



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Re-accredited with 'A' Grade(3rd Cycle) by NAAC

VIRUDHUNAGAR

Policy Name	:	Policy on Examinations conducted at V.V.Vanniaperumal College for Women
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Responsible Office	:	Office of Controller of Examinations
Responsible Officer	:	The Controller of Examinations

I. Policy Statement

V.V.Vanniaperumal College for Women holds that the examination related activities at the College should be guided by written policies and that all members of the Office of Controller of Examinations, Teaching Staff, Non-Teaching Staff and Students of the College should be familiar with and adhere to all policies of the Office of Controller of Examinations of V.V.Vanniaperumal College for Women.

The Office of Controller of Examinations is committed to

- a. establish policies that do not discriminate against any person on any basis whatsoever
- b. update its policies in a manner consistent with most recent and relevant required demands.
- c. ensure that all members of V.V.Vanniaperumal College for Women become familiar with its policies.

II. Objectives of Policy

The major objectives of this policy are as follows:

1. To ensure that examinations are conducted in a smooth manner.
2. To ensure that all anticipated and unexpected problems are resolved effectively at the earliest.
3. To ensure that examination questions are correctly related to the Course outcomes content & distribution of Knowledge levels (K levels).
4. To ensure that there is no ambiguity in the questions in the Summative Examination Question papers.
5. To ensure a timely submission of question papers by the question paper setters, checking the question papers by the scrutinizing committee and analysis of question papers by the course teachers on the day of the Summative Examinations.
6. To ensure that the result of the Summative Examinations is declared, published and the related statistical data is distributed to all concerned on time.

III. Redressal

Any grievance related to the Summative Examination may be communicated through the Chief Superintendent of Examinations. Depending on the nature of grievances, redressal may be given by the Examination crew and the Chief Superintendent of Examinations.

IV. Effective Period

This policy will be in effect for five years.

OFFICE OF CONTROLLER OF EXAMINATIONS
POLICIES AND PROCEDURES

1. Declaration of Examination schedule and Registration for Examination by the students

- 1.1 The dates of commencement of all the semester examinations for the academic year shall be notified in the college academic calendar.
- 1.2 The register numbers for the students shall be generated in the Office of Controller of Examinations once the admission process is completed in the college office.
- 1.3 Students of First year Under Graduate (UG) and Post Graduate (PG) programmes shall be given Examination registration forms, 45 days prior to the date of commencement of examination in the first semester. The students should fill up and submit the form to the respective departments within 5 days of receipt of registration form. In the subsequent semesters, the students shall approve the examinations of courses for which they are appearing, by signing in the examination nominal roll galley.
- 1.4 The concerned departments shall scrutinize the registration forms of I UG and I PG students for eligibility and other requirements. After checking the eligibility, the departments shall submit the forms to the Examination Section of the College Office.
- 1.5 The Principal shall forward the forms to the Office of Controller of Examinations, after being duly verified by the Examination Section of the College Office.
- 1.6 The Examination crew comprises of the Controller of Examinations, Deputy Controller of Examinations, Assistant Controller of Examinations. The Examination crew shall plan, organize and conduct the examinations, get the answer scripts valued, prepare result galley, publish the result, print mark statements and issue mark statements within three months from the date of the last examination, adhering to statutory compliance, timeliness and confidentiality.
- 1.7 The Examination schedule shall be posted in the official website of the College.
- 1.8 The Hall tickets shall be issued to the students ten days before the commencement of examination.

2. Foil cards for Internal Marks

- 2.1 Template for the internal mark galley shall be sent to the departments one week before the last working day for students in every semester.
- 2.2 The course teachers shall enter the internal marks in the corresponding templates and mail the same to the Office of Controller of Examinations.
- 2.3 Internal Foil card shall be prepared by Office of Controller of Examinations. The marks in foil cards shall be verified and approved by the respective Course teachers and the Head(s) of the Department(s).

3. Preparation of Question papers

- 3.1 The Office of Controller of Examinations shall collect the profile of faculty members of various disciplines from Institutions in and around Virudhunagar.
- 3.2 The Examination Crew shall prepare question paper setter database. The panel of Question paper setters will be finalized by the Controller of Examinations based on the courses handled, years of experience and willingness of the setter.
- 3.3 The Examination Crew shall contact the question paper setters/examiners and ensure that they prepare two sets of question papers along with the schemes of valuation and the question papers reach back the Office of Controller of Examinations on time (within ten days of communication from the Office of Controller of Examinations).
- 3.4 At the discretion of the Controller of Examinations, one set of question paper shall be selected and the other one is kept sealed to be used in case of need.
- 3.5 The selected question paper shall be typed at the Office of Controller of Examinations under the personal supervision of the Controller of Examinations maintaining absolute confidentiality.
- 3.6 Proof reading and checking of compliance with syllabus and pattern shall be done by the Scrutinizing Committee. The Scrutinizing Committee consists of the Examination Crew and subject experts appointed by the Chief Superintendent of Examinations. Question papers shall usually be printed seven days before that particular examination is to be held.

3.7 The Office of Controller of Examinations shall pack the question papers and submit the same to the Chief Superintendent of Examinations one day before that particular examination is to be held.

4. Attendance

- 4.1 The students who have attended the classes for 76 days (85%) and above are permitted to appear for the Summative Examinations without any condition.
- 4.2 The students who have only 60-75 days (66% - 84%) of attendance are permitted to appear for the Summative Examinations after paying the required fine amount and fulfilling other conditions according to the respective cases.
- 4.3 The students who have attended the classes for 59 days and less - up to 45 days (50%- 65%) can appear for the Summative Examinations only after getting special permission from the Principal.
- 4.4 The students who have attended the classes for 44 days or less (<50%) cannot appear for the Summative Examinations and have to repeat the whole semester.
- 4.5 For Certificate, Diploma, Advanced Diploma and Post Graduate Diploma Programmes, the students require 75% of attendance to appear for the Theory/Practical Examinations.

5. Attendance for Part V Course of UG Programmes

- 5.1 A I or II year undergraduate student should have a minimum attendance of 75% in any one of the Part V – Extension activities namely R.R.C, N.S.S., N.C.C., Rotaract Club, Y.R.C., Science Forum, ECO Club, Consumer Forum, Health and Fitness Club, Library and Information Science and Physical Education, at the end of the academic year to become eligible to appear for the summative examinations of II Semester or IV Semester of I or II year programmes respectively.
- 5.2 Shortage of attendance in Part V - Extension activities below the prescribed minimum of 75% may be condoned on medical grounds. Such condonation shall be granted by the Principal. The application for condonation must be submitted by the student to the Principal within 3 days after the last working day for the concerned class. Each application for condonation shall be accompanied by a condonation fee.

6. Readmission and Migration

- 6.1 For students who are admitted through readmission/ migration credit equivalence may be obtained by considering the credits in the core course they have already earned.
- 6.2 Those students should write the internal tests and the Summative Examination for the courses they appear for to make up the credits.

7. Examination Committee Meeting

- 7.1 The Examination Committee comprises of the Principal, Dean of Arts, Dean of Science, Dean of Research, Dean of Student Endeavors, Controller of Examinations, Deputy Controller of Examinations and Assistant Controller of Examinations.
- 7.2 The Examination Committee shall meet twice a semester.
- 7.3 In the first meeting, the mode of conducting Formative assessment tests and the updates for the evaluation methods shall be discussed.
- 7.4 In the second meeting, last date for Submission of Projects and dissertations and tentative summative examination dates shall be proposed by the members.

8. Awards Committee

- 8.1 The Awards Committee comprises of the University Nominees, Principal, Dean of Arts, Dean of Science, Dean of Research, Dean of Student Endeavors, Controller of Examinations, Deputy Controller of Examinations, Assistant Controller of Examinations, IQAC Coordinator, Heads of the Departments, Senior Teachers, Part V Coordinator and Certificate Course Coordinator.
- 8.2 The Awards Committee meets once in a semester, after the valuation of Summative Examination answer scripts, to scrutinize and approve the results of the Summative Examinations.
- 8.3 The results are published in the College Website after getting approval from the Awards Committee.

9. Summative Practical Examinations

- 9.1 Practical Examination shall be conducted by the departments two weeks before the commencement of Summative Theory Examinations.

- 9.2 External foil cards for the Practical and Project Viva voce Examinations shall be given to the Heads of the Departments one day before the commencement of Summative Practical Examinations.
- 9.3 Faculty members of respective disciplines from other Institutions shall be appointed as External examiners.
- 9.4 The course teachers shall be appointed as Internal examiners.
- 9.5 The external and internal examiners shall conduct the Practical Examinations.
- 9.6 The external examiners shall fill up the marks scored by the candidates in the external foil cards and submit the same to the Chief Superintendent of Examination on the same day of the examination.

10. Summative Theory Examinations

- 10.1 The question papers may be opened by Chief Superintendent of Examinations half-an-hour before the time of commencement of examination.
- 10.2 The invigilators shall report to the Chief Superintendent of Examinations and receive question papers, the answer books and other documentation papers half-an-hour before the commencement of the examinations and proceed to their respective examination halls / rooms.
- 10.3 Visually challenged candidate shall write the examination with the help of scribe appointed by the Office of Controller of Examinations.
- 10.4 A squad of designated senior teachers shall make surprise visits to examination halls / rooms at any time during examinations.
- 10.5 After the completion of the examination, the invigilators shall report back to Chief Superintendent of Examinations in order to account for the question papers/answer books they had received.
- 10.6 Feedback about the examination shall be received from the course teachers and students on the day of examination.
- 10.7 The Chief Superintendent of Examinations shall complete the documentation process and the answer books shall be handed over to the Office of Controller of Examinations after having bundled the answer scripts course-wise along with attendance roster and other reports.

11. Valuation of Answer Scripts

- 11.1 Single valuation is carried for all programmes.
- 11.2 Central valuation is done in the valuation hall of Office of Controller of Examinations.
- 11.3 The question paper setter is the evaluator.
- 11.4 If the question paper setter is unable to act as evaluator under reasonable circumstances, then any willing and experienced faculty member in the same discipline will be appointed as evaluator of answer scripts.
- 11.5 Feedback about the performance of the students shall be received from the evaluators.
- 11.6 The valued answer scripts shall be checked randomly by the examination crew to ascertain any discrepancies or anomalies; if found any, the Controller of Examinations shall bring the matter to the Chief Superintendent of Examinations for necessary action including rechecking of those sets of answer scripts if deemed necessary.
- 11.7 A group of Non-teaching staff appointed by the Chief Superintendent of Examinations shall check the correctness of the entry of marks by the evaluator in the scoring sheet and external foil card. Thereafter the foil card shall be sent to the data entry section in the Office of Controller of Examinations for entering the marks.
- 11.8 To have second valuation only for those subjects in which there is more than 50 percent failure or where all students get the same range of marks.

12. Declaration of Results

- 12.1 A result galley, result statistics, course-wise consolidation mark galley, grade-wise result and grade register shall be prepared. After a preliminary analysis, the Controller of Examinations shall appraise the core of the result. The results shall be submitted to the Awards Committee in the Awards Committee meeting for final approval. After getting approval from the Awards Committee, the result shall be declared and the same shall be published in the official website of college on the same day.

- 12.2 The declaration of result shall be the latest by 15 days from the last date of examinations, unless any unavoidable situation arises.
- 12.3 The results of those who have been booked for unfair means or of those who had not complied with any requirements or formalities shall be withheld until decision on such matters are taken by competent authorities.

13. Issue of Mark Statements

- 13.1 Semester-wise Mark statements shall be issued after careful scrutiny by the Office of Controller of Examinations.
- 13.2 Semester-wise Mark statements shall be issued for I Semester to V Semester for UG students and I Semester to III Semester for PG students.
- 13.3 For students who have earned credits by pursuing MOOC courses, separate mark statement is issued for VI Semester for UG students and IV semester for PG students.
- 13.4 Consolidated Mark statements including marks for I Semester to IV Semester for II PG and marks for I Semester to VI Semester for III UG shall be issued to only those candidates who have cleared all their semester examinations.
- 13.5 Semester-wise Mark statements shall be issued for I Semester of PGDCA programme, II Semester of Diploma in Medical Laboratory Technology, Advanced Diploma in Clinical Nutrition and Dietetics.
- 13.6 Consolidated Mark statements including marks for all Certificate, Diploma, Advanced Diploma Programmes and PGDCA Programme shall be issued to only those candidates who have cleared all their semester examinations.

14. Grading System

- 14.1 The grade point for each course is computed by dividing the Total Mark (i.e., out of 100) by 10.
- 14.2 The following table gives the grade points and the letter grades for the total marks obtained by the candidate in each course.

Table of Grade Points and Letter Grade

RANGE OF MARKS		95 - 100	90 - 94	85 - 89	80 - 84	75 - 79	70 - 74	65 - 69	60 - 64	55 - 59	50 - 54	45 - 49	40 - 44	0 - 39	ABSENT
GRADE POINTS		9.5 - 10.0	9.0 - 9.4	8.5 - 8.9	8.0 - 8.4	7.5 - 7.9	7.0 - 7.4	6.5 - 6.9	6.0 - 6.4	5.5 - 5.9	5.0 - 5.4	4.5 - 4.9	4.0 - 4.4	0.0	0.0
LETTER GRADE	UG	O+	O	D++	D+	D	A++	A+	A	B+	B	C+	C	U	AA
	PG	O+	O	D++	D+	D	A++	A+	A	B+	B	U			AA

Calculation of grade point average for a semester examination:

$$\text{GPA (Grade Point Average)} = \frac{\sum_i C_i G_i}{\sum_i C_i}; \text{CGPA (Cumulative Grade Point Average)} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

Sum of the multiplication of grade point by the respective credit of the course cleared in a semester

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

where 'Ci' - is the credit assigned to the Course i

'Gi' - is the point pertaining to the relevant grade obtained by the student for the Course i

'Σi' - summation of all courses cleared in a semester in the case of GPA and all courses cleared up to and inclusive of a given semester in the case of CGPA.

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.50000 – 10.00000	O+	FIRST CLASS
9.00000 - 9.49999	O	
8.50000 – 8.99999	D++	
8.00000 – 8.49999	D+	
7.50000 – 7.99999	D	
7.00000 – 7.49999	A++	
6.50000 – 6.99999	A+	
6.00000 – 6.49999	A	
5.50000 – 5.99999	B+	SECOND CLASS
5.00000 – 5.49999	B	
4.50000 – 4.99999	C+	THIRD CLASS
4.00000 – 4.49999	C	

14.3 To get a U.G Degree a candidate has to earn 140 credits.

To get a P.G Degree a candidate has to earn 90 credits.

15. Eligibility norms for obtaining a degree

- 15.1 A student shall be declared eligible to receive the UG Degree when she has completed the courses of study prescribed and has passed all the courses under Part I, II, III, IV and V as specified in the programme structure.
- 15.2 A student shall be declared eligible to receive the PG Degree when she has completed the courses of study prescribed and has passed all the courses as specified in the programme structure.
- 15.3 A student shall be declared eligible to receive the M.Phil. Degree when she has completed the courses of study prescribed and has passed all the courses as specified in the programme structure.

16. Viewing/ Revaluation (Scrutiny) of Answer Scripts

- 16.1 The candidate may apply for viewing the summative examination answer script within 7 working days from the date of the declaration of the result, along with the prescribed fee.

- 16.2 After viewing the answer script, if the candidate is not satisfied with the valuation she may apply for revaluation separately by paying the prescribed fee.
- 16.3 The candidate may apply directly for revaluation of the summative examination answer-script (for a maximum of four courses,) without viewing it within 7 working days from the date of the declaration of the result, along with the prescribed fee.
- 16.4 There is no revaluation for practical course, internship, field work, project work, subject viva, dissertation and supplementary examination,
- 16.5 The answer scripts will be sent for second valuation to an external examiner other than the one who had already valued the answer scripts.
- 16.6 If the marks scored after revaluation is less than or equal to the marks scored in first valuation, there will be no change in the marks. If the marks scored after revaluation exceeds the marks scored in first valuation by 1 to 14 marks, then the better of first and second valuation marks will be considered as marks scored by the student. If the marks scored after revaluation exceeds the marks scored in first valuation by 15, then the answer scripts will be sent for third valuation.

17. Grievances regarding Examinations

- 17.1 Grievances, if any, regarding examinations may be brought to the notice of the Controller of Examinations in writing on the same day or the latest by the following office working day of examination. The grievance shall be referred to the examination crew for investigating and deciding on the matter and it shall be communicated to the aggrieved and redressed at the earliest but not later than ten working days from the date of the last examinations or the receipt of the complaint/grievance whichever is later.
- 17.2 If the candidate is not satisfied with the decision of the examination crew, may apply to the Chief Superintendent of Examinations within three office working days of the communication of the decision.
- 17.3 The Chief Superintendent of Examinations shall decide on the matter and communicate the decision to the candidate at the earliest but not later than 15 working days.
- 17.4 The decision of the Chief Superintendent of Examinations shall be final.

18. Malpractice during Examinations

- 18.1 Students who have indulged in malpractice during Summative Theory / Summative Practical Examinations should face the enquiry committee with their parents. The enquiry committee comprises of the Principal, Head of the Department of the respective programme, Hall invigilator, Controller of Examinations and Deputy Controller of Examinations.
- 18.2 If the student has indulged in malpractice for the first time, then that examination will be considered as cancelled for that student. The student will be debarred from writing the examination for that course for one subsequent Summative Examination.
- 18.3 If the same student repeats the offence, then the examinations of all courses registered in that semester will be considered as cancelled for that student. The student will be debarred from writing the examination for those courses for one subsequent Summative Examination.

19. Supplementary Examinations

- 19.1 Supplementary Examinations shall be conducted after a month of the publication of the results exclusively for the final year students.
- 19.2 The eligible candidates shall apply and appear for a maximum of three courses in I Semester to VI Semester in UG Programmes, I Semester to IV semester in PG Programmes and I Semester & II Semester in M.Phil. Programmes.
- 19.3 The results of the Supplementary Examinations shall be published within two weeks from the date of last Supplementary Examinations.

20. Internal Improvement Test

- 20.1 If a candidate is unable to complete the course due to low internal marks, she shall appear for Internal Improvement Test after pursuing six semesters of UG Programme and four semesters of PG Programme and getting approval from the Controller of Examinations and the Principal.
- 20.2 She should appear for the External Summative Examination of the course in the subsequent Summative theory examinations to complete the course.

21. Rank Certificate

- 21.1 Rank certificates shall be issued to the graduates based on the CGPA of Part III courses for UG programmes and all courses for PG and M.Phil. programmes
- 21.2 Ranks shall be allotted only if there is a minimum of 5 students enrolled and appeared for the examinations in a programme. There will be no rankings if there are students below the above specified number in a programme.
- 21.3 In a programme with the class strength of students numbering

5	to	25	-	1	rank
26	to	50	-	2	ranks
51	to	100	-	4	ranks
>100			-	8	ranks

shall be given. The students studying the same syllabus under both Aided and Self Finance streams are combined for the allotment of ranks.

22. Duration for completion of Programme

- 22.1 The minimum duration for completion of UG Programme in any discipline is six semesters. The maximum period for completion of UG Programme in any discipline is twelve semesters counting from first semester.
- 22.2 The minimum duration for completion of PG Programme in any discipline is four semesters. The maximum period for completion of PG Programme in any discipline is ten semesters counting from first semester.
- 22.3 The minimum duration for completion of M.Phil. Programme in any discipline is two semesters. The maximum period for completion of M.Phil. Programme in any discipline is eight semesters counting from first semester.

23. Lost Mark Statements

- 23.1 If a student has lost her Semester Mark Statement, she shall get a duplicate Mark Statement by paying a prescribed fee of Rs.100 per Mark Statement.
- 23.2 If a student has lost her Consolidated Mark Statement, she shall follow the procedure recommended by the Government of Tamil Nadu and shall get a duplicate Mark Statement by paying a prescribed fee of Rs.500.

24. Transcript / Grade to percentage conversion certificate

- 24.1 A transcript shall be procured by the candidate by visiting the institution physically or by contacting the Office of the Controller of Examinations and requesting the Controller of Examinations to send the transcript via post by paying a prescribed fee.
- 24.2 The transcript shall be sent to the candidate in a sealed envelope stamped and signed by the Controller of Examinations.
- 24.3 A grade to percentage certificate can be obtained by paying a prescribed fee.

25. Communication

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

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