90 and above	10	O
80 to 89	9	A+
70 to 79	8	A
60 to 69	7	B+
50 to 59	6	B
Below 50	0	RA

H. Declaration of Results:

- ❖ A consolidated statement of marks will be prepared, and after conducting a preliminary analysis, the Controller of Examinations will present the results to the Result Passing Board for final approval. The Result Passing Board shall consist of the Principal, Controller of Examinations, Heads of Departments, and senior faculty members as nominated. The Board shall review the results, pass them formally, and ensure fairness and accuracy before publication. Upon approval, and after preparing the Tabulation Report, the results shall be declared.
- ❖ In order to enable a student, pass or secure a better grade, the Board shall have the authority to grant a grace score not exceeding 5 marks.
- ❖ The commencement of the result declaration will not be later than 15 days from the last date of examinations, and the declaration of all results shall be completed within two weeks thereafter, unless any unavoidable circumstances arise.
- ❖ Results of individuals implicated in unfair practices or failing to meet requirements shall be withheld until decisions are made by competent authorities or committees.
- ❖ Prior to the declaration of results, an official communication shall be sent to students.
- ❖ The office of the COE shall remain obliged to dispatch the full result sheet concerned on the day of declaration of the result.
- ❖ Credit transfer may be granted for courses completed through NPTEL (National Programme on Technology Enhanced Learning), provided the course is relevant to the programme of study and is found equivalent to the Generic Core/Elective courses, based on the recommendations of the Board of Studies and with the approval of the Academic Council of the College. Such transfer shall be permitted in Undergraduate programmes (in lieu of Generic Core/Elective

courses) and in Postgraduate programmes (in lieu of Elective courses).

- ❖ The decision of the Academic Council of the College regarding credit equivalence and transfer shall be final and binding.

I. Supplementary Examinations and Provisions for Revaluation, Retotalling, and Transparency:

- ❖ Supplementary examinations will be conducted exclusively for final-year students with a maximum of two arrear courses. The prescribed fee has to be paid for writing Supplementary Examination. The Supplementary Examination will be conducted within 15 days of declaration of results of the final semester. Students who have not registered for the ESE will not be allowed to write the instant examination.
- ❖ There shall be a provision for Appeal in terms of Re - totaling, Re - valuation and Photocopy of valued Answer scripts, for a candidate who is dissatisfied with the Grade she has been awarded.
- ❖ The time limit of applying for revaluation/ retotaling/ Transparency will be 7 days from the date of the declaration of result
- ❖ Revaluation / Retotalling / Transparency may be applied for any number of courses of the current semester Examination only.
- ❖ Applications for Revaluation / Retotalling / Transparency shall be submitted in the prescribed format through the Head of the Department / Principal within the stipulated time.
- ❖ The prescribed application form shall be made available on the official college website.
- ❖ Candidates may apply for Revaluation either with or without obtaining photocopy (transparency) of the valued answer scripts.
- ❖ Post grievance redressal, in the case of revaluation, the marks awarded after revaluation shall be compared with the original marks, and the higher of the original marks and revaluation marks shall be considered final and recorded accordingly. In the case of retotaling, the revised marks (if any change) shall be treated as final.
- ❖ If as a result of the retotaling / revaluation it is found that the examinee should be declared as passed or placed in a higher division or has secured more marks or on the contrary secured lesser marks than what have been awarded earlier, her result shall be revised accordingly and the candidate shall be provided with the revised mark statement
- ❖ No further appeal shall be permitted after the completion of the revaluation process.
- ❖ The result of retotaling/revaluation will be notified and published in the website within 7 days
- ❖ There shall be no re-evaluation for practical examinations

J. Special Provision for Conduct of Special Examinations

- ❖ Students who are unable to appear for the End Semester Examination due to participation in officially approved activities such as NSS, NCC, Sports, Cultural events, or any other events representing the College / University / State / Nation shall be permitted to appear for a Special Examination.
- ❖ Such participation must be duly certified by the concerned Programme Officer / Head of the Department and approved by the Principal.
- ❖ Eligible students shall submit a written application to the Controller of Examinations along with supporting documents within the prescribed time.
- ❖ The Controller of Examinations, with the approval of the Principal, shall arrange for the conduct of Special Examinations.
- ❖ The Special Examination shall be conducted as per the same syllabus, scheme, and evaluation pattern as the regular End Semester Examination.
- ❖ The marks obtained in the Special Examination shall be treated on par with the regular Examination, and no distinction shall be made in the Mark Statement.
- ❖ The conduct of such Special Examinations shall be subject to feasibility, availability of resources, and approval of the competent authority.
- ❖ Students who fail to appear for the Special Examination shall not be given another opportunity and shall reappear in the subsequent regular Examination.

K. Issue of Mark Statements

- ❖ Mark Statements shall be issued within twenty working days from the publication of the result.
- ❖ A student shall be eligible to apply for rectification of printing / calculation errors detected on his/her grade card in respect of Name, Semester, Title of the paper(s), CGPA and SGPA score within 7 days from the date of receipt of the grade sheet.
- ❖ The requests for such rectification shall have to be duly endorsed by the Principal concerned as the case may be.
- ❖ The office of the COE shall issue a fresh grade card incorporating the corrections sought for within 15 days from the date of receipt of the application through Principal as the case may be.

L. Disposal of Answer Scripts

- ❖ All the evaluated scripts will be retained in the office of the Controller of Examinations for a minimum period of five years. After the completion of the minimum period, they will be disposed after getting the approval from the Principal. The confidential papers are destroyed under the guidance of the Controller of Examinations.

M. Time Ceiling for Completion of Degree

- ❖ The Academic Council permits UG students to complete their programme within five years (3+2) and PG students within four years (2+2).
- ❖ In exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances will be spelt out by the relevant statutory body.
- ❖ During the extended period, the student shall be considered as a private candidate and also not be eligible for college / university ranking.
- ❖ Further, the private candidates, who apply for November session and or the subsequent examinations, they will be permitted to appear only two chances to complete their respective degree course.

N. Communication

Any communication uploaded on the official college website or displayed on notice board shall be deemed to have been communicated to the persons concerned.