



AUXILIUM COLLEGE (Autonomous), Vellore – 6 EXAMINATIONS GUIDELINES AND REFORMS

1.OFFICE OF THE COE

The office of the Controller of Examinations started functioning since the College became autonomous in 2007. The evaluation is both formative and summative. The method of Evaluation is systematically and periodically remodelled according to the needs of the time. From the year 2020-2021 the Examinations and Evaluations are conducted on OBE Pattern. (Out Come Based Education)

The controller office is fully automated. The Examination Time Table is published both in the website and College notice board. The office of the Controller of Examinations meticulously plans, coordinates and conducts the Examinations, and publishes the results within the stipulated time. It gives top priority to the welfare of students. All genuine requests of students are promptly attended too. The Exam Committee conducts periodical evaluations to improve the quality of conduct of Examinations. Evaluation of the exam papers and re-valuation are also monitored by the COE. The COE office also provides the UG and PG mark sheets.

NAME	FROM	TO
Sr.Alice K.T	01.06.2007	30.05.2019
Dr. (Sr.) Gertrude Mary Nirmala	1.06.2019	30.05.2021
Dr.(Sr.)Arokia Jayaceli	1.06.2021	Till Date

2. Information

All the information regarding examinations are published

3. System of Examination

There are two components in the valuation and Assessment of a student - **Continuous Assessment (CA)** and **Semester Examinations (SE)**. The maximum marks for CA is 40 and Semester Examinations is 60, both for theory and practical papers. The minimum requirement

of attendance for a candidate is 75% per semester, to enable her to appear for the Semester Examinations.

Continuous Assessment (CA)

The CA (Continuous Assessment) components are written tests centrally organised by the Controller's office. Each CA written examination is of one and half an hour duration for 50 marks. The tests are conducted centrally. The average of two such CAs is calculated for 35 marks.

Other Innovative Components is for 5 Marks. The innovative component is for 5 marks, conducted during the class hours by the Staff member in charge of the course, in the form of assignments/ quiz/ seminars /presentations/Online/Open Book/Viva Voce/ Group work/ Mini Project/ Exhibition, etc. The topic and time for submission/ presentation will be announced by the staff member in charge of the course in advance. Each student should explain and defend her presentation. Syllabus of not less than two units shall be included for each CA.

A retest for CA will be conducted for those students who were absent due to participation in NSS/NCC/Sports activities on prior written permission obtained through the concerned staff member.

There is no passing minimum for CA, and no provision for improvement in CA.

The final CA marks are verified by the students before the Semester Examinations in the ERP portal.

For SBE courses:

2 CA examinations of one hour each for 30 Marks is converted to 35 Marks. Other Innovative Components will be for 5 Marks. The Semester Examination is held for two hour duration for 60 Marks.

For Environmental Studies: One CA of one hour for 25 Marks, Project for 25 Marks, converted to 40 Marks. The Semester Examination will be of 2 hours duration for 60 Marks.

Semester Examinations (SE)

The Semester examinations are conducted at the end of the semester after the publication of the CA marks. Centralised evaluation is conducted for UG and PG Semester Examination scripts. **The passing minimum for UG is 40% and PG is 50%.**

1. A student should register herself to appear for the Semester Examinations by payment of the prescribed fee.
2. For major and allied papers, the Semester Examination will be of 3 hours with a maximum of 100 marks which will be converted to 60.
3. The Semester Examinations will be in the form of a comprehensive examination covering the entire syllabus in each course. It will be of 3 hours duration, irrespective of the number of credits allotted to it. The maximum marks for each course shall be 100

CA and SE for Laboratory and Practical Work

CA		SE	
Components	Marks	Components	Marks
Performance during regular practicals	10	Record	10
Regularity and submission of Observation Notebook and Record	5	Practical Examination	45
Practical Examination	25	Viva	5
Total	40	Total	60

It is mandatory for a student to secure a Pass in the Certificate Course in Computers as well as to fulfill the 90 hour-requirement of the Extension Activities, in order to be declared as **‘Programme Completed’**. Only such a candidate is eligible to receive the Diploma.

A student can report any grievance regarding CA or SE, to the Controller of Examinations, who in turn, will present the same to the Examination Committee, chaired by the Principal.

Revaluation

1. A student can apply for the photocopy of answer scripts, if needed, on payment of the prescribed fee.
2. A student can apply for revaluation of any course, on payment of the prescribed fee within the specified date. Receipt of the photocopy of the answer script is a prerequisite for revaluation.

Supplementary Examination

After the declaration of the results of the final semester, a student who has only one paper in any semester can apply by the specified date, for Supplementary Examination, either for reappearance or for improvement. This facility is available only for those students who have not obtained a 'Pass' due to one paper or want to improve performance in one paper. The examination will be conducted and results published within a month of the first publication of the result.

Improvement:

The facility to improve one's performance in any paper(s) is offered to all the students. A student, who wishes to improve her performance in any paper(s), may apply for the examination in the same, if the examination is conducted in that paper(s) during that particular semester/ Supplementary Examination. This provision is available till the Supplementary Examination after the final semester examination. Students are permitted to improve their performance in SE in the subsequent semester, if desired. Besides, all UG students can have their semester papers revalued by paying a nominal fee.

Passing Minimum:

A candidate shall be declared to have passed in a course if she secures

For Undergraduate Programme	For Postgraduate Programme
40% and above in the SE. If a candidate fails in any paper, she is required to appear only for the SE in the respective paper.	50% and above in the SE. If a candidate fails in any paper, she is required to appear only for the SE in the respective paper.

4. RULES AND REGULATIONS

A. Requirements of Attendance

1. The minimum requirement of attendance for a candidate is 75% per semester, to enable her to appear for the Semester Examinations.
2. If the attendance of a candidate is between 65 - 75%, due to any of the following reasons, the candidate is eligible to appear for the current Semester Examinations only

after obtaining condonation from the Principal, by payment of the prescribed Condonation Fee:

- a. Prolonged illness
- b. Major surgery
- c. Accident, which requires a long period of rest

The reason for the long period of absence should be informed to the Principal and the sanction obtained, within a week from the commencement of absence.

If the attendance of a candidate is between 55% - 65% in a semester, **she is not eligible to appear for the current Semester Examinations**. But she is permitted to appear for the arrears courses, if any. She is also permitted to move to the next Semester.

If the attendance of a candidate is below 55%, she is **not eligible to continue her studies** but can complete the Programme by re-joining the same Semester in the following academic year, if vacancy is available. She should obtain the approval from the University through the concerned Head of the Department and the Principal.

B. OTHER RULES:

- Student should bring the ID Card and Hall Ticket for Examinations. No Student will be allowed to enter the examination Hall, half an hour after the commencement of the examination.
- No student can receive the Question paper before taking her assigned seat in the hall or room.
- Students are prohibited from bringing/ carrying into the Examination Hall any book cell phone, Smart watch or portion of a book, manuscript or any matter of any description. Any communication with another is subject to severe punishment.
- No paper other than the question paper should be taken out of the Examination Hall.
- Students, indulging in malpractice, will be dealt with as per the directives of the College, Thiruvalluvar University and State Government.
- The Fees once paid, will not be refunded or carried over to the subsequent examinations.
- A fine of Rs.50/- will be charged if any correction has to be made after the submission of the online application.
- Students should pay the Semester Fees to get the Hall Ticket.

Malpractice

Following norms be followed in dealing with the cases of malpractices in CA/Semester Examinations.

S.No	Nature of Malpractice	Action Suggested
1.	Appeal by a candidate for favourable consideration or mercy in the answer script	Warn the candidate
2.	Letter of appeal for favourable consideration, promising bribe in cash or kind.	Cancel the examination taken in that particular Course only
3.	Candidate writing her own name in any part of the answer book	Warn the candidate
5.	Possessing notes or books relevant to the course of the examination	Cancel the examination taken in that particular Course only
6.	Possessing notes or books relevant to the course of the examination (repeated)	Cancel the examinations taken previously and not to allow to appear for the remaining examinations in that Semester
7.	Using or copying from notes or books relevant to the course of the examination	Cancel the examination taken in that particular Course only
8.	Using or copying from the answer scripts of other candidates	Cancel the examination taken by both the candidates in that particular Course only
9.	Inserting pre-written answer sheet(s) brought from outside, in the main answer book.	Cancel the examinations taken previously and not to allow to appear for the remaining examinations in that Semester
10.	Threatening or assaulting the Invigilator or behaving in any insubordinate manner	Cancel the examination taken
11.	Manhandling or injuring any examination personnel	Cancel the examination taken
12.	Impersonation	Cancel the examination taken and debar from the examination for the next three years
13.	Tampering with spelling/ name /initials in any certificate	The candidate has to apply for issue of fresh certificates with a fine of 1,000/-
14.	Tampering with the Date of Birth in the certificate issued by the College	The candidates should not be permitted to appear for any examination of the College for a period of two years from the date of submission of documents and

		not to pursue any course of studies for the corresponding period
15.	Tampering with the Grade Certificate or any other Certificate issued by the College	The College will retain the tampered certificate and duplicate certificate will not be issued for three years from the date of presentation of documents. The candidate should not pursue any course of studies in this College for the corresponding period

The above rules are intended to guide the Examination Committee and to be judiciously applied to any form of malpractice by candidates.

Time Ceiling for Completion of Degree

The Academic Council permits UG students to complete their programme within Five years (3+2) and PG students within four years (2+2) If there is any change in the course due to change of syllabus, the equivalent course identified by the respective HoDs will be the new course Semester Examination.

5. Result Publication

Results are passed in the Academic Committee Meeting and published within Eleven working days in the ERP portal and Mark Sheets are issued to students within a reasonable time.

(Dr. (Sr.) Arokia Jayaceli A)
Controller of Examinations

PRINCIPAL
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.