

EXAMINATION PROCEDURES

Choice Based Credit System

- For Electives, Skill Based Subjects and Non Major Electives

Readmission & Transfer Candidates

- Discontinued students will be readmitted in the same course, subject to the conditions of vacancy
- Candidates from other college recognized by Bharathiar University / other Universities will be admitted in the same course after obtaining permission from Bharathiar University, subject to the conditions of vacancy

Question Paper Setting

- Question Paper Setting by External Examiners
- Question Paper Scrutiny Board consisting of External Examiners
- Appointment of Question Paper setters, sending of syllabus, Question Paper pattern and receiving the question papers through secured domain email

Conduct of Examination

- Ratio of External and Internal invigilators is 50 : 50
- Both Internal examiners and External Examiners conduct the practicals and Viva-Voce

Reschedule of Examinations for Sports, NCC & NSS students

- Candidates who are unable to appear for ESE due to Sports/NCC/NSS or any other national important activities are permitted to reappear as a special case as per Academic Council Guidelines

Concession for Differently Able Students

- Extra one hour is permitted during theory Examinations
- Scribe is permitted for the students with visual impairment
- Exempted from attending field work in Part-V Extension Activities
- Separate Hall in the ground floor for writing theory Examinations

Evaluation

- Dummy numbers are assigned for all theory papers to ensure objectivity during evaluation
- Central Valuation for Theory Examinations - 50% Internal & 50% External Examiners

System of Transparency

- Retotaling/Revaluation/Obtaining photocopy of valued answer scripts is permissible for all the theory papers in the current semester

Provision for Improvement

- Re-appearance for improvement is allowed only for theory papers

Provision for Supplementary Examinations

- Candidates who fail in only one subject [Theory] in the final semester (including Add-on Course) will be permitted to take up supplementary examinations

Publication of Results

- Results published within 15 days from the date of Last Examination
- Results are uploaded in college website to enable accessing anytime, anywhere.

Security Features

- Micro line printing, Gold foil college logo, Invisible college logo, Folio number and Background character in Statement of Marks
- Micro line printing, Gold foil college logo, Invisible college logo, Folio number, Background character, and Hologram in Consolidated Mark Statement

PROCESSES INTEGRATING IT

- **Fully automated Examination Management System**
 - Admission processing and Student Master database Preparation
 - Online issuance of End Semester Examination forms
 - Printing of Nominal Roll of Candidates
 - Online issuance of Hall Tickets and personalized Time Table
 - Computerization of Hall Allotment for conduct of End Semester Examinations
- **Digital entry of End Semester Examinations marks**
 - Internal mark entry through offline mode
 - External marks entry through online mode

- **Online Examinations for**

- Some Self Learning Papers through Spoken Tutorial Project, IIT Bombay
- Non-Major Elective paper - History for Competitive Examination
- Self-Learning paper - General Awareness
- Advanced Multi Skill Development (SBS)

- **Online Certificate Verification System**

- Online verification of Mark lists, Consolidated Statement of Marks & Grade, Pass Certificate, Rank Certificate and degree certificates through the link specified in vcw.ac.in or <https://vellalar.directverify.in>

- **Cashless Transaction**

- All examination related claims settled through NEFT

- **Information through Online**

- End Semester, Add-on and Self Learning courses
 - ❖ Examination Application forms
 - ❖ Hall Ticket
 - ❖ Time table– course wise
 - ❖ Results
- Forms to be submitted to CoE

CONTINUOUS INTERNAL ASSESSMENT

- CIA has been an integral part of the evaluation process from inception of autonomy (2007-2008 onwards)
- The examination cell is responsible for conducting all examinations
- Ratio of formative and summative examinations marks for theory subjects
 - 25:75 for subjects with a maximum mark of 100
 - 20:55 for subjects with a maximum mark of 75
 - 20:30 for subjects with a maximum mark of 50
 - 10:40 for subjects with a maximum mark of 50
- Ratio of formative and summative examinations marks for practicals
 - 40:60 for subjects with a maximum mark of 100
 - 20:30 for subjects with a maximum mark of 50

IMPACT OF THE REFORMS AND IT INTEGRATION

- Improvement in the efficiency of the Examination System
- Publication of End Semester Results within 15 days from the last date of Examination
- Dummy Numbering system minimize the possibilities of malpractices
- Digital mark entry, Question Paper setting and the associated process through email result in paperless office
- Cashless transaction (NEFT) helps authenticate and formalize the transactions
- College website makes it easy for the students to access examination applications, time table, hall tickets and results, anywhere, anytime
- Databases for External examiners and Internal examiners help in appointment of examiners, claim setting easy and minimize the time.
- Online examination system
- Saves cost and time for both students and teachers.
- It expands the scope of evaluation and assessment with randomized questions, instant and objective evaluation
- Self-Learning papers through Spoken-Tutorial Project, IIT-Bombay assists students to learn various Free and Open Source Software self-paced, all by oneself
- General awareness, History for competitive examination and Multi Skill papers help prepare the students for competitive examinations