



N.V.K.S.D. COLLEGE OF EDUCATION

(Autonomous)

(Re-accredited by NAAC with 'A' Grade)

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EXAMINATION MANUAL

***The examination system described below will be applicable to all programmes,
to which admissions were effected from the academic year 2017 -18***

Note: The regulations hereunder are subjected to amendments as may be made by the competent Authority of the institution from time to time. Any or all such amendments will be effective from such date and applicable to such batches of the candidates as may be decided by the competent authority.



Vision

- **Gnana** -to help students learn efficiently and it shall be ensured through examinations and evaluation
- **Dharma** –To conduct fair and transparent examination and evaluation
- **Sneha**-to provide timely help when in need and facilitate in making a responsible citizen.



Aims and objectives

- To fulfill the vision and mission of the college by adhering to all the rules and regulations of the examination committee which are approved by the college.
- To set innovative quality benchmarks in our examination process.
- Through transparent and effective support mechanism to all stakeholders, continuously evolving to bring in reliable and adaptable best practices.

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Abbreviations

CoE-Controller of Examination

C.V. camp-Central Valuation Camp

Chapter1

Programme Overview

N.V.K.S.D. College of Education is an Autonomous College affiliated to Tamilnadu Teachers Education University, Chennai, Tamil Nadu . The Autonomy facilitates the college the right to frame its own syllabi and conduct its own internal and semester examinations. Tamilnadu Teachers Education University will confirm the Provisional /Degree certificate with the name of the College.

Eligibility Criteria

Admission to the programme will be on the basis of eligibility requirements, rules and regulations for B.Ed. admission fixed by the Government of Tamil Nadu and Tamil Nadu Teachers Education University from time to time.

Duration of the Programme

The programme is of two year duration. Semester system is followed in the programme. There will be four semesters with 200 working days inclusive of internship, field attachment activities, and excluding admission and End semester examinations. However, the prospective teachers will be permitted to complete the programme requirements on valid reasons within a period of five years from the date of joining the programme.

Medium of Instruction

The medium of instruction is English/Tamil for all courses. The candidates may write the examination either in Tamil or English.

Attendance

Each candidate whose admission is approved by the affiliated university should gain 85% of attendance in each semester to appear for the examination. The candidate who gains attendance upto 75% on medical ground shall be permitted to appear for the examination after getting condonation of attendance, adhering to the norms of the institution, after paying the prescribed fee. Condonation of attendance is allowed only for two semesters during the entire programme. The candidates with

shortage of attendance below the condonation limit will not be eligible to appear for the end semester examinations. The students who secure the required minimum attendance in the semester and has registered for the end semester examination shall be eligible to continue their studies in the next semester.

Registration for each Semester

All the courses carrying credits should be compulsorily attended by the candidates for the successful completion of the programme. Only such candidates are permitted to register for the end semester examination. A candidate shall be eligible to register for a semester, if he/she has satisfactorily completed the course of study of the immediate previous semester.

Readmission

Those candidates who discontinue the programme shall be given the provision of readmission if otherwise eligible as long as the scheme exists. If the scheme is over the candidates have to join the programme as a new entrant if otherwise eligible. There shall be provision for readmission if the student completes the first year and also registered for the end semester exam, provided there is a vacancy in the institution and the syllabus being the same.

Transitory Regulations

Whenever a programme or scheme of instruction is changed in a particular academic year, two more examinations immediately following thereafter shall be conducted according to the old regulations/ syllabus. Failed candidates, or candidates who couldn't appear for these examination, have to attend classes of the next course subsequently according to the changed syllabus/regulations. Candidates who failed to appear for the exams or failed (unsuccessful) in the examinations shall re do the programme and appear for the examination in accordance with the changed syllabus / regulations.

Definition of Terms

Programme

Programme means a patterned combination and sequence of courses in the discipline Education spreading over four semesters, according to the regulations,

the successful completion of which would lead to the award of the Bachelor's Degree in Education.

Course

A course is essentially a constituent of a programme and may be a composite of several subject matters to be covered in a semester. The course consists of both theory components and practical components. Theory components include, Core Courses, Pedagogic Courses and Elective Courses.

Semester System

The semester system is a pattern of the course in which the whole programme is divided into different parts and each part is intended for a specified period of time. It accelerates the teaching-learning process that enables vertical and horizontal mobility in learning. The B.Ed. programme comprises of four semesters with each consisting of 100 working days, excluding admission and end semester examinations.

Choice Based Credit and Semester System (CBCSS)

The Choice Based Credit and Semester System provide choice for students to select from the prescribed courses. The CBCSS provides flexibility by assigning credits, based on the course content and hours of teaching.

Credit (C)

A credit is a unit of input measured in terms of 'Study Hours'. It represents the number of study hours in a particular period of time devoted to various aspects of teaching-learning process such as attending classes, engaging in assignments, projects, community related activities, gathering information from library and internet sources and other related practical activities required for the course.

A credit is equal to 30 hours of teaching learning process and one credit carries 25 marks for evaluation. All the activities that carry credits are compulsory.

Grade Point (GP)

It is a numerical weight allotted to each letter grade on a 10-point scale.

Credit Point (CP)

It is the product of grade points and number of credits for a course.

Grade (G)

It is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B, C and D. It is the transformation of actual marks secured by a student in a course.

Letter Grade	Level of Performance	Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B	Good	7
C	Satisfactory	6
D	Re appear	0-5
Ab	Absent	-

Semester Grade Point Average (SGPA)

SGPA is a measurement of performance of work done and credits corresponding to the grades earned by a prospective teacher in a semester. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored in all the courses taken by a prospective teacher and the sum of number of credits of all the courses undergone by the prospective teachers. It shall be expressed up to two decimal places.

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

Cumulative Grade Point Average (CGPA)

It is a measurement of overall cumulative performance of prospective teachers in all semesters. The CGPA is the ratio of the total credit points secured by a prospective teacher in various courses in all semesters and the sum of the total number of credits of all courses. The value shall be rounded off

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

Transcript/Grade Card/Certificate

Based on the marks/ grades earned, grade certificate shall be issued to all the registered candidates after each semester. The grade certificate displays the course details (code, title, number of credits, marks scored, grade secured) along with SGPA. A candidate obtaining Grade-D shall be required to reappear in the next semester examination.

Chapter 2

Examination System

Examination Committee

The College shall constitute an Examination committee headed by Controller of Examinations who will be a permanent faculty appointed by the Principal in accordance with the guidelines of the UGC. Two teachers working in the college shall be nominated as members of the Examination committee for a tenure of three years. They will continue performing their regular teaching work as scheduled by the college. There shall be a team of office assistant, computer programmer, and other helpers as per the requirement in the CoE office. Examination committee will render all help to the Controller of Examinations for the smooth conduct of the examination as per rules. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently.

Powers and Duties of

A. Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar and semester end examinations are conducted after 100 working days.

The responsibilities of the Controller of Examinations shall include:-

- He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with

examinations.

- Taking decision on all matters related to examinations not falling within the powers of statutory bodies of the College.
- Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents and certificates by the staff under whom such documents are kept.
- He/she shall convene meetings and issue notices to the Examiners and conduct official communications thereof.
- Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the college.
- Taking quick decisions as circumstances warrant with or without taking advice from examination committee.
- Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

Chapter 3

Evaluation

Continuous and Comprehensive Evaluation (CCE) is carried out with Choice Based Credit and Semester System (CBCSS). Both internal and external evaluation will be done for theoretical and practical courses. Evaluation for the practical courses will be conducted internally and externally for every semester. For Enhancing Professional Capacities (EPC), the assessment is only internal.

Assessment of Theory Courses

The marks allotted for internal continuous assessment and end semester examination will be 30 marks and 70 marks respectively with a maximum of 100 marks for each theory course.

The internal evaluation of theory courses include tests, assignments, seminars, and suggested activities .

Internal assessment is centralized and vested with CoE office. The CoE office frame the schedule for internal assessment for all the programmes in the beginning of each semester. The CoE office collect the question papers from the course teachers, print the question paper, conduct the examinations and collect the marks from the course teachers. Assignments and seminars are assessed by the course teachers using rubrics. The internal marks shall be submitted to the CoE at the end of each semester before the commencement of end semester examination. To ensure the transparency of evaluation process, the marks obtained by each student in each course in a semester shall be displayed in the notice board and in the exam portal before the commencement of end semester examination. For those who could not attend for any internal examination with genuine reason , a single chance of retest will be permitted with the recommendation of the concerned course teacher and the principal.

External Evaluation

External Evaluation for each theory course carries 70 marks. Question papers for external examination is set by the question paper setters from the panel approved

by the Academic council. Centralised valuation is adopted for all the programmes. For M.Ed and M.Phil programmes, double valuation is conducted. The average of the two marks will be considered. If there is a difference of more than 10% between the marks given by the two examiners, a third valuation is done by the external and the marks in the third valuation will be considered.

Assessment of Practical Courses

Practical courses will be subjected to internal assessment through continuous evaluation in every semester. External assessment for the practicals in each semester is done by a panel of examiners duly appointed by the office of Controller of Examinations based on the approval of appropriate Statutory Bodies.

Assessment of EPC Courses

Assessment of the Enhancing Professional Capacities course is purely internal and done by the course teachers.

Passing Minimum

The prospective teachers and teacher educators have to appear for both the theory and the practical examinations and will be awarded the B.Ed. /M.Ed degree only if he/she has passed both the theory and the practical examinations. They will be declared to have passed the examination if he/ she secure not less than 50 percentage of marks in each theory and practical components separately. They should secure a minimum of 50% of marks each for internal assessment, external assessment and in total.

Classification of Successful Candidates

Successful candidates shall be classified and specified here under by taking into account the marks secured in theory and practical examinations separately.

Marks	Grade Point	CGPA	Grade (G)	Performance	Classification of final result
90 -100	10	9.01-10.00	O	Outstanding	First class with distinction
80-89	9	8.01-9.00	A+	Excellent	
70-79	8	7.01-8.00	A	Very Good	First class
60-69	7	6.01-7.00	B	Good	
50-59	6	5.01-6.00	C	Satisfactory	Second class
Below50	0	0.00-5.00	D	Not Satisfactory	Re-appear

Re-appearance

The candidates who have completed the requirements (Attendance, Internal assessments and practical courses) alone will be eligible for appearing the end semester examination and promotion to the next semester. Such students are only eligible for writing the supplementary examination. A candidate who fails in one or more papers in the theory and practical examination will be permitted to reappear in the next semester.

Supplementary Examination

The supplementary examinations for both the theory and practical courses will be conducted for those students who couldn't attend or fail in the fourth semester examination. The exam will be conducted within one month of declaration of final result.

Photocopies of answer sheets

- There is a provision for obtaining photocopies of the answer sheets by remitting the fee, prescribed by the college.

Revaluation

The candidates who secure a minimum of 18 marks in the external examination only can apply for revaluation. The duly filled application along with the fee remitted is to be submitted within 10 days of the publication of the semester result.

Course Betterment

Course betterment is limited to theory courses only. For course betterment, candidates have to appear for the concerned examination with a regular schedule. Higher marks of the two (marks before betterment and after betterment) will be considered. Only one chance per course shall be permitted. The student must specify the improvement courses separately while applying for the examination. This scheme is only for the purposeful improvement of a student's grade point average and such students who avail this facility may not be considered to compete for Autonomous Ranks .

Fairness in Assessment

To ensure fairness in assessment, following measures are taken.

- i) Both theory and practical examinations are conducted at the end of each semester.
- ii) External assessment of theory and practical components of each semester is under taken by a panel of external examiners duly appointed by the office of the Controller of Examinations.
- iii) The question papers for each theory course are set by external examiners from the panel of list of examiners approved by the statutory bodies.
- iv) There is a provision for obtaining the photocopies of the answer sheet by remitting the prescribed fee.
- v) Internal marks awarded to the students in each theory course shall be published on the notice board and exam portal before the commencement of end semester examination.

Chapter 4

Preparation for the Examination

Preparation of Examination Calendar

The Examination committee prepare the examination calendar in adherence to the academic calendar before the commencement of the academic year and it contains all the examinations scheduled to be conducted in a semester. It includes both the internal , external examinations and practical examinations.

Appointment of Question paper Setters and Examiners

- i. Appointment of Question Paper Setters and Examiners for each course for which examinations are likely to be held shall be made by the Controller of Examinations from the panels approved by the Academic Council after considering the recommendations of the Boards of Studies concerned.
- ii. The panels for each examination shall consist of names of examiners not less than 3 numbers required for each course
- iii. Examiners shall be appointed for one year and shall be eligible for re-appointment in three successive years following the year of first appointment,
- iv. No member shall ordinarily be assigned for more than three question papers at a time.
- v. The question paper setters are required to set one copy of question papers for each course, one for use in the ensuing examination and one for the next session (if applicable). The following materials are to be sent along with the request.
 - a. Copy of the guidelines for question paper setters
 - b. Syllabus of the concerned course /courses
 - c. Model question papers
 - d. Bill forms for remuneration and TA/DA as applicable

- vi. The Question paper setters shall send the question papers to the COE on or before the last date intimated.
- vii. The COE shall, if required, request Question Paper Setters to correct proofs of papers, in which case, they shall return the corrected proofs and the original manuscripts promptly in accordance with the instructions issued in this regard.
- viii. The proceedings of the Question Paper Setters shall be treated as strictly confidential.

Copies of the communications from the examination cell, registers and files for monitoring the question paper setters, minutes of such meetings and other documents, if any, will be kept in the COE office.

Instructions to Question Paper Setters

Question paper setters are requested to comply with the following rules in the discharge of their duties

- The question papers should be neatly typed. Question papers should be completed in all respects – Title of the course, duration, maximum marks of the course, number of questions to be answered – must be duly noted at the top of each question paper.
- Question paper setters shall observe the strictest secrecy with regard to copies of textbooks or notes. Extracts used in setting question papers should be destroyed as soon as the question paper is dispatched.
- Directions given to candidates must be clear and unambiguous.
- Every question should be clear and definite in language with regard to the form and the nature of the answer expected of the candidates. Questions shall not be vague or outside the syllabus prescribed. The question should be equitably distributed covering the whole syllabus.
- Paper setters are requested to avoid direct question bearing on content of syllabi. If such question are indispensable, they may be so oriented as to emphasize learning/teaching strategies rather than mere content material.
- Twenty percentage of the questions should be at application level.
- For every question Tamil version should follow English version for B.Ed.

- Blue print of the question papers shall to be attached by the question paper setters.
- All Question Paper Setters are required to keep their appointments strictly confidential.
- Question papers can be sent to the CoE preferably by password protected email or in compact disc. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the Paper Setters' own handwriting and shall contain no alterations, additions, or erasures as far as possible. Special care must be taken in the delineation of mathematical signs and index figures.
- Questions must be set with relation to the prescribed course of study and must conform to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves.
- Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the CoE separately.
- Question Paper Setters after finishing the work of setting question papers shall send to the CoE, the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the examination.

Scrutiny of Question papers

The questions / question papers received from the setters shall be scrutinized by the Chairman of Scrutiny Board in the office of the Controller of Examinations confidentially.

The objectives of the scrutiny shall be to ensure that the questions are:

- a. In conformity with the prescribed syllabus and scheme of examinations
- b. Have maintained the required standard

- c. Free of typographical and grammatical errors
- d. Marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.

The chairman shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

After scrutiny, the Chairman shall hand over personally all the question papers in a course to the CoE.

Question Paper Printing

Printing procedure of question papers

- COE in consultation with the Chief Controller shall select one question paper from among the sets available atleast three working days before the schedule of the examinations.
- Printing of the question paper shall be done at least one working day before the examinations by CoE
- Additional question papers are printed equal to the 20% of the number of students appearing, subjected to a minimum of five and maximum of 20 question papers. Total number of question paper to be printed shall be rounded off to the next number that is the multiple of five.
- The manuscripts of the question paper shall be compiled and are to be retained.
- Damaged questions shall to be destroyed using shredding machine.
- All external digital accessories shall be disabled from the computer used for printing.

Format of the Question Paper

- Each question paper must contain the name of the examination, name of the course, total marks assigned, duration of the paper, question paper code and special directions, if any.
- Question paper is typed in A4 size paper in portrait set up in booklet mode.
- Both the sides of the paper shall be used for printing.

- Coloured papers shall be used. The colour shall be decided by the CoE for the different programmes.
- MS –Word processor shall be used.
- Times new roman with 12 font size is selected.

Appointment of Examiners

- The appointment of examiners shall be made by the CoE from the panel of examiners approved by the Academic Council.
- The appointment of Examiners shall be communicated to them. The appointment shall first be communicated to obtain his/her consent to act as examiners.

Instructions to the Examiners

1. Each examiner shall value forth with forty answer-books a day on and on completion of such preliminary valuation, the valued answer books shall be forwarded for scrutiny.
2. Each tally should bear the name and counter signature of the Examiner concerned.
3. It shall be the duty of the Examiners to conduct the practical examinations.
4. Travelling allowance shall be disbursed at the rates prescribed by the College.
5. Each Examiner shall be responsible for the maintenance of quality/standard in his/her subject.
6. The tabulation work shall be done in the office of the CoE.

Viva Voce Board / Practical Examination

- Viva-voce Board shall have a Chairman and other examiners of the subject.
- After the practical examination, the panel shall give the marks in the concerned format to the COE.

CHAPTER 5

Conduct of Examination

Notification of Examination

The schedule of the examination of each semester shall be intimated to the students during the beginning of that semester. The time table of End Semester Examination shall be notified at least 15 days in advance of commencement of examination on the notice board of the College, Controller of Examinations and also in the examination portal with details such as date of various examinations including supplementary, last date for submitting filled in application after paying the necessary fee, the mode of payment of fee and mode of submission of form. The information regarding the same shall be communicated to all the faculty. All examinations of the year / semester shall be conducted as per the examination calendar.

Registration to the Examination

- Registration for the examinations will be online. Students can access the online registration link in the homepage of the official website of the college . Examination fee remittance shall be through the prescribed bank. Filled in application form along with the proof of fee remittance should be submitted.

Late fee submission

- The student shall apply for semester end examination by remitting the late fee in the prescribed format of late submission if he/she exceeds ten days for applying in the regular mode of fee submission.

Eligibility for Attending the Examination

- The candidates who have completed the requirements (Attendance, Internal assessments and practical courses) alone will be eligible for appearing the end semester examination. Each candidate is expected to have full attendance however he should gain 85 percentage of attendance in each semester for theory and 95 percentage atleast for practical to attend the examination. Those who do not gain the required attendance will not be permitted to appear for the Examination (both theory and practical). However on medical ground, they

will be permitted to appear for the examination if they secure 75 percentage of attendance.

Condonation of Shortage of Attendance

- Candidate can seek condonation of shortage of attendance.
Following are the rules regarding attendance requirement :-
- A candidate having a shortage of 10% (between 85% and 75%) of attendance can apply for condonation of shortage in prescribed form on genuine medical grounds. Condonation of shortage of attendance if any should be obtained at least 10 days before the commencement of the concerned semester examination..
- Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

Issue of Hall tickets of the Examinations

- The electronically generated hall tickets shall be uploaded in the exam portal and students shall download their hall tickets from the portal through their individual log in.

Details of Answer Booklet

- The answer booklet consists of 30 pages.
- The cover page of the answer booklet contains details of the examination to be entered by the students which is to be duly verified by the invigilator. The second page of the cover page carries the instructions to be read by the students.
- No additional blank sheet will be provided to the students.

Sealing of the question paper packets

1. The required question paper shall be printed in the printer available for the examination purpose.
2. After printing the required number of questions, the question papers would be counted and kept in the packets duly signed by the COE.
3. Packed question papers shall be kept in the COE's room.
4. The packets shall be opened before the starting of the examination by the external invigilators in the presence of COE.
5. Nobody is allowed in the printing section other than those deputed for the purpose.

Instructions/Duties of the invigilators

- All the external invigilators are instructed to collect the answer sheets and be in the examination hall 15 minutes prior to the examination.
- Distribute answer books to the students ten minutes prior to the start of the examination and instruct them to fill the mandatory details in the cover page
- Avoid use of any electronic gadgets during the time of invigilation.
- For 20 students, one invigilator is assigned.
- Check the identity cards of the students.
- Put the signature in the answer sheets in the required space of the answer sheets if all the details are correct.
- Collect the signature of the students in the attendance sheet.
- Maintain general discipline to prevent mal practices.
- If any malpractices case identified, immediately report to the COE.
- Collect the answer books at the end of the examinations as per the sequential order and hand it over to the Committee with attendance sheet and unused answer books.

Instructions to Students on Examination

- The candidates may bring hall ticket and ID card issued by the college in all the days of examinations until otherwise they will not be admitted to the examination hall.

- No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- The students shall enter the hall fifteen minutes prior to the examination and shall be allowed to leave only 30 minutes before the end of the examination. Question papers from such candidates should be collected back.
- Students are permitted to use only black or blue pen for writing the examinations.
- No materials other than the writing materials, hall tickets and ID cards are allowed in the examination hall.
- Instances of malpractices including indecent behavior shall be liable to punish.
- Students are expected to read the instructions clearly in the answer sheet and enter the required details in the answer sheet where spaces are provided for them. They should not write any other things to reveal their identity.
- Strict silence shall be maintained in the examination hall. No clarifications among them are entertained. In case any clarifications required they can seek help from the invigilators.
- At the time of receiving the question paper, the students have to write their register number in the first page.
- The students need to return the answer booklets to the invigilators before leaving the examination hall.
- If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator and Examination committee may make suitable arrangement may be made for proper medical attention.

Bundling of Written Answer Scripts

- After the answer booklets have been collected, they should be carefully arranged and bundled according to the course wise, examination wise and in register number orders.
- The answer booklets should be bundled and properly sealed up in the presence of the the CoE.

- It must be ensured that total number of answer scripts in a particular course tallies with the total number of the candidates for that paper.
- The details of the bundles received in the COE office shall be noted and the entry should be made in a register with the date of receipt.

Chapter 6

Valuation and Publication of Results

Valuation Procedure

Centralized valuation in the college is followed for both B.Ed and M.Ed programmes. The part revealing the identity of the candidate is cut off from the facing sheet of the Answer-script in a secure manner and stored safely in the custody of the COE as quickly as possible.

- Dummy number is generated separately for each core paper and each optional subject and is written on the answerscripts.
- Foil card is prepared for each paper. For M.Ed two foil cards are prepared for each course as it has double valuation.
- Issue register is prepared for the issue of answer script for each evaluators.

Evaluation of Theory papers

Centralized valuation starts immediately after the examination. The valuation is to be carried out by the examiners duly appointed by COE from the approved panel of examiners. All theory answer scripts after the due process of assigning Dummy numbers and removal of the flap containing the examinee's Register number will be distributed to the examiners. The examiners shall prepare and submit the foil card having the marks. The CoE will exercise overall control of the camp and shall be responsible for the proper conduct of the valuation and maintenance of appropriate registers and records pertaining to the camp. Registers pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly. Only 40 answer-scripts should be issued for evaluation to each examiner in a day.

Publication of results

Tabulation

The results of each of the examinations shall be tabulated in the Examination Data base maintained on well secured Computer server with restricted access. The marks tabulated shall be scrutinized and validated by the examination committee. The committee shall check tabulated marks and the original statement submitted by the examiner and check totals.

Tabulation Register contains the results of the students in each semester end examinations. It is a permanent record maintained by the CoE.

The pages of the tabulation register shall be numbered serially and a certificate regarding the number of pages of the register shall be given in the first page of the register and certificate shall be attested by the assistant who prepared the register and by the CoE. The number of corrections in the entries of marks, if any on each page of the register shall be certified at the end of each page. When the benefit of moderation is given to one or more paper or papers, the moderation marks given to each paper or papers shall be written legibly near the top of the original mark precede by a + sign and both the entries shall be enclosed in a circle drawn with red ink.

- **Passing Board**

The CoE shall convene Passing Board immediately after the tabulation work is over. The statistics of the results shall be presented to the Board for consideration.

A statistics of the results with the details as given below is prepared

- a) The name of the examination with year.
- b) Number of candidates registered for the examination.
- c) Number of candidates who appeared for the examination
- d) Number distinction

- e) Number of first class
- f) Number of second class
- g) Number of failures
- h) Total number of pass
- i) Compartmental pass. If any Percentage of pass

- The Board may pass the results as such or with modification as it may decide.
- It shall be competent for the Passing Board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines .
- The minutes of the Board shall be put up for approval by the CoE. The minutes shall be recorded and signed by the members present and the minutes book available with the office of the CoE. The minutes of the meetings of the Passing Boards shall contain the following details:
 - a. Time, day, date, venue and place of the meeting
 - b. Names and signatures of the members present
 - c. A brief statement regarding consideration and approval of the results
 - d. The percentage or marks of moderation, if any, recommended by the Board
 - e. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
 - f. Any other remarks relevant to the conduct and results of the examination
 - g. The concluding time of the meeting
 - h. Signature of the Chairman

The minutes book shall be kept under safe custody of the CoE.

Publication of Results

Results are passed in the Passing Board Meeting and published in the Examination portal. The results of the concerned examinations shall ordinarily be declared within 30 days of the last examination.

Issue of Mark list /Grade Cards

Mark Sheets are issued to students within a reasonable time.

Certificates

TRANSFER CERTIFICATE

Students are issued Transfer Certificate from the college. In order to get a duplicate TC the candidates should apply for the same with an affidavit on stamp paper worth Rs. 100/- signed before a First Class Judicial Magistrate. The fee for duplicate TC is Rs. 100/-

Provisional Certificates/ Degree Certificates

Provisional/ Degree certificates are issued by the parent affiliating University – Tamil Nadu Teachers Education University, Chennai.

Post-evaluation Custody and Disposal of Answer-scripts The evaluated Answer-scripts shall be preserved safely for a period of at least six months from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage. Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till safe disposal. Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded. The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

Verification of Genuineness of Certificate and Mark list

The CoE is the authorized officer to ensure genuineness of Certificates and Mark lists issued by the College. If the request for verifications is from other Universities, Foreign Embassies, Educational Agencies or other Professional agencies, no fee shall be levied for issuing certificates of genuineness. The documents received shall be verified and the verification report is signed by the CoE. If the application for genuineness of Certificate is submitted by the Candidate or by her representative, the prescribed fee shall be levied for issuing the Certificate.

DUPLICATE MARKLIST

Details of lost documents should be notified in any newspaper. The notification can be either in English or in Tamil. The notification should contain the details such as name of course, year of study, register number, number of mark list lost, name of university etc. After completing 15 days from the date of publication of advertisement, affidavit duly countersigned by a First Class Judicial Magistrate should be obtained in a stamp paper worth Rs-100/- .If the lost documents include more than one document of the same or different courses, only a single advertisement and affidavit is enough. But the application and fee for the different documents (Mark list/ certificate etc.) and courses should be submitted separately, along with the photocopies of affidavit and news paper advertisement. If the candidate surrenders the remnants of the damaged/ spoiled mark list, all the formalities except news paper advertisement should be fulfilled. Application for duplicate mark list should be made in the prescribed form. Application for duplicate document should be accompanied by the newspaper containing the advertisement (The Advertisement portion should be highlighted), affidavit in original, fee receipt in original, copies of lost document (if available) and a copy of the first page of the SSLC Book.In the Affidavit it should be clearly stated that if the original documents are received later it will be surrendered to college.

Chapter 7

Examination Grievances Redressal Mechanism

Examination Grievances Redressal

Any grievance regarding examination procedures can be referred to the examination grievance committee, which will look in to the matter and decide upon.

Members of the Examination Grievances Redressal Cell

The Principal

The controller of Examination

The Member Secretary

Two Tier Examination Grievance Redressal Procedure for redressing internal marks related grievances is described as follows

The mechanism for grievance redressal related to examination is made effective through grievance redressal at two levels.

In level 1 grievance redressal is by the concerned course teacher in the affairs of internal marks. The teacher concerned of the course looks into the matter of the grievances, analyses and suggests a solution. If it is not settled as this phase, it is transferred to the next phase.

In level 2 the grievance redressal is by a committee including the principal, Controller of Examinations and the member secretary

If the grievances are not related to the marks, but allied with the scheduling of the examination, the timings and the like , the students can submit their grievances directly to the CoE through Whatsapp, Grievance Box ,filling the grievance redressal recording form available in the cell or through email.

The following provisions are also facilitated to ensure transparency and fair Examination

- The internal marks is communicated to the students before the end semester examination. If any student has a grievance regarding internal assessment he/she has to approach the concerned course teacher. If this grievance is not resolved , he/she has to approach the higher level committee.
- There is provision for redressing grievances related to external examination. If there is any grievance regarding the result of end semester examination there is provision for obtaining photo copies of answer scripts, retotalling of marks and revaluation by remitting the fee prescribed by the college. For this they have to submit an application along with prescribed fee, within 10 days of the publication of the semester result.

Chapter 8 Miscellaneous

Exam Malpractices

All students' malpractices in the Examination and Internal assessment will be referred to the Examination Committee. They would provide a fair chance to the students involved in malpractice and finally submit their findings to the CoE and the Principal of the College. A committee consisting of the Principal, Controller of Examinations and the will take action jointly on the report of the committee.

Corrections in Certificates and Mark lists

Corrections in the entries in the Certificates and Mark lists issued by the College are not permissible except in the case of corrections necessitated as a result of disparity with the name entered in the qualifying certificate of the previous examination passed by the Candidate, allowed by the College subsequent to the issue of the Certificate/Mark list. The Candidate shall submit an application along with the Certificates, which need correction.

Cancellation of Mark Lists

If the Mark list issued to a Candidate is later found /reported to be defective either in the entries of marks or in the details of subjects recorded in the Mark list, the defective Mark list shall be cancelled and a fresh mark list shall be issued to the Candidates.

A brief note shall be put up explaining the reason for the defect and requesting sanction of the CoE for effecting the correction in the records for cancelling the Mark list issued already and for issuing a revised one.

CONDONATION OF SHORTAGE OF ATTENDANCE

The Principal shall publish a list of Candidates who are short of attendance immediately after the close of regular classes and forward a copy of the list to the CoE. The list shall contain the details of total number of working days, the attendance earned by the candidates and the shortage of attendance in days.

Applications for Condonation of shortage of attendance shall be made by each Candidate in the prescribed format. The applications for Condonation of shortage of attendance received in the office shall be scrutinized with reference to the following requirements.

1. The application shall be filled in correctly with corrections, if any.
2. The total number of working days shall be shown in days only.
3. Absence exceeding continuous 5 days shall be accompanied by Medical Certificate, if the absence is on medical grounds.
6. The prescribed fee has been remitted at the rates in force and the receipt attached with the application.

The student shall earn required attendance for registration of examination as provided in the regulation relating to each course. No candidate is eligible to appear for the examination unless she has earned 75% attendance of the total working days for regular courses. For semester courses Condonation will be allowed twice

Chapter 9

Miscellaneous functions

Provisions for Differently Abled

Special provisions are made to cater to the needs of the Students with Disability (SwD) during the examinations. Various facilities are provided by the college to cater to the specific needs of the differently abled students during the time of the exam.

Appointment of Scribes

Subject to the norms fixed by the institution, candidates who are eligible to avail of the services of scribes, the CoE is authorized to appoint scribes according to the following conditions:

1. The person appointed as scribe shall not be an employee of the college where the examination is conducted.
2. She shall not be a relative of the candidate who is appearing for the examination.
3. The educational qualifications of the scribe shall be less than those of the candidate.
4. A Proforma with declaration in the format given below shall be obtained from the scribe.
5. He/She shall be paid remuneration at the rates fixed by the College, from the amount of advance sanctioned for the conduct of examinations.

Concession to Students with Disability

In addition to the scribes, the department of examination also provides extra time to complete the examination depending on the degree and nature of disability of the candidates subject to such norms as prescribed by the institution.

Unauthorised Absences

The students must attend a minimum of 85% of their whole course of study.

If a student is absent continuously in three consecutive days and that absence is not authorised, he/she will be given a warning by E-mail/Telephone.

Students who have been absent for 6(six) days continuously will be issued with a written warning stating that the student will be expelled from the college if he misses 10 (ten) days in attachment to the six days he already availed. If the student is absent for ten days, he/she will be terminated and finally, will also notify the the student's failure to comply with these Attendance Regulations.

Poor Attendance Warning

When it is discovered that a student has been absent for six days continuously, a Poor Attendance Warning will be given to the student by the Principal by E- mail/Telephone. The warning will remind the student of his/her obligation to maintain satisfactory attendance whilst undertaking a course of study. A copy of the communication will be kept in the student file.

Written Warning Letter

A written Warning Letter will be sent to the student at this stage. If he is continuously absent for ten days. This will advise the student of the consequences of his/her poor-attendance at classes, in particular and will remove him/her from student Register and will be notified. A copy of the written Warning Letter will be kept in the student file.

Termination Letter

The student will be terminated from and his/her name will be removed from Register. Immediately, a written Termination Letter confirming termination of studentship will be sent to the student at this stage. because of poor attendance. A copy of the correspondence will be kept on the student file.

- monitor and report individual and group attendance and punctuality for their classes.

Chapter 10

Examination related Application Forms

APPLICATION FOR AVAILING SERVICE OF SCRIBE / EXTRA TIME IN THE SEMESTER EXAMINATIONS

(To be submitted 7 days prior to the examination)

1	Name of the Candidate (as in SSLC)	
2	Register Number of the Candidate	
3	Programme	
4	Semester	
5	Address for communication with PIN. phone number and email ID	
6	Details of disability	
7	Concessions required during semester examinations	
8	Name and address of scribe if any Educational Qualification (with proof - Identity card of the current academic year): _____ Address and Contact No	

9	Place: Date: Signature of the Candidate	
10	Verified by Vice Principal/HOD Signature	Endorsed by COE Signature

Enclosed: Medical Certificate from a Registered Medical Practitioner with rubber stamp

Proforma Showing Details of Scribes

1.	Name and Address of the Scribe	
2.	Age and Date of Birth (with copy of the relevant page of SSLC Book)	
3.	Educational Qualifications	
4.	Details of course for which she is studying /studied	
5.	Specimen Signature of the Scribe	
6.	Two copies of the passport size photograph of the Scribe attested by the Principal of the College in which she is studying or by a Gazetted Officer, in the case of Scribes not studying in the college at present.	
7.	Name and address of the Candidate and the examination for which the candidate is appearing.	
8.	Centre of Examination & Register No. of the Candidate.	

DECLARATION

I hereby declare that the information furnished above is true and that I have not Qualified/appeared for any examination other than those mentioned in clause (4) above.

Signature of the Scribe

APPLICATION FOR REVALUATION OF ANSWERSSCRIPTS

1	Name of the Candidate (In Block letters)	
2	Register No.	
3	Name of the Examination, Year/ Semester and Month	
4	Date of Declaration of Results	
5	Contact Number	

Sl.No.	Exam/ Semester	Title of the Course (s)	Marks Secured	Maximum Marks	For Office useonly

Place:

Date:

Signature of the Candidate

**APPLICATION FORM FOR THE PHOTOCOPY OF THE
ANSWER SCRIPTS**

1. Name of the Candidate :

2. Register No. :

3. Programme :

4. Address :

5. Details of the course(s) for which photocopy of the answer book(s) is/are required:

(a) End Semester Examination: Month _____ Year: _____

(b) Course(s):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. Fees details

No. of Courses _____ x Rs. _____ /- = _____ Total Amount :

Challan No: _____

Date : _____

Issuing Bank :

Date: _____

Place: _____

Signature :

Name:

**APPLICATION FOR REGISTRATION OF END SEMESTER
EXAMINATION LATE FEES**

1	Name of the Candidate	
2	Name of the Programme	
3	Register Number of the candidate	
4	Year of Admission	
5	Semester	
6	Name of Examination for which the candidate requests and year with valid reason for late payment of fees	.
7	Recommendation/forwarding note and Signature of Vice Principal/HOD	

Place:

Date:

Signature of the Candidate

Endorsement and Signature of the COE

Details of the Fee remitted	
Amount Rs.	
Challan No	
Date	

APPLICATION FORM FOR SUPPLEMENTARY EXAMINATION

Exam Reg. No.....

1. Name of the student

(in Block Letters)

.....

2. Father's

Name.....

3. Contact No& Mail

ID.....

4. Address:

.....

.....

.....

Name of the course and course code(s) for which the candidate is appearing

Programme,semester	Course code,Title of the paper,Theory/practicals,any other

Place:

Date:

Signature of the candidate

5. Particulars of fee paid

Date	Receipt No	Amount Paid

6. Certified that the attendance and academic progress of the student is satisfactory

Signature of the Principal

7. Send the filled in Application Form to 'Controller of Examination, N.V.K.S.D.College of Education.

Details of fees paid: Total Amount: Date:

Date:

Signature of the Student

EXAMINATION GRIEVANCE REDRESSAL FORM

Name of the Candidate (In Block Letters)	
Register No.	
Name of the Programme Optional subject	
Contact Number. Student: e.Mail id	

Date	Nature of the Grievance
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Brief Explanation	
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Place:

Date:

Signature of the Candidate

For Office Use only

Inquiry of Grievance

Grievance Redressed	.
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Any other remarks	
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EXAMINATION FEEDBACK /SUGGESTION FORM

Name of the Candidate (In Block Letters)	
Register No.	
Name of the Programme : Optional subject : Year of study :	
Contact Number of the Student: E mail id:	

Brief Explanation of suggestion/ feedback:

Place:

Date:

Signature of the Candidate

**APPLICATION FORM FOR RETOTALLING / REVALUATION / XEROX
COPIES OF ANSWER SCRIPTS**

1. Name
2. Reg. No.....
3. Programme
4. Semester
5. Revaluation/Retotaling/Xerox copy: (tick whichever is applicable)

Sl. No	Subject	Course code	Maximum Marks	Marks Obtained

6. Paid Rs..... Vide Receipt No..... dated for
.....Retotaling/ Revaluation/Xerox copy of answer scripts
7. I.....declare that the information furnished above is true.

Place: Signature of the student

Date:

1. Certified that the student belongs to.....semester, year.....
2. The original marks sheet has been verified and the applicant fulfills all conditions.

Date:

Principal

FEE RATE Fee for duplicate mark list is Rs 300/-+ Rs 50/- postal charge per mark list. Duplicate mark list shall not be handed over to the candidates. Fee for the duplicate mark list for the second time is Rs 1000/-+ postal charges of Rs 50/- A search fee of Rs 1000/- from candidates up to 15 years after completion of the course and Rs 2000/- for more than 15 years will be levied who are not furnishing correct details including register number, month, year, centre of exam, while applying for the duplicate mark list.

FORMAT OF ADVERTISEMENT

I.....(Name and Address) hereby invite to the notice of the public that my mark list / certificate of Examination (year and month) with Register No. of Vimala College (Autonomous),Thrissur. A) Have/has been irrecoverably lost during travel/ postal transaction/ and such as I intend to apply for the duplicate mark list. If anybody happens to get the original, kindly send the same or intimate the undersigned or the college. OR B) Have/ has been almost damaged and spoiled due to rain/ fire/ transit/..... and as such as I intend to apply for the duplicate mark list. Certified that the aforesaid facts are absolutely true. (Name& Address of the candidate)

FORMAT OF AFFIDAVIT

ISon/ Daughter of aged residing at HousePost District, PIN do solemnly affirm and state as follows :- While I was travelling from to (place) [or specify the circumstances], I lost my mark list of..... examination of the University of Calicut with Register Number of.....(Month and Year). I have tried all my earnest efforts to get it back, but failed in that attempt. I have also made a newspaper notification in (Name of newspaper) on (Date) But till date I have not got any response in that regard. Now I am convinced that the original mark list of examination with Register Number of (Month& year) is lost irrecoverably. Hence I am applying for a duplicate of the same. I undertake that if it is recovered in future, it

will be surrendered to Vimala College (Autonomous) Thrissur. The above facts are true and correct. Dated this day of month year

Signature of Judicial First Class Magistrate

Signature of Deponent

NAME CORRECTION Fee at the following rate shall be levied for effecting name correction in mark list already issued to the candidates. If the error is due to the negligence from the part of the College Up to one year after the issuance NIL After one year and up to 3 years of issuance Rs- 250/- per mark list After 3 years and up to 10 years of issuance Rs- 500/- per mark list After 10 years Rs- 1000/- per mark list If the error is due to the negligence on the part of candidate Up to one year after the issuance Rs- 300- per mark list After one year and up to 3 years of issuance Rs- 500/- per mark list After 3 years and up to 10 years of issuance Rs- 1000/- per mark list After 10 years Rs- 2000/- per mark list A single search fee of Rs- 250/- will be collected, if the request for the name correction is received after a lapse of three years from the date of issue of mark list. Period shall be calculated from the date of issue of mark list.

Application for Condonation of Shortage of Attendance

1. Name :
2. Programme :
3. Register No. :
4. Academic Year :
5. Semester for which condonation is applied :
6. Total number of working days for the semester :
7. No. of days attended by the candidate :
8. Period of absence – (No. of days) :
9. Reasons for absence :
10. Particulars of enclosures :
 - a. Particulars of fee remitted :
 - b. Medical certificate :
11. Signature of applicant and date :
12. Whether condonation of attendance was already granted during the programme :
If Yes, give details :

Principal