# HOLY CROSS COLLEGE (Autonomous)

## Nagercoil - 629 004, Tamil Nadu, India

**(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)**

**Accredited with A+ Grade (CGPA 3.35 - 4th Cycle) by NAAC**

**An ISO 9001:2015 Certified Institution**



# EXAMINATION POLICY

# Examination Policy

## Preamble

Holy Cross College was conferred with Autonomous status in the year 2007-2008 under Manonmaniam Sundaranar University, Tirunelveli. The office of the Controller of Examinations (CoE) is responsible for the conduct of Continuous Internal Assessment (CIA) and Summative Examinations, declaration of results, issue of official transcripts and all details pertaining to the evaluation of students. That apart, the Controller of Examinations office also works on Course Outcome attainment and registration of students in the National Academic Depository (NAD) portal with reference to Academic Bank of Credits.

## Purpose

The examination policy aims at the effective and efficient conduct of the examinations, valuation and publication of results and to evaluate the course outcome attainment of the students. The policy will ensure that all examination related processes are documented, the staff involved in the examination processes are informed about their roles and responsibilities and all examination and assessments are conducted in accordance with the regulations of the degree awarding body.

## Objectives

- ✓ To develop methodologies for the conduct of examination, appointment of examiners, evaluation procedures and submission of documents to the various bodies like Academic Council, Governing Body, Examination and Award Committee and to Manonmaniam Sundaranar University for the award of the degrees.
- ✓ To assess the scholastic and non-scholastic achievements and the learning outcome attained by the students.
- ✓ To provide the students with a greater flexibility in their choice of courses.

- ✓ To enable students to earn extra credits.
- ✓ To incorporate technological advancements in the examination system and the evaluation system.

## 1. Outcome Based Education

The mission of the Examination Wing aims at the overall development of students in terms of critical thinking, problem solving, application of knowledge besides academic ethics and the assessment of the learning outcomes. The college adopted the pattern of outcome-based education where the graduate attributes are inculcated both in the curriculum and the assessment process.

The Programme Educational Outcomes (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are defined by the faculty members on par with the graduate attributes to facilitate direct and indirect attainment of each student. They get approved in the Board of Studies (BoS) and Academic Council.

The direct attainment is carried out through Continuous Internal Assessment (CIA) and Summative Examinations. In summative examination, questions are set based on the cognitive levels based on Revised Blooms Taxonomy and the results are analysed. In direct attainment the CO, PSO and PO, mapping matrix is formulated by each course in-charge in the scale of 1 to 3. The level of attainment of students is measured based on the Continuous Internal Assessment and Summative Examination results for each course.

## 2. Examination Procedures

The mark and credit pattern are followed as per the decisions and resolutions passed in the Academic Council. The Deans of Academic Affairs submit a copy of the curricular structure, syllabus, examination pattern and model questions to the CoE office duly signed by the Principal.

### 2.1. Syllabus and Model Questions

The syllabus and pattern of questions are received from the Deans of Academic Affairs which are duly approved by the respective Boards of Studies and the Academic Council.

## 2.2. Examination and Evaluation process

Continuous Internal Assessment (CIA) is conducted during the semester as scheduled in the academic calendar. The internal test component of CIA centralized and is conducted by the Controller of Examination office. Summative examination is conducted as prescribed in the academic calendar and subject to changes based on Government orders from time to time.

## 2.3. Centralized Internal test

The internal test is centralized and is conducted by the Controller of Examination's office.

## 2.3.1. Invigilation for Internal test

The Head of the Departments are allotted classes in their respective departments and they are appointed as squad members. They are responsible for the distribution of question papers, answer sheets and the smooth conduct of the examinations. Invigilation duty is mandatory for the faculty in their departments as well as for specific examination mandated by the COE.

## 2.3.2. Continuous Internal Assessment (Formative assessment)

The CIA includes two online/offline Quizzes, Class tests, Assignment, Seminar, open book test etc. as formulated in the Board of Studies and Academic Council. It should assess the cognitive levels of the students and the course outcome attainment. The online quiz tests may be conducted through online platforms such as LMS, Kahoot, Quizziz, Schoology, Google forms etc.

- Internal test is conducted twice in a semester. The average of the two internal test marks is taken into account.
- The question papers are set by the respective course teachers and after scrutiny by the respective Heads of the Departments they are forwarded to the Controller of Examinations 10 days before of the date of Internal Test as mentioned in the academic calendar.
- The marks are entered online and a foil card is also maintained.

- The valued answer scripts are collected in the Controller's Office and placed in the strong room for a semester.

- Complete transparency is ensured and students are asked to mark 'checked' if found correct in the ERP portal along with their signature in the consolidated mark statements.

- The students are requested to represent to the grievance committee if she finds any discrepancy in her marks. If the complaint of the candidate is found genuine it would be immediately addressed by the Controller of Examinations.

- Students who fail to complete the different components should meet the Controller of Examinations with valid reasons for missing the same. Students who have missed the test due to representation in sports/culturals/or due to genuine medical reasons will be permitted to take up the test after getting prior permission from the Principal.

### 2.3.3. Mark Register

The marks are entered and consolidated in the mark register. The marks are sent to the CoE office online. The printed consolidated marks are verified by the students. If any error is found in the marks, it will be corrected on the basis of available records.

## 2.4.Summative Examination

### 2.4.1 Selection of question paper setters

A panel of examiners is prepared by the departments and is placed in the Board of Studies and Academic Council. The approved panel is submitted to the Controller of Examination office. Experts from outside the district in a particular course are chosen and guidelines regarding setting the question and the valuation scheme are shared. Strict confidentiality is maintained in this regard.

### 2.4.2.Guidelines for students

A student is permitted to take the summative examination if she has obtained at least 75% of attendance in the particular course in a semester. If the attendance is 62% or above but below 75%, she shall be allowed to appear for the examination after

the payment of the condonation fees as formulated by Manonmaniam Sundaranar University, Tirunelveli.

In order to appear for summative exams, a student should have completed at least one internal test. Clearance of fee dues is a pre-requisite for the issue of Hall Ticket for the semester examination. The Controller of Examination will issue the notification announcing the commencement of examination, submission of filled in application form and the examination fee to be paid. The time table for semester examination will be placed in the examination committee and then published by the Controller of Examination two weeks prior to the date of commencement of examinations.

Summative examination will be conducted for three hours. The students will be provided answer booklets and additional sheets if required. The first page of the answer booklet must be checked by the invigilator and duly signed. Initial of the invigilator must be present in all the additional sheets. Students will be provided with log books/statistical tables and maps for the respective courses.

### 2.4.3. Practical examination

- The science students take up the practical exam at the end of each semester/year.

### 2.4.4 Project/dissertation

- The final year UG/PG students take up the project.
- The students are allotted a supervisor to guide them. The project report should be submitted to the CoE office.
- In the case of M.Phil scholars the thesis should be subjected to plagiarism check and the report to be submitted along with the dissertation.
- If a student fails to submit the thesis, a specific period of extension will be given on the recommendation of the respective supervisor and sanction by the Principal.

### 2.4.5 End Semester Examination: Chief Superintendent and Additional chief, Squad, Invigilators and support staff

The principal shall be the chief superintendent and an Additional chief will be appointed based on the number of students enrolled. The chief superintendent shall be responsible for the smooth conduct of examination by making the seating arrangement for students and appointing at least one invigilator for 30 students. The necessary support staff (non – teaching) shall be appointed. Honorarium is paid as proposed by the finance committee.

### 2.4.6 Re-test for summative examination

Re-test is given to students on request if they participate in sports / NSS/NCC competitions or camps with prior approval from the Head of the Department and the Principal.

### 2.4.7 Supplementary Examination for final semester

For the outgoing students, a supplementary examination will be conducted within 10 days after the publication of the results of the end semester examinations, to help them get their degree without delay. UG and PG students can appear for only two arrears in the Supplementary Examination.

### 2.4.8 Examination regulations for differently abled candidates

Students with disabilities should report to the Principal and the Controller of Examinations to avail concession of time or scribe facility in advance. They should submit the required medical documents and other letters pertaining to the same to the admission office and CoE office. Permission letter must be sought from the College Development Council of the university and the letter permitting the use of scribe should be maintained. The concessions permitted are:

1.  Exemption from Part I Tamil and Part-II English
2.  Overlooking spelling and grammatical errors
3.  Compensatory one hour
4.  Scribe to write the examination

## 3. Summative Assessment

### 3.1. Valuation process

- Centralised valuation for all degree programmes.

- The Heads of each department is appointed as the chief examiner. When the number of examiners are more than six an additional examiner is appointed. After the valuation of answer scripts, the chief examiner/ additional examiner goes through the corrected papers to ensure that the marks awarded is genuine and there are no errors in totalling.

- Double valuation system is followed for PG and M.Phil courses. If the difference between the two valuations exceeds 15 marks, the Controller of Examinations may recommend for a third valuation by another examiner.

### 3.2. Practical/Project/Dissertation

- The CoE appoints the external examiners from outside and an internal examiner from inside, preferably the course teacher, for practical examinations.

- The external examiner is appointed by the CoE for major projects and the viva-voce is conducted.

- For Skill Based Course (SBC) projects, field projects and internships internal examiners are appointed by the CoE.

### 3.3. Publication of Results

Results after the valuation of papers will be scrutinized by the Awards Committee and then published. Students will receive the results on their mobile through SMS. They can also view them online in the college website.

### 3.4. Photocopy of answer scripts

In order to ensure transparency, the photocopy of the answer script is made available to the students on request.

### 3.5 Revaluation

- Revaluation is permitted only for regular examinations and not for arrears and Part IV courses and this is done after payment of the prescribed fee at the stipulated time. For the PG and M.Phil. courses, there is no provision for recounting and revaluation as double valuation system is followed.

## 4. Skill enhancement and social responsibility of students

In order to develop the skills of the students, various non - academic mandatory courses are introduced in the curriculum and credits are offered for those courses as well. Students are encouraged to take up online courses from SWAYAM and NPTEL and self-learning courses offered by this institution and awarded extra credits on successful completion of the courses. Extra credits are given to students who excel in sports and publish research articles as per the guidelines approved in the Academic Council. Students involved in Innovation, Startup and Entrepreneurial Skills, community engagement through Reaching the Unreached Neighbourhood (RUN), NCC, NSS, YRC, Field work through Community Engagement Course and Unnat Bharath Abhiyan (UBA) are given credits as this would promote social consciousness among the student community.

## 5. Malpractice

If a student is found indulging in any kind of malpractice either in the Internal Tests or in the End Semester Examinations, the hall superintendent reports it to the Chief Superintendent along with answer scripts and evidence. After all the examinations/tests are over, an enquiry is conducted for all such malpractice cases by the Disciplinary Committee for Examinations.

The students who indulged in malpractice have to attend the enquiry on the dates specified by the convener. If any student proves beyond doubt that she had not indulged in malpractice, her answer scripts would be valued and marks awarded. If the Committee finds that the student is guilty of having indulged in malpractice, punishment is given according to the nature of the malpractice as mentioned below:

| S. No. | Nature of Malpractice | Scale of Punishment |
|--------|----------------------|---------------------|
| 1. | Either found in possession of incriminating material related to the subject of the examination concerned or found copying therefrom or copying from neighbour or interchanging answer scripts | Cancellation of all the examinations taken in the particular semester by the student. |
| 2. | If the malpractice is repeated for the second time or more | Cancelling the examinations of all subjects registered for the semester and debar to appear for one subsequent examination |
| 3. | For writing some other candidate's register number in the main answer paper | Cancelling the examinations of all subjects taken during the particular semester. |
| 4. | For insertion of pre-written answer papers. | Cancelling all the examinations in the particular semester. Debarred for the next two examinations. Permitted to appear for the subsequent examination. |

The disciplinary committee for examination is empowered to relax the scale of punishment depending on the nature of the malpractice.

## 6. Span Period for completion of degree (UG / PG)

UG students must complete their course without any arrear within five years (3+2) and PG students within four years (2+2). From the commencing year Under exceptional cases further extension of one year may be given with the concern of the Manonmaniam Sundaranar University, Tirunelveli as per the regulations and such student will be considered as a private candidate.

## 7. Transfer from/to Autonomous Institution/affiliated colleges shall be granted subject to the following conditions:

Students seeking transfer cum readmission from other autonomous or non-autonomous institution within the same or different universities should have passed all the examinations held by the parent college/university for the course of

study already completed and shall produce necessary documentary evidences to that effect.

## 7.1. Instructions for Transfer cum Re-admission candidates from other institutions to Holy Cross College

Students who come within the following span period are alone eligible to apply for transfer cum re-admission.

(i)    For UG Programme    3+2 years
(ii)    For PG Programme    2+2 years

## 7.1.2. Procedures to apply

1) Confirming availability of seats in the respective departments from the admission office.
2) Getting No Objection Certificate (NOC) from the college office.
3) Getting NOC received from the parent college.
4) Applying to Manonmaniam Sundaranar University, Tirunelveli and complete all procedures for readmission as per the regulations of the University.
5) After getting permission from the university, the student is permitted to continue the following semester under current syllabi for the same academic year.

## 7.2. Norms for Equivalence

A candidate who has rejoined in the institution is permitted to continue in the semester from which she has discontinued. The syllabus of the previous institution must be submitted to the Controller of Examination Office. The syllabus is then forwarded to the Head of the Department who along with the course incharges confirms that 75% of the syllabus is equivalent to what is offered by the department. If there is 75% equivalence the same mark is taken, otherwise the candidate should redo the course which is not equivalent.

## 8. Committees

## 8.1. Examination Committee

- To discuss on the conduct of internal tests and the End Semester Examination for UG, PG students and M.Phil. scholars.
- To draft the guidelines and the time-table for the smooth conduct of examinations as per the academic schedule.
- To prepare the invigilation duty chart, allotting seats in the examination halls, etc.

## 8.2. Awards Committee

Results are presented by the Controller of Examinations in the awards committee. The board members analyse the end semester results of UG, PG students, M.Phil. scholars and private candidates and the results are officially published. Any ratification pertaining to examination and results are presented in the awards committee and is approved by the Board.

### 8.2.1. Moderation and Grace mark

A grace mark of up to three is given to the students by the Controller of Examinations in consultation with the Principal. This is placed in the award committee. If moderation is required the decision has to be taken in the award committee and with the concurrence of the board members as per university guidelines.

### 8.3. Grievance Appeal Committee

Students can appeal to the Grievance Appeal Committee  if they have any grievance regarding Continuous Internal Assessment and End Semester examinations. The appeal should be addressed to the Principal who is the Chairperson of the committee. A student, if dissatisfied with her marks, has the right

to appeal for a review of her marks in the examination as per the procedure detailed below:

a) Representation should be made to the course teacher.

b) If additional clarification is necessary, the student should approach the Head of the Department concerned. The HoD will try to sort out the problem and initiate all efforts to settle the matter amicably.

c) If not satisfied with (a) and (b) the student shall, within 3 days, make a written appeal to the Principal through the HoD/Controller of Examination who will forward the same to the Grievance Appeal Committee for further review.

The decision of the Grievance Appeal Committee shall be final.

A grievance box related to examinations is placed in the Examination Wing.

## 9. Official Transcript

It is provided to students who wish to apply for higher studies or job abroad (WES/SPANTRON etc.). Semester wise mark statement and Consolidated mark statement will be issued to students on request.

## 10. Online Verification

Online verification of certificates is done through the following link by the employee.

Online Verification – holycrossngl.directverify.in

## 11. Duplicate Semester Mark Statement / Consolidated Mark Statement

Students who have lost any semester mark statement can apply for the duplicate of the same. Application forms for duplicate mark statement can be downloaded from the college website. The requirements along with the amount must be submitted to the CoE office.

## 12. Grading System

Students will be given a mark sheet for every semester examination. At the end of the course, a consolidated mark sheet of the final results based on Grade Point Average is awarded to each student.

## 12.1. Conversion of marks to Grade Points and Letter Grade for UG Programme

| Range of Marks | Grade Point | Letter Grade | Description |
|---|---|---|---|
| 90 - 100 | 9.0 – 10.0 | O | Outstanding |
| 80 - 89 | 8.0 - 8.9 | D+ | Excellent |
| 75 - 79 | 7.5 - 7.9 | D | Distinction |
| 70 - 74 | 7.0 – 7.4 | A+ | Very Good |
| 60 - 69 | 6.0 - 6.9 | A | Good |
| 50 - 59 | 5.0 - 5.9 | B | Average |
| 40 - 49 | 4.0 - 4.9 | C | Satisfactory |
| 0 - 39 | 0.0 | U | Re-appear |
| Absent | 0.0 | AA | Absent |

## 12.2. Conversion of marks to Grade Points and Letter Grade for PG and M.Phil. Programme

| Range of Marks | Grade Point | Letter Grade | Description |
|---|---|---|---|
| 90 - 100 | 9.0 – 10.0 | O | Outstanding |
| 80 - 89 | 8.0 - 8.9 | D+ | Excellent |
| 75 - 79 | 7.5 - 7.9 | D | Distinction |
| 70 - 74 | 7.0 – 7.4 | A+ | Very Good |
| 60 - 69 | 6.0 - 6.9 | A | Good |

| | | | |
|---|---|---|---|
| 50 - 59 | 5.0 - 5.9 | B | Average |
| 0 - 49 | 0.0 | U | Re-appear |
| Absent | 0.0 | AA | Absent |

As per the guidelines of Tamil Nadu State Council for Higher Education (TANSCHE)
The performance of the candidates is converted into Grade Point Average.

For a semester examination

$$\text{Grade Point Average (GPA)} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester}}$$

**For the entire programme**

Cumulative Grade Point Average [CGPA]

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

## 12.3. Minimum Percentage for Pass

For UG students, a minimum of 40% in summative examinations and 40% in the aggregate of formative (CIA) and summative marks are required for a pass in each subject. For PG students and M.Phil. scholars, a minimum of 50% in summative examinations and a minimum of 50% in the aggregate of formative and summative marks are required for a pass in each subject. Minimum pass percentage is not applicable for internal assessment and the required pass percentage should be attained only through the summative assessment.

## 13. Examination Management System

Examination Management System (EMS) is upgraded with the integration of ERP. EMS is designed to accomplish the smooth conduct of both offline and online examinations. Registration for examination, payment of fee, issue of hall ticket, nominal roll and seating arrangement for examination are done online. The complete examination process from that of exam registration till the issue of mark statements including publication of results and calculation of course outcome attainment, is completely automated.

## 14. National Academic Depository (NAD)

Government of India, under the New Education Policy, 2020 has launched the Academic Bank of Credits scheme. The Academic Bank of Credits (ABC) is based on the principle of Distributed and Flexible Teaching – Learning that allow students to learn at their convenience, drop education mid-way, and pick it up again as per choice and convenience. This will address on curtailing the dropout ratio while improving Gross Enrollment Ratio (GER). The ABC was established on the lines of National Academic Depository (NAD).

As per the recommendations of the University Grants Commission, the institution is registered in NAD/ABC Portal and Academic Bank of Credits (ABC ID) have been created for all the students. The semester grades are uploaded so that the students can access and transfer their awards easily.

PRINCIPAL
Holy Cross College
(Autonomous)
Nagercoil - 629 004.