



## **ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS) CUDDALORE - 607001.**

### **FUNCTIONING OF OFFICE OF THE CONTROLLER OF EXAMINATIONS**

St. Joseph's College of Arts & Science became autonomous in the year 2008. The Office of the Controller of Examinations has been operational since the college attained autonomous status in 2008. The evaluation process incorporates both formative and summative assessments. It is systematically reviewed and periodically updated to meet evolving requirements.

As an Autonomous college, St. Joseph's College of Arts & Science follows the Semester pattern with Choice Based Credit System requiring 3 years of study for an under-graduate degree programme and 2 years of study for a post-graduate program in Arts & Science. The duration of each semester is 90 working days.

#### **Medium of instruction and examination**

The medium of instruction and examination will be in English.

#### **Credit system**

The autonomous status of the college offers a student the benefits of Choice Based Credit System. Every paper is allotted a certain number of credits based on the subject content to be assimilated. A student is awarded the specified credits for obtaining a pass in the respective paper. The student has abundant opportunities during the course of study to take up Diploma and Certificate courses offered by the college.

#### **OUTCOME BASED EDUCATION (OBE):**

The College initiated implementing Outcome Based Education (OBE) in the year 2018-2019 based on the guidelines of the UGC. The curriculum is designed to align with global best practices, ensuring that graduates acquire the essential knowledge, skills, values, and competencies. According to UGC guidelines, outcomes are specified as Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs), ensuring all educational activities are aligned with these objectives.

#### **THE OFFICE OF THE CONTROLLER OF EXAMINATIONS**

The Office of the Controller of Examinations is fully automated. Examination timetables are published on both the college website and notice board. The office meticulously plans, coordinates, and conducts examinations, ensuring

results are released within the stipulated timeframe. Student welfare is a top priority, with all genuine requests promptly addressed.

The Examination Committee regularly evaluates processes to enhance the quality of examinations. The COE oversees the evaluation and re-evaluation of answer scripts and is responsible for issuing UG and PG mark sheets.

## **EXAMINATION AND VALUATION**

There are two components in the valuation and assessment of a student - internal and external. These are implemented through

1. Continuous Internal Assessment (CIA) during the semester for 25 marks.
2. Semester Examination (SE) at the end of the semester for 75 marks.

The maximum marks for each subject shall be a hundred unless specified otherwise. Each undergraduate program consists of 6 semesters. Each post-graduate program consists of 4 semesters for arts and science subjects.

### **Continuous Internal Assessment (CIA)**

The CIA consists of two components – (i) two organized written tests, (ii) the second component.

#### **i) Organized written tests**

There will be two written tests (Mid-semester and End-semester) of 2 hours duration each carrying 50 marks. Organized written tests component carry 60% for UG & PG of the marks of the CIA. The syllabus for the I CIA test a minimum of 3 units and for the II CIA test a minimum of 2 units should be included. Any re-test is permitted by the Principal only for special reasons.

#### **ii) The second component**

20% and 40% of marks will be distributed among the various types of work provided to students by the teacher-in-charge of the course for UG and PG respectively. The type of work is left to the initiative of the teacher-in-charge of the course and approved by the Head of the Department concerned. It is expected that the staff member in charge of the course explains the modalities of the evaluation adopted for each subject (assignment, seminar, viva voce, mini project, group discussion, field visit, etc.). If only one type of work is done, there would be a minimum of two such exercises per semester for each paper.

#### **iii) Attendance**

For UG Students, 5 marks are given for attendance, and there is no attendance mark for the PG courses.

There is no provision for improvement in CIA.

### **Semester Examinations (SE)**

1. A student should register himself/herself to appear for the semester examinations by payment of the prescribed fee.
2. The semester examination will be in the form of a comprehensive examination covering the entire syllabus in each subject. It will be of 3 hours duration for part I, II, III & IV subjects.

### **Valuation**

1. There shall be a single valuation for the under-graduate and double valuation for post-graduate examinations. The panel of examiners consists of internal and external examiners.
2. The valuation will be centralized.
3. A student has a maximum period of 5 years from the date of admission to clear all the subjects prescribed for the programme at the time of his/her admission. After the fifth year, to complete the programme, the student has to appear for an examination in the same/equivalent paper under the revised syllabus structure.
4. Fraction of final marks in CIA and SE shall be rounded off to the nearest integer.

### **Revaluation**

1. A student can apply for the photocopy of answer script, if needed, on payment of the prescribed fee.
2. A student can apply for revaluation of any paper, on payment of the prescribed fee, if it is the first appearance in the paper. Receipt of photocopy of the answer script is a pre-requisite for revaluation.

**Instant Examination:** At the end of every program, students with one subject arrear shall be given the privilege of appearing for the instant exam.

**Preservation of answer scripts:** The examination answer papers (Theory & Practical) will be preserved for three semesters only from the date of commencement of the examinations. (as per the norms of the parent University).

### **Note:**

Any grievance regarding CIA and SE can be reported to the Controller of Examinations in writing.

## CIA and SE for Practical

### Undergraduate courses

CIA		SE	
Components	Marks	Components	Marks
Based on regular laboratory work and submission of record	40	Practical Examination	50
		Record	10
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>60</b>

### Post-graduate courses

CIA		SE	
Components	Marks	Components	Marks
Based on regular laboratory work and submission of record	40	Practical Examination	50
		Record	5
		Viva voce	5
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>60</b>

### Project

Components	Marks
Dissertation	80
Viva voce	20
<b>Total</b>	<b>100</b>

Evaluation has to be done by the external examiner for 80 marks and 20 marks by the internal examiner.

### Passing Minimum

To get a pass in a course, a UG student must secure a minimum of 40 percent each in CIA and SE; a PG student must secure a minimum of 50 percent each in CIA and SE. A student cannot sit for the SE unless he/she obtains a minimum of 40 percent (for UG)/ 50 percent (for PG) in the CIA.

## Classification of successful candidates

### I. Classification based on Grades

#### Letter grade classification

A letter grade will be allotted for each paper based on the marks obtained. Each letter has a corresponding weightage.

#### Under-graduates

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	D	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	0.0-3.9	U	Re-Appear

#### Post-graduates

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	D	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
00-49	0.0-4.9	U	Re-Appear
Absent	0.0	AAA	Absent

#### Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is calculated as

$C_i$  Credit earned for subject  $i$  in any semester

$G_i$  Grade Point obtained for subject  $i$  in any semester

$n$  refers to the semester in which such subjects were credited

For the entire programme

$$CGPA = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$CGPA = \frac{\text{Sum of the multiplication of grade points by the credit of the entire programme}}{\text{Sum of the credits of the subjects(passed) of the entire programme}}$$

Where,  $C_i$  and  $G_i$  are respectively the credit value and the grade weight. The precision of two decimals will be considered in the CGPA.

The final classification is based on the CGPA as follows:

Grade Point	Letter Grade	Classification of Final Result
9.5-10.0	O+	First Class - Exemplary*
9.0-9.49	O	
8.5-8.99	D++	First Class with Distinction*
8.0-8.49	D+	
7.5-7.99	D	
7.0-7.49	A++	First Class
6.5-6.99	A+	
6.0-6.49	A	
5.5-5.99	B+	Second Class
5.0-5.49	B	
4.5-4.99	C+	Third Class
4.0-4.49	C	

\* The candidates who have passed in the first appearance and within the prescribed semester of the program (Major, Allied, and Elective Subjects) are eligible.

### Ranking of successful candidates

Ranking will be based on CGPA. Candidates who passed in all the examinations prescribed for the program in the very first appearance only are eligible for ranking.

### Malpractice Rules & Guidelines as prescribed by the TANSCHÉ

#### ACTS OF MALPRACTICES

Any student appearing for the CIA & Semester Examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any of the following acts:

- I. Misbehavior with officials / using unfair means / creating nuisance / using obscene language/violence at the center to the person involved in the

conduct of examination etc or any other kind of rude behavior in or near the Examination Hall.

- II. Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- III. Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- IV. Possession of electronic gadgets like mobile phones, Programmable calculators, pen drives or smart watches, and other storage devices in the Examination Hall.
- V. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- VI. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- VII. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- VIII. Making any request of representation or offer of any threat for inducement or bribery to the Room Invigilator and/or any other official for favors in the Examination Hall or in the answer script.
- IX. Approaching the teaching staff, officials, or examiners directly or indirectly or bringing about undue pressure or influence or influence upon them for favor in the examination.
- X. Taking away or bringing in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall in to the answer scripts.
- XI. Receiving material from outside or inside the Examination Hall for the purpose of copying.
- XII. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- XIII. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- XIV. Having in one's possession any written matter on the scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity card, hall ticket, scales, etc.

- XV. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall. Notwithstanding anything contained above, any other activity in which the student has indulged and which, in the opinion of the Examination authorities, constitutes malpractice, will be construed as malpractice.

#### **PROCEDURE FOR REPORTING MALPRACTICES**

1. If the malpractice case is detected, the room invigilator/examination officials will seize the incriminating materials and the answer script(s), and report the same to Chief Superintendent immediately in the prescribed form.
2. When malpractice is brought to the notice of the Chief Superintendent either by Examination officials or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, and the statement of the student concerned. Only then he/she will forward the malpractice report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the Controller of Examinations. However, answer scripts of subsequent papers of such students noted under unfair means shall be sent directly to the valuation center along with other answer scripts and shall not be marked as unfair means cases anywhere.
3. The student, the room invigilator, and the examination officials shall be required to give their statement in the prescribed form supplied by the controller of examinations. These statements shall always be concise, specific, and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences including seating arrangement.
4. The statement of all concerned shall be in their own handwriting
5. If the student refuses to hand over the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the Chief Superintendent and / or the examination officials.
6. The student(s) noted under malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under malpractice, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under malpractice shall be evaluated and the results shall be kept in abeyance. The results will be declared based on the recommendations of the malpractice committee appointed for the same.



7. When a student noted under malpractice, the following steps shall be strictly adhered to:
- a) Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means. Instruct the student to attend the meeting of the malpractice committee, if required.
  - b) Send the answer script of that particular paper directly to the Controller of examinations, along with relevant documents. It shall be superscribed on the left-hand corner of the facing sheet as an Unfair or malpractice Case. There shall not be any indication of an unfair case on the pages other than the facing sheet of the answer script.
  - c) Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as unfair case or malpractice anywhere.
  - d) Do not confiscate the identity card (ID).

**PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS AS PRESCRIBED BY THE TANSCHÉ (For Semester Examinations)**

- I. The Malpractice committee (Unfair means committee) consisting of the Controller of Examinations (COE) as the Chairman, and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the actions to be taken on the cases.
- II. The above committee shall meet after the conclusion of each Semester examination on the dates fixed by the COE and inquire on all matters connected with the students caught by malpractice. After a detailed inquiry, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed on the student.
- III. In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- IV. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- V. The malpractice committee shall examine the evidence placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the malpractice committee shall recommend suitable penalties or punishments on the student.

**The severity of the case shall be categorized as follows:**

1. The severity of the case in possession of electronic gadgets with or without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, shall be categorized as follows:
  - a) Which is/are not relevant to the paper the student is writing.
  - b) Which is/are relevant to the paper the student is writing.
  - c) Which is/are relevant to the paper the student is writing and are particularly for the purpose of copying.
  - d) Which is/are relevant to the paper the student is writing and are particularly for the purpose of copying and copied the material to the answer book.
2. Repeatedly indulge in the act of malpractices during the Examinations.
3. Threatening with weapons and impersonation.
4. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using malpractice shall be taken in to consideration to decide the severity of the case.

**For Continuous Internal Evaluation Examinations**

- a) The committee will consist of the controller of Examinations (COE), the members and/ or the room invigilator concerned.
- b) The committee will meet on the same day or within a week on which the use of malpractice is reported, with intimation to the student and decide the penalty and punishment.
- c) The severity of the cases will be the same as mentioned for Semester Examination.

**GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS**

<b>S.No.</b>	<b>Malpractices</b>	<b>Punishments to be imposed</b>
1.	Appeal for favourable consideration or mercy	Warn the candidate
2.	Writing candidate's name , Register Number /marking in any part of the answer book other than the front page	Warning/Cancel the examination taken in the particular subject only
3.	Letter of appeal for favourable consideration, promising any form of remuneration	Cancel that examination paper only/whole examination in that semester.
4.	Possession of notes or books/gadgets or any other source Copying from the above	Cancel that examination paper only/all the papers in that semester.

5.	For inserting previously written answer sheets brought from outside	Cancel that examination paper /whole examination and debar for the next semester for that paper
6.	For threatening or assaulting the Hall Superintendent, or other examination officials/ personnel or for insubordinate violent behaviour	Cancel all theory examination taken and debar for the next six semester examinations and not to pursue any course of studies during the corresponding period
7.	Taking away answer scripts or destroying any evidence of malpractice	Cancel the whole examination taken for that semester
8.	Case of impersonation a) present  b) past students	a) Cancel the examination taken and debar for the next six semester examinations and not to pursue any course of studies during the corresponding period b) reported to police and employer if any and debar for the next six semester examinations
9.	Helping others for copying or getting help from others in any form but do not accept malpractice	Cancel that examination paper /all papers in that semester and debar from two semesters.
10.	Tampering with Hall tickets/ certificates etc	Not permitted to appear for any examination for a period of two years.
11.	Committing malpractice for second time	Cancel the whole examination taken for that semester or debar for next two semesters.
12.	Malpractices in CIA	Cancel the paper in that CIA Examination.
13.	Creating nuisance/ misbehavior/ using obscene language in or near the examination hall	Warn/cancel that examination paper /papers in that semester.

### **AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS**

- The Controller of Examination will be the authority for approving the recommendations of the Malpractice enquiry committee.
- The Controller of Examination, along with examination board members, can modify the recommendations of the Malpractice Enquiry Committee.

### **OTHER MATTERS**

- I. If the examiner suspects the use of unfair means or other material such as insertion of the answer sheet, revealing of identity or enclosure, such as

currency, etc., the examiner shall return the answer script without valuing that paper with reasons in writing to the controller of examinations for further disciplinary actions.

- II. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but entered in a separate list, which shall be enclosed in a sealed cover and forwarded to the controller of Examinations.

### **MAXIMUM DURATION FOR COMPLETION OF DEGREE**


In accordance with the regulations of the parent university, the Academic Council allows UG students to complete their program within a maximum of five years (3+2) and PG students within four years (2+2). If any course undergoes changes due to syllabus revisions, the equivalent course identified by the respective Heads of Departments (HoDs) will replace it in the semester examinations.

### **PUBLICATION OF RESULTS**

Results are approved in the Passing Board Meeting and published on the college website and ERP portal. The Statement of Marks/Cumulative Mark Sheet/Provisional Certificates are issued to the students within the admissible time.

### **Important Note:**

The decision of the Principal shall be final in all matters pertaining to the Academic Programme.

  
**Controller of Examinations**  
St. Joseph's College of Arts & Science  
(Autonomous)  
Cuddalore -1.

  
**Dr. M. ARUMAI SELVAM, M.Sc., M.Phil., Ph.D.,**  
PRINCIPAL  
St. Joseph's College of Arts & Science  
(AUTONOMOUS)  
CUDDALORE - 607 001.