

## **EXAMINATION SYSTEM**

P.K.R. Arts College for Women offers various programmes and branches of study in Language, Science, Commerce and Management. The Undergraduate and Postgraduate levels of programmes vary in many ways depending on the particular emphasis on the subject. Duration of these programmes vary from 1 year to 5 years.

### **Autonomy**

- The Autonomous status was conferred on the college by the University Grants Commission in April 2017 and office of the Controller of Examinations (COE) was established in June 2017. It continues to be an affiliated college of the Bharathiar University. Permission is granted under autonomous system to frame its own courses of studies and to adopt innovative methods of teaching and evaluation. The university confers the degrees to the students after passing the examinations held by the college.
- The Office of the Controller of Examinations is endowed with well-defined responsibilities and adequate authority to conduct fair and timely examinations
- The Choice Based Credit System (CBCS) was implemented for all UG and PG programmes as per the recommendations of the Tamil Nadu State Council for Higher Education (TANSCHÉ) and UGC.

### **OBE**

- Outcome Based Education(OBE) Curriculum
- In order to improve and enhance student learning and teaching quality, our curriculum has been designed based on the approach of Outcome Based Education (OBE). The central aspect of OBE is to set measurable learning outcomes for programmes and courses and then align it with teaching, learning and assessment processes.
- Blooms Taxonomy has been used as the basis for setting learning outcomes, teaching methods and in students assessment.

### **CBCS**

#### **Choice Based Credit System (CBCS)**

The choice based credit system (an innovative instructional package developed to suit the needs of students to keep pace with the development in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education) was introduced in the Under graduate and Post graduate programmes during 2017-2018 as per the

guidelines of Bharathiar University, Coimbatore

As the college was conferred Autonomous status in 2017, a restructured syllabus was introduced under CBCS in all UG and PG programmes from the academic year 2017-2018 onwards.

## **EXAMINATION AND EVALUATIONS:**

### **Requirement for appearing End Semester Examinations:**

#### **Attendance: (as per the norms and guidelines of Bharathiar University)**

- i) A candidate is eligible to appear for the End Semester examinations of any semester if:
  - She secures not less than 75% of attendance in the number of working days during the semester.
  - Her progress has been satisfactory
  - Her conduct has been satisfactory
- ii) Candidates who earn attendance between 65% to 75% are not eligible to appear for the current semester examinations. However, the Principal may condone the lack of attendance of those students on the following grounds and permit them to write End Semester Examinations, after the payment of condonation fee:
  - \* Prolonged illness
  - \* Major Surgery
  - \* Accident which demands a long rest

The cause of the long period of absence should be informed with supportive documents to the Principal within a week's time and get the leave sanctioned.
- iii). Candidates who earn attendance between 55% and 64% are not eligible to appear for the current semester examinations. However, they can write arrear subjects, if any. They are permitted to continue their studies in the next semester; while continuing in the next semester, they have to compensate and earn combined attendance of 75% or more by taking the average of the attendance earned in the current and the previous semester.
- iv). Candidates who earn attendance below 55% are not eligible to appear for the current semester examinations and also have to discontinue the course and rejoin in the same semester in the next academic year, if vacancy is available, with proper approval from the Bharathiar University and the Principal through the Head of the Department concerned. These candidates are eligible to write arrear subjects, if any.
- v). Students having a minimum of 75% of attendance in the Practical classes alone will be eligible to submit their record note books and appear for CIA and ESE practical examinations
- vi). Students shall be permitted to appear for the practical examinations only with the

submissions of bonafide records

**Scheme of examinations:**

i). All End Semester Examinations (theory and practical) shall be conducted twice a year, in November / December and in April / May. All failed candidates shall be governed by the regulations and syllabus in force at the time of their subsequent appearances.

ii). Additional supplementary End Semester Examinations in final semester subjects and Special Supplementary End Semester Examinations for students who have failed in only one subject up to V semester (UG Programs) and up to III semester (PG Programs) are conducted in June / July every year to facilitate the final year failed students to go for higher studies or seek job early.

**RULES TO BE FOLLOWED BY STUDENTS DURING EXAMINATION**

1. A candidate entering the examination hall must possess hall-ticket and identity card issued by the Principal; else she will be denied admission to write the examination.
2. Candidates have to occupy their allotted seats 10 minutes before the commencement of examination and maintain discipline and silence inside the examination hall. They have to give due attention to the instructions given by the Hall Superintendent before the commencement and also during the examination.
3. No candidate will be permitted to enter examination hall after 30 minutes from the commencement of examination. Similarly, no candidate will be permitted to leave the hall before 30 minutes from the commencement of examination.
4. A candidate who leaves the examination hall will not be permitted to re-enter the hall under any account.
5. Candidates are expected to bring their own pens, pencils, eraser, geometrical instruments, non-programmable calculators etc. and will not be allowed to borrow from others.
6. Candidates should use only blue or black ink or ball pen while answering their papers. Only for drawing diagrams or chart colour pens/sketch pens are allowed.
7. Clark's mathematical table, Statistical table and Compound present value table will be supplied to candidates on request and the same should be returned immediately after use, without any scribbling. However, the candidates will be allowed to use their own mathematical and statistical tables / data sheets /graph sheets which are uncommon and specifically required to answer a particular paper after obtaining permission from Chief/Hall Superintendent. Such sheets or tables with any scribbling will not be permitted.
8. Candidates are prohibited from possessing study material in any form or mobile phone or and any such Electronics / Communication instruments inside the examination hall. Mere possession of such materials inside the examination hall itself will be considered as the material meant for malpractice and will lead to disciplinary actions.

9. Candidates must verify and satisfy themselves that they have received correct question paper before they start answering for questions. Question paper not relevant should be returned to the hall superintendent at once.
10. Candidates are not allowed to write beyond the time prescribed for the examinations.
11. Rough work, if any, must be done by the candidates on the bottom of page itself. Candidates can reserve, if necessary, one fourth of the page at the bottom exclusively for the purpose. No separate answer book for rough work will be supplied to candidates. Rough work carried out of by a candidate will become part and parcel of the answer paper.
12. Candidates are forbidden from asking questions or clarifications of any kind from the fellow student or Hall Superintendent during the examination.
13. Candidates should not detach any sheet from the main answer book or smuggle out additional sheet or main book.
14. Candidates should handover the answer books personally to the Hall superintendent, before leaving the examination hall.
15. Candidates should not write their Register number anywhere else (except in the specified space) on the first page of Answer Book. Writing the name or making any appeal in the answer book or any other identifiable marking will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary measures.
16. The students who indulge in any malpractice while writing examination will be immediately referred to the Chief Superintendent for the initiation of appropriate disciplinary action.
17. In case of impersonation, the accused will be handed over to police authorities for investigation and necessary action.
18. In the event of public holiday being declared after the publication of timetable, the examinations will not be postponed or cancelled. The examinations will be conducted as scheduled unless otherwise notified.
19. Any letter or telegram or phone call to a candidate shall not in any case be delivered / informed to the candidate until he/she completes examination.
20. The differently abled candidates who could not write examination by themselves shall submit a request to the Principal in the beginning of the Academic Year with the support of documentary evidences for alternate arrangements.

**Transitory positions:**

The candidate who have completed the course of study but have arrears will be permitted to take up the examinations only under the regulations in force at that time.

**Facility to appear in an examination already passed:**

The Candidates who have passed examinations may be permitted to appear again (Only once) for the end semester examinations of that course or courses under the regulations and syllabi in force then, with a view to improve their performances (s). If they do not show improvement their previous marks shall be the final marks in all records (such candidates should

not have applied for their Degree certificate in Convocations held in between). Also such reappearances shall be permitted to appear only once at the examination / examinations conducted in the college in the next two semesters only.

**Provision to re-total the answer book:**

Candidates who desire to have their answer books re-totaled shall apply to the controller of Examinations, remitting the prescribed fees within 10 calendar days from the date of publication of results. Where the marks obtained in the re-totaling are higher than the marks awarded earlier, the Controller of Examinations shall issue the revised mark sheets after withdrawing the previous one.

**Provision to appeal for re-evaluation of End Semester Examinations Marks:**

Candidates who desire to have their answer books revalued shall apply to the Controller of Examinations, remitting the prescribed fees within 10 calendar days from the date of publication of results (The date mentioned in the Mark sheet). If the revalued marks are higher to the extent of getting a passing minimum and more than the marks awarded earlier, then the COE shall issue the revised mark sheet after withdrawing the marks sheet issued previously. If the revalued marks are higher than the marks awarded earlier but not to the extent of getting a passing minimum, then the first valuation marks shall be the final marks. The principles of moderation formulated in the Results Passing Board for the respective examination shall be applied for the revaluation cases also. No revaluation is permitted for arrear courses and for practical courses.

**Transparency system:**

Under this system, the photo copy of the answer script written by the student is issued on request. The procedure is that the candidate who desires to get the Photo copy of her answer script shall apply to the COE, remitting the prescribed fee within 10 calendar days from the date (date mentioned in the mark sheet) of publication of results. On a specific day, the candidates who have applied for this facility will be given with the photo copy of the answer script and would be directed to discuss the issues with the subject expert who are specially appointed for the purpose. The students may scrutinize the answers script, discuss with the subject expert, get clarifications and if they are not convinced with the marks awarded then they may go for applying for revaluation. Such a request shall be made within 3 calendar days. The procedure followed for the revaluation is applied to this category also.

**Facility to qualify in Extra subjects:**

The candidates desirous of qualifying themselves in course (subjects) other than those Prescribed for the programmes can appear for the ESE in those courses (subjects) as an additional (Extra) course paper in Part-III with prior permission. Attendance is not compulsory and therefore the candidate shall study independently and appear for the examination. The marks awarded for this will not be counted for final classification.

**Passing Minimum:**

The Undergraduate candidate who secures not less than 40% of marks and the Post graduate candidate who secures not less than 50% marks in ESE of various components shall be declared to have passed the examination in that course (subject)

**Classification of successful candidates and grading system:**

No candidate shall be eligible for classification or grading unless...

- The candidate has undergone the prescribed course of study for the prescribed period
- Has passed / completed all the subjects / components prescribed for the programme
- Has earned the minimum credit points prescribed for the course.

**Part: I & II**

The undergraduate candidates who have passed Part: I (Tamil / Hindi / French / Kannada / Malayalam Sanskrit) and Part: II English Course (subject) and securing 60% and above and 50% to 59.99% within three years from the date of admission, shall be declared to have passed in I & II classes respectively and all other successful candidates shall be declared to have passed the examinations in III class.

**Part: III**

The undergraduate candidates who have passed all the Part: III examinations in FIRST ATTEMPT within the study period of the respective semester and securing 75% and above in aggregate of Part: III shall be declared to have passed the Part: III examination in first class with distinction. All other candidates who have passed Part: III subjects and securing 60% to 69.9% above, 50% to 59.9% and 40% to 49.9% shall be declared to have passed the Part: III examinations in First, Second and Third class respectively

**DISTRIBUTION OF MARKS FOR ALL UG PROGRAMMES**

CATEGORY	TOTAL MARKS	DISTRIBUTION OF MARKS		PASSING MINIMUM FOR (ESE)	OVERALL PASSING MINIMUM FOR (CIA & ESE)
		CIA*	ESE**		
Theory (Only ESE)	50	--	50	20	20
	100	--	100	40	40
Theory (Both CIA and ESE)	100	25	75	30	40
Practical & Skill Enhancement	100	40	60	24	40
Institutional Training	100	--	100	40	40
Project	100	20	80	32	40

Comprehension (Self-Study / Online Exam)	100	--	100	40	40
Competitive Exams (Online Exam)	100	--	100	40	40
Foundation and Non-Major Elective	50	--	50	20	20

**DISTRIBUTION OF MARKS For all the PG programmes except MBA**

CATEGORY	TOTAL MARKS	DISTRIBUTION OF MARKS		PASSING MINIMUM FOR (ESE)	OVERALL PASSING MINIMUM FOR (CIA & ESE)
		CIA*	ESE **		
Theory (Only CIA)	100	100	--	--	50
Theory (Both CIA and ESE)	100	25	75	38	50
Practical	100	40	60	30	50
Skill Enhancement	100	100	--	--	50
Project	100	20	80	40	50
Comprehension	100	--	100	50	50
Competitive Exams	100	100	--	50	50

**\*Appearance for CIA is mandatory to take up the ESE.**

**\*\*Bloom's Taxonomy based assessment pattern.**

**DISTRIBUTION OF MARKS for M.B.A. PROGRAMME**

CATEGORY	TOTAL MARKS	DISTRIBUTION OF MARKS		PASSING MINIMUM FOR (ESE)	OVERALL PASSING MINIMUM FOR (CIA & ESE)
		CIA*	ESE **		
Theory(Only CIA)	100	100	--	--	50

Theory (Both CIA and ESE)	100	25	75	38	50
Practical	100	40	60	30	50
Skill Enhancement Course	100	100	--	--	50
Employability Enhancement Course	100	40	60	30	50
Social Immersion Project	100	100	--	--	50
Entrepreneurship Immersion Project	100	100	--	--	50
Research Immersion Project	100	20	80	40	50
Comprehension in Management	100	--	100	50	50
Management Science for Competitive Exams	100	100	--	--	50

#### **Marks for Attendance:**

A student is expected to put in 75% of attendance during her course of study in the programme for all semesters to be eligible for appearing the ESE. To encourage a student's regularity and active participation in the classroom activities, her attendance shall be given marks in every course during the semester as per the following distribution:

<b>PERCENTAGE OF ATTENDANCE</b>	<b>MARKS</b>
95.1 – 100	5
90.1 – 95.0	4
85.1 – 90.0	3
80.1 – 85.0	2
75.1 – 80.0	1

#### **Online test:**

##### **Competitive examination (online exam- Part IV):**

This course (subject) is offered to facilitate the students to know and get prepared for the public service commission related examinations and other similar examinations. A Question bank in the format of MCQs would be uploaded in the computer and the candidate would be given 1½ Hours with randomly selected 50 questions for a maximum of 50 marks. The passing minimum is 40% of 50 marks ie. 20 marks.

##### **Core courses: (online exam -Part: III)**



For the discipline related online (self study) course: a Question bank in the format of MCQs would be uploaded in the computer and the candidate would be given 1½ Hours with randomly selected 50 questions for a maximum of 100 marks. The passing minimum is 40% of 100 marks ie. 40 marks.

## GRADING SYSTEM

Based on the guidelines of Bharathiar University on grading system the following grading System for the students admitted from 2017-18 & onwards.

### Conversion of Marks to Grade Points and Letter Grade:

RANGE OF MARKS	GRADE POINT	LETTER GRADE	DESCRIPTION
90 - 100	9.0 -10.0	O	Outstanding
80 - 89	8.0 – 8.9	D+	Excellent
75 - 79	7.5 – 7.9	D	Distinction
70 - 74	7.0 – 7.4	A+	Very Good
60 - 69	6.0 – 6.9	A	Good
50 - 59	5.0 – 5.9	B	Average
40 - 49#	4.0 – 4.9	C	Satisfactory
00-39	0.0	U	Reappear
00 – 49 @	0.0	U	Reappear
Absent	0.0	AAA	Absent

. # Applicable to UG programs

@ Applicable to PG programme

- Cumulative Grade Point Average (CGPA) and final classifications are to be made for the students who have passed all subjects / completed all components prescribed for the programme
- Part-III / Core courses / components alone are considered for CGPA
- Part-I, Part-II, Part-IV & Part-V are not to be considered for finding the CGPA
- The maximum marks per course (subject) are to be fixed at 100. (if it is less or more than 100 it should be converted to 100)

### Ranking:

- Candidates who have passed all the courses (subjects) or completed all the components prescribed for the programme within the period of study are only eligible for Ranking
- Ranking is based on the marks scored in Part-III / Core courses only.
- Candidates passing the Part-III subjects in First Attempt within the study period of respective semesters are only eligible for ranking.
- In case of Reappearance (Improvement), the first appearance mark is only considered for ranking
- Candidates absenting for the courses (subjects) prescribed in Part-III / Core courses and getting higher marks in the subsequent appearances will not be considered for Ranking.

**Application forms for End Semester Examinations:**

Application forms for appearing in the End Semester Examinations (ESE) are to be submitted in August and January for the respective semesters (Odd & Even).

All particulars in the examination application form are to be checked/filled-in carefully.

- The COE office is not responsible for incorrect spelling/name/erroneous entries in the application.
- Incomplete application in any respect is liable to be rejected without any notice.
- Candidates should register compulsorily for all the arrear papers along with the regular papers. The fee once paid will in no circumstances be refunded or adjusted for the subsequent examinations.
- Candidates with arrears should attach the Xerox copy of the respective semester mark statement along with the application form.
- Candidates who have earned 75% of attendance (both Theory and Practicals) are eligible to appear for the semester examinations.

**Examination Time-table**

Examination time table is released by October first week and March second week for the Odd Semester and Even Semester examinations respectively.

**Declaration and Publication of Results**

A student is considered to have passed a course (subject) if and only if she has scored not less than 40% in the End Semester Exam (both CIA + ESE) for undergraduate studies and 50% (CIA + ESE) in the case of postgraduate studies. All UG & PG students should necessarily have secured 40% & 50% of marks respectively in the End Semester Examinations (ESE) (though there is no minimum pass for CIA -internals)

A meeting of the passing boards is held after all the valuation and other examination related works are over. The results are declared in the month of December for Odd semester and in June for Even semester.

By the third week of December and the second week of June, the results are sent to the respective departments. Mark statements are subsequently sent to the departments before the first week of July and first week of January for the respective Odd & Even semesters.

## **Provisional and Degree Certificates**

A copy of the results of the successful final year students are sent to the Bharathiar University in July and January and the University issues provisional certificates to the students and the degree certificates after the convocation through the college.

## **Other Certificates**

Students are issued Pass certificates and consolidated mark statements with credits once they have passed all their papers.

## **Private Candidates**

Out gone students with arrears are considered as private candidates and they can appear for any supplementary examinations.

They are expected to bring their ID card for the supplementary exams and for all sorts of enquiries

## **Malpractice Punishment**

Students indulging in malpractice during CIA test and or ESE will be severely punished. They have to face an enquiry committee with their parents. The enquiry committee will inform them of the nature of punishment that has been framed by the Examination Committee.

## **Time Ceiling for Completion of Degree (UG / PG)**

UG students must complete their course study within Six years (3+3) and PG students within Four years (2+2).

## **Examination Grievance cell:**

Students may approach the examination grievance cell regarding examination related grievances within the stipulated time

## **Duplicate Mark Sheet:**

Duplicate Mark Sheets are not ordinarily issued.

The candidate shall submit the application in prescribed format for issuance of duplicate certificate for damaged Statement of Grades and/or Consolidated Statement of Grades to Controller of Examinations.

The candidate has to submit

- 1). Filled in Application
- 2). Non traceability certificate issued by the Police Station
- 3). Damaged marks sheet and
- 4) Fee receipt.

The outstation candidates may send all the above documents by post but shall attach a self addressed, stamped A4 size cloth lined cover for sending the Statement of Marks by Registered post.

Fresh statement of grades will be issued in about 10 days.

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