

**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 X

12th ACADEMIC COUNCIL MEETING

16th NOVEMBER 2019

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ISLAMIAH COLLEGE (AUTONOMOUS), VANIYAMBADI

FUNCTIONS OF THE OFFICE OF THE CONTROLLER OF EXAMINATIONS

- ❖ To receive the **Academic Council approved Regulations & Schemes of Examinations**, and a copy of the **Syllabi** for all programmes from the Principal.
- ❖ To receive the **Bio-Data forms of First year UG, PG and M.Phil students** from the respective departments
- ❖ To appoint question paper setters and receives question paper sets with key and detailed schemes of valuation.
- ❖ To conduct centralized **CIA I & CIA II Tests** for all programmes.
- ❖ To **issue End Semester Examination applications** to UG, PG and M.Phil students.
- ❖ To **announce the schedule for End Semester Examinations** of all programmes.
- ❖ To **conduct the Practical Examinations, Project work** including Viva voce to all required Courses.
- ❖ To **receive the filled in Examination Applications** from UG, PG and M.Phil Students and upload in the Exam Cell software through QR code format.
- ❖ To **prepare the list of candidates and the subjects**, in which they are appearing for End Semester Examinations.
- ❖ To receive **Practical OMR mark sheets** from the respective departments.
- ❖ To generate **login facility to each mentor** to enter **CIA** marks through intranet.
- ❖ To appoint the **Scrutiny Committee** to scrutinize End Semester Examinations question papers.
- ❖ Printing and sealing of End Semester Examinations question papers and handed over to **Controller of Examinations for safe custody**.
- ❖ To distribute End Semester **Examinations Time-Table** to respective department for Notice Board display and made available in the college website.
- ❖ To arrange for the **issue of Hall Tickets** to eligible candidates
- ❖ To appoint the Observer and Squad for End Semester Examination
- ❖ To Conduct the End Semester Examinations after getting **approval from the Chief Superintendent**.
- ❖ To **appoint examiners for evaluation** of End Semester Examinations answer scripts.

- ❖ To generate **OMR sheets** and hand over it to camp officer for centralized evaluation process.
- ❖ **Dummy number generation** for received answer scripts
- ❖ To **report the malpractice cases**, if any, to the Examination Committee, for disciplinary action.
- ❖ To **receive theory OMR sheets** from the camp officer and upload in the exam cell software.
- ❖ To generate **Statistical data sheet** and hand over it to Chairman of the respective board for **passing board**.
- ❖ To place End Semester Examinations results to Secretary & Correspondent and Principal for **approval**.
- ❖ To **publish the End Semester Examinations results** through **internet** and Galley sheets preparation, to hand over results to respective department.
- ❖ Arranges for dealing with the malpractice cases, if any to the examination disciplinary committee, to take appropriate action
- ❖ To arrange for the **reevaluation of answer scripts** whenever necessary or requested by the concern student.
- ❖ **Instant Examinations** conducted for final year UG, PG students within 15 days after the publication of results.
- ❖ To **issue the Grade Sheets and Consolidated mark statement** 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 paper setters were **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 has covered the questions from each of the unit** as per the norms.
 - ✓ To check the higher order thinking level of questions as per Bloom's Taxonomy
 - ✓ To check the **spellings and errors**, if any

- ✓ Scrutiny Committee **approves the question** papers.

QUESTION PAPER SCRUTINY COMMITTEE

- A Question Paper Scrutiny Committee constituted **to avoid errors** in the question papers. The Committee consists of Heads of the Department/Board Chairman or in their absence any **senior staff of the departments** concerned.
- Two sets of question papers given to the Scrutiny Committee. They need 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 takes utmost care in scrutinizing the Question Paper ensuring zero defect.** If an unnoticed defective question paper given to students, even after the scrutiny, the Chairman will be responsible for the act.
- The committee 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

- ❖ Scrutinized question papers were typed & printed and copies taken in the office of the COE. They are sealed and **kept in the Strong Room** under the direct custody of the COE. The sealed question papers handed over to the Chief Superintendent on the previous day for the conduct of examinations. **Half an hour before**, on the day of examinations, the Chief Superintendent opens the sealed question paper packets. The collected answer scripts were **packed and sealed immediately** after conducting each session and **handed over to the COE's custody.**

EVALUATION

- ❖ Qualified **external/internal examiners** carry out evaluation.
- ❖ All the programmes adopt **single valuation** system.
- ❖ 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 **FIVE** marks may be 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 awarded in the external component only.

- ❖ Results published after the **Passing Board's approval**, soon after the evaluation.

QUESTION PAPER PATTERN FOR UG COURSES*

<u>Section- A</u>	To answer ALL the 10 questions (no choice) (Two questions from each unit)	10 x 2 = 20 Marks
<u>Section- B</u>	To answer 5 questions (either or pattern) (One question from each unit)	5 x 5 = 25 Marks
<u>Section- C</u>	To answer 3 questions (open choice) (One question from each unit)	3 x 10 = 30 Marks
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 questions along with OMR Sheet are given to the students.
- ❖ Students should **shade the correct circle** using ballpoint pen only.
- ❖ OMR Sheet will be collected at the end of examination for valuation.
- ❖ **OMR automation system** does the valuation.

QUESTION PAPER PATTERN FOR PG & M. PHIL PROGRAMMES

<u>Section- A</u>	To answer ALL the 5 questions (either or type) (One question from each unit)	5 x 6 = 30 Marks
<u>Section- B</u>	To answer 3 questions (out of 5 questions) (One question from each unit)	3 x 15 =45 Marks
TOTAL		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

<u>Section- A</u>	To answer ALL the 10 questions (no choice)	10 x 2 = 20 Marks
<u>Section- B</u>	To answer 5 out of 8 questions	5 x 5 = 25 Marks
<u>Section- C</u>	To answer 3 out 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 arrangements for doing the invigilation work permitted except in **emergency cases**.
2. The invigilators requested to 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 phones and other electronic gadgets are **restricted 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 should signed by the invigilator, when requested by 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 should immediately, to be reported to the Chief Superintendent** in writing with the material as evidence
11. The invigilator must collect the answer books as and when the students complete the examination, arrange them in number wise and hand it over to the staff-in-charge. He must wait until the answer scripts have checked and received by the staff-in-charge.
12. The invigilators 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 conducting of an examination, immediately brought to the knowledge of the COE/Chief Superintendent.

INSTRUCTIONS TO STUDENTS

1. Students should come fully prepared and take their examinations seriously.
2. Students can enter the hall only **15 minutes** before the commencement of the End Semester Examination /Test. They can enter the hall only upto 30 minutes from the time of commencement of the end semester examinations and CIA Tests respectively.
3. Students stay in the hall until 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 can 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 restricted from writing 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 restricted 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.

<p>a) Possession of materials connected to the Examination / Writing on the desk /any art on the body / Writings on scale, calculator, Handkerchief, Hall ticket, organiser etc.</p> <p>b) Copying from the above</p>	<p>Cancel all the written Examinations of that session.</p> <p>Cancel all the written Examinations and debar for one /two more session.</p>
<p>(a) Helping others for copying or getting help from others in the Examination Hall in any form and accept the malpractice</p> <p>(b) Helping others for copying or getting help from others in the Examination Hall in any form but do not accept malpractice.</p>	<p>Cancel all the written Examinations of that session and debar for one more session.</p> <p>Cancel all written Examinations of that session and debar for two more sessions.</p>
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
<p>Other forms of malpractice by students:</p> <p>Writing filthy words in answer script / Wrong entry of Reg. No. / Possession of material not related with that particular Examination.</p>	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 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 two 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 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.

- Scheme of valuation and the defective questions,
- Complaints received from the students about wrong questions, if any.
- The instructions given to the Examiners for the 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:
3. The students shall apply for revaluation with prescribed fee within the stipulated period.
4. Consideration of revaluation for arrear papers, 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 for instant examination.

A WORD TO EXAMINERS

All the Examiners shall report to the Chairman 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
December/ January	Revaluation of Answer Scripts of Odd Semester, Procuring Question Papers from Examiners for M.Phil. Degree [FT] and 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 and 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] and Notification of M.Phil. Degree Examinations.

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 and 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, final approval of Question Papers Conduct of CIA Test II for Odd Semester and Conduct of Practical Examinations for Odd Semester.
November & December	Issue of Hall Tickets for Odd Semester Examination schedule along with Time Table. Conduct of Theory Examinations for Odd Semester, Conduct of Valuation for Odd Semester and Publication of Results for Odd Semester

EXAMINATION REFORMS

1. The office of the Controller of Examinations has provided Examination calendar for Odd & Even semester, Course structure for UG, PG & M.Phil programs in Student's Hand Book.
2. Introduction of **OMR** based answer script for the paper Value Education & Environmental Studies
3. Entry of **CIA** marks via **intranet/internet** from the respective departments.
4. **CIA** answer sheets are shown to the students after evaluation for their information which provides transparency and accountability in the evaluation process
5. The absentees of the internal tests are given an opportunity by head of the department if they have valid reasons.
6. Question papers for 100% CIA courses and OMR based examination shall be set by the respective mentor and scrutinized by the HoD of the respective department.
7. 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.
8. Appointment of **observer/squad** will be decided by the Principal time to time
9. Examination for all the arrear papers (theory only) will be conducted along with regular End Semester Examinations.
10. Instant Examinations will be conducted for those candidates who have completed their study and have not passed in only one paper
11. End semester Examination Time-Table and seating arrangements are automated.
12. Receiving End Semester Examination applications through QR code format
13. New format of Answer Booklet is introduced from April 2019, with student's photo, Subject details (Course, Subject code, Register No, date of examination) and QR code format for security and benefit of students.
14. Randomized dummy number generation from QR code in answer script.

15. Results are declared within three to five days from the last day of examination.

SECURITY FEATURES OF GRADES AND CONSOLIDATED MARK STATEMENT

1. Introduction of photographs of candidates on Grades and consolidated mark sheet
2. Unique background with complex pattern and textured layout.
3. Micro text throughout the sheet.
4. Accountability Number.
5. Customized design and print setup.
6. Barcode & QR code printing.
7. Hologram with Islamiah College Logo.
8. Distinct marking for different students.
9. Date of print and names of reader and verifier.
10. Manual signature of COE in individual Grade Card & Consolidated Marks statement

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 sealed packets opened only in the **presence of the Observer, Co-ordinator and Hall Superintendent only.**
5. The observer shall ascertain the **intactness of Question paper packets** and he has to sign on the Question paper cover with time, date and has to verify the **Question**

paper packets with the Time Table. If any, discrepancy found, brought immediately to the notice of Co-ordinator /COE/Chief Superintendent.

6. The observer shall inspect all examination halls during frequent intervals and see that no student indulges, if 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 kept inside the packets and 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 **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** facility
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 reported 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 and submit it to camp officer daily** for his counter signature.
5. Chairman of board of examination shall arrange for the **preparation of key** to the question paper for each subject concerned on the **first day of valuation.** After ensuring the distribution of keys, bundles will be distributed to the examiners.
6. Each bundle will contain **25 answer scripts** and each examiner permitted to evaluate **two bundles** in a day.
7. It is the responsibility of Chairman to evaluate **10% of answer scripts** evaluated by the examiners under him and marks 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 the completion of first evaluated bundle, the Chairman verify and signs the answer scripts and then the examiner enters the marks in the **OMR sheet** provided to him.

10. Second bundle will be given only after the completion of valuation and entry of first bundle marks in the computer.
11. It is the 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 shall 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 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 question number **should not be left blank.**
 - e) **Over writing of marks 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 discrepancy, 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 the camp officer every day.
16. The **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 noted by the college authorities, will be viewed 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:

I _____ read the **Examination Manual Vol. X** and I am fully aware of all the facts mentioned in it.

Signature :

Designation :

Date :

LIST OF PROGRAMMES DURING THE YEAR 2020-2021

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



ISLAMIAH COLLEGE [AUTONOMOUS], VANIYAMBADI

OFFICE OF THE CONTROLLER OF EXAMINATIONS

END SEMESTER PG EXAMINATION APR - 2019

OVERALL RESULT ANALYSIS

DEGREE	DEPARTMENT	APPEARED	PASS	PERCENT
II SEMESTER RESULT ANALYSIS				
U.G				
B.A	English	39	18	46.15
	History	64	19	29.69
B.B.A	Business Administration	65	29	44.62
B.C.A	Computer Application	44	16	36.36
B.Sc	Mathematics	66	25	37.88
	Physics	44	18	40.91
	Chemistry	50	19	38
	Biotechnology	43	28	65.12
	Biochemistry	45	22	48.89
	Computer Science	46	22	47.83
	Software Computer Science	34	6	17.65
B.Com	Computer Applications	61	17	27.87
B.Sc	Computer Science	45	5	11.11
B.Com	Finance And Accounts	57	24	42.11
	Commerce	76	28	36.84
B.Sc	Mathematics	0	0	0
B.Com	Commerce	51	11	21.57
Total - U.G		830	307	36.99
P.G				
M.A	English	3	3	100
	History	9	8	88.89
M.Sc	Mathematics	29	20	68.97
	Physics	10	3	30
	Chemistry	21	11	52.38
	Biotechnology	14	10	71.43
	Biochemistry	4	4	100
	Computer Science	0	0	0
M.Com	Commerce	17	13	76.47
Total - P.G		107	72	67.29
Total		937	379	40.45
IV SEMESTER RESULT ANALYSIS				
U.G				

B.A	English	48	29	60.42
	History	49	14	28.57
B.B.A	Business Administration	61	25	40.98
B.C.A	Computer Application	43	12	27.91
B.Sc	Mathematics	63	31	49.21
	Physics	53	26	49.06
	Chemistry	44	24	54.55
	Biotechnology	50	39	78
	Biochemistry	45	35	77.78
	Computer Science	50	20	40
	Software Computer Science	30	2	6.67
B.Com	Computer Applications	50	19	38
B.Sc	Computer Science	44	5	11.36
B.Com	Finance And Accounts	37	13	35.14
	Commerce	68	26	38.24
B.Sc	Mathematics	0	0	0
B.Com	Commerce	37	5	13.51
Total - U.G		772	325	42.1
P.G				
M.A	English	6	6	100
	History	11	11	100
M.Sc	Mathematics	17	16	94.12
	Physics	3	2	66.67
	Chemistry	23	15	65.22
	Biotechnology	6	6	100
	Biochemistry	5	5	100
	Computer Science	0	0	0
M.Com	Commerce	22	19	86.36
Total - P.G		93	80	86.02
Total		865	405	46.82
VI SEMESTER RESULT ANALYSIS				
U.G				
U.G				
B.A	English	28	27	96.43
	History	43	36	83.72
B.B.A	Business Administration	51	41	80.39
B.C.A	Computer Application	45	10	22.22
B.Sc	Mathematics	62	34	54.84
	Physics	44	22	50
	Chemistry	42	15	35.71
	Biotechnology	49	45	91.84

	Biochemistry	23	11	47.83
	Computer Science	45	12	26.67
	Software Computer Science	34	15	44.12
B.Com	Computer Applications	55	36	65.45
B.Sc	Computer Science	32	10	31.25
B.Com	Finance And Accounts	46	25	54.35
	Commerce	63	37	58.73
B.Sc	Mathematics	0	0	0
B.Com	Commerce	31	12	38.71
Total - U.G		693	388	55.99