

NAZARETH COLLEGE OF ARTS AND SCIENCE

Affiliated to the University of Madras

Re-Accredited with 'B' Grade by NAAC

EXAMINATION MANUAL

(AN IQAC INITIATIVE)

2019-2020




Principal

Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

Aim & Objectives

The aim of the examination committee is to carry out internals as well as external examinations in the college. The objective is to determine whether the students requirements are met regard to knowledge, insight and skills.

Activities

The examination Committee performs the following duties for each Academic year June – May.

Conducts College level Examinations (CIA I, II, Open Book Test I, II, Model Exam) and University Level Examinations (Electives, Soft Skills and Practical Examinations).

Exam Committee Members:

- Dr Mary Angeline ,Principal, Chief Superintendent
- Ms.R.Kaviyarasi, Asst Professor, Dean of Examinations
- Exam Committee members:
 - ❖ Ms.Gayatri, Asst Professor, Department of English
 - ❖ Ms.Harini, Asst Professor, Department of Commerce
 - ❖ Ms. Dharani, Asst Professor, Department of Commerce
 - ❖ Mr.Gopal, Asst Professor, Department of Commerce
 - ❖ Ms. S.Gnanaselvi, Asst Professor, Department of Computer Applications

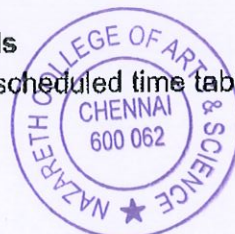
University Examination Timing

The timing for the university examination is as follows.

- a) 9.30 A.M - 1st bell – Staff should be inside the examination hall.
- b) 9.45 A.M - 2nd bell -Students should be in the examination hall.
- c) 9.55 A.M – 3rd bell- Prayer bell.
- d) 9.56 A.M – 4th bell – The students to be seated after the prayer.
- e) 10.00 A.M – Long bell – For the distribution of question paper and for the commencement of the examination.
- f) 11.00 A.M , 12.00 Noon and 1.00 P.M. – Hourly bell
- g) 1.10 P.M – Long Final bell- For collecting the answer paper.

Internal and External Examination Details

- CIA 1 - 2nd Hour of the scheduled time table




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- CIA 2 – 2nd Hour of the scheduled time table
- ② ▪ Open Book Test 1 – Department wise Timetable
- Model Exam – Three Hours Examination
- ② ▪ University Exam –As per the University Schedule
- Online Classes – Online assessment on every day.

Internal Assessment

Internal Assessment minimum marks for our college is 10 out of 25 and if any name appears in online (like break of study/TC/long absentees/etc), we should enter minimum 10 marks.

QUESTION PAPER PATTERN FOR UG COURSES

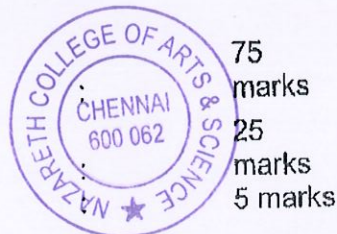
Section A (30 words)			
10 out of 12	-	10x2 marks	= 20 marks
Section B (200 words)			
5 out of 7	-	5x5 marks	= 25 marks
Section C (500 words)			
3 out of 5	-	3x10 marks	= 30 marks
			75 marks
Total			= 75 marks

QUESTION PAPER PATTERN FOR PG COURSES

Section A	:	10x1	= 10 marks
Section B	:	5x5	= 25 marks
Section C	:	4x10	= 40 marks
			75 marks
Total			= 75 marks

DISTRIBUTION OF MARKS FOR THEORY EXAM

External assessment		75 marks
Internal assessment		25 marks
Attendance		5 marks




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Assignment : 5 marks

Seminar : 5 marks

Test : 10 marks

DISTRIBUTION OF MARKS FOR PRACTICAL EXAM

External assessment : 60 marks

Internal assessment : 40 marks

Attendance : 5 marks

Record : 5 marks

Test : 30 marks

DISTRIBUTION OF MARKS FOR PROJECT:

External : 80 Marks

Internal : 20 Marks




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ATTENDANCE GRADING SCHEME

Below 60 %	-	Nil
60-75 %	-	3
76-90 %	-	4
91-100 %	-	5

Grading System

UNOM Grading

CLASSIFICATION OF SUCCESSFUL STUDENTS: -

PART I TAMIL / OTHER LANGUAGES; PART II ENGLISH AND PART III CORE SUBJECTS, ALLIED, ELECTIVES COURSES AND PROJECT: Successful Students passing the Examinations for the Part I, Part II and Part III courses and securing the marks (a) 60 percent and above and (b) 50 percent and above but below 60 percent in the aggregate shall be declared to have passed the examination in the **FIRST** and **SECOND** class respectively; all other successful candidates shall be declared to have passed the examination in the **THIRD Class**.

Grading Format of UNOM

The following table shows the marks, grade points, letter grades and classification to indicate the performance of the Student:

RANGE OF MARKS	GRADEPOINTS	LETTERGRADE	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		Good
50-59	5.0-5.9		Average



Good

Average

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40-49	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

Computation of Grade Point Average (GPA) in a Semester, Cumulative Grade Point Average (CGPA) and Classification

GPA for a Semester: $= \frac{\sum C_i G_i}{\sum C_i}$

That is, GPA is the sum of the multiplication of grade points by the credits of the courses divided by the sum of the credits of the courses in a semester.

CGPA for the entire programme: $= \frac{\sum n \sum C_{ni} G_{ni}}{\sum n \sum C_{ni}}$

That is, CGPA is the sum of the multiplication of grade points by the credits of the entire programme divided by the sum of the credits of the courses of the entire programme. Where,

C_i = Credits earned for course i in any semester,

G_i = Grade Points obtained for course i in any semester

n = Semester in which such courses were credited.

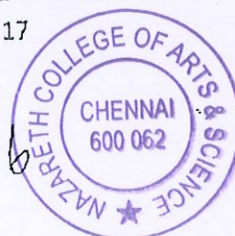


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Letter Grade and Class

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5-10.0	O +	First Class - Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D ++	First Class with Distinction *
8.0 and above but below 8.5	D +	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A ++	First Class
6.5 and above but below 7.0	A +	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B +	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C +	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear



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*The Students who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses only) are eligible.

Examination Malpractice

- Students indulging in malpractice during Continuous Internal Assessment (CIA) will be awarded zero marks and the same will be considered in consolidating the CIA marks.
- Repeated offence will entail zero marks in the consolidated CIA for all the papers of the Semester. Such students will be permitted to repeat their Continuous Assessment tests only after the completion of Six semester (UG)/Four semester (PG).
- They may however continue to attend classes for the rest of the program and appear for the End Semester Examination.
- All instances of malpractices will be communicated to the Examinations office, with a written statement from the course teacher and the student along with proof if any.
- If malpractice is detected during the End Semester Examinations the student will be debarred from writing all the following examinations of that Semester, and the preceding papers of that Semester stand cancelled. The repeat papers that she has registered for during that Semester will also be cancelled. All papers regular/ repeat of that semester will be cancelled.




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