

# Office of the Controller of Examinations Manual 2021-22



**Providence College for Women (Autonomous)**

Re-accredited with 'A' Grade by NAAC in the 4<sup>th</sup> Cycle with CGPA 3.15

Springfield, Coonoor-643103. The Nilgiris, Tamil Nadu.

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## **About the Office of the Controller of Examination**

Providence College for Women, Coonoor became Autonomous from the academic year 2021-2022, affiliated to Bharathiar University, Coimbatore. The Office of the Controller of Examinations had started functioning from September 2021 and it is headed by the Chief Controller of Examinations/Principal, administered by the Controller of Examinations, assisted by the Assistant Controller of Examinations and other staff of the cell. The Controller of Examinations (COE) office is an important part of the autonomy.

The Office of the Controller of Examination Cell has been constituted as per the regulations of the University Grants Commission, approved by the Finance Committee and the Governing Body of the College. The COE wing is fully computerized to ensure quick services and maintain confidentiality.

Ever since, the College has proven ability and adequate set up for conducting all its examinations. The Controller of Examinations also ensures a smooth functioning of the Continuous Internal Assessment. The office of the Controller of Examinations has all the required facilities such as computer facilities, strong room, Question Paper Printing Room, Computer lab for online mark entry and adequate staff.

The institution follows a very clear, well-planned calendar which schedules the examination, preparation of question papers, conduct of examinations, evaluation of answer scripts, declaration of results and issuing of Statement of Marks and Grades. Every academic year, students take up End Semester Examinations in November and April.

In Evaluation system, both Formative and Summative is followed. The formative examination known as the Continuous Internal Assessment (CIA) and has components like written internal tests, assignments/seminar and model examinations.

The CIA marks are submitted into online portal of COXCO software by staff members from their department and the final CIA marks are sent to the Office of the Controller of Examinations. The summative examinations are conducted at the end of the semester.

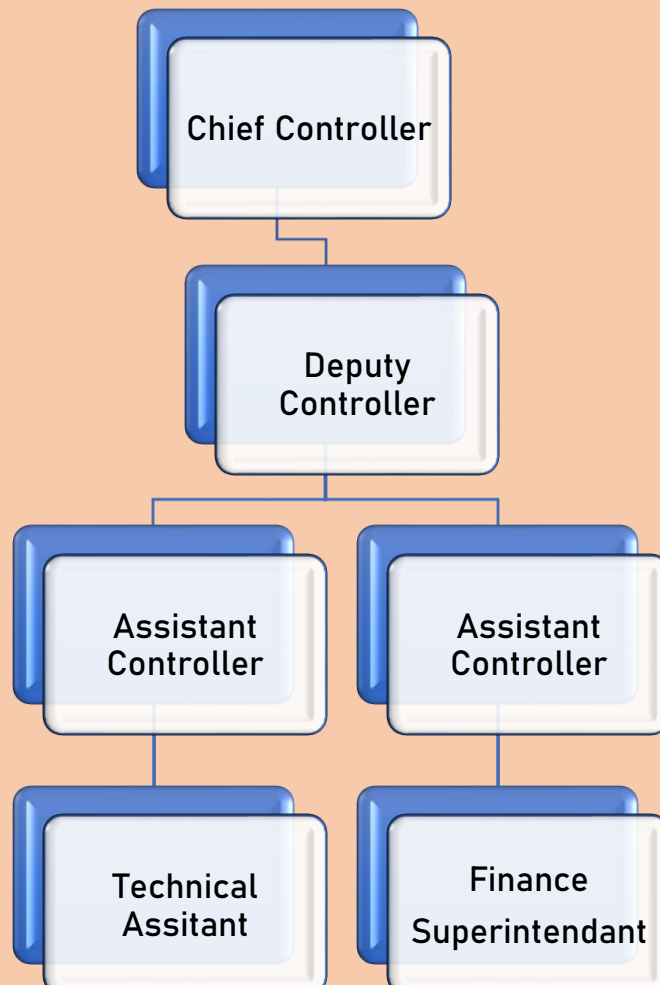
Centralized evaluation is conducted for both UG/PG Programmes. Dummy numbers system is used to maintain confidentiality. After evaluation process over, the examiner should enter the End Semester Examination marks awarded by the students through online portal of COXCO software in Computer Laboratory. Final results are normally announced within 15 working days from the last date of examination.

The Choice Based Credit System (CBCS) as per Bharathiar University under UGC norms has been followed. Varying credits are assigned to different courses depending on the instructional hours and the nature of the syllabus content. CBCS gives freedom to the students to study courses of their choice and enables transfer of credits if a student migrates to another institution to complete the same programme. It also helps the students to earn more credits than the required minimum by learning extra courses like Bharathiar University approved Diploma certificate courses and Advanced Learners courses offered by the Departments.

To improve and enhance student learning and teaching quality, our curriculum has been designed as Programme Outcome (PO) and Programme Special Outcome (PSO) based on the approach of Outcome Based Education (OBE) from 2018-2019 and onwards. Blooms Taxonomy has been used as the basis for setting learning outcomes, teaching methods and in student's assessment.

<p align="center"><b>Dr.Sr. V.J.Sheela</b> M.A., SET., Ph.D., D.Litt(Honorary) Principal</p>	<b>Chief Controller of Examinations</b>
<p align="center"><b>Dr. C.Beulah Vijayarani</b> M.Com., M.Phil., B.Ed., PGDCA., M.B.A., Ph.D., D.Litt(Honorary) Assistant Professor in Commerce &amp; Head.</p>	<b>Deputy Controller of Examinations</b>
<p align="center"><b>Dr. N. Anandakrishnan,</b> MCA., M.Phil., Ph.D., MA(YHE) Assistant Professor in Computer Science &amp; Head</p>	<b>Assistant Controller of Examinations</b>
<p align="center"><b>Dr.Sr.Selvi, M.Sc., Ph.D.,</b> Assistant Professor in Mathematics</p>	<b>Assistant Controller of Examinations</b>
<b>Sr. Lilly.D. M.Com.,</b>	<b>Superintendent</b>
<b>Mr. Vishnu, BCA, (M.Sc.),</b>	<b>Technical Assistant</b>

**ORGANIZATIONAL STRUCTURE  
OFFICE OF THE CONTROLLER OF EXAMINATIONS**



## **GENERAL SECTION**

- Hall Ticket Preparation
- Attendance Preparation (Students)
- Nominal Roll Preparation
- Internal Mark Entry
- Dummy number to Register Number
- Mark List (Theory & Practical)
- Conducting examinations (Theory & Practical)
- Conducting valuation
- Conducting passing board meeting
- Publishing results
- Dealing with any discrepancies
- Revaluation and zerox copies of answer sheets

## **QUESTION PAPER SETTING & EVALUATION SECTION**

- Panel list Preparation
- QP Setting & Acceptance
- QP Typing
- Practical Panel (Preparation & Appointment)
- Valuation List (Internal & External List preparation)
- Syllabus & Model Question

## **Paper Receiving & Maintenance**

- Receive papers from the exam section
- Dummy number allotment
- Valuation preparation
- Appointing valuers
- Entering marks
- Storing the internal, model and semester papers to be retrieved anytime

## **FINANCE SECTION**

- Settlement of claims
- Update the Accounts
- Preparation of Monthly Income & Expenditure Statement
- Office Documents Typing

## **IT INTEGRATION:**

The entire examination process is information technology (IT) integrated supported by COXCO Company – Coimbatore.

- All the process such as
- Allotment of registration number.
- Getting internal marks from faculty
- Attendance finalization
- Exam application registration
- Exam fee payment
- Examination schedule
- Seating arrangements for Examination
- Question paper allotment to the setter
- Valuation process
- Remuneration processes for question setting and valuation
- Result analysis and result publishing
- Issuing semester examination mark sheets
- Issuing consolidated mark sheets

## **RULES AND REGULATIONS**

### **Attendance Rules**

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

### **General Rules for End Semester Examinations**

- Students are to be in their seats before 15 minutes.
- No one is permitted to enter the hall 30 minutes after the commencement of examination.
- No candidate is permitted to leave the hall before the 30 minutes after the commencement of the Examination.
- No student can receive the question paper before taking the assigned seat in the hall or room.
- Students are prohibited from bringing/ carrying into the Examination Hall any book or portion of a book, manuscript or any matter of any description, mobile phones or any electronic gadgets.
- Any communication with another student is subject to severe punishment.



- Students, indulging in malpractice, will be dealt with as per the directives of the State Government and Madurai Kamaraj University.
- Possession of ID card and hall ticket is mandatory for all the examinations.

### **Malpractice:**

- Students indulging in malpractice during Continues assessment tests or the Summative examinations will be severely punished. They have to face an enquiry committee with their parents.
- The enquiry committee comprises of the Principal, Controller of Examinations, Deans, Head of the concerned department. The decision taken by the enquiry committee is final.

### *Distribution of marks for continuous Internal Assessment (CIA) and Comprehensive External Examinations (CEE)*

Paper	Max. Marks	Marks for		Components for CIA			
		CIA	CEE	Tests	Assignment	Seminar	others
Theory	50	25	25	10	05	05	05
Theory	75	30	45	15	05	05	05
Theory	100	50	50	30	10	05	05

Paper	Max. Marks	Marks for		Components for CIA		
		CIA	CEE	Tests	Observation Note	Record Note others
Practical	50	25	25	15	05	05
Practical	75	30	45	20	05	05
Practical	100	50	50	30	05	15

Paper	Max. Marks	Marks for		
		CIA	CEE	
			Evaluation	Viva-Voce
Project	100	50	30	20
Project	150	60	60	30
Project	200	100	60	40

## EXAMINATION PROCEDURES

Continuous Assessment will be conducted in every semester for 50% of marks. The pattern for internal tests are as follows:

<i>Continuous Assessment Tests</i>	<i>30Marks</i>
<i>Assignment</i>	<i>10Marks</i>
<i>Seminar</i>	<i>5Marks</i>
<i>Others</i>	<i>5Marks</i>
<i>Continuous Assessment Tests</i>	<i>30Marks</i>
<i>Assignment</i>	<i>10Marks</i>
<i>Seminar</i>	<i>5Marks</i>
<i>Others</i>	<i>5Marks</i>

- Bio data will be prepared by the controller section and given to the departments for corrections from the students
- External Examinations are conducted in online /offline as per the government norms depending upon the situation.
- Application for the semester examinations will be issued to the students from the Office of the Controller of Examinations.
- Students should verify the details in the application such as name, register number and the title of the papers and their codes.

- Students should pay the examination fees online.
- The application, signed by the student and forwarded by the Head of the Department, must be submitted to the Office of the Controller of the Examinations on or before the due date.
- Late applications will not be accepted on any circumstances.
- Nominal roll will be generated and given to the office.
- Hall tickets will be issued to the students by the College. It is Mandatory for the students to bring the Hall Ticket and Identity Card for all examinations.

### **Theory and Practical Marks**

Outgoing students who have arrears in the final semester examinations (i.e VI the Semester in UG) can appear for the same during June supplementary examinations provided they have passed all the papers up to 5th Semester examinations.

### **EVALUATION PROCESS**

- Evaluation of Theory Examinations is made by external examiner for all programmes.
- Evaluation of practical examinations is made jointly by one internal and one external examiner.
- M.Phil dissertations are evaluated by two examiners, one by an internal examiner and another by an external examiner. Viva Voce examination is conducted jointly by an external and an internal examiner.
- Students can apply for photocopy of answer scripts and revaluation.

### **Revaluation Process:**

- Failed candidates can apply for revaluation within 10 days from the date of the publication of results.
- The revaluation forms can be downloaded from the website and the student will contact the Controller of Examinations for further details.

### **Allotment of Registration Number of the Students:**

- Once the admission for every academic year is closed, an 8-character alpha numeric registration number is allotted to all the admitted students.

### **Internal Marks**

- The marks for continuous assessment are entered by subject handling staff through their individual login enabled in intranet within a stipulated period.
- The same is verified and approved by their respective HOD's in their login id.

### **Exam Application**

- After satisfying the attendance norms, the students are permitted to pay their examination for their current and arrear exams.

### **Examination Process**

- For all the registered subjects, question paper setting sent to qualified external faculty members from the database.
- Number of question papers available, used, allotment date, received date, payment to question setters, quality of the question paper all these are monitored by Office of Controller of Examination by software.
- Hall ticket will be given to eligible students at the last working week in that semester as per college calendar.
- On every day of examination, attendance will be updated in examination software and dummy number will allotted immediately for valuation.
- The scripts are valuation as per valuation procedure with external faculty members from the database.
- The marks are enrolled immediately in software and get authenticate signature from the evaluator.

### **RESULT PUBLISHING**

- Within 10 – 20 days from the last date of examination, the result will be published and same is displayed in college website and send to their registered mobile number.
- The students can apply for revaluation, script within allotted time.
- All the process being done by using software and thoroughly monitored by Office of Controller of Examination.

### **Certificates**

- After completing the exams successfully, except final semester students will get their mark sheet for the exam completed by software from the Office of Controller of Examination.
- Final semester students will get their consolidated marks sheet and copy of same will sent to university for their provisional certificate and degree certificate.

