

MANNAR THIRUMALAI NAICKER COLLEGE

(Founded by the Tamilnadu Naidu Mahajana Sangam)

An Autonomous Institution, Affiliated to Madurai Kamaraj University
A Linguistic Minority Co-educational Institution/ Re-accredited with 'A'
Grade by NAAC

PASUMALAI, MADURAI- 625 004



Examination Policy

MANNAR THIRUMALAI NAICKER COLLEGE, (AUTONOMOUS)

Examination Policy and Guidelines

OFFICE OF CONTROLLER OF EXAMINATIONS

Objectives:

“To uphold and promote Sustainability, Compliance, Transparency, Equity in Examination and Assessment systems that focuses on Conceptual Understanding, Critical Thinking, Creativity, Soft Skills, Life Skills, Technical Skills and Research for enhancing the holistic Learning Experience”.

Examination Committee:

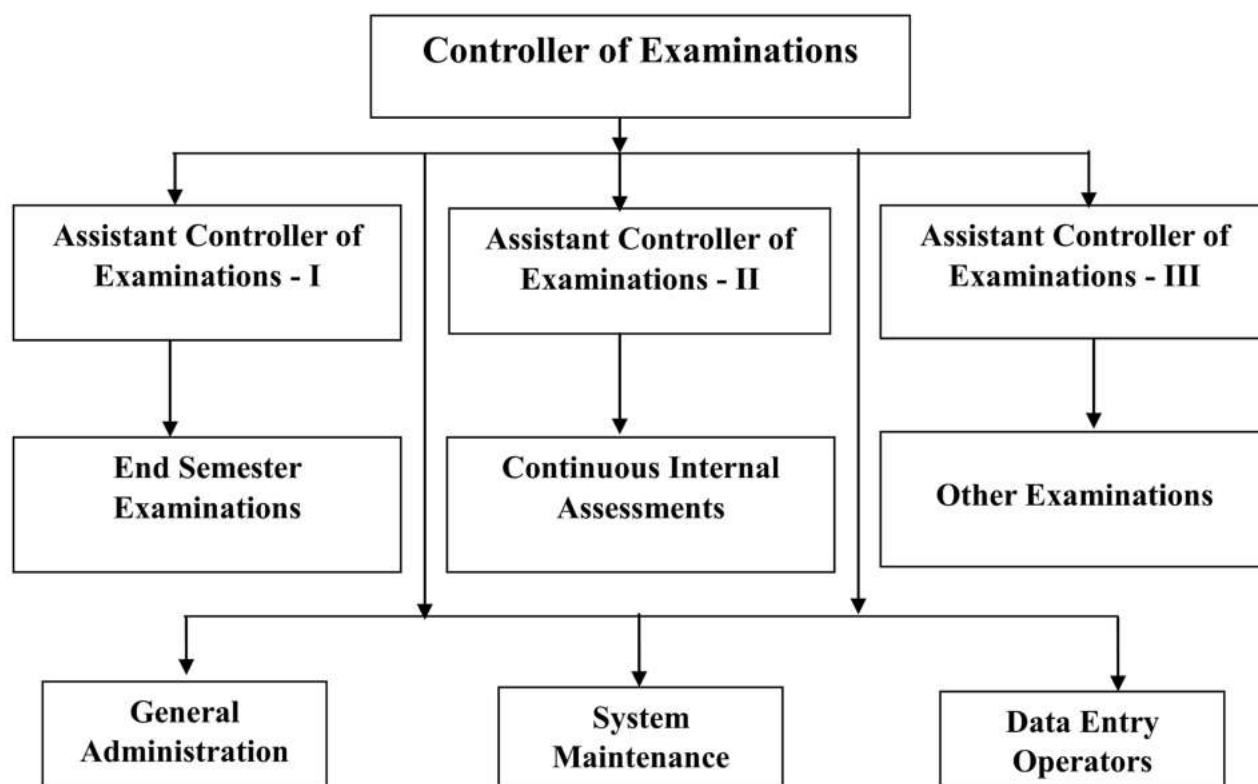
The Office of the Controller of Examinations was established in the year 2015 after the College obtained Autonomy. The office promotes centralized examinations and valuation. The Principal shall be the Chief Controller of Examinations which is headed by the Controller of Examinations assisted by Assistant Controllers of Examination and supporting staffs. The Controller and Assistant Controllers should be appointed by the Management based on university norms for three years. The team of supporting staff, includes Office Assistants, Data Entry Operators and System Maintenance Staffs, assists examination procedure. The office should have necessary infrastructure to carry out all examination-related tasks such as printing question papers, maintaining records and disseminating results. Decisions regarding examination related pursuits should be decided by the Examination Committee.

The Examination Committee consists of:

1. Principal
2. Controller of Examination
3. IQAC Co-Ordinator
4. Assistant Controller I, Assistant Controller II, Assistant Controller III
5. Dean of Science
6. Dean of Research

The Examination Committee shall be constituted for the purpose of conduct of Continuous Internal Assessment Test and Summative Examination. The Principal shall be the Chief Superintendent. Additional Chief Superintendent, Assistant Superintendents, Full time/Part time members and support staffs shall be appointed and honorarium shall be fixed as per university norms.

Organogram of The Office of Controller of Examinations:

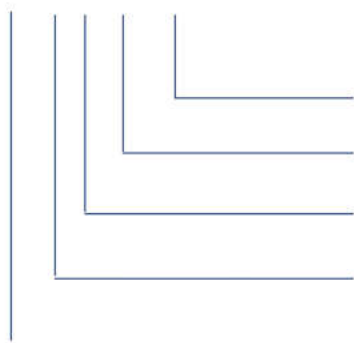


ALLOTING REGISTER NUMBER:

The allotment of register numbers to the new admission students (UG/PG) should be done in accordance to the Guidelines of Madurai Kamaraj University. The register number of the student is alpha-numeric. The first two digit denotes the year of admission and the third alphabet denotes the stream (Aided or self finance). The next alphabet states that the student is studying either Certificate or Diploma or UG or PG course. The next two alphabets denotes the department code and last three digits are sequential number allotted to the students in that particular program

For example:

23RPMT001



Running Number

Branch

Certificate/Diploma/UG/ PG

Regular/Self Finance

Admission Year

QUESTION PAPER PATTERN FOR CIA AND END SEMESTER EXAMINATION:

The question paper setting for Continuous Internal Assessment and Summative Exams should be done by the Internal Examiners for Part I, Part II, and III as per the norms suggested in the Board of Studies. The Internal Examiners should submit 1 set question for Internal and 3 sets of question for Summative Assessment. For the summative Assessment one set from the three set of questions will be chosen for the test by the Controller after thorough scrutiny.

I. Continuous Internal Assessment:

Continuous Assessment is conducted every semester for 25 marks. The pattern for Internal Tests is as follows:

Two Tests and their average	15 Marks
Seminar	5 Marks
Assignment	5 Marks

Total	25 Marks

2021 Regulation

For Part I, Part II and Part III

The components for continuous internal assessment are:

Part –A	
Four multiple choice questions (answer all)	4 x01= 04 Marks
Part –B	
Three short answers questions (answer all)	3 x02= 06 Marks
Part –C	
Two questions (‘either or ‘type)	2 x 05=10 Marks
Part –D	
One question out of two	1 x 10 =10 Marks

Total	30 Marks

2018 Regulation

Section	No. of. Questions	Marks
Part A	6 Objective type Questions	6 x 1 = 6 Marks
Part B	2 Questions (Either or form)	2 x 7 = 14 Marks
Part C	One out of two Questions	1 x 10= 10 Marks
		<u>Total = 30</u>

Summative Assessment is conducted in November and April for the odd and even semester respectively for 75 marks.

II. Summative Assessment:

2021 Regulation- OBE Pattern (For all UG & PG Programmes):

Part – A – Ten Multiple Choice Questions(Answer all)	10* 01=10 Marks
Part-B- Short Answer Questions (Answer all)	5* 2=10 Marks
Part-C- Five Questions – (Ether Or ‘Type’)	5*5 =25 Marks
Part-D- Three Questions out of Five	3*10=30 Marks

	75 Marks

2018 Regulation

Part – A – Ten Multiple Choice Questions (Answer all) 10* 01=10 Marks

Part-B- Five Questions – (Ether Or 'Type') 5*7 =35 Marks

Part-C- Three Questions out of Five 3*10=30 Marks

75 Marks

Question Paper setting norms/ Instructions:

The question setters are instructed to follow the following norms:

GUIDELINES TO THE QUESTION PAPER SETTER

1. The Question Paper Setter is requested to keep this appointment strictly **CONFIDENTIAL**.
2. Setting all the Questions should be strictly **WITHIN THE PRESCRIBED SYLLABUS**, as in the **PRESCRIBED TEXT BOOKS** and they should not be vague, ambiguous or outside syllabus or irrelevant to the syllabus prescribed. It should be fairly distributed over the whole course of study, so that all the units of syllabus are given due importance.
3. Equal weightage can be given to analytical questions wherever possible.
4. Do not **REPEAT** or **COPY** the questions from other **QUESTION PAPERS** set for other examinations of any other college or university.
5. Please mention **Course, Batch, Subject Code, Title and Maximum Marks** in the first page of the question paper.
6. Mathematical symbols, index figures, sub-script, super-scripts, biological scientific names and abbreviation should be typed clearly.
7. For Computerizations:
 - Application : **MS word** only
 - Font Style : **Times New Roman**
 - Font Size : **12**
8. **Please avoid** the following words in the scheme: **Refer the textbook. Definition, Explanation, Diagrams,**
9. Question paper and other related documents must be sent **only as soft copy through e-mail.**
10. Question Paper Setters are requested to ensure the following before sending the final copy:
 - a. There are **No Spelling Mistakes.**

1 Set = 1 Q.P and 1 Scheme

- b. There is **No Repetition of Questions Covered in the Part A, B, C and D.**
 - c. Each **Question should be complete** in every aspect (with required data, figure, table, and question)
11. The Question Paper Setters are requested **to confirm that after sending the soft copy of the question paper, it should be deleted from the computer.**
12. In case, you are not in a position to accept these offers, kindly intimate to :
- Controller of Examinations, Mannar Thirumalai Naicker College,
Madurai – 625 004.
- For any clarifications please contact only the Controller of Examinations Ph: 7338741390**

Remuneration Details for Question Paper Setting:

Remuneration will be paid as per university norms for question paper setting, project viva-voce, paper valuation and practical examination.

Preparation of Examination Schedule:

Examination schedule for both CIA and Summative Assessment should be prepared by the Controller of Examinations and Assistant controllers and should be posted in the college website for the student's reference.

General Rules:

Application for the semester examinations will be issued to the students from the Office of the Controller of Examinations. Students should verify the details in the application such as name, register number and the title of the papers and their codes. Students should pay their examination fees through the individual login.

The application, signed by the student and forwarded by the Head of the Department, must be submitted to the Office of the Controller of the Examinations on or before the due date. Late applications will not be accepted under any circumstances. Provisional Hall tickets will be issued to the students by the college after production of the "No Dues" Certificates. It is Mandatory for the students to bring the Hall Ticket and Identity Card for all examinations.

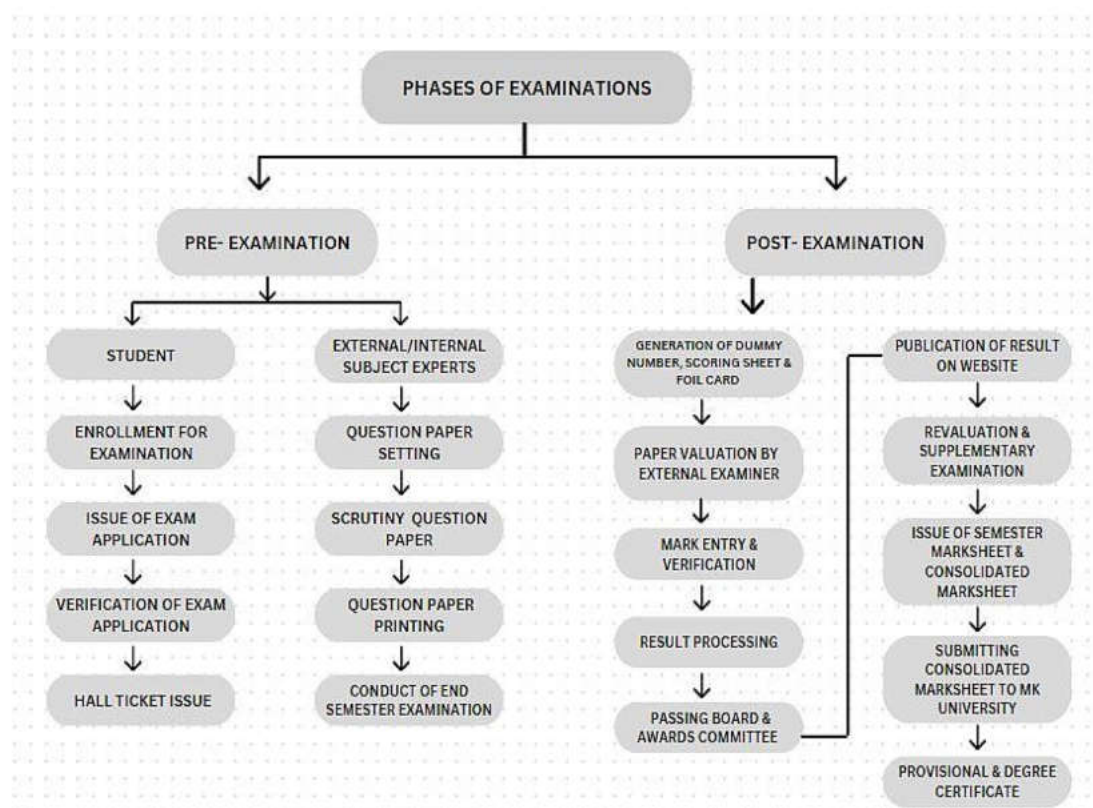
Attendance Rules:

The students who have attended classes for 68 days (75%) and above will be permitted to appear for the summative examinations conducted during November / April every year. The students who have attended the classes for 67 days and less, but 59 days (65%) and above will be permitted to apply for exemption in the prescribed form to the Controller of Examinations along with a condonation fee as per university norms with the specific remarks of the Principal. The students who have attended the classes for 58 days and less but 45 days (50%) and above cannot appear for Summative Examinations and they can appear for the next examinations for which special permission must be obtained from the Principal providing sufficient reasons for their absence supported by proper documents on payment of specified fees as per university norms. The students who have only 44 days attendance and less have to repeat the whole semester.

Rules for Students to attend Examination:

- Students are supposed to be in their seats 15 minutes before the commencement of the examinations
- Students will not be permitted to enter the hall 30 minutes after the commencement of the examination.
- Students will not be permitted to leave the hall within the 30 minutes after the commencement of the Examination.
- Students are not allowed to receive the question paper before taking the assigned seat in the hall or room.
- Students are prohibited from bringing/ carrying any book or portion of a book, manuscript or any matter of any description, mobile phones or any electronic gadgets into the Examination Hall.
- Any communication with another candidate will involve severe punishment.
- Students indulging in malpractice will be dealt with as per the directives of the State Government and Madurai Kamaraj University.
- Possession of ID card and hall ticket is mandatory for all the examinations.

PHASES OF EXAMINATIONS:



Examination Procedure:

Examinations are conducted on three Modes - Written, Optical Mark Recognition(OMR), Computer Based Examinations. The schedule for Continuous Internal Assessment and End Semester Examination is displayed in college website, at least two weeks before the examination after getting approval from the Examination Committee. Examiners for conducting examinations (Project Viva-Voce/ Laboratory/ Computer Practical) are appointed by the Controller of Examinations from the list of examiners maintained in the COE Office. Examiners are instructed to strictly adhere to the instructions which are already approved by the Examination Committee while setting questions for both Continuous Internal Assessment and End Semester Examination.

Seating Plan:

Hall wise seating plan will be prepared by the examination cell/Controller/Assistant Controllers as per the UG and PG Programme-wise and it should be displayed in the notice board. The students should be seated according to the seating plan and verified by the Invigilator. The list

of students appearing for examination both date-wise and session-wise should be provided in accordance with the seating plan the examination cell. For differently abled students, separate halls are allotted in the ground floor and scribe facility are arranged based on their needs.

EVALUATION PATTERN:

Continuous Internal Assessment:

For the Continuous Internal Assessment, papers will be valued by the internal examiners. Within two days, after completion of examination, subject handler should enter the marks in the EMS system through their individual login.

End Semester Examination:

End Semester Theory Answer scripts of summative examination should be evaluated by the external examiner for all programmes. External examiners are chosen based on their experience and how many times they handled the course. Evaluation of practical examinations is done by one internal and one external examiner together.

Dummy Number System:

To maintain the confidentiality, dummy number is allotted to each theory answer script. These numbers are system generated random and seal confidential in the answer sheet. All the correspondence for that script only made by this number, not with the original student register number.

MARK PATTERN:

End Semester Examination:

Minimum pass marks for UG and PG are as follows:

For UG

- 40% of the aggregate (Internal +Summative Examinations).
- No separate minimum pass marks for the Internal Examinations.
- 27 marks out of 75 is the pass minimum for the Summative Examinations.

For PG

- 50% of the aggregate (Internal +Summative Examinations).
- No separate pass minimum for the Internal Examinations.
- 34 marks out of 75 is the pass minimum for the Summative Examinations.

Grade Point - Average Calculation:

Marks and Grades :

The grade point for each course is computed by dividing the Total Marks by 10.

Calculation of Grade Point Average for a Semester Examination :

$$\text{GPA (Grade Point Average)} = \frac{\sum_i C_i G_i}{\sum_i C_i} \quad \text{OR}$$

GPA

=

$$\frac{\text{Sum of the multiplication of grade points earned by the respective credits of the course cleared in a semester}}{\text{Sum of the credits of all the courses cleared in a semester}}$$

Calculation of Cumulative Grade Point Average for the entire Programme

:

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

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points earned by the respective credits of the course cleared in the entire programme}}{\text{Sum of the credits of all the courses cleared in the entire programme}}$$

Where 'C_i' = Credits earned for a course i in any semester.

'G_i' = Grade Point Obtained for a course i in any semester.

'Σ_i' = Summation of all course cleared in a semester in the case of GPA and all courses Cleared in all semester in the case of CGPA.

CGPA		Corresponding Grade		Classification of Final Results	
PG&UG		PG &UG		PG &UG	
9.50000 - 10.00000		O+		First Class	
9.00000 - 9.49999		O			
8.50000 - 8.99999		D++			
8.00000 - 8.49999		D+			
7.50000 - 7.99999		D			
7.00000 - 7.49999		A++			
6.50000 - 6.99999		A+			
6.00000 - 6.49999		A			
5.50000 - 5.99999		B+		Second Class	
5.00000 - 5.49999		B			
UG	PG	UG	PG	UG	PG
4.50000-4.99999	.499999	C+	U	Third Class	Reappear
4.00000-4.49999		C			
0 -3.99999		U		Reappear	

Table for Grade Points and Letter Grades:

Range of Marks	95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	45-44	40-44	0-39	ABSENT
Grade Points	9.5-10	9.0-9.4	8.5-8.9	8.0-8.4	7.5-7.9	7.0-7.4	6.5-6.9	6.0-6.4	5.5-5.9	5.0-5.4	4.5-4.4	4.0-4.4	0	0
Letter Grade	O+	O	D+	D+	D	A+	A+	A	B+	B	C+	C	U	AA

Passing Board:

The passing board meeting is convened by the Controller of Examination which is headed by the Principal along with the Heads of the Department, Extension activity convenors, IQAC co-ordinator and Director (SFW). After the presentation of Controller and analyzing the exam marks scored by the students, the members will give their suggestions for improvement. Considering all, the board pass the results with the approval of all the Head of the Departments, Extension activity convenors , IQAC Coordinator and

Director (SFW). Recommendation of moderation will be analyzed. As on now, we did not give moderation to any course.

Malpractice:

Students indulging any kind of malpractice during Continues Assessment Tests or Summative Examinations should attend inquiry with the grievance redress committee in person, accompanied by their parents. The Enquiry Committee comprises of the Principal, the Controller of Examinations, the Deans and the Head of the Department concerned. The decision taken by the Enquiry Committee is final.

Grievance Redressal Mechanism:

The students were urged to act with decorum and discipline, and if were any mistakes made, the Grievances Redress procedure could be used to correct them. The goal of the grievance redress mechanism is to provide conveniently accessible mechanisms for resolving staff and student complaints and issues in order to ensure a speedy resolution of their academic and administrative issues. The committee consists of the following members:

1. Principal
2. Controller & Assistant Controller of Examinations
3. Department Heads
4. Student Counsellors
5. Dean of Academics

This committee was constituted with the aim to solve examination related issues by arranging special meeting along with students, parents and members. The students can meet the committee at anytime as the accessibility has been made easy in the campus. A System has been evolved to enquire and analyse the grievances in a strictly confidential manner. Then the committee will discuss with the principal and the college council for prompt action. If necessary, the principal will explain the decision taken in the college council regarding the issue with the members of the management.

Revaluation Process:

Students can apply for photocopy of answer scripts and revaluation. Candidates who are willing can apply for revaluation within 10 days from the date of the publication of results. They revaluation forms can be downloaded from the website and the student will contact the Controller of Examinations for further details.

Supplementary Exam:

Outgoing students who are appearing in the final semester examinations theory papers (i.e VI Semester in UG and IV Semester in PG) and have not passed the exam can appear for supplementary examinations conducted in the month of June. This provision is also applicable for those students who have cleared arrears (if any) upto 5th Semester Examinations.

Extended Services:

Numerous exams, including the UPSC Exam, University-DDE Exams, TNPSC, Police Exams, Judge Exams, and NEET Exam, were held as part of an extended service after receiving the required consent from the Examination Committee.

Best Practices:

- To ensure quality, experts in the respective disciplines were appointed as External Examiner/ Question Paper Setter for both Theory/ Practical / project Viva-voce Examinations.
- To aid transparency in evaluation process, a copy of Answer scripts will be issued to students on need basis.
- To facilitate the final year students having arrears in their final semester, supplementary exams were conducted and results were published within 10 working days.
- To improve pass percentage, different methods of Continuous Internal Assessments (CIA)- Assignment, Quiz, Test, Seminar, Online test and E-Assignments were conducted.

- To develop the analytical Skill of the students, During the academic year 2021 onwards, Out-come Based Education (OBE) Pattern was implemented.
- To maximize pass percentage, meeting with subject handlers along with management and remedial coaching were arranged.
- To redress all grievances, a Grievance Redress Cell was constituted and special meeting along with parents were arranged in case of need.
- Scribes were supported for the CIA and End-Semester Examination to assist students with disabilities (such as those who are visually impaired, orthopedically challenged, or suffer from other ailments).
- To prevent malpractice, flying squad teams were arranged for meticulous scrutiny.

New Initiatives:

- Online Registration for Exams and Payment of Exam Fees were launched to start off paperless work.
- Environmental Studies and Value Education course exams were conducted using OMR sheets to improve exposure. All the five units are evenly distributed throughout the questions in the question booklets.
- TANSICHE Syllabus was implemented for all programs in order to follow uniform approach starting in the academic year 2023.

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PRINCIPAL
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