JAMAL MOHAMED COLLEGE

(AUTONOMOUS)

College with Potential for Excellence

Accredited (3rd Cycle) with 'A' Grade by NAAC

DBT Star College Scheme & DST-FIST Funded

(Affiliated to Bharathidasan University)

TIRUCHIRAPPALLI - 620 020

CONTROLLER OF EXAMINATIONS

ANNUAL REPORT 2021 - 2022

OFFICE OF THE CONTROLLER OF EXAMINATIONS

INTRODUCTION

Office of the Controller of Examinations plays a pivotal role in the portal of Jamal Mohamed College. During the student's entry into the college and their exit after three or five years, the Office of the Controller of Examinations monitors every stage of their academic performance. The success of the autonomous system, by and large, is in the functioning of the Examination Section.

The confidence gained from the public, the impartial executions of several assignments speak about its strength.

EXAMINATION GUIDE LINES

The following guidelines are derived from the University, resolutions passed and recommended by the various committees on examinations, and the instructions issued by the Head of the Institution.

PROGRAMMES :

UNDER GRADUATE PROGRAMMES : (25 Departments)

Arabic, BBA, Botany, Biotechnology, BCA, Chemistry, Commerce, Computer Science, Economics, English, Fashion Technology and Costume Designing, History, Hotel Management and Catering Science, Information Technology, Mathematics, Microbiology, Nutrition and Dietetics, Physics, Tamil, Visual Communication, Zoology.

B.VOC. – Apparel and Fashion Design, Tourism and Hospitality Management, Food Processing and Safety, Media Production.

POST GRADUATE PROGRAMMES : (20 Departments)

Arabic, Botany, Biotechnology, Chemistry, Commerce, Computer Science, Economics, English, Fashion Technology and Costume Designing, History, Information Technology, Mathematics, Microbiology, Nutrition and Dietetics, Physics, Social work, Tamil, Zoology, MBA, MCA.

M.PHIL PROGRAMMES : (17 Departments)

Arabic, Botany, Biotechnology, Chemistry, Commerce, Computer Science, Economics, English, History, Mathematics, Microbiology, Nutrition and Dietetics, Physics, Social Work, Tamil, Zoology, MBA.

DIPLOMA PROGRAMMES :

ADVANCED DIPLOMA IN COMPUTER APPLICATIONS WITH ARABIC (ADCAA)

AALIM SANAD

Career Oriented Programme (COP – Certificate, Diploma and Advanced Diploma)

Diploma in Horticulture, Diploma in Insurance and Actuarial Science & Diploma in Aquaculture

P.G. Diploma in Computer Applications (PGDCA)

P.G. Diploma in Biodiversity Informatics (PGDBI)

P.G. Diploma in Bioinformatics (PDBI)

P.G. Diploma in Fermentation Technology (PGDFT)

P.G. Diploma in Islamic Banking and Financial Management (PGDIBFM)

SUBJECTS/CREDITS/MARKS FOR PROGRAMMES OFFERED

UNDER GRADUATE PROGRAMMES

	Total No. of Subjects	Total No. of Credits	Total No. of Marks
2017 REGULATION	43	140	4300
2020 REGULATION	43	140	4300

POST GRADUATE PROGRAMMES

	Total No. of Subjects	Total No. of Credits	Total No. of Marks
2017 REGULATION	20	90	2000
2020 REGULATION	20	90	2000

MASTER OF PHILOSOPHY PROGRAMME (M.PHIL) PROGRAMME

	Total No. of Subjects	Total No. of Credits	Total No. of Marks
2017 REGULATION	5	24	600
2020 REGULATION	5	24	600

EXTRA CREDIT COURSES FOR ADVANCE LEARNERS :

Courses with extra credit for advanced learners are introduced to improve the knowledge base of the students in their Core Area. These are self study courses and are optional. For UG, two Courses with extra credit and for PG, two courses with extra credit are included.

Eligibility for Courses with Extra Credit :

Science Programmes :

i) Minimum 75% marks in the first four semesters in Part III courses for UG.
ii) Minimum 75% marks in the first two semesters for PG.

Arts Programmes :

    i)   Minimum 70% marks in the first four semesters in Part III courses for UG.

    ii)   Minimum 70% marks in the first two semesters for PG.

Note : Students are not permitted to write the courses as arrear, if he/she fails in the courses with extra credit.

FUNCTIONS IN THE OFFICE OF THE CONTROLLER OF EXAMINATIONS :

- ❖ Receives the Course Structure and copy of the Syllabus and question paper pattern for all programmes from the Co-ordinator of the Curriculum Development Cell.

- ❖ The Bio-data forms of First year UG, PG, Diploma and M.Phil students are received from the respective department and it is entered. Roll check lists are prepared and the same is corrected by the student and the register numbers are allotted.

- ❖ Question Paper Setters are appointed and question papers are received along with the schemes of valuation through email.

- ❖ Announces the schedule for semester examinations for all programmes.

- ❖ Receives the filled in Examination Application forms from UG, PG, Diploma and M.Phil students in online mode.

- ❖ The list of candidates and the subjects for which the students appears for the examinations is prepared.

- ❖ The Hall tickets for the examinations are prepared and distributed through Online.

- ❖ The CIA marks prepared in each Department is received online.

- ❖ The Semester examinations are conducted with a team of staff members appointed by the Principal with the Deputy Controller of Examinations as Chief Superintendent.

- ❖ Appoint examiners for the evaluation of answer scripts and for the conduct of practical, fieldwork, project work and viva-voce examinations.

- ❖ The office of the COE arranges for the central valuation of answer scripts.

- ❖ Prepares and submits a report of the students who indulged in malpractice, to the Examination Committee, to take disciplinary action.

- ❖ Publishes the results of the examinations.

- ❖ Individual Semester Mark Statements and Consolidated Mark Statement are issued to the students.

- ❖ Make necessary arrangements for the revaluation of answer scripts.

- ❖ Conduct of Instant Examinations for final Semester UG/ PG and outgone students within 15 days after the publication of final year results.

- ❖ List of Candidates, who have passed in all subjects along with the prescribed fees is submitted for the Provisional Certificates to the Bharathidasan University.

- ❖ The mark statements issued by the COE of our college has multiple security features such as :

  1. GOLD FOIL
  2. RAINBOW COLOUR PRINTING
  3. HIGH RES. BORDER
  4. INVISIBLE PRTG
  5. SECURE FONT BACKGROUND
  6. MICROTEXT
  7. WATERMARK LOGO
  8. INVISIBLE LOGO

9. SECURE WAVE BEHIND TEXT

10. ANTICOPY

11. SILVER FOIL

12. ROSSETTE DESIGN

13. SPLITLINE VOID PANTOGRAPH

14. QR CODE

15. FUSION SCREEN

❖ Online verification of certificates are implemented through our college website towards helping students for placement and higher studies.

EVALUATION PROCESS :

❖ Question papers received from the examiners are scrutinized by Internal examiners.

❖ The question papers are typed, printed and copies are made in the Office of the COE under the direct supervision of the COE. They are sealed and locked in the Strong Room with the keys in the custody of the COE. The sealed question papers are handed over to the Chief Superintendent of Examinations for the conduct of examinations on a daily basis. The relevant question papers are opened on the day of examination by the Chief Superintendent, half an hour before the commencement of examinations.

❖ The answer scripts are packed and sealed in the presence of the Chief Superintendent and the same are sent to the office of the COE. Immediately after the examinations in over. The COE sends them to the Camp officer for Central Valuation.

❖ Single valuation is carried out for the UG programmes by external examiners.

❖ Evaluations for Generic Elective Course, Skill Enhancement Course & Ability enhancement Course are carried out by internal examiners.

- ❖ Double valuation is done for the PG and M.Phil. Programmes with first valuation by external examiners followed by the second valuation by internal examiners.

- ❖ For PG, M.Phil & PG Diploma course papers third valuation is carried out, if the difference between the first and second valuation of the paper is above 20% of the maximum marks.

- ❖ Evaluations of Practical examinations are made jointly by one internal and one external examiner.

- ❖ Moderation upto 5 marks is given to those students who fail to secure the aggregate passing minimum of 40% and 50% in UG and PG programmes respectively.

- ❖ The results are published within 15 days from the last date of Examination on the website (www.jmc.edu) and the hard copies are despatched to the Heads of Departments.

- ❖ Transparency facility can be availed by any student on request by paying the prescribed fees.

- ❖ Provision to improve marks by appearing in the immediate subsequent End Semester Examination is possible, provided the student is without arrears till that semester.

- ❖ Student with arrear in two papers (from first to final semester) is permitted to write the instant examination.

PATTERN OF QUESTION PAPERS

UG & PG (EXCEPT EXTRA CREDIT COURSES, SKILL ENHANCEMENT COURSES & GENERIC ELECTIVE COURSES)

75 Marks

Batch	Section A	Section B	Section C
2017 onwards	20 x 1 = 20 Marks (Multiple Choice Questions)	5 x 5 = 25 Marks (Internal Choice Either or Type Questions)	3 x 10 = 30 Marks (Open Choice 3 out of 5 Questions)

FOR EXTRA CREDIT COURSES, SKILL ENHANCEMENT COURSES & GENERIC ELECTIVE COURSES)

100 Marks

Batch	Section A	Section B
2017 onwards	5 x 8 = 40 Marks (Open Choice 5 out of 8 Questions)	5 x 12 = 60 Marks (Open Choice 5 out of 8 Questions)

MBA

75 Marks

Batch	Section A	Section B	Section C
2017 onwards	20 x 1 = 20 Marks (Multiple Choice Questions)	5 x 5 = 25 Marks (Internal Choice Either or Type Questions)	3 x 10 = 30 Marks (Open Choice 3 out of 5 Questions) The Case study question is compulsory

M.Phil.

75 Marks

2019 onwards	Section A	10 x 2 = 20 Marks	No Choice
	Section B	5 x 5 = 25 Marks	Internal Choice Either or Type Questions
	Section C	3 x 10 = 30 Marks	Open Choice 3 out of 5 Questions

M.Phil (MBA)

75 Marks

	Section A	10 x 2 = 20 Marks	No Choice
	Section B	5 x 5 = 25 Marks	Internal Choice Either or Type Questions
2019 onwards	Section C	3 x 10 = 30 Marks	Open Choice 3 out of 5 Questions. The Case Study question is compulsory

PG DIPLOMA, COP AND OTHER CERTIFICATE PROGRAMMES

Batch	Section A	Section B
2017 onwards	5 x 5 = 25 Marks (Internal Choice Either or Type Questions)	5 x 10 = 50 Marks (Open Choice 5 out of 8 Questions)

REDO OF THE CANDIDATE

REDO:

If a student fails to complete the programme within the stipulated period, due to shortage of attendance he/she shall re-do the missed semester after completion of the course. The earlier CIA Marks of the re-do candidates shall not be considered.

PASSING MINIMUM :

In UG, COP, ADCAA & AALIM programmes the passing minimum for CIA & Semester Examination shall be 40%. In PG, M.Phil and PG Diploma programmes, the passing minimum for CIA & Semester Examination shall be 50%.

A candidate who gets less than 50% in the Project work must resubmit the Project work. Such candidates need to take the Viva-Voce on the resubmitted Project again.

ASSESSMENT FOR UG, PG, COP, ALLIM & ADCAA PROGRAMMES :

	BREAK UP OF MARKS			PASSING MINIMUM		
	CIA	ESE	TOTAL	CIA	ESE	Total
Theory	25	75	100	10	30	40
	10	40	50	4	16	20
	100	-	100	40	-	40
	-	100	100	-	40	40
Practical	20	80	100	8	32	40
	10	40	50	4	16	20

ASSESSMENT FOR PG, PG DIPLOMA & M.PHIL PROGRAMMES :

	BREAK UP OF MARKS			PASSING MINIMUM		
	CIA	ESE	TOTAL	CIA	ESE	TOTAL
Theory	25	75	100	12	38	50
	10	40	50	5	20	25
	-	100	100	-	50	50
	100	-	100	50	-	50
Practical	20	80	100	10	40	50
	10	40	50	5	20	25

Project Mark (Maximum Marks : 100, 200, 300)

For Biotechnology, Fashion Technology, Microbiology, Nutrition and Dietetics, MBA & MCA 200 Marks

For Computer Science & Information Technology 300 Marks

For all other PG Programmes 100 Marks

Passing Minimum 50% of the Maximum Marks

OTHER FUNCTIONS

MODERATION:

1. Controller can provide a moderation of three marks for all the programmes in the border line cases.

2. Chairman can provide a moderation of maximum of five marks per paper in the border line cases at the end semester examinations.

DISCIPLINARY ACTION ON MALPRACTICE IN THE EXAMINATIONS :

The students should not indulge in any form of Malpractice during Semester Examinations. The following punishments will be given to the students, when they indulge malpractice during semester examinations.

Possession of notes, books, mobile phones, bits of any incriminating material but not attempted to copy:- Cancel all Registered Papers (except project) of the candidates, who indulge in Malpractice in a particular semester.

REVALUATION \ INSTANT \ TRANSPARENCY :

1. All the students, including Malpractice cases, Re-do cases and also out-gone students, are permitted to apply for Revaluation, Re-totalling and Transparency for any number of courses.

2. Outgone & Outgoing students who have only two arrear papers (from 1st Semester to 6th Semester for UG and 1st Semester to 4th Semester for PG) will be permitted to write the Instant Examination. The instant examination will be normally conducted within 15 days of declaration of results of the final semester. All the outgone students including Malpractice cases of previous semesters and Re-do cases are also permitted to apply for Instant Examination in the Odd semester to a maximum of two papers.

INTERNAL IMPROVEMENT

UG & PG students who have failed in the internal assessment are permitted to improve their internal assessment in the subsequent semesters by submitting two assignments and writing two tests. Two chances will be given for improving internal assessment marks. Mark secured for the attendance in the particular semester shall be considered for CIA.

EXTERNAL IMPROVEMENT:

There is a provision for students to appear for the passed papers with low marks. Such students can appear for the End Semester Examinations (i.e. External only) in the immediate subsequent Semester Examinations only, provided the student is without arrears till that semester (i.e. Should have passed all papers at the time of filling up of examination application form). Usual fees per paper will be collected. While filling the Examination application form, student should specify the improvement details separately. Only one chance per paper will be given.

RANKING :

The Bharathidasan University conducts University Rank Examination (URE) for the toppers in every subject. First Rankers of all Autonomous colleges and the top 20 rank holders of the non-autonomous colleges. (having passed their examinations in the first appearance within the prescribed duration of the programme; absence from an examination shall not be taken as an attempt) are eligible to appear for URE. The questions papers for URE comprise of objective   type questions covering the Core Courses in each of the Programmes generally followed by both autonomous / non-autonomous streams. The top scorers in the University Rank Examination would be declared as University Rank Holders, irrespective of their grades in their respective Semester Examinations.

GRADING :

When a candidate completes his/her UG/PG programme within the duration of the programme as per the University norms, grades will be awarded. When a student completes his/her UG/PG programme after the stipulated period of the programme, the maximum Division will be only First Class with the respective grade. They cannot be considered for award of Distinction / Outstanding categories.

Once the marks of the CIA and ESE for each course are available, they will be added. The marks thus obtained will then be graded.

From the Second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated by Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

GRADING OF THE COURSES FOR UG, COP, ADCAA & AALIM PROGRAMMES				
MARKS RANGE	GRADE POINT	CGPA	CORRESPONDING GRADE	CLASSIFICATION OF FINAL RESULT
90 and above	10.0	9.00 and above	O	Outstanding
80 - 89	9.0	8.00 - 8.99	A+	Excellent
70 - 79	8.0	7.00 - 7.99	A	Very Good
60 - 69	7.0	6.00 - 6.99	B+	Good
50 - 59	6.0	5.00 - 5.99	B	Above Average
40 – 49	5.0	4.00 - 4.99	C	Average
Below 40	0.0	Below 4.00	RA	Reappear

GRADING OF THE COURSES FOR PG, PG DIPLOMA AND M.PHIL PROGRAMMES

MARKS RANGE	GRADE POINT	CGPA	CORRESPONDING GRADE	CLASSIFICATION OF FINAL RESULT
90 and above	10.0	9.00 and above	O	Outstanding
80 - 89	9.0	8.00 - 8.99	A+	Excellent
70 - 79	8.0	7.00 - 7.99	A	Very Good
60 - 69	7.0	6.00 - 6.99	B+	Good
50 - 59	6.0	5.00 - 5.99	B	Above Average
Below 50	0.0	Below 5.00	RA	Reappear

Note :

1) ADCAA students will be entitled for Excellent with A+ grade category only. They can not be entertained for outstanding awards.

2) Out gone students when they clear their arrear will be entitled only for First Class / Very Good category. They cannot be entertained for Excellent / Distinction / Outstanding awards.

3) M.Phil students who failed in their first attempt and clear their arrear in the next attempt will be given only Above Average with B grade category.