

Holy Cross College (Autonomous)

Nagercoil - 4.

Rules, Regulations and procedures of Examination section

Syllabus and Model Questions

The syllabus and pattern of questions are received from the Dean of academics which are duly approved by the respective Board of studies and the Academic Council.

Evaluation process

Formative assessment

- Formative assessment or Continuous Internal Assessment is conducted three times in a semester. The duration is 1.30 hours for each paper.
- Best of two internal marks is taken for the Internal assessment test.
- The question papers are set by the respective course teachers.
- The proof reading is done by the Head of the Departments.
- After scrutiny the questions are forwarded to the Controller of Examinations before 10 days of the date of CIA mentioned in the Handbook.
- The answer scripts are valued by the course teachers and distributed to the students.
- Complete transparency is ensured and students are asked to put checked and found correct with their signature on the papers.
- 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.
- The students are requested to represent the grievance committee if she finds any discrepancy in her marks. If the complaint of the candidate is found genuine it is immediately addressed by the Controller of examinations.

- The CIA also includes two online Quiz test, Assignment, Seminar and open book test.
- The online quiz test may be conducted through MOODLE, Kahoot, Quizzizz, Schoology etc. and the mark statement should be documented.
- Assignment should be given in a way that it would help the students achieve the cognitive skills.
- Seminars should assess the knowledge, understanding and higher order thinking level of students and marks be assigned.

Summative assessment

A student is permitted to take the summative examination in any course if she has put in atleast 75% of attendance in that course in a semester. If the attendance is 62% or above but below 75% , she shall be allowed to sit for the examination after the payment of the condonation fees.

To appear for summative exams, a student must have completed all the formative requirements. Clearance of fee dues is a pre-requisite for issue of Hall ticket for the semester examination and getting Transfer Certificate from the college.

Minimum Percentage for Pass

For UG students, a minimum of 40% in summative examinations and 40% in the aggregate of formative 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.

Allocation of marks for UG programme

Study Components	Internal	External
Part - I Tamil / Other languages	25	75
Part - II English	25	75
Part - III Theory Papers (core course, Discipline Specific Elective and Generic Elective) Practical Papers (Major & Generic Electives) Project (V Semester)	25 40 40	75 60 60
Part - IV 1. NMEC 2. AECC 3. Skill Based Courses 4. Foundation Course	40 40 40 60	60 60 60 40

Part IV

Ability Enhancement Compulsory Courses (AECC)

The ability enhancement courses are based on the content that leads to knowledge enhancement.

- o English Communication
- o Environmental studies

The relevant study materials are provided by the institution. These are mandatory for all disciplines.

English Communication

Internal components include Creative Writing, Viva-voce and Language Laboratory. Viva-voce Examination will be based on speaking and reading skills.

- For speaking - Questions from Unit II & V.
- Students will have 4 hours of Language Laboratory on rotational basis.
- 30 minutes practical at the end of the respective semester.

For external, 3 questions out of 5 from four unit must be answered. Each question carries 5 marks. Unit V is only for Viva voce examination.

Environmental Studies Internal components

Album Based on Environmental issues - group of 8 students.

Album can contain poems, pictures, collage, paper cuttings, paintings, drawings etc. Marks must be given for content and not for decorations.

- Field visit - outside working hours.
- Field Report - 10 - 15 pages typed, with 1 or 2 photos.
- Viva voce - based on field work report.
- For external 2 hours examination is conducted for 60 marks.

Part IV - Skill Based Course (SBC)

Students will be divided into 2 categories

Category A: Computer Science, English (Aided & S.F.), Zoology, History, Chemistry, Tamil (S.F.)

Category B: Commerce (Aided & S.F.), Maths (Aided & S.F.), Botany, Physics and Economics

Category	Semester III	Semester IV
A	Meditation and Exercise	Computer Literacy
B	Computer Literacy	Meditation and Exercise

External: Two hours of practical exam

Foundation Course

These courses are conducted during the value education hour. The duration for external exam is 1½ hours. For Value Education I & II, external examination will be conducted at the end of II & IV semesters respectively. For Human Rights Education (HRE), external examination will be conducted at the end of V Semester for 1½ hours. For Women Studies, external examination will be conducted at the end of VI Semester for 1.30 hours.

Value Education I (I Year)

Internal Components include Song, Mime and Skit - 7 members in each group. Maximum no. of groups: 6 to 9 Written test - 4 out of 6 questions. Each question carries 5 marks. A Kind Action - Student's life experience/life experience of family member / a friend.

Value Education II (II Year)

Group Album: 7 members in each group.; maximum no. of groups: 6 to 9; page limit: 10; lot method to select the title; mode of presentation may include poems, pictures, drawings, printouts, paper cuttings, photographs, quotes, collage etc.

Human Rights Education (HRE) - (V Semester)

Title for Album will be chosen from the prescribed text.

Maximum of 7 members in each group: 6-9 groups

Women Studies (VI Semester)

An album is to be prepared by the students and the title should be related to women's issues discussed in the text book. Maximum of 7 members in each group: 6-9 groups

PART: V

i) Skill Development Programme (SDP) - Certificate Courses

- Journalism and Mass Communication - Dept. of English
- Clinical Chemistry - Dept. of Chemistry
- Folklore (Kalari) - Dept. of Tamil (S.F.)

The courses such as Artificial Jewel Making, Artificial Bouquet Making, Bridal Makeup & Hair dressing, Catering, Computer Accounting, Computer Hardware, Clay Design, Handicrafts, Hand Embroidery, Hindi, Glass Painting, Saree Painting, Poster Painting, Tailoring and Music are offered by Holy Cross Academy.

- Compulsory for all I year students.
- 60 hours programme with one credit- included in the curriculum.
- Courses and final examinations will be conducted by external experts.
- Certificates will be issued to those who pass in the examinations.
- If a student fails, she is not eligible to get the degree.

ii) Service Training Programme (STP)

Compulsory for all I & II year students.

Clubs and Committees - Eco Club, YRC, Rotaract Club, NSS/ RRC, AICUF, Consumer Club, Legal Literacy and Women's Cell. Each student can opt for one of the clubs/committees.

iii) Service Learning Programme: Reaching the unreached Neighbourhood (RUN)

60 hours programme - Reaching the Unreached Neighbourhood (RUN) programme with one credit - included in the curriculum. If a student fails, she is not eligible to get the degree.

Internal Components

Part I, Part II & Part III Theory Papers

Test	=	15 marks
Quiz	=	5 marks
Assignment	=	5 marks
Total	=	25 marks

Part IV Non major Elective Courses (NMEC)

Test	=	20 marks
Quiz	=	10 marks
Assignment	=	10 marks
Total	=	40 marks

Ability Enhancement Compulsory Course (AECC)

1) English Communication - I Semester

Creative Writing	= 10 marks
Viva (Speaking & Reading)	= 20 marks
Language Lab	= 10 marks
Total	= 40 marks

2) Environmental Studies - II Semester

Album	= 10 marks
Field Visit	= 10 marks
Fieldwork Report	= 10 marks
Viva voce	= 10 marks
Total	= 40 marks

3) Skill Based Course (SBC)

(i) Computer Literacy (III/IV Semester)

Objective type questions (30 x 1)	= 20 marks
Exercise (Book) (1x10)	= 10 marks (Compulsory)
Total	= 40 marks

ii) Yoga/Meditation and Exercise (III / IV Semester)

Objective type questions (20 x 1)	= 20 marks
Exercise (2 x 10)	= 20 marks
Total	= 40 marks

4) Foundation Course

(i) Value Education I (I Year)

Songs, Mime, Skit	= 20 marks
Written Test (4 x 5)	= 20 marks
A Kind Action	= 20 marks
Total	= 60 marks

(ii) Value Education II (II Year)

Exercise from book	= 20 marks
Written test (4 x 5)	= 20 marks(4 out of 6 questions)
Group Album	= 20 marks
Total	= 60 marks

(iii) Human Rights Education (HRE) and Women Studies (WS) - III Year

Album	= 20 marks
Group Song, Mime, Skit	= 20 marks
Written test (4 x 5)	= 20 marks (4 out of 6 questions)
Total	= 60 marks

Extra credits for UG programme

Certificate Courses (Organized by the dept.)	- 1 Credit per Course
Self Learning Course (Maximum 2 courses)	- 2 Credits per Course
Sports: Representation	- Maximum 5 credits
International level	- 5 Credits
National level	- 4 Credits
State level	- 3 Credits
University level	- 2 Credits
District / College level	- 1 Credit
Paper Presentation / Publication in Proceedings (National / State)	
Upto 3 papers	- 1 Credit
More than 3 papers	- 2 Credits
International level (upto 3 papers)	- 2 Credits
International level (more than 3 papers)	- 3 Credits
Publication of articles in Journals / Books	- 2 Credits

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

Guidelines for PG Programme

Allotment of Marks

Study Components	Allotment of Marks	
	Internal	External
Core & Elective Courses, Theory Papers	30	70
Practicals & Project	40	60
Value Education - Life Skill Training (I & II)	60	40

'Internal Component

Core and Elective Courses

Test	=	20 marks
Quiz	=	2.5 marks
Online Assignment	=	2.5 marks
Seminar	=	5 marks
Total	=	30 marks

Project

Project is conducted during III Semester.

Life Skill Training

To transform the PG graduates as good human beings and responsible citizens, Life skill training is introduced in 2017-2018.

External Examination will be conducted at the end of II & IV Semesters for 1½ hours.

PG - Value Education

I Year - Life Skill Training - I

Album (20 pages)	=	40 marks
Group Song, Mime, Skit	=	20 marks (Group of 5 students)
Total	=	60 marks

II Year - Life Skill Training-II

Case Study (30 page)	=	60 marks
Total	=	60 marks

Summer Training Programme for I PG

60 hours Programme with one credit (included in the curriculum). Mandatory for all I PG students during II semester.

Extra credits for PG programme

Self Learning Course

(Maximum 2 Courses) - 2 Credits per Course

Presentation / Publication in Proceedings

(Maximum of 2 Credits)

Up to 3 papers - 1 Credit

More than 3 papers - 2 Credits

Publication

- International Journal with Impact Factor (Science Direct / Scopus) - 4 Credits
- National / International (Asian Impact Factor) - 3Credits
- Journal (International / National) without Impact Factor with ISSN
(Upto 2 papers) - 2 Credits
- Journal (State / District/ College) without Impact Factor with ISSN - 1 Credit
(Upto 2 papers)
- Tutoring / conducting Spoken English Classes for Juniors (30 hours) - 1 Credit
(Upto 2 papers)
- Attendance should be recorded and monitored by the respective departments

Industrial Visit - 2 visits (one visit per year) - 1 Credit

Sports representation - Maximum of 5 Credits

- International level - 5 Credits
- National level - 4 Credits
- State level - 3 Credits
- University level - 2 Credits
- District / College level - 1 Credit

Guidelines for M.Phil. Programme

Allotment of Marks

Semester I			SEMESTER II		
Course	Title	Credit	Course	Title	Credit
C1	Professional Skills for teaching-Learning	4	C5	Dissertation (Topic selected should be relevant to the topic of the Indepth paper)	12
C2	Research methodology	4			
C3	Core Course	5			
C4	Indepth paper	5			
	Total	18		Total	12

Internal components of marks for the courses C2, C3 and C4

CIA	Marks
Mid Semester Test (CIA Test I) & End Semester Test (CIA Test II)	35+ 35
Seminar	15
Assignment	15
Total	100

- Total 100 will be converted to 40 marks.
- A scholar should acquire minimum of 20 marks in internal and 30 marks in external.
- Internal: External = 40:60

Course detail for C1

C1 - Professional skills for Teaching - Learning

I to III units are common for all M.Phil. scholars

- I Unit - Soft Skills
- II Unit - Techniques and Dynamics of Teaching - Learning
- III Unit - e-Teaching & e-Learning
- IV & V Units - Department specific to make use of Skills and Techniques to teach the core course

The C1 Course is designed to exploit the various Teaching - Learning. Research Skills to be imbibed / cultivated to make the research scholars to be fit for the profession they are likely to acquire in the Education Industry.

Evaluation for C1 - Professional Skills for Teaching - Learning

- I to III units common for all departments
- Internal Test: 1 hour 15 minutes
- No Seminar or Assignment for the first three units.
- Only two Internal Tests and Micro teaching

C1 Internal Component	Marks	Converted
Mid Semester Test (CIA I) (Part A : 7 x 2 = 14; Part B : 3 x 7 = 21)	35	20
End Semester Test (CIA II) (Part A ; 7 x 2 = 14; Part B : 3 x 7 = 21)	35	
Micro Teaching - Unit IV	5	5
Micro Teaching (subject related)	10	15
Teaching 5 hours & Practical demonstration 3-5 sessions (for UG / PG depends on the guide - Science) Teaching 10 hours (Arts & Commerce) (Class room Environment : Observed by the respective guide)	10	
Submission of observation record (10 observations) based on unit I, II and III	10	
Total		40

External Component for C1 - 2 Hours test

Theory Component	Marks
End Semester Examination (Part A : 3 x 2 = 6; Part B : 4 x 5 = 20; Part C : 3 x 8 =24)	50
Assignment based on Bloom's Taxonomy (Learning outcomes, course outcomes and summative assessment)	10
TOTAL	60

Extra Credits (Maximum of 6 Credits)

Presentation of papers (Maximum 2 credits)

- In National seminars - 1 credit
- In International seminars - 2 credits

Publications in Journals (Maximum 4 credits)

- International Journal with Impact Factor
(Science Direct / Scopus / Thomson Reuters) - 4 Credits
National / International
(Asian Impact Factor) - 3 Credits
- Journals (International / National)
without Impact Factor with ISSN - 2 Credits
(Upto 2 papers)
- Journals (State / District/ College)
without Impact Factor with ISSN - 1 Credit
(Upto 2 papers)
- Tutoring - 1 Credit
- Tutoring / conducting Spoken English Classes for Juniors (30 hours).
Attendance should be recorded and monitored by the respective
departments **Publication of one paper is mandatory.**

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

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Absent	0.0	AA	Absent

Ph.D. Course Work

The mark detail for coursework examination is followed as per the rules and regulations of Manonmaniam Sundaranar University.

Exam	Internal	Passing Minimum	External	Passing Minimum	Total Passing	
					Minimum	Maximum
Theory	25	Nil	75	30	55%	100%
Mini Project	Nil	Nil	100	55	55%	100%

With regard to selection of Course works offered at the Research Centres of Autonomous colleges, the Principal of the concerned Research Centre will conduct the Exam and submit the marks to the Controller of Examinations - COE of Manonmaniam Sundaranar University, Tirunelveli; The COE of MS University will issue the Statement of marks. Those candidates who would like to do all the four course works at a time in one semester shall be allowed to complete 4 course works in the same semester itself.

On the successful completion of the prescribed course works and Mini Project, copy of the mark sheet for the course works issued by COE and the report of the mini project research and performance assessment sheet and evidence for seminar presentation shall be detailed in the minutes of the Doctoral Committee and forwarded to the Director (Research) for confirmation of provisional registration and to proceed further with his/her research work within a month.

- Ph.D. course work examination should be written along with PG/M.Phil. students.
- The Time Table, Question paper are the same as like other PG/M.Phil. Students.

Re-test

Re-test can be given to students on request if they participate in sports / NSS / competitions or camps with prior approval from the Head of the Department and the Principal. In case of genuine reason like medical grounds re-test can be availed.

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 the marks are corrected with the help of available records.

Selection of question paper setters

- A panel of examiners is formulated in the beginning of the academic year from each discipline. Experts in a particular subject are chosen discipline wise and a letter is sent to them asking for willingness to act as a question paper setter.
- Following the acceptance the syllabus, question paper pattern and model questions are sent.
- Guidelines like setting questions at different levels to assess the learning level of students and adopting Blooms Taxonomy is emphasized.
- Scheme of valuation set by the examiner is sent to the Controller.
- Strict confidentiality is maintained.

External Examination and Valuation

Semester examination will be for 3 hours, conducted at the end of the semester, by the Controller of 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 published by the Controller of Examination two weeks prior to the date of commencement of examinations.

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

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.

Valuation process

- Centralised valuation for all UG programs
- CoE prepares the schedule of valuation and intimates to the examiners in advance.

- The teachers are asked to report at the valuation centre by 9.30 am. answer scripts are distributed and each staff is expected to value 40 papers/day.
- The HOD of each department is appointed as chair person. After the valuation of answer scripts, the chair person goes through the corrected papers to ensure that the marks awarded is genuine and there are no errors in total.
- 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 external examiner.

Practical examination

- The science students take up the practical exam at the end of each semester/year.
- The CoE appoints the external examiners from outside and an internal examiner from inside preferably the course teacher.
- Internal and external marks are provided for the practicals.
- Examination for arrears are conducted along with the regular students.

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.
- Internal marks are given by the guide and external marks are allotted for the thesis and viva.
- In the case of M.Phil students the thesis should be subjected to plagiarism check and the report submitted along with the dissertation.
- The external examiner is appointed by the CoE. The thesis is sent to the examiner and within a month viva voce is conducted.
- If a student fails to submit the thesis a particular period of extension will be given with the consent of the guide and Principal.

Revaluation

Revaluation is permitted only for regular examinations and not for arrear and Part IV courses examinations and this is done only 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.

Supplementary Examination for final semester

For the outgoing students, a supplementary examination will be conducted within 21 days after the end semester examination results, to help them get their degree without delay.

Arrear

The candidates with arrears are permitted to appear for the arrear examination with the same syllabus for a period of 3 years from the year of completion, failing which they have to appear for the courses in the latest syllabus prescribed for the course. If no course is available with the same title, then the candidates appear for the arrear courses prescribed to be equivalent by the Controller of Examinations.

Xerox copy of answer scripts

To ensure transparency the Xerox copy of the answer scripts are made available to the students on request.

Examination committee

- To discuss on the conduct of internal assessment 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.

- To dispatch the entire exam related documents to the university.
- To distribute mark statements to the students after the prompt publication of results.

Members

- Principal
- Controller of Examinations
- Deans
- IQAC coordinator
- Staff representatives
 - Physical Sciences
 - Life Sciences

Award committee

To analyse the end semester marks of UG, PG students and M.Phil. scholars and declare the results.

Members

- Principal
- Controller of Examinations
- Two University nominees
- Staff representatives
 - Social Sciences
 - Physical Sciences
 - Life Sciences

Fees structure

Examination fees are collected as per the Manonmaniam Sundaranar University fees structure and revision of fees structure is made in par with M.S.U.

Details	Amount in Rs.
U.G. Theory	100
U.G. Arrear	100
UG - SBC	100
U.G. 3 hrs. practical	175
U.G. 6 hrs. practical	225
U.G. VI Semester project viva	125
Application form	75
Computer marks statement	100
Consolidated marks statement	1000
Provisional Certificate	500
Self Learning	100
Convocation	1000
Publication of Result through SMS	20
P.G. Theory	160
P.G. Arrear	160
P.G. 3 hrs. practical	250
P.G. 6 hrs. practical	325
P.G. project viva & M.S.W. Field Work	425

Remuneration

Question Setting (External Examiner)

UG	- Rs. 400
PG	- Rs. 500
Scheme (both UG & PG)	- Rs.150/-
Scheme (Part A Only)	- Rs. 50/-

Question Setting (Internal Examiner)

UG	- Rs. 350/-
PG	- Rs. 400/-
UG (60 Marks Question)	- Rs. 200/-
Scheme (both UG & PG)	- Rs.150/-
Scheme (Part A Only)	- Rs. 50/-

Paper Valuation

UG	- Rs. 12/- Per paper
PG & M.Phil.	- Rs. 15/- Per paper
UG – Part IV (60 Marks)	- Rs. 10/- Per paper
D.A. (Local – within 8 Km.)	- Rs. 200/-
D.A. (more than 8 Km.)	- Rs. 300/-

Grievance Appeal Committee

In case of grievance of any nature, including those concerning the CIA, students can appeal to the Grievance Appeal Committee. 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 CIA test (formative assessment) as per the procedure detailed below:

a) Such appeals should be made to the course teacher(s) immediately after receiving the valued scripts.

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 the final.

Semester Examination Question Papers

Any complaint with respect to the semester examination question paper must be brought to the notice of the Controller of Examinations on the day of examination within an hour after the commencement of the examination by the staff in-charge of that paper or by the HOD concerned. In the absence of HOD, the next senior teacher would take up this responsibility.

Condonation

A candidate must earn 75% of attendance per semester to take the semester examination. Candidates who have less than 75% of attendance but above 62% shall make a written request for condonation of attendance to the Principal one week prior to the last working day of the semester. Request for condonation of attendance will be considered by the Principal in consultation with the Head of the Department. In case of prolonged illness, request for condonation of attendance should be supported by a valid medical report from a Registered Medical Practitioner. If granted condonation, the students have to remit a condonation fee to take the semester examinations. Students having attendance of less than 62% should repeat the missed semester and then continue the remaining semesters. No Dues Clearance of fee dues is a pre-requisite for Issue of Hall ticket for the semester examination/ Getting Transfer Certificate from the college.