

REGULATION - II
AY: 2017- 18 to 2018- 19

EXAMINATION MANUAL



Dr. N.G.P. Arts and Science College (*Autonomous*)

(An Institution of Kovai Medical Center Research & Educational Trust)

(Re-accredited 'A' Grade by NAAC & Affiliated to Bharathiar University)

NGP – Kalapatti Road, Coimbatore – 641 048. Phone: 0422 2369245

Website: www.drngpasc.ac.in Email: coe@drngpasc.ac.in

Edited by

Dr. P. R. MUTHUSWAMY – M.A., MBA, Ph.D., FDPM, (IIM-A), PGDMM.
Principal

Dr. N. BALUSWAMI – M.Cop., MBA., Ph.D., DRS., Dip. in Edu.
Controller of Examinations

Dr. A. R. KANAGARAJ–MCS., M.Com., M.Phil., Ph.D.
Assistant Controller of Examinations

Mr. R. VENKATESAN – MBA, M.Phil., PGDED
Exam Cell Coordinator

Dr. K. MURUGESAN – M.A., M.Phil., Ph.D.
Exam Cell Member

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Dr. N.G.P. ARTS AND SCIENCE COLLEGE - COIMBATORE – 641 048

**REGULATIONS FOR UNDER / POSTGRADUATE DEGREE PROGRAMME
IN ARTS, SCIENCES AND HUMANITIES
OUTCOME BASED EDUCATION & CBCS PATTERN
with effect from 2017-18 onwards**

A) About the Program

- 1) **Programme:** It refers to a Course of Study leading to the award of a Degree in a discipline.
- 2) **Course:** It refers to a subject offered under the Degree Programme.

3) Course of Study

The Course of the Degree of Bachelor / Master of Science/Arts/Commerce shall be under the Semester System according to the Syllabus to be prescribed from time to time. The course of study for the UG / PG Degree Programmes of all branches shall consist of the following

- a) **Part – I:** Tamil or any one of the following modern /classical languages i.e. Telugu, Kannada, Malayalam, Hindi, Sanskrit, French, German, Arabic and Urdu offered under Part I for UG Degree Programmes. The Courses shall be offered during the first four Semesters with one Examination at the end of each Semester. For Para-professional Programmes, it shall be offered in the first two Semesters with one Examination at the end of each Semester.
- b) **Part - II:** English subject shall be offered for UG Degree Programmes during the first four Semesters with one Examination at the end of each Semester. For Para-professional Programmes, there shall be only two papers for the first two Semesters with one Examination at the end of each Semester. During second Semester, Part- II English will be offered as Communication Skills.

c) **Part – III :**

(i) Core Courses: Compulsorily Course for UG/PG Degree Programmes offered by the Core Department including Practicals and Project work offered under the Programme. Examination shall be conducted for the Core Courses at the end of every Semester. For UG Degree Programmes with four Semester languages: fourteen to eighteen Core Courses with 54 credits are to be offered. For the UG Degree Programmes with two Semester languages: eighteen to twenty one Core Courses with 70 credits are to be offered.

(ii) Allied Courses: Compulsorily Course offered for the UG Programmes by other Department related to Core, four to six subjects in I, II, III and IV Semester for a total of 16 Credits are to be offered.

(iii) Electives Courses: Three Elective Courses with 12 credits are to be offered one in the Semester V and two in the Semester VI for UG Degree Programmes. Elective Courses for all UG/PG Degree Programmes are to be selected from the list of Electives prescribed by the Board of Studies concerned and selected by the students. A detailed explanation of the above with relevant credits is given under “Scheme of Examinations along with Distribution of Marks and Credits”.

(iv) Skill Based Courses: All UG Programmes offers four Skill Based Courses each one in III, IV, V and VI Semester with 3 credits each for which Examination will be conducted at the end of the respective Semesters.

d) **Part – IV:**

(i) Foundation Courses: Environmental Studies, Value Education - Human Rights, Yoga for Human Excellence / Women’s Rights / Constitution of India and General Awareness offered under Part IV of the UG Degree Programme.

(ii) Basic / Advance Tamil Courses: Basic orientation in Tamil language offered under Part IV in UG Degree Programme for students who have not studied Tamil up to Higher Secondary level. Advance Tamil - means, Advanced level Tamil offered under Part IV of the Programme to students who have studied Tamil language up to Higher Secondary level and chosen other than Tamil languages under Part I of the Programme but would like to advance their Tamil language skills. Basic is being given not Electives concerned with major but are to be selected by students who have not opted for either Advance Tamil or Tamil as mandated.

(iii) Non-Major Elective Courses: All UG Programmes offers “Non-Major Elective Courses”, the Course offered by each department in the third and fourth Semester under Part III of the Programme, any student studying any Programme can do this Course except the Courses offered by his/her concern Department.

(iv) Internship: Internship for UG Degree Programme is a specialized field training required to be attached to an industry as in house internee for a period prescribed by the Board of Study concerned. At the end of the training Programme, each student should submit an “Internship Report” for End Semester Examinations.

(v) Project: If the project Course is offered by the department, each student admitted to the UG/PG Programme of Study shall take up a Project work in lieu of one Elective/Core course. The report of the study should be submitted at the end of Course of Study certified by the Supervisor and duly forwarded by the Head of the Department/Principal of the College. The Head of the department of the concerned Programme shall assign a Project Supervisor, who in turn shall assign the topic and monitor the Project work of the student.

e) Part - V : “Extension Activities” related to NSS / NCC / Sports / YRC Programme and other Activities, Co-curricular and extracurricular activities offered under part V of the UG Degree Programme.

- 4) Extra Credit:** Awarded to a student of UG Degree Programme for their achievement in co-curricular activities carried outside the regular hours.
- 5) Duration:** Indicates the stipulated years of study to complete a Programme as prescribed by the College from time to time. Currently for the UG Degree and PG Degree Programme the duration of study is three years and two years comprising two Semesters in one Academic Year respectively. There shall not be less than 90 working days for each Semester consists of 5 teaching hours per working day. Examination shall be conducted at the end of every Semester for the respective Courses. These regulations shall apply to the regular Course of study in approved Institutions of the College.
- 6) Credits:** Shows the weightage given to each Course of Study by the experts of the Board of Studies concerned.

- 7) **Credit System:** Indicates the Course of Study under this regulation, where weightage of Credits are spread over to different Semesters during the Period of Study and the Cumulative Grade Point Average shall be awarded based on the Credits earned by the students. A total of 140 Credits are prescribed for the Undergraduate Programme (Three years)
- 8) **Outcome Based Education:** An initiative to improve the quality of education and help students to compete with their global counterparts. OBE is a student-centred instruction model that focuses on measuring student performance through outcomes, such as knowledge, skills and attitudes. These become the essential qualities a graduate is expected to attain upon completion of a Programme.
- 9) **Choice Based Credit System:** Dr. N.G.P. Arts and Science College became Autonomous in 2015 and continues to be affiliated to Bharathiar University, Coimbatore. It has been given freedom to frame its own courses of studies and adopt innovative methods of teaching and evaluation. In keeping with its tradition of promoting innovation and growth, the college had introduced the Choice Based Credit System (CBCS) since 2015-2016 with the following objectives in view:
- To provide Broad based education.
 - To provide students with greater flexibility.
 - To enable students to choose Courses at basic / advanced levels.
 - To enable highly motivated students to gain the Credits

The evaluation method of CBCS with grading provides a much better picture of the academic personality of the students than the existing one with marks indicated in percentages. Cumulative Grade Point Average (CGPA) and Grade point Average (GPA) are indicators of the academic performance of the students.

- 10) **Other Extra Curricular Activities:** Student's performance shall be examined by the staff in-charge of extension activities along with the Head of the respective Department and a senior member of the Department on the following parameters. The marks shall be sent to the Controller of Examinations before the commencement of the End Semester Examinations.

Mark Split up as follows:

S. No.	% of Marks	Marks Awarded
1	20%	Regularity of attendance
2	60%	Active participation in classes / camps /games / special Camps / Programmes in the College / District / State / University activities.
3	10%	Exemplary awards/Certificates/Prizes
4	10%	Other Social components such as Blood Donations, Fine Arts, etc.

*The above activities shall be conducted outside the regular working hours of the college.

11) Eligibility for Admission to the Programme: Student who has passed Higher Secondary level Examination as main course of study or as equivalent there to shall be eligible for admission to the Bachelor Degree Programme. Likewise, student who has passed the UG Degree Examination as main course of study of this University or an examination of some other University accepted by the Syndicate as equivalent thereto will be eligible for admission to the Master Degree Programme.

B) Scheme of Examination:**a) CBCS Pattern for UG Degree Programmes with language for Four Semesters**

Study of Components	No. of Courses	Credit per Course #	Total Credits	Marks per Course #	Total Marks
Part-I Tamil/other languages	2+2=4	4	16	100	400
Part-II English	2+2+=4	4	16	100	400
Part-III					
	14-18	2/3/4	54/62	50/75/100	1350/1550
Allied Course	4 - 6	2/3/4	16	50/75/100	400
Electives Course	3	4	12	100	300
Skill Based Course	4	3	12	75	300
Part-IV Basic Tamil / Advance Tamil or General Awareness	4	2	8	50	200
Non major Elective Course	2	2	4	50	100
Internship					
Part V Extension activities	1	2	2	50	50
		Total	140		3500

b) CBCS Pattern for UG Degree Programmes with language for Two Semesters

Study of Components	No. of Courses	Credit per Course #	Total Credits	Marks per Course #	Total Marks
Part-I Tamil/other languages	2	4	8	100	200
Part-II English	2	4	8	100	200
Part-III					
Core subjects	18-21	2/3/4	70	50/75/100	1750
Allied subjects	4 - 6	2/3/4	16	50/75/100	400
Skill based subjects	4	3	12	75	300

Electives	3	4	12	100	300
Part-IV Basic Tamil / Advance Tamil or General Awareness	4	2	8	50	200
Non major Elective Course	2	2	4	50	100
Part V Extension activities	1	2	2	50	50
		Total	140		3500

c) CBCS Pattern for PG Degree Programmes without Project Courses

Study Components	Course Title	Exam				
		Ins.Hrs/ Week	CIA	ESE	Total	Credit
SEMESTER I						
	ELECTIVE I		25	75	100	4
SEMESTER II						
	ELECTIVE II		25	75	100	4
SEMESTER III						
	ELECTIVE III		25	75	100	4
SEMESTER IV						
	ELECTIVE IV		25	75	100	4
	TOTAL				2250	90

LIST OF ELECTIVE PAPERS:

	GROUP A	GROUP B	GROUP C
Course I/ Sem I			
Course II/Sem II			
Course III/Sem III			
Course IV/Sem IV			

* In the core Courses, no. of Courses both Theory and Practical are included wherever applicable. Existing number of Course to be offered. However, the total credit and marks for core subjects remains the same as stated above.

@ Includes 25% /40% CIA marks for Theory and Practical Courses respectively. Boards of Studies to frame specific guidelines for the Project to be completed during the fourth semester of two years PG programmes.

d) CBCS Pattern for PG Degree Programmes with Project Courses

Study Components	Course Title	Exam				
		Ins.Hrs/ Week	CIA	ESE	Total	Credit
SEMESTER I						
	ELECTIVE I		25	75	100	4
SEMESTER II						
	ELECTIVE II		25	75	100	4
SEMESTER III						
	INTERNSHIP*		--	--	50	2

	ELECTIVE III		25	75	100	4
SEMESTER IV						
	PROJECT *		--	--	200	6/8
	ELECTIVE IV		25	75	100	4
	TOTAL				2250	90

LIST OF ELECTIVE PAPERS:

	GROUP A	GROUP B	GROUP C
Course I/ Sem I			
Course II/Sem II			
Course III/Sem III			
Course IV/Sem IV			

* In the core subjects, no. of Courses both Theory and Practical are included wherever applicable. Existing number of Courses to be offered. However, the total credit and marks for core subjects remains the same as stated above.

@ Includes **25% / 40%** CIA marks for Theory, Practical Courses and Project work / Industrial Training respectively.

C) DISTRIBUTION OF MARKS

The following are the distribution of marks for End Semester Examination (ESE) / Continuous Internal Assessment (CIA) and passing minimum marks for Theory / Practical Courses of UG / PG Degree Programmes.

Table – (i) (a) ESE and CIA - Theory - UG Courses:

Total Marks	ESE		CIA Max. Marks	Overall Passing Minimum for Total Marks (ESE + CIA)
	Max. Marks	Passing Minimum for ESE alone		
100	75	30	25	40
75	55	22	20	30
50	50	20	--	20

(a1) ESE and CIA – Theory- PG -Courses:

Total Marks	ESE		CIA Max. Marks	Overall Passing Minimum for Total Marks (ESE + CIA)
	Max. Marks	Passing Minimum for ESE alone		
100	75	38	25	50
75	55	28	20	38

Table – (i) (b): CIA - Theory – UG / PG - Courses:

S. No	CIA - Theory Courses:	Distribution of Marks	
1	TESTS I (2 hours)	5	4
2	MCQ Online - TESTS II (2 hours)	5	4
3	Model Examination (3 hours)	5	4
4	OBE Rubrics Assessment	10	8
	Total Marks	25	20

Table – (ii) (a): ESE and CIA – Practical –UG - Courses:

Total Marks	ESE		CIA Max. Marks	Overall Passing Minimum for Total Marks (ESE + CIA)
	Max. Marks	Passing Minimum for ESE Alone		
100	60	24	40	40
75	45	18	30	30
50	30	12	20	20
50	50	20	--	20

(a1): ESE and CIA – Practical -PG - Courses:

Total Marks	ESE		CIA Max. Marks	Overall Passing Minimum for Total Marks (ESE + CIA)
	Max. Marks	Passing Minimum for ESE Alone		
200	120	60	80	100
100	60	30	40	50
75	45	23	30	38
50	30	15	20	25

Table – (ii) (b): CIA – Practical – UG/PG - Courses:

S. No.	CIA - Practical Courses	Distribution of Marks			
1	Tests: Two tests out of which one will be conducted during the midsemester and the other will be model test conducted at the end of the Semester.	48	24	18	12
2	OBE Rubrics Assessment	32	16	12	8
	Total Marks	80	40	30	20

Table – (ii) (c): ESE - Practical - UG/PG - Courses:

S. No.	ESE - Practical Courses	Distribution of Marks				
1	Experiment-I	50	25	15	15	10
2	Experiment-II	50	25	15	15	10
3	Record	10	5	10	10	5
4	Viva-Voce	10	5	10	5	5
	Total Marks	120	60	50	45	30

Table – (iii) (a): ESE and CIA - Project / Viva Voce Examinations / Industrial Training –UG - Courses

Total Marks	ESE		CIA Max. Marks	Overall Passing Minimum for Total Marks (ESE + CIA)
	Max. Marks	Passing Minimum for ESE Alone		
100	100	40	-	40
100	60	24	40	40
75	45	18	30	30

Table – (iii) (b): CIA - Project / Industrial Training Courses - UG- Courses

S. No.	CIA - Project / Industrial Training Courses	Distribution of Marks	
1	Review	24	18
2	OBE Rubrics Assessment	16	12
	Total Marks	40	30

Table – (iii) (c): ESE - Project / Industrial Training Courses - UG - Courses

S. No.	ESE - Project / Industrial Training Courses	Distribution of Marks		
1	Record Work and Presentation	60	40	30
2	Viva-Voce	40	20	15
	Total Marks	100	60	45

Table – (iv) (a): ESE and CIA – Project / Viva - Voce Examinations / Industrial Training – PG - Courses

Total Marks	ESE		CIA Max. Marks	Overall Passing Minimum for Total Marks (ESE + CIA)
	Max. Marks	Passing Minimum for ESE Alone		
100	60	30	40	50
75	45	23	30	38

Table – (iv) (b): CIA - Project / Industrial Training Courses - UG

S. No	CIA - Project / Industrial Training Courses	Distribution of Marks	
1	Review	24	18
2	OBE Rubrics Assessment	16	12
	Total Marks	40	30

Table - (iv) (c): ESE - Project / Industrial Training Courses

S. No	ESE - Project / Industrial Training Courses	Distribution of Marks	
1	Record Work and Presentation	40	30
2	Viva-Voce	20	15
	Total Marks	60	45

Table - (v): Courses with ESE only and no CIA

S. No.	Subject	Total Marks
1	Environmental Studies	50
2	Human Rights	50
3	Basic Tamil / Advanced Tamil (or) Yoga for Human Excellence / Women's Rights / Constitution of India	50
4	Basic Tamil / Advanced Tamil (or) General Awareness	50
5	Non – Major Electives - 3rd semester	50
6	Non – Major Electives - 4rd semester	50
7	Internship	Grade (A to C)
8	Project	100

- a) **Grading:** Once the marks of the CIA and End Semester Examinations for each of the Courses are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter Grade, Grade Point as per the details given below:

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	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 Course were credited

b) Grade Point Average (for a Semester): Calculation of grade point average semester- wise and part-wise is as follows:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses offered under each part}}{\text{Sum of the credits of the courses under each part in a semester}}$$

c) Calculation of Grade Point Average (CGPA) (for the Entire Programme): Student who has passed all the Examinations under different parts (Part-I to V) is eligible for the following part wise computed final Grades based on the range of CGPA.

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of Grade Points by the credits of the entire Programme under each part}}{\text{Sum of the credits of the Courses of the entire Programme under each part}}$$

d) Classification of Successful Students: Student who passes all the Examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows for Part I or Part II or Part III:

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	

e) Improvement of Marks in the Courses Already Passed: Students desirous of improving the marks awarded in a passed course in their first attempt shall reappear once within a period of subsequent two Semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there will not be any change in the original marks already awarded.

f) Conferment of the Degree:

i) No student shall be eligible for Conferment of the Degree unless he / she has undergone the prescribed Course of Study for a period of not less than six Semesters for UG Programmes and four Semesters for PG Programmes in an Institution approved by / affiliated to the University or has been exempted from in the manner prescribed and has passed the Examinations as have been prescribed there for.

ii) Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140 credits for UG Programme and 90 credits for PG Programme.

iii) Has successfully completed the prescribed Field Work/ Institutional Training/ Project Work as evidenced by Certificate issued by the Principal of the College.

g) Ranking: Student who qualifies for the UG/PG Degree Programme passing all the Examinations in the first attempt, within the minimum period prescribed for the Course of Study from the date of admission to the Programme and secures I or II class shall be eligible for Ranking and such ranking shall be confined to 10 % of the total number of students qualified in that particular Branch of Study, subject to a maximum of 3 Ranks. The improved marks shall not be taken to consideration for Ranking.

D) QUESTION PAPER PATTERN

a) QUESTION PAPER PATTERN- UG - PART-I &II

Subject Code : []

(For the candidates admitted from _____ and onwards)

_____ **DEGREE EXAMINATION, APRIL / NOVEMBER- 20** _____

_____ Semester

Branch: _____

PART-I: TAMIL / MALAYALAM / FRENCH / HINDI & ENGLISH

Time: Three Hours

Maximum: 75 Marks

Section A- (5 × 5 = 25 Marks)

Answer ALL Questions: Each question carries 5 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Choose / Define / Find / How / Label / List / Match / Name / Omit / Recall / Relate / Select / Show / Spell / Tell / What / When / Where / Which / Who / Why / Classify / Compare / Contrast / Demonstrate / Explain / Extend / Illustrate / Infer / Interpret / Outline / Relate / Rephrase / Show / Summarize / Translate/ Journalise)

- | | | | |
|----|-----|------|-----|
| 1) | (a) | (OR) | (b) |
| 2) | (a) | (OR) | (b) |
| 3) | (a) | (OR) | (b) |
| 4) | (a) | (OR) | (b) |
| 5) | (a) | (OR) | (b) |

Section B - (5x10=50 Marks)

Answer All Questions: Each question carries 10 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Classify / Compare / Contrast / Demonstrate / Explain / Extend / Illustrate / Infer / Interpret / Outline / Relate / Rephrase / Show / Summarize / Translate / Apply / Build / Choose / Construct / Develop / Experiment with / Identify / Make use of / Model / Organize / Plan / Select / Solve / Utilize / Journalise / Prepare)

- | | | | |
|-----|-----|------|-----|
| 6) | (a) | (OR) | (b) |
| 7) | (a) | (OR) | (b) |
| 8) | (a) | (OR) | (b) |
| 9) | (a) | (OR) | (b) |
| 10) | (a) | (OR) | (b) |

b) QUESTION PAPER PATTERN-UG -PART-III

(Max. Marks: 75)

Subject Code: []

(For the candidates admitted from _____ and onwards)

_____ **DEGREE EXAMINATION, APRIL / NOVEMBER– 20__.**
_____ **Semester**

Branch: _____ **Subject:** _____

Time: Three Hours _____ **Maximum: 75 Marks**

Section A- (5 × 5 = 25 Marks)

Answer ALL Questions: Each question carries 5 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Choose / Define / Find / How / Label / List / Match / Name / Omit / Recall / Relate / Select / Show / Spell / Tell / What / When / Where / Which / Who / Why / Classify / Compare / Contrast / Demonstrate / Explain / Extend / Illustrate / Infer / Interpret / Outline / Relate / Rephrase / Show / Summarize / Translate/ Journalise)

- 1) (a) (OR) (b)
- 2) (a) (OR) (b)
- 3) (a) (OR) (b)
- 4) (a) (OR) (b)
- 5) (a) (OR) (b)

Section B - (5x10=50 Marks)

Answer All Questions: Each question carries 10 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Classify / Compare / Contrast / Demonstrate / Explain / Extend / Illustrate / Infer / Interpret / Outline / Relate / Rephrase / Show / Summarize / Translate / Apply / Build / Choose / Construct / Develop / Experiment with / Identify / Make use of / Model / Organize / Plan / Select / Solve / Utilize / Journalise / Prepare)

- 6) (a) (OR) (b)
- 7) (a) (OR) (b)
- 8) (a) (OR) (b)
- 9) (a) (OR) (b)
- 10) (a) (OR) (b)

Subject Code: []

(For the candidates admitted from _____ and onwards)

_____ DEGREE EXAMINATION, APRIL / NOVEMBER – 20----

_____ Semester

Branch: _____

Part-III: (NAME OF THE SUBJECT)

Time: Three Hours

Maximum: 55 Marks

Section A- ($5 \times 3 = 15$ Marks)

Answer ALL Questions: Each question carries 3 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Choose / Define / Find / How / Label / List / Match / Name / Omit / Recall / Relate / Select / Show / Spell / Tell / What / When / Where / Which / Who / Why / Classify / Compare / Contrast / Demonstrate / Explain / Extend / Illustrate / Infer / Interpret / Outline / Relate / Rephrase / Show / Summarize / Translate / Journalise)

- 1) (a) (OR) (b)
- 2) (a) (OR) (b)
- 3) (a) (OR) (b)
- 4) (a) (OR) (b)
- 5) (a) (OR) (b)

Section B - ($5 \times 8 = 40$ Marks)

Answer All Questions: Each question carries 8 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Classify / Compare / Contrast / Demonstrate / Explain / Extend / Illustrate / Infer / Interpret / Outline / Relate / Rephrase / Show / Summarize / Translate / Apply / Build / Choose / Construct / Develop / Experiment with / Identify / Make use of / Model / Organize / Plan / Select / Solve / Utilize / Journalise / Prepare)

- 6) (a) (OR) (b)
- 7) (a) (OR) (b)
- 8) (a) (OR) (b)
- 9) (a) (OR) (b)
- 10) (a) (OR) (b)

Subject Code: []

(For the candidates admitted from _____ and onwards)

_____ DEGREE EXAMINATION, APRIL / NOVEMBER– 20 _____
_____ Semester

Branch: _____

Part-III: (NAME OF THE SUBJECT)

Time: Three Hours

Maximum: 50 Marks

Section A- (5 × 2 = 10 Marks)

Answer ALL Questions: Each question carries Two Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

**Choose / Define / Find / How / Label / List / Match / Name / Omit / Recall / Relate / Select /
Show / Spell / What / When / Where / Which / Who / Why / Journalise)**

- 1)
- 2)
- 3)
- 4)
- 5)

Section B (5x 8 =40 Marks) Answer All Questions: Each

question carries Eight Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

**Classify / Compare / Contrast / Demonstrate / Explain / Extend / Illustrate / Infer / Interpret /
Outline / Relate / Rephrase / Show / Summarize / Translate / Apply / Build / Choose / Construct
/ Develop / Experiment with / Identify / Make use of / Model / Organize / Plan / Select / Solve /
Utilize / Journalise / Prepare)**

- | | | | |
|-----|-----|------|-----|
| 6) | (a) | (OR) | (b) |
| 7) | (a) | (OR) | (b) |
| 8) | (a) | (OR) | (b) |
| 9) | (a) | (OR) | (b) |
| 10) | (a) | (OR) | (b) |

e) QUESTION PAPER PATTERN - UG -PART-IV

Subject Code: []

(For the candidates admitted from 2017 and onwards)

_____DEGREE EXAMINATION, APRIL / NOVEMBER- 20____ .
_____ Semester

Branch: _____

(SUBJECT OF THE EXAMINATION)

Environmental Studies / Human Right / Women's Rights / NMEC

Time: Two Hours

Maximum: 50 Marks

Answer any FIVE questions only

Each question carries 10 Marks

(5x10=50 Marks)

**(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :
/ Define / Find / How / List / Recall / Relate / Show / What / When / Where / Which / Who / Why
/ Classify / Compare / Contrast / Demonstrate / Explain / Extend / Illustrate / Infer / Interpret
/ Outline / Relate / Rephrase / Summarize / Translate / Journalise / Prepare)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

f) **QUESTION PAPER PATTERN - PG - (Max. Marks: 75)**

Subject Code: []

(For the candidates admitted from _____ and onwards)

_____ **DEGREE EXAMINATION, APRIL / NOVEMBER– 20__.**
_____ Semester

Branch: _____

Subject: _____

Time: Three Hours

Maximum: 75 Marks

Section A- (5 × 5= 25 Marks)

Answer ALL Questions: Each question carries 5 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Classify / Compare / Contrast /Demonstrate/ Explain / Extend / Illustrate / Infer / Interpret / Outline / Relate / Rephrase / Show / Summarize / Translate)

- | | | | |
|----|-----|------|-----|
| 1) | (a) | (OR) | (b) |
| 2) | (a) | (OR) | (b) |
| 3) | (a) | (OR) | (b) |
| 4) | (a) | (OR) | (b) |
| 5) | (a) | (OR) | (b) |

Section B - (5x 8 = 40 Marks)

Answer All Questions: Each question carries 8 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Apply / Build / Choose / Construct / Develop /Experiment with / Identify /Make use of / Model / Organize /Plan / Select / Solve / Utilize / Analyze / Assume / Categorize / Classify / Compare / Conclusion / Contrast / Discover / Dissect / Distinguish / Divide / Examine / Function / Inference / Inspect / List / Motive / Relationships / Simplify / Survey / Take part in / Test for / Theme / Journalise / Prepare / Solve)

- | | | | |
|-----|-----|------|-----|
| 6) | (a) | (OR) | (b) |
| 7) | (a) | (OR) | (b) |
| 8) | (a) | (OR) | (b) |
| 9) | (a) | (OR) | (b) |
| 10) | (a) | (OR) | (b) |

Section C- (1x 10 = 10 Marks)

Compulsory to Answer the Questions. The question carry 10 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Agree / Appraise / Assess / Award / Choose / Compare / Conclude / Criteria / Criticize / Decide / Deduct / Defend / Determine / Disprove / Estimate / Evaluate / Explain / Importance / Influence / Interpret / Judge / Justify / Mark / Measure / Opinion / Perceive / Priortize / Prove / Rate / Recommend / Rule on / Select / Support / Value / Journalise / Prepare / Solve)

11)

g) **QUESTION PAPER PATTERN - PG - (Max. Marks: 55)**

Subject Code: []

(For the candidates admitted from _____ and onwards)

_____ **DEGREE EXAMINATION, APRIL / NOVEMBER– 20__.**

_____ Semester

Branch: _____

Subject: _____

Time: Three Hours

Maximum: 55 Marks

Section A- (5 × 3= 15 Marks)

Answer ALL Questions: Each question carries 3 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions : Classify / Compare / Contrast / Demonstrate / Explain / Extend / Illustrate / Infer / Interpret / Outline / Relate / Rephrase / Show / Summarize / Translate)

- | | | | |
|----|-----|------|-----|
| 1) | (a) | (OR) | (b) |
| 2) | (a) | (OR) | (b) |
| 3) | (a) | (OR) | (b) |
| 4) | (a) | (OR) | (b) |
| 5) | (a) | (OR) | (b) |

Section B - (5x 6 = 30 Marks)

Answer All Questions: Each question carries 6 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Apply / Build / Choose / Construct / Develop / Experiment with / Identify / Make use of / Model / Organize / Plan / Select / Solve / Utilize / Analyze / Assume / Categorize / Classify / Compare / Conclusion / Contrast / Discover / Dissect / Distinguish / Divide / Examine / Function / Inference / Inspect / List / Motive / Relationships / Simplify / Survey / Take part in / Test for / Theme / Journalise / Prepare / Solve)

- | | | | |
|-----|-----|------|-----|
| 6) | (a) | (OR) | (b) |
| 7) | (a) | (OR) | (b) |
| 8) | (a) | (OR) | (b) |
| 9) | (a) | (OR) | (b) |
| 10) | (a) | (OR) | (b) |

Section C- (1x 10 = 10 Marks)

Compulsory to Answer the Questions. The question carry 10 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Agree / Appraise / Assess / Award / Choose / Compare / Conclude / Criteria / Criticize / Decide / Deduct / Defend / Determine / Disprove / Estimate / Evaluate / Explain / Importance / Influence / Interpret / Judge / Justify / Mark / Measure / Opinion / Perceive / Prioritize / Prove / Rate / Recommend / Rule on / Select / Support / Value / Journalise/Prepare / Solve)

11)

h) QUESTION PAPER PATTERN - PG –CASE STUDY

Subject Code: []

(For the candidates admitted from _____ and onwards)

_____ DEGREE EXAMINATION, APRIL / NOVEMBER– 20__.

_____ Semester

Branch: _____

Subject: _____

Time: Three Hours

Maximum: 75 Marks

Section A- (4 × 5= 20 Marks)

Answer ALL Questions: Each question carries 5 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions : Classify / Compare / Contrast /Demonstrate/ Explain / Extend / Illustrate / Infer / Interpret / Outline / Relate / Rephrase / Show / Summarize / Translate)

- | | | | |
|----|-----|------|-----|
| 1) | (a) | (OR) | (b) |
| 2) | (a) | (OR) | (b) |
| 3) | (a) | (OR) | (b) |
| 4) | (a) | (OR) | (b) |

Section B - (4x10 = 40 Marks)

Answer All Questions: Each question carries 10 Marks

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Apply / Build / Choose / Construct / Develop /Experiment with / Identify /Make use of / Model / Organize /Plan / Select /Solve / Utilize /Analyze / Assume /Categorize / Classify / Compare / Conclusion/Contrast / Discover / Dissect / Distinguish / Divide /Examine / Function / Inference / Inspect / List / Motive / Relationships / Simplify / Survey / Take part in /Test for /Theme / Journalise / Prepare / Solve)

- | | | | |
|----|-----|------|-----|
| 5) | (a) | (OR) | (b) |
| 6) | (a) | (OR) | (b) |
| 7) | (a) | (OR) | (b) |
| 8) | (a) | (OR) | (b) |

Section C- (1x 15 = 15 Marks)

Compulsory to Answer the Questions. The question carry 15 Marks

CaseStudy:

(Please use the following Bloom's Taxonomy Action Verbs for framing the Questions :

Agree / Appraise / Assess / Award / Choose / Compare / Conclude / Criteria / Criticize /Decide / Deduct /Defend / Determine / Disprove / Estimate / Evaluate / Explain / Importance / Influence / Interpret / Judge / Justify / Mark / Measure / Opinion / Perceive / Prioritize / Prove / Rate / Recommend / Rule on / Select / Support / Value / Journalise/Prepare/ Solve)

9) -----

E) GUIDELINES DURING END SEMESTER EXAMINATIONS

Pre Examination Process

1) Requirement to Appear for the Examinations:

Student shall be permitted to appear for the End Semester Examinations for any Semester (Practical / Theory) if

- (i) He / she secure not less than 75% of attendance in the number of working days during the Semester.
- (ii) He / she earns a progress Certificate from the Head of the Institution, of having satisfactorily completed the Course of Study prescribed in the Scheme of Examinations for that Semester as required by these regulations, and His / her conduct has been satisfactory.
- (iii) Provided that it will be open to the Academic council, or any authority delegated with such powers by the Academic council, to grant exemption to a student who has failed to earn 75% of the attendance prescribed, for valid reasons, subject to usual conditions and the **Ordinance No.1 of 1990 of the University.**

2) Restrictions to Appear for the Examinations:

- a) Student having arrear Course shall have the option to appear in any arrear Course along with the regular Semester Courses.
- b) “Student fails in any of the Course of Part I, II, III, IV & V of UG / PG Degree Examinations will complete the Programme concerned within 5 years from the date of admission to the said Programme and should they fail to do so, they shall take the Examination in the Texts / revised Syllabus prescribed for the immediate consequent batch of students. If there is no change in the Texts / Syllabus they shall appear for the Examination in that course with the Syllabus in vogue until there is a change in the Texts / Syllabus. In the event of removal of that Course consequent to change of regulation and / or Curriculum after 5 years period, the student shall have to take up an equivalent Course in the revised Syllabus as suggested by the BoS Chairman to fulfill the requirements as per the regulation Curriculum for the award of the Degree.

3) Medium of Instruction and Examinations: The Medium of Instruction and Examinations for the Courses of Part I, II and IV will be the language concerned. For part III Courses other than modern languages, the Medium of Instruction shall be either Tamil or English and the Medium of Examinations is English/Tamil irrespective of the Medium of Instructions.

4) Submission of Record Note Books for Practical Examinations: Students appearing for Practical Examinations should submit Bonafide Record Note Books prescribed for Practical Examinations.

5) Communications to CoE: All communications confidential in nature should be addressed to the Controller of Examinations by name.

6) Time Table: Copies of Time-Tables of Examination are sent well in advance of 15 days before the date of commencement of Examinations. The Chief Superintendents are requested to display a copy of the Time Table at a prominent place in the College premises.

7) Hall Ticket

a) Hall Tickets indicating the Name, Register Number of students, Courses for which they have registered for Examination and place of Examination will be forwarded to the Principal and the Chief Superintendent will distribute Hall Tickets to students three days before the commencement of Examination.

b) At the time of issuing Hall-Tickets each student may be asked to verify the Nominal Roll to check whether his/her Name is registered for all Courses for which he/she has remitted Examination fees. Any discrepancy in the Hall Tickets should be immediately brought to the notice of the Controller of Examinations.

c) In the computerized Hall Tickets, student should be advised to affix his / her photograph in the space provided for and get it properly attested by the Chief Superintendent before entering Examination Hall.

Processes During Examination

1) Verifying Total Question Papers Received: On receipt of Question Paper packets, which will be packed by the office of Controller of Examinations, the Chief Superintendent is expected to check the description mentioned on each packet with the Time Table and the Nominal Roll (containing the Name, Register Number and the Courses for which the students have registered) sent separately. Any shortage in required number of Question Paper may be brought to the notice of the Controller of Examinations immediately to avoid last minute panic.

2) Issuing of Main and Additional Booklets

a) Main Answer booklets with codes A, B, C, D and E are supplied by the Office of Controller of Examinations. The Chief Superintendent has the discretion to issue Main Booklets with any code on a particular day. But on any account different codes of Main Booklets should not be used for the same session and for the same Examination.

b) Facsimile signature of the Chief Superintendent should be affixed only at the left top corner of the title page of the Main Booklets and shall not be affixed at any other place.

3) Public Holiday: In the event of a Public Holiday being declared after the publication of Time Table, the End Semester Examinations will not be postponed or cancelled. The examinations should be conducted as scheduled unless otherwise notified.

4) Chief Superintendent Visit to Halls: Chief Superintendent should visit as frequently as possible each room and building wherever Examination is conducted. He/she should also consider it as a part of his duty to see that the Hall Superintendents keep moving among students and do not engage in any occupation likely to diminish the efficiency of supervision they are exercising.

5) Seating Arrangements: Seating arrangements in every Examination Hall must be meticulously planned in such a way that students writing more than one Course shall be combined. In other words, as far as possible not more than 50 per cent of the seating capacity of a Hall shall be allotted for students appearing for one particular Course. Chief Superintendent has to ensure a minimum distance of one meter between any two students.

6) Student to occupy only Allotted Seat: If a student is found guilty of altering the seating arrangement of a hall, the Chief Superintendent may recommend the cancellation of the written Examination for that student of that particular session by providing the original plan of seating arrangement and the alteration made by the said student.

7) Verifying Register Number: Hall Tickets of all students should be inspected during the course of each session of the Examination. While checking the Hall Tickets of each student, the Hall Superintendent will verify that the Register Number of a student on the Hall Ticket, on the title page of the Answer Booklet of the student and on the table / desk is identical.

8) Checking Main Answer Booklets: The number of Absentees and the number of Main Answer Booklets not distributed in the Hall should tally and the unused Main Answer Booklets should be returned to the Chief Superintendent while the Absentee list is sent.

9) Data Books, Maths / Statistical Tables

(i) Students are not allowed to use books of any kind, except approved data books and mathematical / statistical tables.

(ii) The handbooks / data books brought by the student may be checked for any hand written matters. Such books with scribbling and notes will not be permitted.

10) Issue of Additional Booklets: No additional booklets are issued to the students.

11) Blind and Disabled Students Desiring Scribe: For blind students or students who are not in a position to write the Examination themselves due to temporary disability, may be provided for scribe after getting the prior approval of the Controller of Examination. The scribe should be a person who should not be well versed with the Course of the examinee. The scribe must be suggested by the Chief Superintendent. It is enough, if the scribe is a person who can just carry out what all the examinee dictates. He/she may be a non teaching staff of the college. For securing the service of a scribe the student must apply in writing to the Controller of Examinations through the Principal in advance. The student and the scribe must be seated in a separate Hall and a Superintendent will be appointed to supervise them.

12) Distribution of Question Paper

a) Checking and Signing of Question Paper Cover: Question Paper packets shall be thoroughly checked by the Chief Superintendents and ascertain that the Question Paper code and the title of the Question Paper tally with the Course of Examination announced. No of Question Paper packet shall be opened as it will cause irreparable damage to the credibility of the End Semester Examination. The Chief Superintendent should verify the pasting and sealing of Question Paper packets signing of question and also the date and time before signing the packets. Question Paper packet cover shall be opened in the presence of External Hall Superintendents and / or Hall Superintendents, who should also scrutinize the packet and affix their signature before opening.

b) Signing on Question Paper Cover: The Chief Superintendent of Examination will sign at the place indicated in the Question Paper covers before opening. All the Question Paper shall be preserved and forwarded to the Controller of Examinations at the close of Examination every day.

c) Distribution of Correct Question Paper: Copies of Question Papers are to be distributed only to students actually seated in their places. Each Question Paper must be scrutinized so as to ensure that it is correct according to the heading.

d) Safe Transit of Question Papers: When students are examined in more than one Hall every precaution should be taken that no outsiders are present in and around such Halls and sufficient security measures should be taken to carry the Question Papers safely from one Hall to another and distributed to the students concerned.

e) Unopened covers: Whenever only one / few students has / have registered for an Examination the Chief Superintendent must open the Question Paper cover concerned only after verifying the presence of student(s) in the Hall for that Examination. All the Question Paper covers concerned should be returned to the Controller of Examinations, unopened (if no student is present) at the close of all the Examinations.

f) Opening of Question Paper cover: The Question Paper covers of the End Semester Examinations should be opened or cut along the line indicated on the left hand side of the cover above the printed instruction via. This cover is to be opened by being torn or cut along this line and not in any other direction. It should also be noted that flap should be intact when the covers are sent back to the Controller of Examinations, for scrutiny. This procedure must be strictly followed. Along with the covers, the polyethylene covers should also be returned to the Controller.

13) Conduct of Examinations

a) Contingent advances: All applications for contingent advance for the conduct of Examinations should be made at least 7 days before the commencement of the Examination, to the Finance Officer through the Controller of Examinations. Advances paid are to be utilized to meet the contingent expenses for written Examination only. They should not be utilized for Practical Examinations.

b) Purchase of consumables: Expenditure incurred for purchase of twine, gum or paste, match box, candles, needles, sketch pencil, wax and string will only be allowed, provided they are supported by original cash bills from the regular shops, countersigned by the Chief Superintendent.

14) a) Preparation session-wise students list: On receipt of Nominal Roll from the Controller of Examination office, day / sessions wise register number of students who have registered for each Course, in that Examination centre must be prepared.

b) Distribution of Appropriate Question Paper: Care must be taken to verify whether Current Semester and Arrear / Supplementary students have to answer the same or different question papers (with different Question Paper codes) for a Course. In case they have to answer different Question Papers as far as possible they must put in different Halls and care must be taken to provide appropriate Question Papers for each of them. Hall Superintendent will be held responsible for the same. Besides the above, to ensure distribution of appropriate Question Paper to each student he/she may be asked to verify the receipt of proper Question Paper before answering.

c) Duration of Examination: The Time-Table supplied should be considered as authoritative. If there is any discrepancies in Question Papers regarding the duration of Examination.

d) Use of Stationery: Students are expected to bring their own pens, pencils etc, and will not be allowed to borrow from others in the Examination Hall. Students should use only blue or black or blue black ink or ball point pen while answering their Scripts. Only for drawing diagrams or charts color pens/ sketch pen etc., may be allowed.

e) Impersonation: In case of impersonation, the police authorities should be contacted immediately and the person concerned are handed over for an investigation and necessary action. A full report about the same should be sent to the Controller of Examination.

f) Clark's Tables: The use of mathematical instruments while answering the papers in mathematics and Physical Sciences is allowed. Such instruments will not be supplied by the office of Controller of Examination. Clarks' Mathematical and Physical Tables will be supplied to student on request by the Hall Superintendent.

g) To Keep Books, Note Books etc.: All books, note books, manuscripts, etc., brought by students shall be placed outside the Examination Hall in a separate room placed at the disposal of the students. A notice to this effect should be placed at the entrance.

h) Sketch of Seating Arrangements: The Chief Superintendent of the End Semester Examinations should prepare and keep with him sketches of the seating arrangements in the Examination Halls and should forward a copy of the same when requested by the Controller of Examinations.

i) Telegrams to Students: Any letter or telegram to a student, in any case shall not be delivered to student until he / she completes Examination.

j) Absentee statement: Half an hour after the commencement of Examination (in each Session) the Chief Superintendent may send an attendee with an ABSENTEE STATEMENT sheet to collect the Register Number of absentees in each Hall. The entry made by Hall Superintendent in the statement shall tally with the statement prepared earlier. The Chief Superintendent shall verify that there is no discrepancy in these two entries. Using these particulars Answer Booklet covers shall be prepared by the Examination assistant. Along with the absentees' details, the Hall Superintendent should return the unused Question Papers and main Answer Booklets. The number of absentees, Main Answer Booklets and unused Question Papers should tally. The Chief Superintendent shall verify that these things are in order so as to avoid Malpractice.

k) Consolidated Absentees Statement

(i) At the close of Examination, the Chief Superintendent is expected to send a Consolidated Absentees Statement according to date, Course and list of Absentees with Register Numbers within a week.

(ii) The Examination section will send two copies of Nominal Rolls along with the Hall Tickets. If any one student is absent for one Course, the code number or the serial number, as the case may be, of that Course shall be rounded and marked in red ink as "AB" (must NOT be scored) by the Chief Superintendent in one copy of the Nominal Roll against the Register Number of the student who is absent for that particular Course at the end of Examination on each day. This copy of Nominal Roll with the absentee markings shall be returned to the Controller of Examinations and this will be treated as Consolidated Absentee Statement.

1) Flying Squad

The COE / Principal is empowered to check whether

- (i) Examinations commence on time
- (ii) Question Paper issued to the centers are kept in safe custody
- (iii) Answer Booklets of completed Examinations are sealed and kept in safe custody
- (iv) Absentee list agrees with entries on Answer Booklets covers (a random sample will be enough)
- (v) Seating arrangements are satisfactory
- (vi) Adequate number of External and Internal Invigilators are employed
- (vii) University Examination stationery supplied to colleges are properly stored and accounted for, and any particulars related to the conduct of Examination in that centre.
- (viii) Instructions to Hall Superintendents (Invigilators).

15) Malpractice:

a) Malpractice: Students are not allowed to use books of any kind during Examination hours. Chief Superintendents are to warn the students at the commencement of the Examination of each Course that persons found in possession of Answer Booklet of any other student or found in possession of any book or portion of book, written material of any description or communicating or copying from each other or communicating with any person inside or outside the Examination Hall will be treated as guilty of Malpractice.

Any candidate detected for having violated this rule should be sent out of the Examination Hall forthwith and a detailed report on the matter together with the student's Answer Booklet, the incriminating material used by the student, other material evidence and confessional statement of the student should be forwarded immediately addressed by name to the Controller of Examinations. The report of any Malpractice shall be sent to the Principal on the same day of the incident in person with all materials.

b) Confiscation of hall ticket:

Chief Superintendent and Hall Superintendents who have reason to suspect Malpractice on the part of any student should forthwith make all possible preliminary investigation and communicate the

same to Controller of Examinations on the same day by forwarding all material evidences available together with the written explanations from the Hall Superintendent and the written explanations obtained from the student. Hall Tickets of such students need not be confiscated and they may be permitted to write the subsequent Examination. However, if the Chief Superintendent envisages any disturbance for the conduct of Examination by allowing such candidates to write further Examination, Chief Superintendent is empowered not to permit the student to appear for the subsequent Examination and the same may be reported to the Controller of Examinations.

c) Documents Enclosed along with Malpractice case:

- (i) Report of the Hall Superintendents on Malpractice to the Chief Superintendent
- (ii) Explanation if any submitted by the student.
- (iii) Covering Letter and Report by the Chief Superintendent to the Controller of Examinations.
- (iv) Answer Booklet of the student involved in Malpractice.
- (v) Incriminating material used by the student.
- (vi) Sketch of the seating arrangement (wherever necessary)

The report of the Hall Superintendent must be clear. Based on the report of the Hall Superintendent, Chief Superintendent must also enquire the student and send his report along with report of the Hall Superintendent. The nature of the punishment will be inflicted by the Discipline Committee.

Post Examination Process

1) Collection of Answer Booklet

Hall superintendent should collect Answer Booklet from students personally. All Answer Booklet should be carefully arranged according to Course in numerical order and packed using cloth line cover. The signature of the Chief Superintendent along with Name and Seal of the college shall be affixed on the cover without fail. All covers shall be handed over to the Controller of Examinations and shall be kept in safe place.

2) Settlements after Examinations

a) Submitting final account: On the conclusion of the Examinations, a bill should be prepared and forwarded to the Finance Officer through the Controller along with all vouchers and other statements connected therewith.

b) Stock position: Chief Superintendents are required to make a return in the form for the amount of stationery and serviceable articles remaining at the close of Examination and the same must be returned to office of Controller of Examination.

d) Stationery Requirement: Chief Superintendent has to submit stock particulars of the items such as, main booklet, graph sheets, Clark's table, clothing cover and the like supplied by the Office of the Controller of Examination.

3) Valuation: All Answer booklets will be valued after affixing the dummy numbers by the External Examiners.

4) Publication of Results: Evaluated marks are published after getting approval from the Result Passing Board.

5) Passing Minimum:

a) Student who secures not less than 40% in the External Examination and 40% marks in the External Examination and Continuous Internal Assessment put together in any Course of Part I, II, III and IV of UG Degree Program will be declared to have passed the Examination in the Course concerned.

b) Student who secures not less than 40% of the total marks prescribed for the Course under part IV of UG Degree Programme irrespective of whether the performance is assessed at the End Semester Examination or by Continuous Internal Assessment will be declared to have passed in that Course concerned.

c) Student who passes the Examination in all the courses of Part I, II, III, IV and V will be declared to have passed, the whole Examination.

d) A Student of PG Degree Programmes shall be declared to have passed in a Course if he / she obtain not less than 50% of marks in that Course. A Student shall be declared to have passed the whole Examination if the student passes in the entire Course.

F) INSTRUCTIONS

1) INSTRUCTIONS TO THE STUDENT APPLYING FOR END SEMESTER EXAMINATIONS

- a) Regular student shall send their Applications with the prescribed fee through proper channel.
- b) Before the Application, the student is advised to satisfy themselves that they fulfill the eligibility conditions laid down by the College to appear for the End Semester Examinations.
- c) If an Application is not accompanied by the prescribed fee or incomplete in any respect will not be entertained.
- d) Correction in Application should be neatly hand written English Block letters.
- e) The student should check all the entries given in the respective columns, make corresponding corrections and enclose letter along with this Application.
- f) The code number of regular Semester and his / her Arrear are indicated in the respective Semester column lines. Student, who desire to appear for any of the Arrear Courses, a tick mark may be made against codes of the Courses for which he / she wishes to appear.
- g) If the Code Number of the Course offered is different from the one given, please circle it and enter the relevant Code Number.
- h) If the student desires to improve performance in any of the Course, if eligible, he / she should write the relevant Course codes in the respective Semester line. The list of Course codes may be obtained from the college office.
- i) Private students should send their Application to the Controller of Examinations directly

2) THE STUDENTS WHO APPEAR FOR THE END SEMESTER EXAMINATIONS ARE REQUIRED TO BEAR IN MIND THE FOLLOWING INSTRUCTIONS:

- a) Examination fees should be paid at the Accounts Section of the College as per the schedule notified by all the students for all their regular as well as arrear Courses in time.
- b) Eligible students may collect their Hall Ticket from their Class Tutors three days before the start of the End Semester Examinations.

- c) The students will be permitted to appear for the End Semester /Special Supplementary Examinations only for the subjects mentioned in the Hall Ticket. All the students must bring their Hall Ticket and College Identity Card for every Examination (Regular / Arrear / Supplementary / CIA Examinations) and produce them on demand in the Examination hall by the Superintendent / Chief Superintendent, failing which they will not be permitted to write the Examination.
- d) Students are advised to verify their Name, Course Code and other details given in their Hall Ticket. If there is any discrepancy, they are advised to bring the same, without fail, to the notice of the Controller of Examinations Section immediately in writing.
- e) If the Hall Ticket / Identity Card are lost the student should approach the Principal through the Controller of Examinations Section immediately for obtaining necessary permission. He / She shall obtain a Temporary Identification Certificate from the Principal / Chief Superintendent of the End Semester Examinations and produce the same during the Examination, failing which the student will not be permitted to write the Examination.
- f) Students are advised to see the College Notice Board and Website for the Time Table / Examination schedule or contact the CoE section for connected information.
- g) The seating arrangements will be displayed on the Examinations Notice Board. A seat marked with Register Number will be allotted to each student. Students will be required to occupy his / her allotted seat at least 10 minutes before the commencement of the Examination. In no case shall the student be allowed to occupy a seat other than the one allotted specifically to him / her.
- h) No student who is late by more than 30 minutes in arriving for the Examination shall be permitted to write the Examination.
- i) No student shall be allowed to leave the Examination hall before the expiry of 45 minutes after the commencement of the Examination and no student who leaves the Examination hall during the period allotted for the Course will be allowed to re-enter the hall within that period.
- j) Students who are undoubtedly suffering from infectious diseases of any kind, alternate provisions shall be made by the college to permit the student/s willing to appear for Examinations.

- k) Before proceeding to answer the Question Paper, the student should write his / her Register Number, Course and Question Paper Code/ Course Code, Course Title and Date of the Examination and obtain the signature of the Hall Superintendent / Invigilator at the appropriate space provided in the front page of the Main Booklet.
- l) Students are advised to verify / check the Question Paper Code, Course Code, Course Title and number of pages in the Question Paper and confirm whether they have been issued with the correct Question Paper. If there is any discrepancy, it should be brought to the notice of the Hall Superintendent / Invigilator immediately. Any lapse in this matter will lead to the cancellation of the concerned Examination for him / her.
- m) If a student writes his / her Name, Register Number on any part of the Main Answer Booklet / Additional Books, graph sheets or drawing sheets/on any space other than the space provided for or puts any special mark or writes anything which may disclose in any way the identity of the student, he / she will render himself / herself liable for disciplinary action.
- n) Writing of the wrong Register Number in the Answer Booklet will entail rejection of the Answer Booklet.
- o) No student at an Examination shall pass any part or whole of his / her Answer Booklet to any other student, nor can he / she allow another student to neither copy from his / her Answer Booklet; nor copy from the Answer Booklet of another student. If found committing such Malpractice, the student involved shall be liable for disciplinary action as per the Rules.
- p) Students will return their Answer Booklet to the Superintendent in person standing at their allotted seat before leaving the Examination Hall.
- q) Students are not permitted to bring the Programmable Calculator and Cell Phone inside the Examination Hall. Possession of them inside the Examination Hall will be viewed seriously.
- r) Strict silence should be maintained in the Examination Hall.
- s) Students should bring their own pens, pencils, erasers, scales, non-programmable calculators and ink. Students are advised to use only blue or black ink while answering. No candidate will be allowed to exceed the prescribed time assigned to each Course. Students will not be permitted to talk/ask questions of any kind during Examination.

- t) Student behaving in a rude or discourteous manner inside the Examination hall will be debarred from appearing for that particular Course and/or remaining Courses in that Examination.
- u) Malpractices will be viewed very seriously. Students should not be in possession of any notes or other kinds of written / printed matter while writing the Examination, except as may be specifically permitted by the Chief Superintendent.
- v) Students violating these instructions and who resort to malpractices of any sort will immediately be sent out of the Examination hall and suitable disciplinary action will also be taken against them. The decision of the Chief Superintendent / Examination Committee in all such issues shall be final and binding.
- w) Answers should be written on both sides of the paper in the Answer Booklet. No sheets should be detached from the Answer Booklet.
- x) All rough work should be done either at the bottom of the page or last page of the Answer Booklet and the portion not intended for valuation should be struck off by drawing a single line across it.
- y) A minimum of 25 lines should be written in each page. The answers must be legibly written and paper should not be wasted.
- z) A 3 cm. margin should be left on each page of Answer Booklet in which only the question number should be written. Answers without the question number clearly indicated will not be valued. No page should be left blank in the Answer Booklet. All blank spaces should be scored out by the student.
- aa) Student entering the Examination Hall should occupy their seat after keeping their study materials/text books, etc., outside. They should not study or stand in the verandah near the Examination Halls.
- bb) The students, not appearing for an Examination, are advised not to stand/sit/crowd near the Examination halls / zone during the Examination period in the Forenoon and Afternoon Sessions, so as not to cause any disturbance to the students writing the Examination.
- cc) Circulars regarding the last date for applying for Revaluation and for obtaining Xerox Copy of the Answer Booklet and for appearing for special Supplementary Examinations and the connected details of fees, mode of payment will be sent to the concerned departments and also displayed on the College Notice Board / Controller of Examinations Office Notice Board soon after the declaration of the results.

dd) **Special Supplementary Examinations:** To provide an opportunity to the final UG and PG students who have arrears in only one Course in the final Semester Examinations held in April / May, a Special Supplementary Examination will be conducted in the month of June immediately following to enable such students to get their degree without waiting for regular Supplementary Examination normally held in November / December. The student shall submit an application accompanied by the prescribed fee.

3) DETAILS OF EXAMINATION FEES

All the UG / PG students are to fill and submit the prescribed application form for the End Semester Examinations to be held during the month of November / December and April / May and pay the Examination fees according to the fee structure that would be fixed by the college from time to time. The Examination Application Form can be obtained from the respective Class Tutor and the filled in application form should be returned immediately to the Class Tutor.

a) Provision for Re-totaling in Answer Booklet: UG and PG Students who are desirous of having their marks in the Answer Booklet re-totaled shall apply to the Controller of Examinations, Dr. N.G.P. Arts and Science College, Coimbatore – 48, remitting the fee prescribed per Answer Booklet within 7 days from the date of publication of results. Where the marks obtained in re-totaling are higher than the marks awarded earlier, the Controller of Examinations will issue the revised Marks Sheet after withdrawing the previous one.

b) Provision for Revaluation of ESE Answer Booklet: Students who are desirous of having their Answer Booklet revalued shall apply to the Controller of Examinations, Dr. N.G.P. Arts and Science College, Coimbatore – 48 remitting the fee prescribed per Answer Booklet within 7 days from the date of publication of results. If the marks awarded in the revaluation are higher than the marks awarded earlier, the Controller of Examinations will issue the revised Mark Statement after withdrawing the previous one.

c) Facility to Reappear in Examinations Already Passed: Student who have passed Examinations of UG / PG Programmes may be permitted to appear again (only once) for the End Semester Examination under regulations and syllabus in force then, with a view to improve their attainments. If they do not show improvement, their previous results shall hold good. Such student shall not allow to applying for their Degree Certificates in the convocations held in between.

Also such reappearances shall be made at the Examinations(s) conducted in the College in the next two Semesters.

d) Transparency in Examination

- (i) In this system, 'Photo Copies' of valued Answer Booklet will be furnished to the students on their request.
- (ii) Students shall apply within 7 days from the date of issue of their Mark sheets.
- (iii) The prescribed fees should be remitted.
- (iv) On a particular day, students who applied for will be asked to assemble in a particular hall. Photo Copies of Valued Answer Booklet will be furnished to the students. Students shall scrutinize the same.
- (v) Subject experts will be there to clear the doubts if any.
- (vi) After scrutiny, if they want their scripts to be revalued, they shall apply for the same within 7 days.

4) INSTRUCTIONS TO THE CANDIDATES FOR THE SPECIAL SUPPLEMENTARY EXAMINATION

- a) The filled-in Application should be sent to the Controller of Examinations, Dr. N.G.P. Arts and Science College, Coimbatore –641 048 on or before _____. After the above said date no Application will be entertained.
- b) Student should affix identical photo in the Application and in the Hall Ticket.
- c) The special Supplementary Examination will be held on _____, at _____. The student may collect the Hall Tickets from the Chief Superintendent in the College three days before the commencement of Special Supplementary Examinations.
- d) No separate Time-Table will be sent.
- e) The student is permitted to appear only one theory course i.e. the students those who are having only one arrear course and has passed all other course including Practical in their period of study.

Fee structure

Degree	Amount Rs.
U.G Degree Courses	
P.G. (All Courses)	

- f) Re-registered / Re-admission students are not eligible for Special Supplementary Examination.
- g) The students those who have applied and passed both Revaluation and Supplementary Examination, but only the Revaluation mark will be considered.

5) ELIGIBILITY CONDITIONS AND NORMS FOR REVALUATION OF ANSWER BOOKLETS.

- a) The Revaluation of Answer Booklet is permitted for courses having single valuation.
- b) For Practical / Dissertation / Viva-Voce, request for Revaluation is not considered.
- c) The fee prescribed for Revaluation is Rs. _____ /- per paper (Rs. _____ /- as fee for Revaluation and Rs _____ /- for cost of Application). The fee once paid will not be refunded or adjusted for any subsequent Examinations under any circumstance.
- d) For Revaluation, the student can apply on or before _____

6) INSTRUCTIONS TO APPLY FOR REVALUATION

- a) The request for Revaluation should be sent in the prescribed Application form.
- b) The fee for Revaluation fee should paid in the College office and the copy of the receipt must be sent along with the Application.
- c) Name and Register Number of the student should be written on the top left hand corner at the backside of the receipt.
- d) Original Mark Statement should not be enclosed.
- e) Requisition for Revaluation must reach the Controller of Examinations on or before_____.
- f) The student who failed in one or more course and applied for Revaluation may also apply for taking-up the Examination within the stipulated time without waiting for the results of Revaluation, if he or she so desires in order to avoid inconvenience at the later stage. However, it may be noted that no refund will be made if such a student claims for it after payment of fee.
- g) Incomplete / defective Application will be rejected and the Revaluation fee will neither be refunded nor adjusted towards any fee due to the College currently or in the future.

- h) The Application duly filled in should be submitted only to the CONTROLLER OF EXAMINATIONS, DR. N.G.P. ARTS AND SCIENCE COLLEGE– 641 048 directly.


7) INSTRUCTIONS TO APPLY FOR RETOTALLING OF MARKS

- a) The request for Re-totalling of marks should be sent in the prescribed Application form.
- b) The fee for Re-totalling fee should pay in the College office and the receipt must be sent along with the Application.
- c) Name and Register Number of the student should be written on the top left hand corner at the backside of the receipt.
- d) Original Mark Statement should not be enclosed.
- e) Requisition for Re-totalling of marks must reach the Controller of Examinations on or before _____ submission for forms after the due date will not be entertained.
- f) The student who was failed in one or more courses and applied for Re-totalling may also apply for taking-up the Examination within the stipulated time without waiting for the results of Re-totalling, if he or she so desires in order to avoid inconvenience at the later stage. However it may be noted that no refund will be made if such a student claims for it after payment of fee.
- g) There is no provision for Re-totalling of marks in Practical Examinations Courses.
- h) Incomplete / defective Application will be rejected and the Re-totalling fee will neither be refunded nor adjusted towards any fee currently or in the future.
- i) The application duly filled in should be submitted only to the CONTROLLER OF EXAMINATIONS, DR. N.G.P. ARTS AND SCIENCE COLLEGE, COIMBATORE – 641 048 directly.

8) INSTRUCTIONS TO APPLY FOR OBTAINING THE XEROX COPY OF THE VALUED ANSWER SCRIPTS

- a) The request for obtaining Xerox copy of the valued Answer Booklet should be sent in the prescribed Application form.
- b) The fee for obtaining Xerox copy of the valued Answer Booklet fee should paid in the College office and copy of the receipt must be sent along with the Application.

- c) Name and Register Number of the student should be written on the top left hand corner at the backside of the copy of receipt.
- d) Requisition for obtaining Xerox copy of the valued Answer Booklet must reach the Controller of Examinations on or before _____ submission for forms after the due date will not be entertained.
- e) If those who wants to apply for Revaluation after obtaining the Xerox copy of the valued Answer Booklet, within 7 days from the date of receipt of Xerox copy of Answer Booklet.
- f) The fee prescribed for obtaining Xerox copy of the valued Answer Booklet is Rs. ____/- per paper. The fee once paid will not be refunded or adjusted for any subsequent Examinations under any circumstance
- g) Filled-in Application shall be sent to "The Controller of Examinations, Dr. N.G.P. Arts and Science College, Coimbatore – 641 048."
- h) Separate Application shall be made for each Course.
- i) Xerox copy of the Answer Booklet will be sent through the Principal of the college, if the student is undergoing the course and the student had completed the course.
- j) Incomplete / defective Application will be rejected and the fees paid for Xerox copy of the Answer Booklet will neither be refunded nor adjusted towards any fee due to the university or in the future as well as subsequent request if any, for Xerox copy of this or any other Answer Booklet.
- k) Original Mark Statement should not be enclosed. Enclose only the Xerox copy of the Mark Statement along with the Application.


(Dr. N. BALUSWAMI)
Controller of Examinations


(Dr. P. R. MUTHUSWAMY)
Principal



Dr. N.G.P. ARTS AND SCIENCE COLLEGE (*AUTONOMOUS*)

(An Institution of Kovai Medical Center Research & Educational Trust)

(Re-accredited with 'A' Grade by NAAC & Affiliated to Bharathiar University)

Dr. N.G.P. – Kalapatti Road, Coimbatore – 641 048.

Phone : 0422 2369245 Website : www.drngpasc.ac.in Email : coe@drngpasc.ac.in

