Sri G.V.G. Visalakshi College For Women, Udumalpet- 642128
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Examination Procedures and Processes

Examination Procedure

The Examination system is based on the Semester system under Choice Based Credit System (CBCS) with the Outcome Based Education (OBE) approach.

➢ Every academic year will have two semesters i.e an Odd semester and an Even semester.

➢ Each semester will have 90-95 working days as contact days excluding the days of conduct of the End Semester Examinations (ESE)

➢ Every semester will have Continuous Internal Assessments (CIA), a formative assessment, to monitor and evaluate the progression of the students.

➢ The methodology for the internal assessment is carried out through the CAMU, the campus Learning Management System (LMS) installed in the college.

➢ The ESE, a summative assessment is conducted at the end of every semester after the completion of the contact days.

➢ The pattern of examination depends on whether the courses are theory, practical, theory-cum-practical, internship or project with CIA and ESE together or separately as only CIA or only ESE or both.

➢ The CIA and its breakup components facilitate the continuous monitoring and assessment of the candidates thereby mapping their learning outcomes in terms of the quantifiable measurable.

Examination Processes

❖ The college follows semester system for both UG and PG programmes and the performance of a student in each semester will be evaluated course-wise with a maximum of 50/75/100 marks for theory and 50/75/100 marks for the practical courses. In addition

to the theory, practical and theory-cum-practical courses, an industry oriented Internships/ projects with a viva-voce are designed with a weightage of 50- 200 marks depending on the curriculum framework, course design and duration (app.1-6 weeks).

❖ The evaluation of all the courses offered in the curriculum framework is based on their CIA and ESE. The college will modify the Academic/Examination regulations from time to time for enhancing the quality of education.

❖ A candidate in the UG Programme will suffice the academic requirement in a course if she secures a minimum of 40% of marks in the ESE and a minimum aggregate of 40% for the total marks, for PG Programme only aggregate 50% and hence will earn total credits.

❖ An UG student has to earn 140 credits (apart from the non- credit courses) and a PG student has to earn 90 credits to satisfy the minimum academic requirement to obtain the degree. Marks obtained for all the courses with credits are considered for the calculation of CGPA.

❖ The CIAs / Model / ESEs notifications along with the time table will be issued following the schedule of the academic calendar. Day wise / room wise/ year of study wise seating arrangement will be prepared for all the courses. Required number of faculty for invigilation is drawn from the departments. The Examination Committee constituted for the purpose will ensure smooth conduct of the examinations and despatch of answer scripts to the COE.

❖ The pre-examination works like preparation of final data base of the candidates after the payment of the applicable exam fees as per the eligibility for the ESEs, preparation of preprinted bar coded OMR sheets, preparation of nominal rolls, Hall tickets, exam related letter preparations etc., are taken care with the help of the Examination Management System (EMS) software.

❖ The question paper for the ESEs (Two sets) will be set by two external / internal examiners drawn from the list of paper setters approved by the Board of Studies. The question paper drawn at random from the two sets is scrutinized by the Head of the

department (Chairman BoS)/ Senior faculty for the required standard and coverage of the syllabus.

- ❖ A central valuation camp is arranged for the evaluation of the answer scripts with dummy numbers. Both Internal/ External examiners are deputed with the approval of the Chief Controller of Examinations (Principal). The COE will be the Camp Officer with the Deputy COE for assistance.

- ❖ In case of online evaluation the soft copies of the answer scripts will be evaluated by downloading the same from the examinations portal of the LMS software. If the softcopies of the answer scripts are not clear the hard copies of the same will be valued by the examiners as the hard copies will be received by the COE office before the commencement of the valuation.

- ❖ The CIA and the ESE are integrated for the final results processing/ passing and also for the printing of grade sheets.

- ❖ Complete transparency is maintained at all stages of operation. Revaluation, Retotalling, Improvement, providing Photostat copies of the valued answer scripts are done on request through proper channel.

- ❖ Results are passed within one week to 10 days after the completion of valuation. The statement of marks is issued after the results passing board meeting.

- ❖ The University Nominee from the Parent University will be the observer and the Chairman Board-Principal will announce the results for that semester.

Processes Integrating IT

- ✚ Examination Management System (EMS) services are available to integrate all the activities in the office of the COE. The pre and post examination activities, starting from examination notification, generation of time tables, list of eligibility of students based on their attendance and generation of preprinted OMR sheets are integrated with it to avoid any manual entry errors.

- The continuous internal assessment marks are also uploaded in the data base of LMS and will be integrated with end semester marks with the OMR sheets at the time of results processing.

- Payment portal and fee receipt facility is available.

- Complete automation of examination process helps in the successful execution of examination processes.

Continuous Internal Assessment System

- Continuous Internal Assessment (CIA) is carried out through both Offline and Online schedules.

- Two CIA tests with distributed portions of syllabus coverage with one model examination are conducted.

- Also seminars, group discussions, quiz, soft skill activities are conducted for effective learning.

Mrs.T.V.Banumathi

Controller of Examinations