PRESIDENCY COLLEGE (AUTONOMOUS), CHENNAI -5

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EVALUATION MECHANISM AND PROCESS

CONTINUOUS ASSESSMENT (CA):
- Two scheduled tests (the schedule is given in the annual College calendar)
- One model examination
- Periodic Assignments, Seminars, Quizzes
- The CA marks allotted for a Theory paper is 25
- The CA marks allotted for Practical examination(s) and Project is 40
- The Continuous Assessment (CIA) marks are informed to the students by the respective subject in-charge / departments

ATTENDANCE:
- The college follows the rules and regulations of the University of Madras.
- Five marks are allocated for Attendance within the CA for theory and practical
- The attendance mark awarding criteria is as follows:

Attendance	Marks	Remarks
>90%	5	
75% to 90%	4	
65% to 75%	3	Condonation – student has to pay the condonation fee for appearing for the current semester papers
50% to 65%	2	Detained – student can't appear for detained semester papers in the current appearance.
< 50%	0	Redo – student has to re-join the semester after completion of the course and secure the required attendance for appearing for the examinations

Mark distribution under CA for a Theory paper is as follows:

Test 1	Test 2	Assignment / seminars 1	Assignment / seminars 2	Model exam	Convert to	Attendance mark	Total CA marks
20	20	10	10	40	20	5	25

Mark distribution under CA for a Practical paper is as follows:

Model Test 1	Model Test 2	Record	Attendance	Total CA marks
15	15	5	5	40

SEMESTER-END EXAMINATION (SE):

- Semester End Examinations for UG and PG courses are scheduled to be held in OCTOBER/NOVEMBER (odd semester) and APRIL/MAY (even semester) of each Academic year

- All newly admitted first year students should apply for their first S.E examinations to get registered, failing which their names will be removed from the nominal rolls

- The students register for the examinations by applying in the prescribed format and paying the required fees. Exam fees once paid are non-refundable and not transferable.

- Hall tickets are issued to eligible students prior to the examinations. Hall tickets are compulsory for entry into the exam halls. In case the student doesn't bring his/her hall ticket, Temporary / Duplicate Hall tickets (for one exam / complete exam) are issued after verification for a nominal fee.

- The schedule of the examinations (Time Table) are prepared in advance and informed to the staff and students

- Question papers for each course code applied for is obtained for experienced setters from various colleges prior to each examination.

- Scrutiny of question papers are carried out by subject experts before examinations.

- Examinations are conducted as per norms of the affiliating university (by a department under a chief superintendent, Chief Controller and the Controller)

- High degree of confidentiality and fairness are maintained in the conduct of examinations.

- Malpractice is dealt with seriously and steps are taken to prevent or reduce it. Mobile phones and electronic gadgets are banned inside the exam halls.

- After the examinations, a Valuation camp is conducted to evaluate the scripts.

- UG, PG and M.Phil. - Single valuation by External examiners only

- The results are declared and published after placing them before the Department Passing Boards and the Results Standing Committee of the College

- The SE and CA carry 75% and 25% of the total marks (100) respectively for each theory paper and 60% and 40% of the total marks for each Practical paper.

Course details for UG programs (from 2016- 17 onwards)

COMPONENTS		Maximum Number of Courses	Credits per Course	Maximum Credits
PART I	Tamil / Other Languages	4	3	12
PART II	English	4	3	12
PART III	Core course (Theory and Practical)	15	4 – 5	60
	Allied course	4	5	20
	Elective courses	3	5	15
PART IV	Basic Tamil / Advanced Tamil	2		
	NME	2	2	4
	Environmental studies	1	2	2
	Value Education	1	2	2
	Soft skills	4	3	12
PART V	Extension Activities	1	1	1
	Total Credits for UG courses			**140**

Courses details for PG programs (from 2016-17 onwards)

COMPONENTS	Maximum Number of Courses	Credits per Course	Maximum Credits
Core course (Theory and Practical)	15	4-5	60
Elective	5	3	15
EDES	2	3	6
Soft Skills	4	2	6
Internship	1	2	2
Total Credits for PG courses			**91**

 # for MSW students, completion of Block Placement is compulsory

For **UG** courses:

Maximum marks for SE	Passing minimum for SE (40%)	Maximum marks for CA	Passing minimum for CA	Maximum marks for a paper	Passing minimum for each paper (40%)
THEORY					
75	30	25	No minimum passing prescribed	100	40
PRACTICAL / PROJECT					
60	24	40	No minimum passing prescribed	100	40

For **PG** courses:

Maximum marks for SE (Theory)	Passing minimum for SE (50%)	Maximum marks for CA	Passing minimum for CA	Maximum marks for a paper	Passing minimum for a paper (50%)
THEORY					
75	38	25	No minimum passing prescribed	100	50
PRACTICAL / PROJECT					
60	30	40	No minimum passing prescribed	100	50

For **M.PHIL** courses:

THEORY			
Maximum marks for SE		Passing minimum for SE (50%)	
100		50	
DISSERTATION			
Maximum marks for Dissertation	Passing minimum for Dissertation	Maximum marks for Viva	
60	30	40	

INTERNSHIP	
Maximum marks	All PG internships have to be carried out during the summer vacation after the second SE exams. The internship should be for a minimum period of Four weeks. Students who fail to complete the internship in their first-year summer vacation can carry out their Internship in the next year vacation to qualify for the degree
100	

 # for MSW students, completion of Block Placement is compulsory

Number of exam appearances permitted to qualify for Degree:

UG: 3-year course: 6 semesters and up to ten semesters (5 years) from course completion
PG: 2-year course: 4 semesters and up to six semesters (3 years) from course completion
PG: 3-year course: 6 semesters and up to six semesters (3 years) from course completion

GRADING SYSTEM:

- Grading and CGPA is as per University of Madras norms.

EXAMINATION REFORMS:

- **Re-totalling of the answer script(s)**

  A UG / PG student can apply for retotalling of the marks awarded in their answer script within the time specified by the COE office after the publication of the Examination results on formal request and payment of prescribed fees.

- **Transparency - copy of answer script(s)**

  A UG / PG student can apply for the copy of their answer script(s) within the time specified by the COE office after the publication of the results on formal request and payment of Prescribed fees

- **Revaluation of answer script(s)**

  A UG / PG student can apply for revaluation of their answer script(s) within the time specified by the COE office after the publication of the results on formal request and payment of prescribed fees.

- **Supplementary Examination**

  Eligibility to appear for Supplementary Exam:

  UG / PG / M. PHIL students who have **failed in only one paper in their final semester** in the current semester end examinations are eligible.

  Who are NOT eligible to appear for Supplementary exam:
  i.   'Absent' in a final semester paper in the current appearance is not considered as Fail / Arrear. Hence cannot appear.
  ii.   Arrears in more than one paper of the final semester in the current appearance
  iii.   Arrears in paper(s) of other than final semester
  iv.   Students who have finished their course in the previous year(s) and have one arrear cannot apply for the supplementary examination.

GRIEVANCE REDRESSAL:
Students who have any grievance regarding the SE question paper(s) can represent for consideration and necessary action. Grievances regarding CA, SE results can represent to the COE for redressal within thirty days from the date of publication of results. If not satisfied, they can represent to the Chief Controller. Genuine grievances are considered for speedy and proper redressal of the representation.