ISLAMIAH COLLEGE (autonomous) VANIYAMBADI – 635 752

(AIDED & SELF FINANCE)

OFFICE OF THE COE

EXAMINATION MANUAL

(For the UG& PG Candidates Admitted from 2018-2019)



VOLUME VIII

10th ACADEMIC COUNCIL MEETING

4thFEBRUARY 2018

S.NO. PARTICULARS 1. FUNCTIONS OF CONTROLLER OF EXAMINATIONS (COE) 2. SCRUTINY OF QUESTION PAPERS 3. QUESTION PAPER SCRUTINY COMMITTEE 4. SECURITY AND CONFIDENTIALITY 5. EVALUATION 6. QUESTION PAPER PATTERN FOR UG COURSES 7. OMR BASED EXAMINATION AND VALUATION 8. QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES 9. PASSING MINIMUM 10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 10. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23		TABLE OF CONTENTS				
2. SCRUTINY OF QUESTION PAPERS 3. QUESTION PAPER SCRUTINY COMMITTEE 4. SECURITY AND CONFIDENTIALITY 5. EVALUATION 6. QUESTION PAPER PATTERN FOR UG COURSES 7. OMR BASED EXAMINATION AND VALUATION 8. QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES 9. PASSING MINIMUM 10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO INVIGILATORS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION CALENDAR 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	S.NO.	PARTICULARS	PAGE NO.			
3. QUESTION PAPER SCRUTINY COMMITTEE 4. SECURITY AND CONFIDENTIALITY 5. EVALUATION 6. QUESTION PAPER PATTERN FOR UG COURSES 7. OMR BASED EXAMINATION AND VALUATION 8. QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES 9. PASSING MINIMUM 10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO INVIGILATORS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	1.	FUNCTIONS OF CONTROLLER OF EXAMINATIONS (COE)	3			
4. SECURITY AND CONFIDENTIALITY 5. EVALUATION 6. QUESTION PAPER PATTERN FOR UG COURSES 7. OMR BASED EXAMINATION AND VALUATION 8. QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES 9. PASSING MINIMUM 10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 10. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	2.	SCRUTINY OF QUESTION PAPERS				
5. EVALUATION 6. QUESTION PAPER PATTERN FOR UG COURSES 7. OMR BASED EXAMINATION AND VALUATION 8. QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES 9. PASSING MINIMUM 10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 12. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	3.	QUESTION PAPER SCRUTINY COMMITTEE	4			
6. QUESTION PAPER PATTERN FOR UG COURSES 7. OMR BASED EXAMINATION AND VALUATION 8. QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES 9. PASSING MINIMUM 10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 22. ARESULT ANALYSIS APRIL. 2017 23. EXAMINATIONS	4.	SECURITY AND CONFIDENTIALITY				
6. QUESTION PAPER PATTERN FOR UG COURSES 7. OMR BASED EXAMINATION AND VALUATION 8. QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES 9. PASSING MINIMUM 10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 10. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 22. 23	5.	EVALUATION	Е			
8. QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES 9. PASSING MINIMUM 10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	6.	QUESTION PAPER PATTERN FOR UG COURSES	3			
9. PASSING MINIMUM 10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 22. 23	7.	OMR BASED EXAMINATION AND VALUATION				
10. GRADING 11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 10. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 22. 23	8.	QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES	6			
11. QUESTION PAPER PATTERN FOR CERTIFICATE COURSE 12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	9.	PASSING MINIMUM				
12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	10.	GRADING				
12. PASSING MINIMUM 13. INSTRUCTIONS TO INVIGILATORS 14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	11.	QUESTION PAPER PATTERN FOR CERTIFICATE COURSE	,			
14. INSTRUCTIONS TO STUDENTS 15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 10. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 20. 31. RESULT ANALYSIS APRIL. 2017 23. 23. EXAMINATION SAPPIL. 2017 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. EXAMINATIONS 20. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 20. 31. RESULT ANALYSIS APRIL. 2017	12.	PASSING MINIMUM	'			
15. LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS 16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 12. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 20. 31. RESULT ANALYSIS APRIL. 2017 23. 23. EXAMINATION SECULATION SECUL	13.	INSTRUCTIONS TO INVIGILATORS				
16. ATTENDANCE REQUIREMENTS 17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 20. RESULT ANALYSIS APRIL. 2017 23. EXAMINATION 20. 20. 20. 20. 20. 20. 20. 20. 20. 20.	14.	INSTRUCTIONS TO STUDENTS 8				
17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	15.	LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS	9			
17. DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS 18. VALUATION BOARD MEETING 19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE OBSERVER 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	16.	ATTENDANCE REQUIREMENTS	11			
19. PASSING BOARD 20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 20 31. RESULT ANALYSIS APRIL. 2017 22. 23	17.	DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS	11			
20. TRANSPARENCY 21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 22. 23. EXAMINATION 14. 14. 14. 14. 14. 14. 14. 14. 14. 14.	18.	VALUATION BOARD MEETING				
21. INSTANT EXAMINATION 22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 20. RESULT ANALYSIS APRIL. 2017	19.	PASSING BOARD 12				
22. A WORD TO EXAMINERS 23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	20.	TRANSPARENCY				
23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	21.	INSTANT EXAMINATION				
23. EXAMINATION CALENDAR 24. EVEN SEMESTER 25. ODD SEMESTER 26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	22.	A WORD TO EXAMINERS	12			
25. ODD SEMESTER 14 26. EXAMINATION REFORMS 15 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 20 31. RESULT ANALYSIS APRIL. 2017 23	23.	EXAMINATION CALENDAR	13			
26. EXAMINATION REFORMS 27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	24.	EVEN SEMESTER				
27. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER 28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	25.	ODD SEMESTER	14			
28. DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS 29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	26.	EXAMINATION REFORMS	15			
29. GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	27.	GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER]			
29. EXAMINATIONS 30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	28.	DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS				
30. LIST OF PROGRAMMES DURING THE YEAR 2018-2019 31. RESULT ANALYSIS APRIL. 2017 23	29.	GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF	17			
31. RESULT ANALYSIS APRIL. 2017 23		EXAMINATIONS				
	30.	LIST OF PROGRAMMES DURING THE YEAR 2018-2019	20			
22 DECLUT ANALYCIC MOVEMBER 2047	31.	RESULT ANALYSIS APRIL. 2017	23			
32. KESULI ANALYSIS NOVEIVIBER 2017 26	32.	RESULT ANALYSIS NOVEMBER 2017	26			

FUNCTIONS OF CONTROLLER OF EXAMINATIONS (COE)

- To receive the Academic Council approved course structure and a copy of the Syllabus and question paper pattern for all programmes from the Principal.
- ❖ To receive the Bio-Data forms of First year UG, PG and M.Phil. students from the Departments.
- ❖ To appoint question paper setters and receive question paper sets and schemes of valuation.
- To announce the schedule of End Semester Examinations for all programmes.
- ❖ To receive the filled in Examination Applications from UG, PG and M.Phil. students.
- To prepare the list of candidates and the subjects which they are appearing for.
- ❖ To arrange for the issue of Hall Tickets.
- To receive the CIA marks awarded from the departments through the Principal.
- ❖ To Conduct the End Semester Examinations after getting approval from the Chief Superintendent.
- Appoint examiners for evaluation of answer scripts and for the conduct of practical, field work and project work, viva voce.
- ❖ To report the malpractice cases, if any, to the Examination Committee, for disciplinary action.
- ❖ To publish the results after the complete evaluation of answer scripts of all Programmes/Courses.
- ❖ To arrange for the revaluation of answer scripts whenever necessary or requested by the concern student.
- ❖ To arrange for the conduct of Instant Examinations for UG and PG of outgoing students in about 15 days after the publication of final year results.
- ❖ To Issue the Grade Sheets and the Consolidated Grade Sheets to the students.
- ❖ To arrange to get the Provisional Certificates and Degree Certificates from the Affiliating Thiruvalluvar University.

SCRUTINY OF QUESTION PAPERS

- Question papers received from the setters are scrutinized by a Committee appointed for the purpose (known as QP Scrutiny Committee) before the conduct of the End Semester Examinations. The duties of the Committee is to carry out the following:
 - ✓ To check whether every question paper is as per norms with regard to equal coverage of questions from each unit.
 - ✓ To check the spelling and other errors.
 - ✓ To approve the question papers.

QUESTION PAPER SCRUTINY COMMITTEE

- A Question Paper Scrutiny Committee has been formed to avoid errors in the question papers. The Committee consists of Heads of the Department/Board Chairman or in their absence the senior staff of the departments concerned.
- They have to certify that the question paper may be either accepted or rejected, pointing out the defects or errors, if any, immediately after the scrutiny. The Scrutiny Committee will be provided two sets of question papers.
- The Scrutiny Committee shall show utmost care in scrutinizing the Question Paper ensuring zero defects. If a wrong question paper is issued to students, even after the scrutiny, the chairman will be held responsible for the act.
- The committee is requested to adhere to the timings as specified by COE's office for scrutinizing work.
- The Scrutiny Committee members shall maintain utmost secrecy failing which it will amount to breach of trust.

SECURITY AND CONFIDENTIALITY

❖ The question papers are typed, printed and copies made in the office of the COE. They are sealed and kept in the Strong Room under the direct custody of the COE. The packed question papers are handed over to the Chief Superintendent for the conduct of examinations on the previous day of examination, the relevant question

- papers are opened on the day of examination by the Chief Superintendent, half an hour before the commencement of examinations.
- ❖ The answer scripts are packed and sealed immediately after the examination for the session are over and handed over to the COE.

EVALUATION

- ***** Evaluation is done by the qualified external/internal examiners.
- ❖ Single valuation system is adopted for all the programmes.
- ❖ Evaluation of practical exam manuscripts is carried out jointly by one internal and one external examiner recommended by the concerned Head of the Department.
- ❖ Based on the recommendation of the Results Passing board, the moderation upto 3 marks maybe given to those students who have passed in end semester examination but failed to secure the aggregate passing minimum of 40% and 50% in UG and PG programs respectively. The moderation marks are to be awarded in the external component only.
- ❖ Publication of results will be done soon after evaluation.

QUESTION PAPER PATTERN FOR UG COURSES*

Section- A	To answer ALL the 10 questions (no choice)	10 x 2 = 20 Marks	
	(Two questions from each unit)		
	To answer 5 questions	5 x 5 = 25 Marks	
Section- B	(either or pattern)	3 x 3 - 23 IVIAI KS	
	(One question from each unit)		
	To answer 3 questions		
Section- C	(open choice)	3 x 10 = 30 Marks	
Section- C	(One question from each unit)		
	TOTAL	75 Marks	

^{*}Environmental Studies and Value Education are excluded from the above pattern and objective type pattern with OMR sheet is adopted.

OMR BASED EXAMINATION AND VALUATION

- Environmental Studies and Value Education subjects are OMR based Examinations.
- Objective type question paper with OMR Sheet will be provided to the students.
- Students should shade the correct circle using ball point pen only.
- ❖ OMR Sheet will be collected at the end of examination for valuation.
- Valuation will be done by the OMR automation system.

QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES

Section- A	To answer ALL the 5 questions (either or type)	5 x 6 = 30 Marks
Gootion 7t	(One question from each unit)	
	To answer 3 questions	2 v 15 -45 Monke
Section- B	(out of 5 questions)	3 x 15 =45 Marks
	(One question from each unit)	
	75 Marks	

PASSING MINIMUM

The passing minimum for the End Semester Examinations shall be 40% out of 75 marks (30 Marks) and overall pass is 40% of 100 Marks. In PG courses, a candidate shall be declared to have passed in each course if he secures not less than 50% (38 Marks) in the End Semester Examinations and not less than 50% in the aggregate, taking continuous internal assessment and End Semester Examination marks together.

A candidate shall be declared to have passed in the project work if he gets 40% or more in each of the Project Report and Viva Voce, for the UG students, 50% or more in the aggregate of both the marks for Project Report and Viva Voce for the PG Students.

A candidate who gets less than 40% in the Project Report must resubmit the Project Report. Such candidates need to take again the viva voce on the resubmitted Project.

GRADING

Once the marks of the CIA and End Semester Examinations for each course are available, they will be added. The marks thus obtained will then be graded.

From the second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated by Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). For more details, refer Regulations and Schemes Vol. IX

QUESTION PAPER PATTERN FOR CERTIFICATE COURSE

Section- A	To answer ALL the 10 questions (no choice)	10 x 2 = 20 Marks
Section- B	To answer 5out of 8 questions	5 x 5 = 25 Marks
Section- C To answer 3out of 5 questions		3 x 10 = 30 Marks
	TOTAL	75 Marks

PASSING MINIMUM

A candidate shall be declared to have passed the paper if he obtains minimum of 40% of 100 marks (Theory + Practical/Project).

INSTRUCTIONS TO INVIGILATORS

- 1. Invigilation work is a part of the duty of all teaching staff members. No change or alternate arrangement for doing the invigilation work is permitted, except in emergency cases.
- 2. The invigilators are requested to be present 30 minutes before the commencement of examination and check for any incriminating materials including mobile phone inside the hall as well as with the candidates.
- 3. Any incriminating materials including mobile phone are not permitted inside the Hall.

- 4. The invigilators must check the register number of the candidates in their hall tickets, on the table and in the answer book and then sign in the column provided for the invigilators.
- 5. The invigilators must also get the signature of the candidates present in the examination hall in the sheet supplied.
- 6. The absentees slip will be collected, half-an-hour after the commencement of the examination.
- 7. The additional books must be signed by the invigilators as and when they are given to the students.
- 8. The invigilators must remain inside the hall during the examination and should not substitute others in their place during the examination session.
- 9. The invigilators must not attend to any other work in the examination hall. They must be vigilant in the examination hall and see that there is no malpractice by any student.
- 10. Any malpractice or copying by the students must be immediately reported to the Chief Superintendent in writing with the material and evidence.
- 11. The invigilator must collect the answer books as and when the students complete the examination, arrange it in number-wise and hand it over to the staff-in-charge. He must wait till answer papers are checked and received by the staff-in-charge.
- 12. The invigilators are requested to collect the remaining additional sheets, answer books and other materials supplied to them, along with the answer scripts and hand it over to the staff-in-charge.
- 13. Any problem / grievances related to the conduct of examination may be represented to the COE/Chief Superintendent.

INSTRUCTIONS TO STUDENTS

- 1. Students should come fully prepared and take their examinations seriously.
- 2. Students are permitted to enter the hall only 30/15 minutes before the commencement of the End Semester Examination /Test. They are permitted to enter the hall only upto 30 minutes and 15 minutes from the time of commencement of the end semester examinations and CIA Tests respectively.
- 3. Students are not permitted to leave the hall till the completion of CIA test.
- 4. Students should keep their belongings those are not required for examinations, outside the hall (or) at the place specified by the college authorities at their own risk.

- 5. Students are permitted to carry materials like pen, pencil, ruler, eraser, calculators, Hall ticket and ID card.
- 6. Students without Hall ticket and ID card are not permitted to write the examination (Exemption may be give to I year students, if it is not supplied).
- 7. Malpractice, if any, such as possession of any incriminating materials including mobile phones in the examination hall and copying during the examination will be severely dealt with by imposing punishments such as cancellation of examination taken, debarring in the future examinations or even dismissal from the college.
- 8. Students are not permitted to write anything on the question paper, hall ticket (or) anywhere in the hall except on the answer script provided to them.
- 9. Students should first fill up their Register number, paper code etc., in the space provided on the first page. They should not write their names/Register No. anywhere in the answer scripts except in the front page.
- 10. It is the responsibility of the students to check the intactness of their answer script before handing over the same to invigilators.
- 11. Students should take all the writing materials, Hall ticket and ID card etc., before they leave the examination hall.
- 12. Students are not permitted to re-enter the hall for any reasons without the prior permission of chief superintendent.

LIST OF MALPRACTICES AND CORRESPONDING PUNISHMENTS

Indicating identity / Candidates name / Reg. No. in other pages / any other special marking.	Warning / Cancellation of Examinations of that particular Paper.		
Letter of appeal	Cancel the Examinations in that Particular subject.		
Insubordinate behaviour / Misbehavior in the Examination Hall reported by Chief / Hall Superintendent.	Cancel the whole Examinations and debar for the next two / three years.		
a) Possession of materials relating to the Examination / Writing on the desk/Any art on the body / Writings on scale, calculator, Handkerchief, Hall ticket, organiser etc.	Cancel all the written Examinations of that session.		

b) Copying from the above.	Cancel all the written Examinations and debar for one /two more session.	
(a) Helping others for copying or getting help from others in the Examination Hall in any form and accept the malpractice	Cancel all the written Examinations of that session and debar for one more session.	
(b) Helping others for copying or getting help from others in the Examination Hall in any form but do not accept malpractice.	Cancel all written Examinations of that session and debar for two more sessions.	
Willfully changing register Number/ Course code	Cancel the whole Examinations taken in that semester.	
Insertion of answer sheets brought from outside.	Cancel the whole Examinations taken and debar for the next two/three years.	
Tampering with Hall Tickets / Certificates etc.	Candidates be not permitted to appear for any Examinations for a period of two years from the date of production of documents	
Other forms of malpractice by students:		
Writing filthy words in answer script / Wrong entry of Reg. No. / Possession of material not related with that particular Examination.	Cancel the Examinations taken in the particular subject only.	
Not returning the answer books / Malpractice in practical Examination /Dissertation	Cancel all the written Examinations of that session and debar for two subsequent sessions of Examinations.	
Committing the malpractice for the second time / Forged official communication with regard to correction / re-totalling of marks.	Cancel the whole Examinations and debar for next two years	
The Malpractice disciplinary Committee/Principal reserves the right to decide		

The Malpractice disciplinary Committee/Principal reserves the right to decide about the alternate punishment for the malpractice case.

ATTENDANCE REQUIREMENTS

- a) A candidate will be permitted to take the End Semester Examinations of any Semester, if
 - He / She secure at least 75% of attendance out of the 90 instructional days / 450 instructional hours during the particular Semester.
 - He / She earn a progress certificate from the Principal of having satisfactorily completed the prescribed course of study in the subjects as required by these Regulations, and his / her conduct has been satisfactory.
- b) A candidate who has secured attendance of less than 75% but 65% and above shall be permitted to take the End Semester Examinations on the recommendation of the Head of the Department and approved by the Principal to condone the lack of attendance as well as on the payment of the prescribed condonation fee to the College.
- c) A candidate who has secured attendance of less than 65% but 55% and above is detained for that particular semester. He / She will be permitted to write the examinations in the next Odd / Even Semester by paying the prescribed condonation fee.
- d) A candidate who has secured attendance less than 55% shall REDO the course and will be permitted to write the examinations as per the rules prescribed by the College from time to time.

DUTIES OF CHAIRMAN OF BOARD OF EXAMINERS

- The HOD shall be the chairman of the valuation Board of their respective department.
- The chairman along with chief examiner, if any, has to convene 2 meetings –
 one before the commencement of the valuation viz. VALUATION BOARD
 MEETING and the second one after the completion of the valuation viz.
 RESULT PASSING BOARD MEETING.
- The chairman has to submit two reports along with the two Resolutions i.e.,
 VALUATION BOARD MEETING RESOLUTIONS AND RESULT
 PASSING BOARD MEETING RESOLUTIONS.

- Utmost care shall be taken on the complaints received from the students regarding disputes in the question paper, as there is no provision for review of answer scripts after the Result passing board meeting.
- The chairman has to comply with all sort of complaints received before the commencement of the valuation.

VALUATION BOARD MEETING

The chairman along with chief examiners, if any, has to convene a meeting and take stock of the situation like number of answer scripts in each paper, availability of scheme of valuation and arrangement for scheme of valuation, if necessary, and the number of External Examiners required within the time frame fixed by the COE.

The Chairman has to pass Resolutions regarding the following and forward the same to the COE.

- Valuation Schemes and the wrong questions, if any.
- Complaints received from the students about wrong questions, if any.
- The instructions given to the Examiners for implementation of rules of valuation etc.

PASSING BOARD

The Chairman and the Chief Examiners, if any, shall analyze the result of each paper, immediately after the completion of the valuation. The Passing Board can decide on the moderation of marks, only when the overall pass percentage result in any specific paper is less than 50%. The moderation in marks may be given only to those answer scripts, which has obtained less than 30 marks in UG or 38 marks in PG courses. The moderated papers are not eligible for REVALUATION or to get PHOTO COPIES. If no moderation is required, the same may be passed as a Resolution.

TRANSPARENCY

- 1. Any student can get a photocopy of the valued answer scripts of current semester papers only by paying the prescribed fee irrespective of number of papers.
- 2. If a candidate is opting for revaluation, the following rules are to be followed:

- a. The students shall apply for revaluation with prescribed fee within the stipulated period.
- b. The revaluation for arrear papers may be considered as a special case that too at the sole discretion of the Principal.

INSTANT EXAMINATION

Instant Examination will be conducted every year during the month of June/July for those candidates who have completed their study and have not passed in only one paper. The fee for Instant Examinations shall be fixed by the Governing Body from time to time. A separate Grade sheet will be issued and the same will not be included in any of the previous semester marks / Grade sheets.

A WORD TO EXAMINERS

All the Examiners shall report to the Chairmen by 10 a.m. and remain till Data Sheets are approved by the Controller of Examinations. Use of mobile phones shall be avoided during valuation work. The examiners in whose hands the fate of candidates lie should be honest and careful during the valuation. Utmost care shall be taken to ensure error-free valuation.

EXAMINATION CALENDAR

EVEN SEMESTER

MONTH	NATURE OF WORK
January	Revaluation of Answer Scripts of Odd Semester Procuring Question Papers from Examiners for M.Phil. Degree I Semester [FT] Notification of M.Phil. Degree Examinations I Semester
February	Forwarding of List of candidates for Provisional and Degree Certificate to Thiruvalluvar University, Conduct of CIA Test I for Even Semester, Conduct of M.Phil. Degree Examinations for Full Time candidates and Valuation Procuring of Question Papers from Examiners for Even Semester

March	Declaration of Results for M.Phil. Degree I Semester Distribution of Examination Applications and Examination Fee Collection for Even Semester. Question Papers Scrutiny Committee Meeting and final approval of Question Papers Conduct of CIA Test II for Even Semester
April & May	Issue of Hall Tickets for Even Semester Examination schedule along with Time Table and the Conduct of Practical Examinations for Even Semester in the I week of April, Conduct of Theory Examinations for Even Semester, Conduct of Valuation for Even Semester
June	Publication of Results for Even Semester Procuring of Question Papers from Examiners for M.Phil. Degree I Semester [PT] Notification of M.Phil. Degree Examinations I Semester [PT]

ODD SEMESTER

MONTH	NATURE OF WORK		
July	Revaluation and Instant Examinations for Even Semester Forwarding of List of candidates for Provisional and Degree Certificates to Thiruvalluvar University, Conduct of M.Phil. Degree Examination for Part Time candidates		
August & September	Issue of Marks Statement for Even Semester M.Phil. Degree - Submission of Dissertation and Conduct of Viva -Voce for M.Phil. Degree [FT & PT] Conduct of CIA Test I for Odd Semester Procuring Question Papers from Examiners for Odd Semester Declaration of Results for M.Phil. Degree [FT & PT]		
October	Distribution of Examination Applications and Examination Fee Collection for Odd Semester, Question Papers Scrutiny Committee Meeting and final approval of Question Papers Conduct of CIA Test II for Odd Semester		

November & December	Issue of Hall Tickets for Odd Semester Examination schedule along with Time Table Conduct of Practical Examinations for Odd Semester. Conduct of Theory Examinations for Odd Semester Conduct of Valuation for Odd Semester Publication of Results for Odd Semester

EXAMINATION REFORMS

- 1. Supply of Theory and Practical examination Question papers from the Question bank prepared by the office of the controller of examinations from Nov. 2018
- 2. Introduction of OMR based answer script for the paper Value Education
- **3.** Entry of CIA marks via intranet/internet from the respective departments.
- 4. Provision for change of M.Phil. Dissertation title, if needed, a separate application should be submitted at least 15 days in advance prior to the last date for submission of dissertation with prescribed fee.
- 5. Appointment of observer/squad will be decided by the Principal time to time
- 6. For the evaluation of current semester papers alone, one Chief Examiner will be appointed by the COE.
- 7. Examination for all the arrear papers (theory only) will be conducted, before the conduct of regular End Semester Examinations.
- 8. Time-Table and seating arrangements are automated.
- 9. Biometric attendance system will be introduced from this Semester.

GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVER

- 1. The Observer shall reach the college one hour before the commencement of examination and contact the Examination Co-ordinator.
- 2. The Observer shall check all arrangements and take essential measures in consultation with Co-ordinator of the Examination.

- 3. The Observer shall follow all instructions of the Co-ordinator/COE/Chief Superintendent.
- 4. The Observer MUST BE PRESENT at the time of opening of the question paper packets and check the seal, date etc. The packet should be opened in the presence of the Observer, Co-ordinator and Hall Superintendent only.
- 5. The observer shall ascertain the intactness of Question paper packet and he has to sign on the Question paper cover with time, date and has to verify the Question paper packet with the time table. If any discrepancy is found, it should be brought to the notice of Co-ordinator /COE/Chief Superintendent immediately.
- 6. The observer shall inspect all examination halls at frequent intervals of time and see that no student indulges in any type of Malpractice.
- 7. The observer shall verify the authenticity of the candidate's Identity who is writing the examination and in case of any impersonation, he must bring it to the notice of Co-ordinator / COE /Chief-Superintendent.
- 8. In the event of Malpractice the observer must record the Malpractice case and inform the co-ordinator / COE /Chief-Superintendent immediately.
- 9. The observer shall assist the co-ordinator in the scrutiny of answer books at the closure of the Examination. He should ensure that in his presence, the answer books are placed inside the packets and packets are sealed with cellophane tapes. He has to affix his signature and along with the facsimile of the Chief Superintendent.
- 10. In case of any serious lapses; the observer shall at once bring the matter to the notice of the COE / Chief Superintendent.

DUTIES AND RESPONSIBILITIES OF THE SQUAD MEMBERS

- 1. Checking the proper seating arrangements and adequacy of examination halls.
- 2. Checking the ventilation and lighting facilities in the examination hall.
- 3. Checking the availability of drinking water and toilet facilities.
- 4. Checking whether the warning notice regarding malpractice is displayed in all Notice Board
- 5. Checking the candidates for possession of any incriminating materials or involvement in any kind of malpractice.
- 6. Verifying the procedure followed in conducting examination/test.
- 7. Verification of Hall tickets of the candidates and their identification.
- 8. Verify the list of absentees, student and staff signatures in the answer scripts
- 9. Squad members must avoid interrogating the staff and students found guilty/irresponsible.
- 10. If any irregularities/malpractice cases found, it shall be immediately report to the Coordinator/Controller of Examinations/Chief Superintendent.

GUIDELINES FOR THE EXAMINERS AND CHAIRMAN BOARD OF EXAMINATIONS

The following guidelines are issued for Central Valuation of answer papers for various UG & PG courses which should be followed by both the examiner.

- 1. Camp Officer, Chairman of Board of Examinations, Chief examiners and examiners are responsible for ensuring the proper conduct of paper valuation and OMR entry of mark statements.
- 2. Valuation Time: 10.00 am to 5.00 pm with a lunch break of 1 hour between 1.00 pm. and 2.00 pm.
- 3. Examiners should report before 10.30 am and should remain in the hall till 4.30 pm.

- 4. It is the responsibility of the chairman to ensure the presence of examiners and maintaining a separate attendance register, which is to be submitted to camp officer daily for his counter signature.
- 5. Chairman, board of examination shall arrange for the preparation of key to the question paper for each subject concerned on the first day of valuation. Bundles will be given for evaluation after ensuring the distribution of keys to the examiners.
- 6. Each bundle will contain 25 answer scripts and each examiner is permitted to evaluate 2 bundles in a day.
- 7. It is the responsibility of chairman to evaluate 10% of paper that is being evaluated by the examiners under him and marks are to be entered with green pen.
- 8. Chairman and examiners concern are fully responsible for any legal issues arising in the paper valuation process.
- 9. Examiners will be given one bundle at a time. Each bundle should be valued for a minimum of two hours. After completion of valuation of first bundle, the paper valuator should enter the marks in the OMR sheet provided to them, after reviewed and signed by the Chairman.
- 10. Second bundle will be given only after the completion of valuation and entry of first bundle marks in the computer.
- 11. It is responsibility of the chairman to verify the OMR entry and upload the same with the help of the staff in the examination section.
- 12. Instruction for awarding marks: a) marks should be written only in the space provided in the front sheet besides entering the marks in the margin column against the respective answer using red pen only. b) marks should be awarded according to the keys provided to them. c) Paper valuator should mark -0- in the front sheet for a question if the candidate has written wrong/irrelevant answers. d) box pertaining to the questions should not be left blank. e) over writing of marks is not permitted and if happened so it should be counter signed by the chairman who has to make entry in the green pen. f) total marks should be written in words in the space provided. g) there should not be any discrepancy between the marks written in numerical and that written in words. If any discrepancies, the marks written in words will be taken as final.

13. It is the responsibility of examiner and chairman to check the total before

marking in OMR.

14. The correctness of marks entered should be authenticated by both the examiner

and chairman by affixing their signature on the top of the answer paper bundle

cover for which a seal with the term "Entered by & Checked by "should be

affixed and signed.

15. The Chairman, board of examination should submit the sealed cover to camp

officer every day.

16. This statement of answer scripts evaluated need to be submitted to COE at the

time of claim for payment.

17. Any discrepancy in marking or totalling in the answer scripts, which is noticed

the college authorities will view it seriously and action will be initiated.

18. Silence should be maintained and Mobile phones should be switched off during

valuation.

19. The Chairman board of examination is fully responsible for the proper conduct of

entire valuation process and he is legally bound for any unnecessary incident

related to evaluation.

20. There will be one Chief Examiner for a maximum of six examiners.

Undertaking:								
Ι		read the	Examination	Manual	Vol.	VIII	and	I am
fully aware of	f all the facts mention	oned in it.						
Signature	:							
Designation	:							
Date	:							

LIST OF PROGRAMMES DURING THE YEAR 2018-2019

S.NO.	PROG.CODE		PROGRAMMES
1	EN01	B.A.	ENGLISH
2	HI01	B.A.	HISTORY
3	MS01	B.SC.	MATHS
4	PY01	B.SC.	PHYSICS
5	CH01	B.SC.	CHEMISTRY
6	BT01	B.SC.	BIOTECHNOLOGY
7	BI01	B.SC.	BIOCHEMISTRY
8	CS01	B.SC.	COMPUTER SCIENCE
9	SW01	B.SC.	SOFTWARE COMPUTER SCIENCE
10	BC01	B.C.A.	B.SC. COMPUTER APPLICATIONS
11	CO01	B.COM.	COMMERCE
12	CA01	B.COM.	COMPUTER APPLICATIONS
13	FA01	B.COM.	FINANCE AND ACCOUNTS
14	BA01	B.B.A.	BUSINESS ADMINISTRATION
15	EN02	M.A.	ENGLISH
16	HI02	M.A.	HISTORY
17	MS02	M.SC.	MATHS
18	PY02	M.SC.	PHYSICS
19	CH02	M.SC.	CHEMISTRY
20	BT02	M.SC.	BIOTECHNOLOGY
21	BI02	M.SC.	BIOCHEMISTRY
22	CS02	M.SC.	COMPUTER SCIENCE
23	CO02	M.COM.	COMMERCE
24	HI03	M.Phil.	HISTORY
25	MS03	M.Phil.	MATHS

26	PY03	M.Phil.	PHYSICS
27	CH03	M.Phil.	CHEMISTRY
28	BT03	M.Phil.	BIOTECHNOLOGY
29	BI03	M.Phil.	BIOCHEMISTRY
30	CS03	M.Phil.	COMPUTER SCIENCE
31	CO03	M.Phil.	COMMERCE
32	EN04	Ph.D.	ENGLISH
33	HI04	Ph.D.	HISTORY
34	HD04	Ph.D.	HINDI
35	TA04	Ph.D.	TAMIL
36	UR04	Ph.D.	URDU
37	MS04	Ph.D.	MATHS
38	PY04	Ph.D.	PHYSICS
39	CH04	Ph.D.	CHEMISTRY
40	BT04	Ph.D.	BIOTECHNOLOGY
41	BI04	Ph.D.	BIOCHEMISTRY
42	CO04	Ph.D.	COMMERCE
43	EC04	Ph.D.	ECONOMICS

END SEMESTER EXAMINATIONS RESULT ANALYSIS APRIL 2017 AND NOVEMBER 2017



ISLAMIAH COLLEGE [AUTONOMOUS], VANIYAMBADI

OFFICE OF THE CONTROLLER OF EXAMINATIONS **END SEMESTER PG EXAMINATION APR - 2017**

OVERALL RESULT ANALYSIS

DECREE	DEPARTMENT	ADDEADED	DACC		Muslim	Pass	Dags 0/
DEGREE	DEPARIMENT	APPEARED	PASS	PERCENT	Appear	Pass	Pass %
	II SEM	ESTER RESUL	T ANAL	YSIS			
		U.G					
B.A	English	34	16	47.06	4	2	50
	History	54	10	18.52	4	2	50
B.B.A	Business Administration	64	24	37.5	45	15	33.33
B.C.A	Computer Application	47	17	36.17	35	12	34.29
B.Sc	Mathematics	66	28	42.42	10	5	50
	Physics	47	27	57.45	4	4	100
	Chemistry	50	27	54	20	12	60
	Biotechnology	51	32	62.75	8	8	100
	Biochemistry	25	15	60	5	4	80
	Computer Science	49	22	44.9	48	22	45.83
	Software Computer Science	36	7	19.44	6	1	16.67
B.Com	Computer Applications	60	19	31.67	31	10	32.26
B.Sc	Computer Science	38	9	23.68	16	4	25
B.Com	Finance And Accounts	56	9	16.07	31	3	9.68
	Commerce	64	30	46.88	51	26	50.98
B.Sc	Mathematics	0	0	0	0	0	0
B.Com	Commerce	36	11	30.56	1	0	0
Total - U.G		777	303	39	319	130	40.75
P.G							
M.A	English	0	0	0	0	0	0
	History	7	5	71.43	0	0	0
M.Sc	Mathematics	25	19	76	7	6	85.71
	Physics	6	6	100	2	2	100
	Chemistry	17	8	47.06	0	0	0
	Biotechnology	3	2	66.67	1	1	100
	Biochemistry	2	1	50	0	0	0
	Computer Science	0	0	0	0	0	0

M.Com Total -	Commerce	19	18	94.74	12	11	91.67
P.G		79	59	74.68	22	20	90.91
Total		856	362	42.29	341	150	43.99
	IV SEM	ESTER RESU	LT ANAL	YSIS			
U.G							
B.A	English	12	8	66.67	3	3	100
	History	47	8	17.02	3	1	33.33
B.B.A	Business Administration	55	17	30.91	39	13	33.33
B.C.A	Computer Application	37	16	43.24	12	5	41.67
B.Sc	Mathematics	57	26	45.61	13	7	53.85
	Physics	39	16	41.03	6	4	66.67
	Chemistry	49	25	51.02	16	6	37.5
	Biotechnology	44	40	90.91	13	13	100
	Biochemistry	26	13	50	5	4	80
	Computer Science	49	27	55.1	46	27	58.7
	Software Computer Science	26	3	11.54	10	2	20
B.Com	Computer Applications	51	18	35.29	28	12	42.86
B.Sc	Computer Science	35	18	51.43	11	8	72.73
B.Com	Finance And Accounts	59	11	18.64	27	9	33.33
	Commerce	65	22	33.85	52	19	36.54
B.Sc	Mathematics	0	0	0	0	0	0
B.Com	Commerce	0	0	0	0	0	0
Total - U.G		651	268	41.17	284	133	46.83
P.G							
M.A	English	4	4	100	0	0	0
	History	8	8	100	1	1	100
M.Sc	Mathematics	40	32	80	2	2	100
	Physics	8	8	100	1	1	100
	Chemistry	25	20	80	5	5	100
	Biotechnology	8	7	87.5	2	2	100
	Biochemistry	7	7	100	1	1	100
	Computer Science	2	2	100	1	1	100
M.Com	Commerce	26	23	88.46	9	8	88.89
Total - P.G		128	111	86.72	22	21	95.45
Total		779	379	48.65	306	154	50.33
	VI SEM	ESTER RESU	LT ANAL	YSIS			

U.G							
B.A	English	12	12	100	2	2	100
	History	51	20	39.22	4	1	25
B.B.A	Business Administration	56	53	94.64	46	44	95.65
B.C.A	Computer Application	36	17	47.22	15	9	60
B.Sc	Mathematics	53	38	71.7	17	14	82.35
	Physics	41	19	46.34	11	5	45.45
	Chemistry	45	33	73.33	9	6	66.67
	Biotechnology	42	35	83.33	5	4	80
	Biochemistry	25	13	52	7	4	57.14
	Computer Science	48	22	45.83	46	21	45.65
	Software Computer Science	12	7	58.33	0	0	0
B.Com	Computer Applications	54	48	88.89	42	37	88.1
B.Sc	Computer Science	19	11	57.89	9	5	55.56
B.Com	Finance And Accounts	45	24	53.33	22	11	50
	Commerce	67	57	85.07	51	45	88.24
B.Sc	Mathematics	0	0	0	0	0	0
B.Com	Commerce	0	0	0	0	0	0
Total - U.G		606	409	67.49	286	208	72.73



ISLAMIAH COLLEGE [AUTONOMOUS], VANIYAMBADI

OFFICE OF THE CONTROLLER OF EXAMINATIONS

END SEMESTER PG EXAMINATION NOV / DEC. - 2017 OVERALL RESULT ANALYSIS

DEGREE	DEPARTMENT	APPEAR- ED	PASS	PERCENT
	I SEMESTER RESULT AN	ALYSIS		
U.G				
B.A	English	56	12	21.43
	History	74	19	25.68
B.B.A	Business Administration	67	21	31.34
B.C.A	Computer Application	48	21	43.75
B.Sc.	Mathematics	74	42	56.76
	Physics	53	18	33.96
	Chemistry	52	18	34.62
	Biotechnology	52	28	53.85
	Biochemistry	49	12	24.49
	Computer Science	54	21	38.89
	Software Computer Science	40	2	5
B.Com	Computer Applications	62	16	25.81
B.Sc	Computer Science	48	5	10.42
B.Com	Finance And Accounts	50	10	20
	Commerce	72	27	37.5
B.Com	Commerce	54	9	16.67
Total -		905	281	31.05
U.G				
P.G				
M.A	English	7	4	57.14
	History	11	10	90.91
M.Sc	Mathematics	18	5	27.78
	Physics	3	3	100
	Chemistry	26	17	65.38
	Biotechnology	6	5	83.33
	Biochemistry	5	4	80
M.Com	Commerce	22	13	59.09
Total -		98	61	62.24
P.G				
Total		1003	342	34.1

III SEMESTER RESULT ANALYSIS						
U.G						
B.A	English	29	19	65.52		
	History	48	13	27.08		
B.B.A	Business Administration	58	27	46.55		
B.C.A	Computer Application	47	12	25.53		
B.Sc	Mathematics	64	48	75		
	Physics	45	31	68.89		
	Chemistry	45	15	33.33		
	Biotechnology	51	37	72.55		
	Biochemistry	24	14	58.33		
	Computer Science	49	19	38.78		
	Software Computer Science	35	10	28.57		
B.Com	Computer Applications	56	10	17.86		
B.Sc	Computer Science	38	13	34.21		
B.Com	Finance And Accounts	48	18	37.5		
	Commerce	63	24	38.1		
B.Com	Commerce	33	5	15.15		
Total -		733	315	42.97		
U.G						
P.G						
	History	6	6	100		
M.Sc	Mathematics	26	16	61.54		
	Physics	6	6	100		
	Chemistry	18	9	50		
	Biotechnology	3	3	100		
	Biochemistry	2	2	100		
M.Com	Commerce	19	12	63.16		
Total -		80	54	67.5		
P.G						
Total		813	369	45.39		

	V SEMESTER RESULT ANALYSIS							
U.G								
B.A	English	11	6	54.55				
	History	45	5	11.11				
B.B.A	Business Administration	49	27	55.1				
B.C.A	Computer Application	36	19	52.78				
B.Sc	Mathematics	56	22	39.29				
	Physics	35	10	28.57				
	Chemistry	46	11	23.91				
	Biotechnology	44	19	43.18				
	Biochemistry	27	8	29.63				
	Computer Science	44	16	36.36				
	Software Computer Science	24	8	33.33				
B.Com	Computer Applications	55	21	38.18				
B.Sc	Computer Science	32	9	28.13				
B.Com	Finance And Accounts	57	19	33.33				
	Commerce	64	24	37.5				
Total -		625	224	35.84				
U.G								



ISLAMIAH COLLEGE [AUTONOMOUS], VANIYAMBADI

OFFICE OF THE CONTROLLER OF EXAMINATIONS END SEMESTER PG EXAMINATION APR - 2017

OVERALL RESULT ANALYSIS

DECDEE	DEDARTMENT	ADDEADED	DACC		Muslim	Pass	D 0/
DEGREE	DEPARTMENT	APPEARED	PASS	PERCENT	Appear	Pass	Pass %
	II SEMI	ESTER RESUL	T ANAL	YSIS			
		U.G					
B.A	English	34	16	47.06	4	2	50
	History	54	10	18.52	4	2	50
B.B.A	Business Administration	64	24	37.5	45	15	33.33
B.C.A	Computer Application	47	17	36.17	35	12	34.29
B.Sc	Mathematics	66	28	42.42	10	5	50
	Physics	47	27	57.45	4	4	100
	Chemistry	50	27	54	20	12	60
	Biotechnology	51	32	62.75	8	8	100
	Biochemistry	25	15	60	5	4	80
	Computer Science	49	22	44.9	48	22	45.83
	Software Computer Science	36	7	19.44	6	1	16.67
B.Com	Computer Applications	60	19	31.67	31	10	32.26
B.Sc	Computer Science	38	9	23.68	16	4	25
B.Com	Finance And Accounts	56	9	16.07	31	3	9.68
	Commerce	64	30	46.88	51	26	50.98
B.Sc	Mathematics	0	0	0	0	0	0
B.Com	Commerce	36	11	30.56	1	0	0
Total - U.G		777	303	39	319	130	40.75
P.G							
M.A	English	0	0	0	0	0	0
	History	7	5	71.43	0	0	0
M.Sc	Mathematics	25	19	76	7	6	85.71
	Physics	6	6	100	2	2	100
	Chemistry	17	8	47.06	0	0	0
	Biotechnology	3	2	66.67	1	1	100
	Biochemistry	2	1	50	0	0	0
	Computer Science	0	0	0	0	0	0

M.Com Total -	Commerce	19	18	94.74	12	11	91.67
P.G		79	59	74.68	22	20	90.91
Total		856	362	42.29	341	150	43.99
	IV SEM	ESTER RESU	LT ANAL	YSIS			
U.G							
B.A	English	12	8	66.67	3	3	100
	History	47	8	17.02	3	1	33.33
B.B.A	Business Administration	55	17	30.91	39	13	33.33
B.C.A	Computer Application	37	16	43.24	12	5	41.67
B.Sc	Mathematics	57	26	45.61	13	7	53.85
	Physics	39	16	41.03	6	4	66.67
	Chemistry	49	25	51.02	16	6	37.5
	Biotechnology	44	40	90.91	13	13	100
	Biochemistry	26	13	50	5	4	80
	Computer Science	49	27	55.1	46	27	58.7
	Software Computer Science	26	3	11.54	10	2	20
B.Com	Computer Applications	51	18	35.29	28	12	42.86
B.Sc	Computer Science	35	18	51.43	11	8	72.73
B.Com	Finance And Accounts	59	11	18.64	27	9	33.33
	Commerce	65	22	33.85	52	19	36.54
B.Sc	Mathematics	0	0	0	0	0	0
B.Com	Commerce	0	0	0	0	0	0
Total - U.G		651	268	41.17	284	133	46.83
P.G							
M.A	English	4	4	100	0	0	0
	History	8	8	100	1	1	100
M.Sc	Mathematics	40	32	80	2	2	100
	Physics	8	8	100	1	1	100
	Chemistry	25	20	80	5	5	100
	Biotechnology	8	7	87.5	2	2	100
	Biochemistry	7	7	100	1	1	100
	Computer Science	2	2	100	1	1	100
M.Com	Commerce	26	23	88.46	9	8	88.89
Total - P.G		128	111	86.72	22	21	95.45
Total		779	379	48.65	306	154	50.33
	VI SEM	ESTER RESU	LT ANAL	YSIS			

U.G							
B.A	English	12	12	100	2	2	100
	History	51	20	39.22	4	1	25
B.B.A	Business Administration	56	53	94.64	46	44	95.65
B.C.A	Computer Application	36	17	47.22	15	9	60
B.Sc	Mathematics	53	38	71.7	17	14	82.35
	Physics	41	19	46.34	11	5	45.45
	Chemistry	45	33	73.33	9	6	66.67
	Biotechnology	42	35	83.33	5	4	80
	Biochemistry	25	13	52	7	4	57.14
	Computer Science	48	22	45.83	46	21	45.65
	Software Computer Science	12	7	58.33	0	0	0
B.Com	Computer Applications	54	48	88.89	42	37	88.1
B.Sc	Computer Science	19	11	57.89	9	5	55.56
B.Com	Finance And Accounts	45	24	53.33	22	11	50
	Commerce	67	57	85.07	51	45	88.24
B.Sc	Mathematics	0	0	0	0	0	0
B.Com	Commerce	0	0	0	0	0	0
Total - U.G		606	409	67.49	286	208	72.73