EXAMINATION RULES & REGULATIONS

Dwaraka Doss Goverdhan Doss Vaishanv College

ARUMBAKKAM, CHENNAI – 600106.

DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE
(Autonomous)
College with Potential for Excellence, Linguistic Minority Institution
Affiliated to University of Madras
Arumbakkam, Chennai-600106.

Examination Rules and Regulations

The Office of the Controller of Examinations was set up on 1st June 2009, soon after the College obtained 'Autonomy' status. The office functions in accordance with the University Grants Commission (UGC), Regulations for Autonomous Institutions and observes norms prescribed by The University of Madras, to which it is affiliated, wherever required.

Currently, the office is housed on two floors of the administrative building and employs 18 staff members comprising of computer operators, record clerks, junior and senior assistants, who verify, compile and maintain the department and student records/documents. The office has a finance section and a counter on the ground floor of the administrative building, slotted exclusively for the Controller's Office enabling students' to give their requisitions, represent their grievances and to their queries addressed. Also, the office is well endowed with the necessary infrastructure and technology-enabled to match the requirements of the increasing student strength of the institution and for effective functioning of the Office.

Objectives of Autonomy

- Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs

- Prescribe rules for admission in consonance with the reservation policy of the state government

- Evolve methods of assessment of student's performance, the conduct of examinations and notification of results

- Use modern tools of educational technology to achieve higher standards and greater creativity

- Promote healthy practices such as community service, extension activities

- Projects and programmes for the benefit of the neighborhood area and to the society at large etc.,

Common programmes to be adopted are:

❖ Semester pattern of study

❖ Continuous internal assessment

❖ Credit / Grading system

❖ Student feedback

❖ Self – appraisal of teachers

As the Autonomous Colleges have freedom to have their own evaluation methods without violating university regulations, the following Guidelines are proposed

➢ **Examination Committee**

The Examination Committee shall have the final authority in matters concerning examinations.

➢ **Composition of the Examination Committee**

The Examination committee shall have the following members.

1. Principal
2. Controller of Examination
3. Deputy Warden
4. IQAC Coordinator
5. Two Senior staff members
6. Assistant C.O.E

➢ **Functions of the Examination Committee**

▪ The examination committee shall lay policy guidelines for the conduct of all college examinations (CIA / Model / End Semester).

▪ The committee shall review pass percentage of the results of the college examinations and forward it to the management.

▪ It shall take decision regarding complaints of unfair means and other related matters, including constitution of the enquiry committee, if necessary.

▪ The committee may propose amendments in the examination system of the college for the improvement of quality and credibility of the system.

The committee may appoint observer / observers for the conduct of the end – semester examinations including both theory and practical examinations.

➢ Examination cell

- The examination cell shall be constituted exclusively for the purpose of conduct of C.I.A, Model and End semester examinations.

- The principal shall be the chief superintendent

- Additional Chief superintendent will be appointed based on the acceptance of the senior most faculty.

- The chief superintendent shall be responsible for the smooth conduct of examination by making seating arrangement for students and appointing at least one invigilator for 30 students. The necessary support staff (non – teaching) shall be appointed.

- All part-time / full time members of the examination cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honorarium shall be proposed by the finance committee and shall be approved by Governing body.

➢ OFFICE OF THE CONTROLLER OF EXAMINATION

- The Principal shall be the Chief Controller of the Examinations.

- The office of the controller of examinations shall consist of a full time Controller of Examination / Deputy / Assistant Controllers of Examinations. The appointment / nomination will be for a term of three years.

- No controller of examination shall serve the Examinations Department for more than two consecutive terms and not for more than three terms in his service period.

- There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the office of the controller of the examination to assist the Controller.

- Office of the controller of examination should have Xerox machines and appropriate printing unit for printing of question papers and other relevant confidential material.

FUNCTIONS OF THE OFFICE OF THE CONTROLLER OF EXAMINATION

➤ Allotting register number to the newly admitted students

The allotment of Register number to the new admission students (U.G / P.G / MPhil) should be done by office of the controller of examination, in accordance to the Guidelines of the University of Madras and in the following prescribed format.

a. First two digits – Year of Admission 2017 – 2018 (17),

b. 3rd to 6th digits – Center code

c. 7th digit – UG, PG, M.Phil., Diploma, PG diploma etc., (1,2,3,4….)

d. 8th to 10th digits – Branch

e. 11th to 13th digits – Running Number
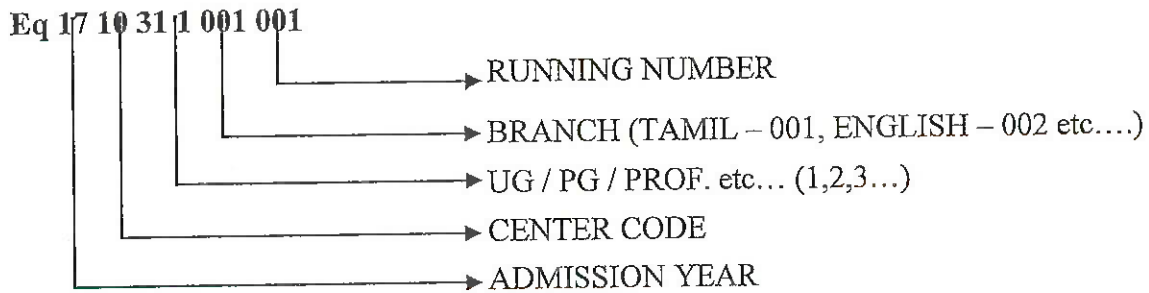
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→ RUNNING NUMBER

→ BRANCH (TAMIL – 001, ENGLISH – 002 etc….)

→ UG / PG / PROF. etc… (1,2,3…)

→ CENTER CODE

→ ADMISSION YEAR

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C.O.E

➢ Question Paper Setting

- The Question paper setting will be done by the External examiners for Part I, II and III suggested by respective Board of studies and in no case paper setting will be done by internal examiners, except Part – IV.

- For all Major courses except Language Majors, the question paper shall be only in English.

- The office of COE shall get minimum 2 sets for each paper from external examiners.

- The selection of Question paper setter and Question paper is the sole discretion of the controller of Examination.

➢ Question pattern for End Semester Exam

Total Marks: 100

The question paper is set based on the respective Board of Studies approved pattern.

➢ Question Paper Review

- Review of question papers will be done by a senior external examiner and H.O.D or by senior member(s) of Board of studies nominated by H.O.D

- The reviewer(s) has to ensure that the question paper is in accordance to the syllabus and in the prescribed format with unit wise proper weightage.

- They may suggest any corrections, changes of questions or reject the question paper.

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➢ **Packing of Question Paper**

- The Question Papers are packed in a sealed cover for the dispatch of examination halls according to the seating plan.

- Room-wise packing with different subject codes shall be done in the office of the controller of examination itself.

- The packed question papers are sent to the chief superintendent / Principal one hour before the commencement of the examination.

- This should be opened in the examination hall by the invigilators.

- The COE shall prepare the required number of question papers under the direct supervision of DCOE / Additional COE/ Assistant COE

➢ **Seating Plan**

- Room-wise seating plan will be made available through college website everyday in the morning and evening prior to the examination.

- SMS alert will be sent to the student mobile.

- The seating plan prominently be displayed on the notice boards and is sent by SMS to the students.

- The list of students appearing for examination both date-wise and session-wise will be provided in accordance with the seating plan to the examination cell.

➢ **The office of COE shall be responsible for issue of application & hall ticket to the students**

- o Students shall apply through online by logging into their student ID and paying the exam fees.

- Options are given to students to appear for arrear papers .

o Registration and payment of exam fee for current papers of every semester and

o **Part IV** subjects (**Current or Arrear**) are compulsory.

➢ Pattern of Examination

• The odd Semester (I / III / V) Examination shall be held in the month of November / December and the Even Semester (II / IV / VI) Examinations in the month of April / May.

• The End- Semester Examinations shall be held as per schedule and the same should displayed on the college website and notice board at least 10 days before the commencement of the Examination by the Office of the Controller of Examination.

• After the publication of the result of each End – Semester Examinations, the examinees will be provided with a transcript reflecting their marks / grade obtained in each paper.

Evaluation Policy

Students evaluation is based on his / her performance both in the

i. Continuous Internal Assessment (CIA) –   (Internal Exam)

ii. End Semester Examinations (ESE) -   (External Exam)

It is mandatory for the students to clear both CIA & ESE to complete the programme. Minimum credits required for the completion of the course is

Minimum Credits Required to Qualify

Degree	Credits
Under Graduate	140
Under Graduate – B.Com Honours	165
Post Graduate	91
M.C.A (3 Years)	140
M.C.A. (2 Years)	91

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Testing & Evaluation

CIA	Marks	Total Marks
CIA (1 & 2)	25	40 Marks (U.G Programmes - 16 Minimum to take up the ESE Exams) (B.Com Honours – 20 marks minimum to take up the ESE exams (P.G. Programmes – 20 marks minimum to take up the ESE exams
Generic Skills	10	
Attendance	5	

End Semester Examination	Marks	Total Marks
End Semester Examinations	100	60 Marks (U.G - Minimum pass mark is 24) (B.Com Honours & P.G. Minimum pass mark is 30)

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Attendance split up

Attendance	Marks (5)
80% and above	5
75-80 %	4
65-74 %	3
51-64 %	2
31-50 %	1
Less than 30%	0

CIA Question Paper Pattern

CIA – 1 (50 Marks)	Objective type Questions (30 Marks) Descriptive type Questions (20 marks)
CIA – 2 (50 Marks)	Objective type Questions (20 Marks) Descriptive type Questions (30 marks)

Third Component - Generic Skills (10 Marks)	**Testing methodology based on higher levels of learning** Group Discussion Presentation Quiz Debate Practical assignments Project Case Studies Role play Problem Solving, Field Visits Poster Presentations etc. as decided by the department.

Passing Minimum

A student shall be declared to have passed if he / she satisfies the following conditions:

a. Students admitted to the various courses UG from 2019 and thereafter have to secure a **passing minimum of 16 out of 40**, students who fail to secure the passing minimum in the Internal Assessment will not be eligible to appear for the End Semester Examinations. However, students who fail to secure the passing minimum will have to appear for an **improvement exam in (3rd CIA)** to secure the passing minimum, only one attempt will be permitted.

b. To pass in the external examinations students will have to secure 24 / 60 for II & III year U.G & PG II Year, 30 / 60 for 1st year UG & PG courses (Except B.Com Honours) and 30 / 60 (50%) 38 / 75 for all PG courses and B.Com, Honours in each theory paper / practical's.

c. For courses with project work the passing minimum will be 50% of the maximum marks prescribed.

d. In the aggregate (External & Internal) the passing minimum shall be of 40% for UG courses (Except B.Com Hons.) & 50 % for P.G and B.Com (Hons.) programmes.

Photocopy of the answer booklet & Revaluation

Students who wish to apply for Revaluation are entitled to photocopies of their answer booklets for their regular examinations.

Instant Examination.

Final year students who fail in only one paper irrespective of semesters are eligible to apply for the Instant Examination.

Disciplinary Action on Malpractice in examination

• Student shall not indulge in any form of malpractice during C.I.A. Tests, Model and Semester Examinations.

• The student will be disqualified from the examination if he uses Mobile Phone and keeps the same without knowledge of the invigilator.

Central Valuation

There shall be a central valuation of answer scripts and one camp officer (senior member of the teaching staff) and two Assistant Camp Officers shall be appointed by the COE in consultation .

- Office of the Controller of Examination shall arrange for a centralized evaluation.

- The valuation work will be held from 9.30 a.m. to 12.30 p.m. for the forenoon session and from 01.30 p.m. to 04.30 p.m. for the afternoon session on all the days excluding Public Holidays and Sundays. However, the camp staff should be present at the Camp an hour before the commencement of valuation i.e. by 08.30 a.m. for the preliminary arrangements.

- Evaluators shall be appointed by the office of the controller of examinations from the panel of examiners suggested by the respective BOS and approved by Academic Council as the need may be, following the same procedure as outlined in paper setting.

- Office of the controller of examination shall issue appointment letters to the examiners/ paper -- setters / evaluators.

- HOD shall be the chairman of Board of examiners and if needed chief examiner(s) shall be appointed.

   - The Internal Examiners are the Full Time Teaching Staff of the subject and the Hod's shall suggest / nominate their names.

The central valuation camp will ensure utmost secrecy during valuation

- The Maximum number of answer scripts that can be valued per day shall be 70 scripts.

- Consolidation of marks will be done by taking the average of Internal and External marks by the software.

- The camp officer shall submit the marks to the office of COE as and when the valuations are completed.

- In case the difference in marks exceed15 a third valuation shall be done by the internal examiner.

- The Camp Officer of the Central valuation camp should verify the appointment order of each Examiner.

- The Scheme of Valuation with the solution sent by the office will be discussed with Chairman of the board one day before the commencement of valuation

- Valuation should be done as per the scheme of valuation supplied at the centre.

- Before the commencement of valuation, the examiners are requested to verify whether they have handled the subjects of the answer scripts

- The Camp Officer should distribute the answer scripts as per the distribution statement received from the Controller of Examinations to the respective chairman who will distribute the same to the examiners.

- If any Examiner appointed for particular subject is not reported for valuation, the answer papers may be distributed among the available examiners in the subject after consultation with the Chairman. In case of non – availability of Examiners for valuing certain answer scripts, these answer scripts may be sent to the Controller of Examinations immediately.

- The Examiners have to award marks against the answer for each question and record them only on the front page and not inside the answer scripts.

- The Chief Examiners are required to attest corrections, if any, made by them and sign on the first page for having checked the valuation [whether all the answers are valued] and also the total.

- Wherever the valuation by an examiner is considered to be unsatisfactory, the Chief Examiner shall give further instructions to him / her as he / she may find necessary. In case of continued unsatisfactory valuation by an examiner, the Chief Examiner shall bring the facts immediately to the notice of the Controller of Examinations through the Camp Officer. In such cases severe action will be taken against such Examiners.

- Examiners who have reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate to the Controller of Examinations immediately through the respective Chairman and Camp Officer along with the details for suspecting malpractice and all material evidence available.

- Camp Officer / Chief Examiner should not entertain outsiders to enter into the valuation hall.

- Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent university.

➤ Applicability of the Grading System

These guidelines shall apply to all undergraduate and postgraduate level degree, diploma and certificate programmes under the credit system awarded by the University.

➤ Definitions of Key Words:

1. **Academic Year:** Two Consecutive (one odd + one even) semesters constitute one academic year.

2. **Choice Based Credit System(CBCS) :** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses)

3. **Course:** Usually referred to, as 'papers' is a component of programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures / tutorials / laboratory work / field work / outreach activities / Project work / vocational training / viva / seminars / term papers / assignments / presentations / self – study etc.. or a combination of some of these.

4. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of the number of credits to be completed by the students.

5. **Credit Point:** It is the product of grade point and number of credits for a course. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per

work. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work / field work per week.

6. **Grade Point Average:** It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

7. The CGPA is the ratio of credit points secured by a student in various courses in all semesters and sum of total credits of all courses in all the semesters. It is expressed up to two decimal places.

PROCESS FOR THE DEGREE CERTIFICATE

❖ Permanent Pass Register (Online Entry and Hard Copy) should be submitted within the stipulated time. Center code should be printed in all pages of PPR.

❖ The mark statements should be issued to the students before the commencement of the next End Semester Examination.

❖ The consolidated statement of marks should be issued after passing all the papers prescribed in the course.
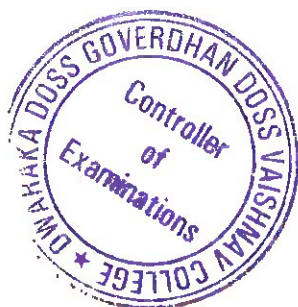
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CONTROLLER OF EXAMINATIONS

Mission

➤ To be conscious of and work towards quality; a defining element of higher education

➤ To assist, coordinate, and lead the institution regarding norms and procedures in academic matters

➤ To work with the realization that Higher Education Institutions (HEI), are the most direct agents of changes and advocates of improvement

➤ To assure quality in teaching, learning and assessment

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to their queries addressed. Also, the office is well endowed with the necessary infrastructure and technology-enabled to match the requirements of the increasing student strength of the institution and for effective functioning of the Office.

Role(s) of the COE

The Controller's Office organizes the End Semester Examinations starting from scheduling the Theory/Practical examinations, coordinating and assisting in the conduct of the examinations, monitoring the Valuation camp, publication of results until the distribution of mark sheets, to be completed within a particular time-frame. The office also frames guidelines and takes policy decisions pertaining to curriculum reform, testing, evaluation and in quality enhancement. Information to faculty members and students are conveyed through text messages, circulars and uploading any relevant and timely information on the college website.

The office is aware of the revised parameters/metrics adopted by the University Grants Commission (UGC) and the National Assessment and Accreditation Council, (NAAC), in the qualitative expansion of higher education. Hence, the office collaborates and works in tandem with *The Internal Quality Assurance Cell*, (IQAC), *Internal Valuation Monitoring Committee*, (IVMC), and the four-tier administrative apparatus stipulated by the UGC for Autonomous institutions, viz. *the Board of Studies, Academic Council, Finance*

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Committee, and Governing Body. The Controller's Office has to constantly redefine itself to face challenges that emerge while the institution is focused on growth and expansionism.

Office Bearers,   Controller of Examinations:

Chief Controller

Dr S. Santhosh Baboo

Principal.

Controller of Examinations

Dr. G. Geetha

Associate Professor of English

Deputy Controller

Ms. G. Vasanth

Head, Department of Visual Communication & Post Graduate department of Journalism.

Additional Deputy Controller

Dr. S. Narayanan,

Assistant Professor, Department of Economics

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Minimum Credits Required to Qualify

Degree	Credits
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Post Graduate	91
M.C. A (3 Years)	140
M.C. A. (2 Years)	91

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Testing & Evaluation

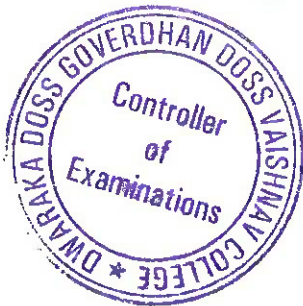| CIA	Marks	Total Marks
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Generic Skills	10	
Attendance	5	

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Attendance split up

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CIA Question Paper Pattern

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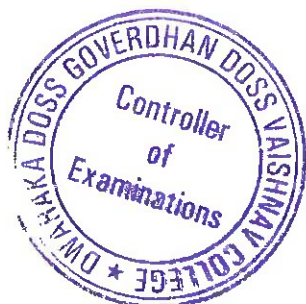Affiliated to University of Madras
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	Testing methodology based on higher levels of learning
Third Component - Generic Skills (10 Marks)	**Group Discussion Presentation Quiz Debate Practical assignments Project Case Studies Role play Problem Solving, Field Visits Poster Presentations etc. as decided by the department.**

Passing Minimum

A student shall be declared to have passed if he / she satisfies the following conditions:

a. Students admitted to the various courses UG from 2019 and thereafter have to secure a **passing minimum of 16**

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c. For courses with project work the passing minimum will be 50% of the maximum marks prescribed.

d. In the aggregate (External & Internal) the passing minimum shall be of 40% for UG courses (Except B.Com Hons.) & 50 % for P.G and B.Com (Hons.) programmes.

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Instant Examination.

Final year students who fail in only one paper irrespective of semesters are eligible to apply for the Instant Examination.

Choice Based Credit System, (CBCS)

With the inception of autonomy, the institution switched to the *Choice based Credit system* as advocated by the UGC (based on the recommendations of the eleventh Five year Plan, March 2009); urging all Indian Higher Education institutions, (HEI's), to introduce the semester system, minimum credit requirements in each semester, an uniform grading system and overall academic & administrative reforms.

Advantages of the CBCS:

Shift in focus from teacher-centric to student-centric education.

Students may undertake as many credits as they can cope with, enroll in additional courses and acquire more than the required number of credits

CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented courses (even from other disciplines according to their learning needs, interests and aptitude)

The choice based credit system provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace

The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching

An uniform grading system in all the Indian higher education institutions instead of the conventional numeric scores and marks. The emphasis is on the computation of the cumulative grade point average (CGPA) based on the performance of students in the examinations.

Students can make best use of the expertise of available faculty

Outline of Choice Based Credit System:

1. **Core Course**: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. **Elective Course**: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 **Discipline Specific Elective** (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

2.2 **Dissertation/Project**: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective. P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3. Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and **Skill Enhancement Courses (SEC)**. "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

3.1 Ability Enhancement Compulsory Courses (AECC) or Foundation Courses : Environmental Science, English Communication/MIL Communication.

3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

* Introducing Research Component in Under-Graduate Courses Project work/Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

Key terms – Choice Based Credit System

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

2. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

3. **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

4. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

5. **Credit Point:** It is the product of grade point and number of credits for a course.

6. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

7. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

8. Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

9. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

10. Programme: An educational programme leading to award of a Degree, diploma or certificate.

11. Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

12. Semester: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

13. Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

Minimum Credit requirements as per the University of Madras guidelines for the various programs: Students can earn additional credits under the CBCS system but must fulfil the minimum requirements prescribed by each department for Core, Elective, Allied, Foundation and other Compulsory courses listed under Part I, II, III, IV & V for Undergraduate programs and Part I & II for Postgradaute programs.

Degree	Credits
Undergraduate	140
Undergraduate B.Com. Honours	165
Postgraduate	91
M.C.A. (3 Years)	140
M.C.A. (2 Years)	91

Evaluation and Grading

Students' evaluation is based on her/his performance in the

    i.   Continuous Internal Assessment (CIA) - (Internal evaluation)

    ii.   End Semester Examinations (ESE) - (End semester examination)

It is mandatory for the students to secure the passing minimum in both CIA & ESE. Besides, a student is required to earn the minimum prescribed credit points a specific program to fulfill the minimum requirements.

Minimum Credits Required to Qualify for a program

Degree	Credits
Under Graduate	140
Under Graduate B.Com. Honours	165
Post Graduate	91
M.C. A (3 Years)	140
M.C. A. (2 Years)	91

Add-on credits for Moocs, NPTEL,etc

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Break-up of marks for Internal Valuation

CIA	Marks	Total Marks
CIA (1 & 2)	25	**40 Marks** (UG Programmes - passing minimum 16 marks to appear for the term end semester examinations) (B. Com Honours – passing minimum 20 marks to appear for the term end semester examinations) (PG Programmes – passing minimum 20 marks to appear for the term end semester examinations)
Generic Skills	10	
Attendance	5	

Marks for External Evaluation

End Semester Examinations	Marks	Total Marks
End Semester Examinations	100	**60 Marks** (UG – passing minimum 24 marks) (B.Com. Hons. – passing minimum 30 marks) PG – passing minimum 30 marks)

Attendance

Attendance	Marks (5)
80% and above	5
75-80 %	4
65-74 %	3
51-64 %	2
31-50 %	1
Less than 30%	0

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CIA Question Paper Pattern

(CIA total marks is 40. Consolidated marks secured by a student in the two tests will be converted to 25 marks)

CIA – 1 (50 Marks)	Objective type Questions (30 marks) Descriptive type Questions (20 marks)
CIA – 2 (50 Marks)	Objective type Questions (20 marks) Descriptive type Questions (30 marks)

Testing methodology based on higher levels of learning; (prescribed by the respective departments for each course)

Third component for testing Generic Skills (10 Marks)	Group Discussion / Presentation Quiz Debate Practical assignments Project Case Studies Role play Problem Solving, Field Visits Poster Presentations

Passing Minimum

A student shall be declared to have passed if s/he fulfills the following:

a. Students admitted into the various UG program from 2019 and thereafter have to secure a **passing minimum of 16 out of 40**, students who fail to secure the passing minimum in the Internal Assessment will not be eligible to appear for the End Semester Examinations. However, students who fail to secure the passing minimum will have to appear for an **Improvement exam (3rd CIA)** to secure the passing minimum, only one attempt will be permitted.

b. To pass in the external examinations students will have to secure 24 / 60 for II & III year U.G & PG II Year, 30 / 60 for 1st year UG & PG courses (Except B.Com. Honours) and 30 / 60 (50%), 38 / 75 for all PG courses and B.Com, Honours in each theory paper / practical's.

c. For courses with project work the passing minimum will be 50% of the maximum marks prescribed.

d. In the aggregate (External & Internal) the passing minimum shall be of 40% for UG courses (except B.Com. Hons.) & 50 % for PG and B.Com (Hons.) programs.

Photocopy of the Answer booklet & Revaluation

Students who wish to apply for Revaluation are entitled to photocopies of their answer booklets for their regular examinations.

Instant Examination

Final year students who have arrears only in one course irrespective of semesters are eligible to apply for the Instant Examination.

GRADING SYSTEM FOR UNDERGRADUATE PROGRAMS AS PER UNIVERSITY OF MADRAS CBCS SYSTEM

1. Candidates must secure a passing minimum of 40% in the End Semester Examinations as well as secure an overall passing minimum of 40%.

2. A candidate will be eligible to graduate only if s/he earns the minimum credits prescribed under each Course component. Part I, II, Ill, IV & V. Part I and II - Foundation Courses - Language & English, Part Ill - Core and Electives, Part IV - Soft Skills, Part V – Extension activity.

The table below lists the Course Components and Credit Distribution

Course Component	Name of the Course	Credits allotted for FOUR Semester Language Papers *	Credits allotted for TWO Semester Language Papers #
PART I	Tamil or Other Languages	12	06
PART II	English	12	06
PART III	Core Courses	60	72
	Allied Courses	20	20
	Project/ Three Elective Courses	15	15
PART IV	i. Basic Tamil/ Advanced Tamil/ NME	04	04
	ii. Soft Skill Courses	12	12
	iii. Environmental Studies	02	02
	iv. Value Education	02	02
PART V	Extension Activities	01	01
	Total Credits	140	140

3. Marks, Grades, Letter Grades and Classifications have been listed in the table below to indicate the academic performance of a candidate.

4. **Conversion of Marks to Grade Points and Letter Grade (Performance in a Course)**

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 8.9	D+	Excellent
75 79	7.5 - 7.9	D	Distinction
70 74	7.0 - 7.4	A+	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 5.9	B	Average
40 - 49	4.0 4.9	C	Satisfactory
00 - 39	0.0 00	U	Reappear
ABSENT	0.0	AAA	Absent

C_i = *Credits earned for course i in any semester.*
G_i = *Grade Point obtained for course i in an semester.*
n = *refers to the semester in which such courses were credited.*

For a semester:

$$GRADE\ POINT\ AVERAGE\ [GPA] = \Sigma_i\ C_i\ G_i\ /\ \Sigma_i\ C_i$$

GPA=   *Sum of the multiplication of grade points by the credits of the courses*
          Sum of the credits of the courses in a semester

For the entire programme:

$$CUMULATIVE\ GRADE\ POINT\ AVERAGE\ [CGPA] = \Sigma_n\ \Sigma_i\ C_{ni}\ G_{ni}\ /\ \Sigma_n\ \Sigma_i\ C_{ni}$$

CGPA= *Sum of the multiplication of grade points by the credits of the entire programme*
           Sum of the credits of the courses of the entire programme

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 - 10.0	O+	First Class Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D+*	First Class with Distinction *
8 0 and above but below 8.5	D*	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C*	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Reappear

* *The table above is applicable only to the candidates who have passed all the courses in the prescribed semester and in the first attempt.*

GRADING SYSTEM FOR POSTGRADUATE COURSES AS PER UNIVERSITY OF MADRAS CBCS SYSTEM

The table below lists the Course Components and Credit Distribution

Course Component	Name of the Course	Credits
PART I CORE COURSE / PRACTICALS INCLUSIVE OF PROJECT WORK	15 Courses	15 X 4 = 60 credits
ELECTIVE COURSE	5 COURSES @ 3 CREDITS	15 x3 = 15 credits
EXTRA DISCIPLINARY	2 COURSES @ 3 CREDITS	2 X 3 = 6 credits
PART II **SOFT SKILLS (all 4 semesters)**	4 COURSES @ 2 CREDITS	4 x 2 = 8 credits
INTERNSHIP	1 COURSE @ 2 CREDITS	2
Total Credits 91		

1. Passing Minimum is 50% of the ESE and also 50% of the maximum of that paper / course.

2. Minimum Credits to be earned :

For a two-year programme : 90 Credits

Part A (80 Credits): Core, Elective, Non-major elective, and Extra Disciplinary, and

Part B (10 Credits) Soft Skills and Internship

For a3-year programme - MCA 135 Credits

Part A (120 Credits) : Core, Elective, Non-Major Electives, and Extra,

Disciplinary, and Part B (15 Credits) : Soft Skills and Internship

3. Marks and Grades

The following table gives the marks, grade points, letter grades and classification to indicatethe performance of the candidate.

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Conversion of Marks to Grade Points and Letter Grade (Performance in a Course)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D+	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A+	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average
00 - 49	0.0 - 4.9	U	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for course i in any semester.
G_i = Grade Point obtained for course i in any semester.
n refers to the semester in which such courses were credited.

For a Semester:

GRADE POINT AVERAGE [GPA] = $\Sigma_i\, C_i\, G_i\, /\, \Sigma_i\, C_i$

GPA = $\dfrac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$

For the Entire Programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\Sigma_n\, \Sigma_i\, C_{ni}\, G_{ni}\, /\, \Sigma_n\, \Sigma_i\, C_{ni}$

Sum of the multiplication of grade points by the credits of the entire progra

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CGPA =   Sum of the credits of the courses of the entire programme

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 - 10.0	O+	First Class - Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D+*	First Class with Distinction *
8.0 and above but below 8 5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

* The candidates who have passed in the first appearance and within the prescribed semester of the PG Programme are eligible.

Special Needs Children

Objective:

To promote best of the facility and to make this institution student friendly and feel free to take up examinations.

Procedure for applying exempted certificates

Special needs children's are requested to contact the counter no. 7 for applying exempted certificates from the University of Madras.

Documents required

Requisition letter

10th & 12th Mark sheets

Regional Medical board – Medical certificate. (Latest)

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Special care during CIA & ESE Examinations

Part 1 – Foundation Course - Language exempted

Allocation of a scribe

Extra one hour

Leniency in overlooking spelling mistakes.

Strategic learning/testing patterns for Basic Tamil

Scribe Facility:

An NGO has tied up to provide the best of facility for the students to act as Scribe for special children and scribe remuneration has paid by the institution.

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Examination Hall

For the student conveyance, ground floor has been allotted for the end semester examination

Contact Details:

For any assistance, students / parents are requested to be in touch with COE office at counter no. 7, Admin block, DGVC. Mail can be sent to coe@dgvaishnavcollege.edu.in