



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

CRITERION II: TEACHING, LEARNING AND EVALUATION

2.5: Evaluation Process and Reforms

2.5.3 Additional Information

Regulations in the Examination Procedures



**KONGU ARTS AND SCIENCE COLLEGE
(Autonomous)**

Affiliated to Bharathiar University, Coimbatore

Approved by UGC, AICTE, New Delhi & Re accredited by NAAC, DBT STAR College Scheme

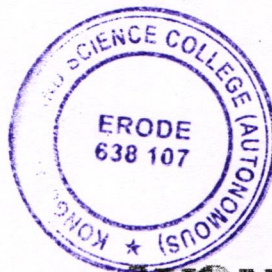
(An ISO 9001: 2015 Certified Institution)

Nanjanapuram, Erode – 638 107

OFFICE OF CONTROLLER OF EXAMINAIONS

Procedures for Examination and Evaluation System

For the Academic Year 2015 -2016 to 2020 – 2021



KONGU
Assuring the Best

Dr. N. RAMAN
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KONGU ARTS AND SCIENCE COLLEGE
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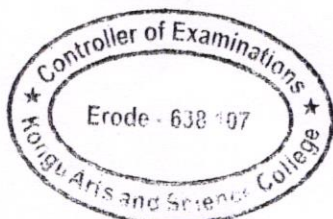
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OFFICE OF CONTROLLER OF EXAMINATIONS

EXAMINATIONS SYSTEM

1. Question Paper Scrutiny Board.
2. Dummy Number System is followed in Theory Valuation.
3. Central Valuation for Theory Examination – 50% Internal & 50% External Examiners.
4. Publication of results within 15 days from the date of last Examination.
5. End Semester Examination (ESE) Results published in College Website & sent message to registered Mobile numbers.
6. System of Transparency in valuation.
- Provision for Revaluation / Photocopies / Retotaling.
7. Provision for Improvement in the immediate next semester.
8. Provision for Supplementary Examination.
9. Automation in Examination Process.
10. Statement of Marks & Grades issued with security features.
11. Consolidated Statement of Marks & Grades issued in Non tearable nature (TESLIN Sheet) with more security features.
12. Award of Rank Certificates.



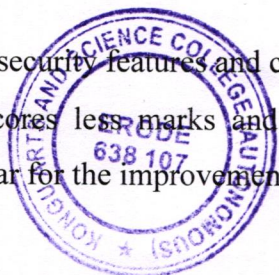

Chief Controller of Examinations


Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
- NANJANAPURAM, ERODE - 638 107.

OFFICE OF CONTROLLER OF EXAMINATIONS

EXAMINATION REFORMS

- CBCS and OBE pattern introduced.
- Question paper setting and evaluation based on Blooms Taxonomy.
- SWAYAM / MOOC courses are made as a extra credit courses.
- Viva-Voce examination conducted for
 - Summer internship
 - Students Projects
- Grade system introduced for Internship / Institutional Training for both UG and PG students.
- The final year UG students have to be involved in any one of the Extension Activities of NSS/NCC/YRC/ RRC /ECO CLUB /ETHICS CLUB /SCIENCE FORUM / PHYSICAL EDUCATION and the marks awarded under various categories.
- If a student is not able to appear for examination due to Sports, NCC and NSS events or any genuine reason examination is conducted for that student as per Parent University norms, provided that he/she submits application with proper documents.
- Online End Semester Examination and Evaluation done with prior arrangement as per the university guidelines.
- Online examination will be introduced for Environmental Studies and Value Education for First year UG students, Comprehensive Examination for Final year PG students with effect from 2021-2022.
- Software used for examination and evaluation process.
- Ratio of Internal and External examiners for evaluation is 50:50.
- Online marks entry system is introduced.
- Students view the results through College website and marks are sent to the students by SMS.
- Results published within 15 days after the completion of the End Semester Examinations.
- Mark sheet has 8 security features and consolidated mark statement has 13 features.
- If any student scores less marks and wants to improve in that course, he/she is permitted to appear for the improvement examination in the immediate next semester.

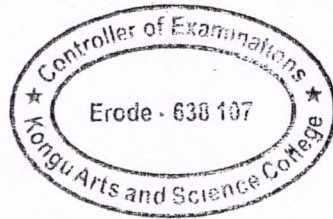


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- The grievances of the students with reference to assessment is made clear by showing his/her performance in the answer sheet.
- The answer sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.
- Any student who is not satisfied with the assessment and award of marks may approach the concern HOD who can intervene and seek opinion of another course Teacher.

S. T. Jayanthi
COE

[Signature]
CHIEF CONTROLLER OF EXAMINATION



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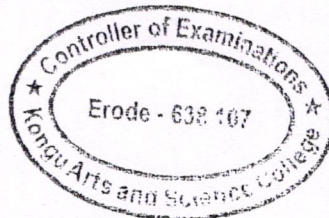
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Office of Controller of Examinations

Procedures for Question Paper Setters

1. **Blooms Taxonomy Level** has to be followed (**Compulsory**).
2. The Question Paper should be framed only from the prescribed **text book and not from other sources**.
3. Kindly treat this appointment as **Strictly Confidential**.
4. Go through **The Syllabus and Question Paper Pattern** carefully.
5. Questions should be set covering **all the portions of the syllabus from Unit – I to Unit- V without any omission**.
6. If Questions asked from **out of syllabus exceed 25 percent** in the Question paper setting, the default setter will be **debarred for 2 years from the panel of QP setters**.
7. Do not **REPEAT or COPY** the questions from other Question Paper Sets for the Examinations of any other College or University.
8. **Mathematical signs, symbols and index figures, sub-scripts, super-scripts, biological scientific names and abbreviations** should be typed clearly. Typesetting shall be made in MS Word in A4 format, 12 font size (Times new Roman).
9. Dispatch the Question papers within **15 days** from the date of communication and send as **Soft Copy** through prescribed e-mail (Both Set-A and Set-B).

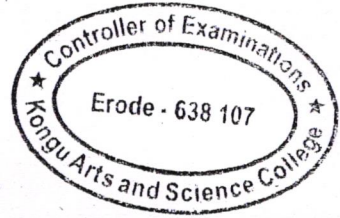
W. S. Jayaram
COE



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Chief Controller of Examinations



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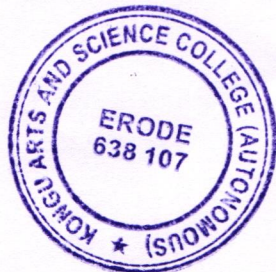



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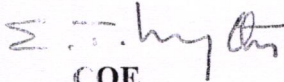
Procedures for ESE Valuation of Examiners


1. He / She must be qualified for **appointment as Assistant Professor** as per the University/ UGC/ AICTE rules and has obtained qualification approval from the university.
2. The External Examiner should **not accept the assignment if any one of his / her relative appears** in this College Examinations.
3. The concerned Chief Examiner of each programme shall convene a **pre-evaluation meeting** of all the Examiners / Evaluators associated and provide the scheme of valuation and discuss in detail the various aspects of the evaluation process.
4. No Internal / External Examiners shall **leave the evaluation hall without completing** the assigned work i.e. completion of evaluation and tabulation of all the answer scripts allotted.
5. In the spot, Chief Examiner shall issue **two bundles** of answer books in a **day** each containing **25 scripts to the evaluator**.
6. To ensure uniformity in marking, a given question (or a set of questions) shall be **evaluated by a single examiner** for all the students registered in the course.
7. After evaluation by the examiner, the evaluator answer scripts will be checked by the tabulators. If any discrepancy is found it is brought to the notice of Chief Examiner.
8. The Internal / External Examiner and Tabulator shall sign on the marks gally of answer scripts which they have **checked / evaluated and scrutinized** in the space provided on the answer scripts.
9. The Chief Examiner of the Board shall randomly **check and sign** in the answer scripts.
10. After valuing the answer scripts, the examiners shall enter the marks in the **online software in computer lab and get printout for verifying the mark sheet** to be reviewed by the Chief Examiner.
11. The examiners shall **readout the register number and respective marks entered** in the mark sheet to the Chief Examiner to verify the **appropriateness of marks entry**.

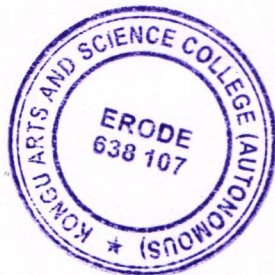
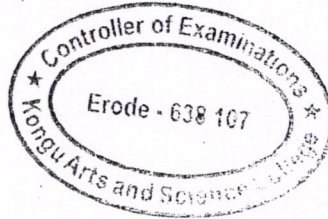




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12. In case of **any corrections made**, the examiners shall be requested to their **initials on the mark sheet**.
13. On completion of valuation, the **Chief Examiner is responsible** to collect all issued scheme / question paper copies and return it back to the COE section.
14. Before vacating the evaluation hall, the Chairman/Chief Examiner should carefully **check if any of the examination materials** (Mark sheet/answer books/stationery / question papers /scheme/etc..) are left in the Hall and return it back to COE section.
15. If the difference of marks is found to be **more than 20 marks** at the time of revaluation process, the **Examiner will be debarred for two years from the valuation panel**.


COE


Chief Controller of Examinations




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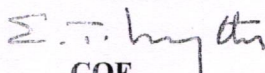
OFFICE OF CONTROLLER OF EXAMINATIONS

Procedure for conducting On-line End Semester Examinations for the Academic year 2020-2021

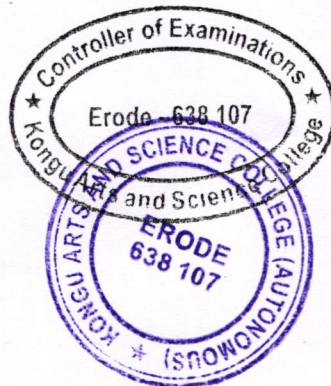
Due to pandemic situation, the End Semester Examinations will be conducted through online mode (Google Class room and the students to be monitored by Google Meet). The following are the procedures to conduct the on-line examinations.


Conducting the Examination process:

1. Frame the instructions for the candidates to be followed in on-line End Semester Examinations.
2. Prepare and send the Exam Time table to the candidates by HOD before 20 days at the beginning of the examinations.
3. Create a Nominal roll.
4. Prepare Hall Invigilators List.
5. Create a Google Classroom and Google Meet id separately for every class for their entire examination and enroll the Candidates in the Google Classroom by Class In-charges.
6. Instruct the student through HODs in prior.
7. Post the answer script's front page to the candidates with signatory column.
8. At the date of Examination, the question papers will be posted to the concerned Google Classroom through HOD before 15 minutes of beginning of the examination. Then the Hall supervisor for every 20 candidates invigilates the candidates by Google Meet Video until the end of the examination.
9. Candidates submit the answer scripts in .pdf format with filename as Reg. No_ Course code.
10. Invigilator verifies the answer scripts thoroughly such as Register number (in the front page only), signature at the bottom right corner in every pages of the answer scripts etc. .
11. The Hall supervisor have to check the answer scripts with the nominal roll provided by the COE and the answer scripts should be written in CD format and submit to the COE through Exam Section.


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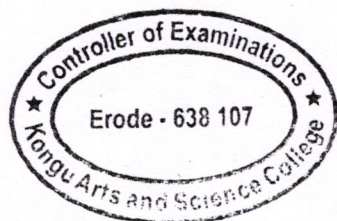
Procedure for On-line Evaluation Process for the EVEN Semester of the Academic year 2020-2021

Due to pandemic situation, the End Semester Examination may conduct through online mode (Google Class room and students are monitored by Google Meet). After completing the examination, the students are instructed to submit the answer scripts as .pdf format to the particular Google Class Room. The Hall supervisor have to check the answer scripts with the nominal roll provided by the COE and the answer scripts should write in CD format and submit to the COE through Exam Section.

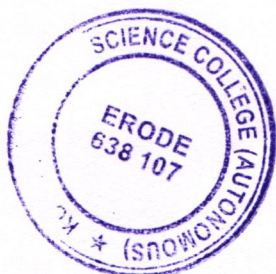
Evaluation process:

1. Framing the procedure for on-line valuation to the examiners.
2. Contact and get the consent from the examiners.
3. List out the panel of both External and Internal valuation examiners with mail-id and contact numbers.
4. Prepare the valuation allotment list for both Internal and External Examiners.
5. Naming the folder name in Google drive as examiner name with numbers of scripts and course code. Attach the Examiner Procedure, Discrepancy form, Marks sheet and Claim form to the folder.
6. Share the folder to the examiners mail-id and permit to the examiners to only view the paper.
7. The COE office creates the Gmail accounts for various Disciplines and the answer scripts to be uploaded from CD to concern folder in the Google drives.
8. The examiners submit the mark sheet through the COE mail-id which is confidential one mentioned in the Examiner Procedures.
9. Compare the mark sheet with the Attendance sheet thoroughly and upload the marks to the software.

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END SEMESTER EXAMINATION - ONLINE EVALUATION (JUNE 2021)

INSTRUCTION TO THE EXAMINERS

1. The e-mail you have received contains the following files.
 - a. Link for the answer scripts
 - b. Mark sheet
 - c. Claim form
 - d. Data sheet
 - e. Discrepancy form
 - f. Question paper
 - g. Scheme of valuation


If you found any discrepancy please contact us immediately.

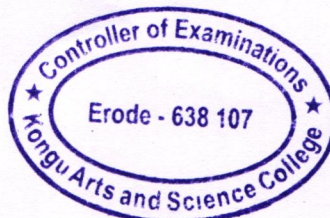
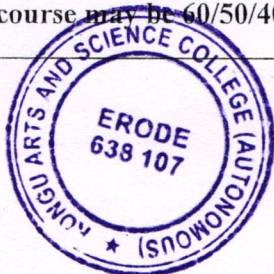
(Mobile No.: 63806-65500, 95002-19684; mail id: coekasc@gmail.com)

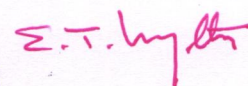
2. Fill-up marks in the provided Ms-Excel format only and verify the total marks both row wise and column wise.
3. Kindly fill-up the discrepancy form if any of the following.
 - a. Page number mismatch
 - b. Not signed in the specified area
 - c. Answer scripts without front page
 - d. Answer scripts in blurred form
4. It is mandatory to affix the digital signature of the examiner in the space provided.
5. After evaluation, kindly submit the following forms through mail id 'coekasc@gmail.com' only.
 - a. Mark sheet
 - b. Claim form
 - c. Data sheet
 - d. Discrepancy form (if any)
6. Your kind cooperation is solicited.

Important note:

The stipulated duration for valuation is maximum of 2 days per course/subject (No. of answer scripts per course may be 60/50/40)


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END SEMESTER EXAMINATION - ONLINE EVALUATION (JUNE 2021)

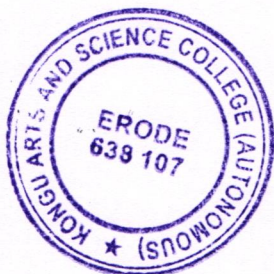
Discrepancy Form

S.No	Register Number	Course Code	Discrepancies (Put \checkmark in specified column)				Any Others
			Page number mismatch	Not signed in the specified area	Answer scripts without front page	Answer scripts in blurred form	

S.T. by the



Name and Signature of Examiner



[Signature]
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Office of Controller of Examinations

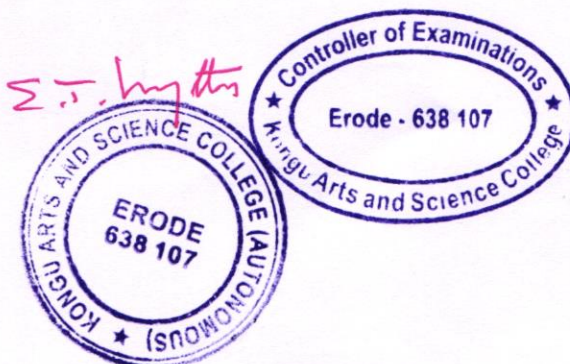
Features of Mark Statements

Semester statement of Marks and Grades

1. Fluorescent Border
2. Micro line
3. Scan Letter
4. Micro text
5. Rainbow Printing
6. Water mark logo
7. Invisible ink
8. Anti copy
9. Hologram Sticker

Consolidated Statement of Marks and Grades

1. Raster image
2. Gold Foil
3. Micr Numbering
4. Security Border
5. Mirror Text
6. Opaque Text
7. Panto Copy
8. Micro Line
9. Rainbow Printing
10. Invisible ink (3 Colours)
11. Void Copy
12. Microline Text
13. QR Barcode (College Website URL)
14. Hologram Sticker



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Strategy Development and Deployment

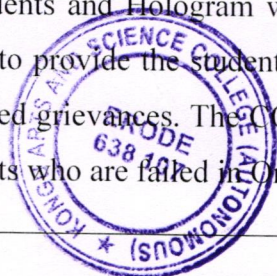
Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Examination and Evaluation

The Institution conducts two types of examinations, Internal and End Semester Examinations (ESE). As a part of Internal, Internal Assignment, Attendance Percentage, Continuous Internal Assessment (CIA I & II) and Model Examinations.

The question papers for CIA are prepared by the respective Course teachers, approved by the Head of the concerned departments and submitted to the Exam Section. This ensures fairness and eliminates the chance of usage of unfair methods. Perfect transparency is maintained in the evaluation of all the Assignments, CIA and Model Examinations answer scripts. After CIA and Model Examinations students are collect their evaluated answer scripts and are permitted to assess their own performance and seek any clarification to the teacher. The Assignment, CIA, Model Examinations and Attendance marks are entered through online to COE office by the concerned course teacher. The Final internal marks are consolidated by the COE office.

The question papers for the ESE are completely set by the External Examiners (Question Paper Setters) from the various University, University Affiliated Colleges and Autonomous Colleges. It is further Scrutinized by the External Subject Experts. On the day of the Examinations, the course teacher is asked to verify the Question Paper and submit a feedback whether the Question is related to the Syllabus, Marks distribution and etc. The Examinations are conducted with utmost care given to transparency and fairness. After the completion of ESE, the answer scripts are evaluated by Internal and External Examiners. The COE ensures the ESE results are published as per schedule in the Academic Calendar. The Uniqueness over our institution is the Quick Declaration of ESE (15 Days from the last date of ESE). The Publication of results are informed to the students prior and made available in the College Website, as well as in the Departments. After the declaration of the results, the dates for Revaluation related to ESE Examinations are also addressed by the COE and displayed on the notice board for the information of the students. Students have the rights of Revaluation and Photocopying of Answer scripts. The Mark statement of the students has 10 Unique Security features, Photo of the students and Hologram which enables the avoidance of Malpractice. The Institution is highly dedicated to provide the students with time bound, transparent and efficient solutions for their examination related grievances. The COE also conducts a Special Supplementary Examination for the Final year Students who are failed in One Course in order to ensure their prospective career.



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Implementation of e-governance in areas of operations:

❖ Examination

Name of the Software - COXCO Software

Nature of Automation (Fully or Partially) - Fully

Year of Automation - 11.09.2015

Year of Up gradation – 07.12.2018 (Web Based)

Vendor Details - ESSVEE SYSTEMS AND SOFTWARE

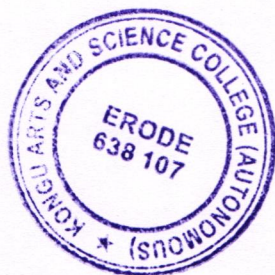
Regd. Office: 14/105, Vallalar Nagar Extn,
Bishop College Road,
Ellis Nagar Post, Dharapuram, Tirupur Dist,
Tamilnadu – 638 657.

Best Practices

Describe any one best practices

There is a provision for Differently abled students to write the Examination through Scribe. For availing this benefit the disabled students write a requisition letter to the Chief Controller of Examinations, before 10 days of commencement of Examination through Head of Department with supportive medical documents. After verifying the originality, the Chief Controller of Examinations may be appointed the Scribe.

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