

The Examination System

Examinations Fees

Students must pay the examination fee every semester for all the subjects (theory and practical) listed in the application form within the stipulated time.

Exam Applications

After enrolling the students Nominal Roll, allotting Examination Registration Number and assigning the subjects they have to appear for the forthcoming End Semester Examinations. The COE Office will generate Examination Applications for all the UG and PG Students

Exam Time Table

The COE Office shall prepare the Time Table (both theory & practical) for each semester exam well in advance and inform the dates of examinations for all UG and PG programmes offered by the College after getting approval from the examination committee.

Preparation of Examiners List

The COE Office shall prepare the list of examiners by getting the list from the Heads of Departments, by sending requests for Staff Returns from University Departments, Autonomous Colleges, Govt. and Aided Colleges as well as from Self Financing Colleges (if necessary) for setting question papers and for evaluation.

Preparation of Question Papers

The COE shall get at least two sets of question papers for every course to be examined, 30 days ahead of the dates of examinations and the COE Office shall print the question papers just three days ahead of the dates of examinations.

Question Paper Pattern

The following question paper pattern shall be followed

**BLUE PRINT OF QUESTION PAPER PATTERN AND
VALUATION SCHEME
(COMMON FOR BOTH UG AND PG PROGRAMMES)**

Time: 3 hrs

Maximum Marks: 75

Part – A

(10x2=20)

(Answer all questions)

Ten questions (Serial No.1 to 10)

Two questions from each Unit

Two Marks for Each Question

Part – B

(5x5=25)

(Answer all questions-Choosing either (a) or (b) from each question)

Five questions (Serial No. 11 to 15)
Each question shall have (a) and (b) set from each Unit.

Five Marks for Each Question

Part – C

(3x10=30)

(Answer any THREE questions)

Five questions (serial No. 16 to 20) One from each Unit

Ten Marks for Each Question

Conduct of Semester Examinations

- The Principal or an authorized academic staff appointed by the Principal shall conduct the semester examinations as Chief Superintendent of Examinations for each semester exam for all the programmes as per the Time Table prepared by the Cell. If the number of candidates registered exceeds 100 in a day one additional chief superintendent may be appointed by the Principal. Hall invigilators shall be appointed as per the University norms by the Chief Superintendent.
- Duties of Chief Superintendent shall be the same as those prescribed by the Bharathidasan University.
- An Examination Squad with three Faculty Members appointed by the Principal will monitor the conduct of Examinations.
- The CCOE and COE shall oversee the theory / practical examinations conducted
- The COE Shall hand over the question papers in safe covers to the Chief Superintendent appointed by the Principal for the conduct of any examination one day prior to the date of exam along with necessary stationery materials
- The printed documents needed for the conduct of the exam will be prepared by the COE Office and given to the Chief Superintendent.
- The Chief Superintendent shall conduct the examination and handover all the answer papers in safe covers to the COE within two hours of the completion of each session of the examination.
- The documents for the exam conducted as total number of candidates registered for each paper, absentees for each paper, documents for each case of malpractice committed if any, all the unused question papers etc., are to be handed over along with the written answer papers in proper forms and covers.
- Any malpractice reported shall be referred to the examination committee for disciplinary action, along with the records available, to enable the committee to scrutinize them and take necessary action.

Attendance Eligibility to Appear for the End Semester Examinations

- Students who have secured an attendance of 75 percent and above are eligible to appear for the end semester examination, those with attendance between 65 % to 74% are eligible to appear for examination seeking condonation, and those with 50% to 64% are eligible to appear for the examination seeking condonation and production of medical certificate. Those with attendance of below 50% are not eligible to appear for examinations. Such candidates have to re-do the particular semester after the completion of the programme. These candidates may however register for arrear courses if any.
- A candidate who has secured attendance of less than 75% but 65% and above shall be permitted to take the Examination if the shortage of attendance is due to participation in sports, games and other events, deputed by the College/ University. These candidates have to submit valid participation certificates and pay the condonation fee prescribed by the College in current Semester.

Continuous Internal Assessment (CIA)

- Prior to the commencement of examinations, the Continuous Internal Assessment marks awarded to each student should be forwarded to COE by the College office.
- The components to be considered for awarding CIA Marks are as follows

Theory				Practical			
UG		PG		UG (Excluding Hotel Management) and PG		UG Hotel Management and Catering Science	
Components	Marks	Components	Marks	Components	Marks	Components	Marks
Assignments	10	Assignments	10	Performance	25	Personal Hygiene	15
Unit test, Mid-term test and model Exam	15	Unit test, Mid-term test and model Exam	10	Model Practical	15	Performance	15
-----	-----	Seminar	05	-----	-----	Model Practical	10
Total	25	Total	25	Total	40	Total	40

- In the case of Re-do and transfer candidates the CIA for the additional subjects to be written shall be completed by the candidate in consultation with the course teacher concerned/the Head of the respective Department and the marks for the same will be submitted to the Examination cell before the commencement of the Examinations.
- The students who have failed in CIA (both theory and practical) can apply for improvement in the subsequent semesters through the HOD and Principal. With the permission of COE the HOD should send the improved CIA mark to the COE Office after making the students fulfill the components given in the table.

Submission of Record Note Books for practical examinations

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates shall not be permitted to appear for the practical examinations.

However, in genuine cases where the students could not submit the Record Note Books, they may be permitted to appear for the practical examinations, provided the concerned Staff in-charge/Head of the Department has certified that such a candidate has performed the experiments prescribed for the course. For such candidates, zero (0) marks will be awarded for Record Note Books.

Candidates who attempt any practical examination to clear arrears arising due to failure or for improvement need not submit the original bonafide Practical Record notebook as it would already have been valued in the previous regular practical examination. For such candidates, in the column of the record mark in the mark sheet, dash (-) mark will be put and the previous marks awarded for the Record in the regular practical examination will be taken into account in computing the total scored.

Candidates who attempt any Practical Examination to clear the arrear arising due to absence must submit the original bonafide Practical Record notebook duly signed by Staff in charge and the Head of the Department.

Provision for Instant Examination

Instant Examination is admissible for both UG and PG programmes.

Students who have failed two courses of any semester(s), after the publication of results of the final semester examinations and revaluation, can apply for the Instant Examinations. They have to apply within a week from the date of publication of the revaluation results, remitting the prescribed fee.

In the Cumulative Mark Statement of those candidates the caption 'Passed in

Instant Examinations will be printed at the end of the Statement.

Provision for Special Examination

If any candidate has to attend any National or State level sports events deputed by the College or University at the time of his or her examination, special examinations will be conducted for such candidates in the date schedule being recommended by the Examination Committee.