# AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

| DOCUMENT INDEXING - INTEGRATED POLICY | | |
|---|---|---|
| **Title** - Evaluation and Examination Policy | | |
| **Description** - The Examination Policy of Agurchand Manmull Jain College outlines the guidelines and procedures for conducting assessments in a fair, transparent, and efficient manner. It covers the roles and responsibilities of faculty, staff, and students, ensuring academic integrity and adherence to university regulations, while fostering an environment that supports student success. | | |
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| **Proposer & Drafter** | Dr. B. Mahavir, Principal | |
| **Revision Drafter** | Ms. Bhavani S, Assistant Coordinator, IQAC | |
| **INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP** | | |
| **Designation** | **Name** | **Signature** |
| **Director** | Dr. N. Venkataramanan | |
| **Vice-Principal** | Dr. S. Ananthakrishnan | |
| **Dean (SF)** | Dr. M.M. Ramya | |
| **Coordinator, IQAC** | Dr. V. S. Murali | |
| **Deputy Dean (SF)** | Dr. R. Surekha | |
| **Chief Manager (SF)** | Mrs. Sangeetha Rajappa | |
| **AUTHORIZATION AND APPROVAL** | | |
| **Principal** | Dr. B. Mahavir | |
| **Management Committee Member** | Sri. Pannalal Chordia | |
| **Secretary/ Associate Secretary** | Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia | |
| **Policy Approval Date** | 22-05-2024 | |

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# EVALUATION AND EXAMINATION POLICY


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# EVALUATION AND EXAMINATION POLICY

## I. Aims and Scope of the Policy

This policy outlines the guidelines and procedures for Continuous Internal Assessment (CIA), Practicals, End Semester Examination (ESE) and Remedial Examination at Agurchand Manmull Jain College, which operates under the regulations and framework set by the University of Madras, as applicable to non-Autonomous affiliated, aided and self-financing institutions. The policy outlines the procedures to be followed at various stages and levels in the conduct of examination particularly, the process for planning, organizing, and managing in a free and fair manner for the students. This involves the conduct of CIA, Practicals, ESE and Remedial Examination Processes. It ensures that the mechanism is smooth, professional, and done in the prescribed manner, strictly adhering to the examination regulations laid by the University of Madras. Specifically, the policy is:

1. To plan, organize and conduct CIA I & II, Model Examination and University ESE - Theory and Practical for all U.G. / P.G. / M.Phil. programmes of the Institution.
2. Ph.D. Research Program for full time students in Research Departments, the Research Exam in 3 papers are conducted and the results after they are valued are sent to the University.
3. To spell out and facilitate error-free and secure environments for the conduct of examinations.
4. To ensure compliance for all exams assessments that are conducted in accordance with university regulations, instructions, and guidance, thus always maintaining the accountability and reliability of the exam and the assessment process.
5. To provide guidelines for inquiring, resolving or acting in case of suspected malpractice by any stakeholder.
6. To make all stakeholders understand the process of examination in the institution.
7. To address all grievances related to the exam process and make sure the follow-up actions are taken immediately.

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## II. Weightage and Assessment Criteria

For each subject - both theory and practical - marks are assigned out of 100 based on the End-Semester Examination and CIA. The following table indicates the weightage:

| Category | Theory | Practical |
|---|---|---|
| CIA | 25 | 40 |
| ESE | 75 | 60 |

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## III. Objectives of CIA

The primary objective of CIA is to assess and evaluate students' performance consistently throughout the academic year to promote continuous learning and holistic development. Continuous Internal Assessment (CIA) must be conducted two times a semester to monitor the progress of learning in the students. The following are a few guidelines for the same.

1. Every student must take the CIA every semester.
2. Attendance for the CIA is compulsory.
3. Prior permission must be obtained from the Course teacher/ HOD for absence in the CIA.
4. Such students with prior permission may be considered for a retest on a different date with a different question paper.
5. Hall tickets will not be issued for those who absent themselves for the CIA without prior permission.
6. Eligibility for contesting SDC/SWC Elections include attending all CIA.
7. Failures in the CIA must be given remedial assistance to improve their marks.

## IV. CIA components and split-up of marks

1. Each component of CIA carries a specific weightage in both theory and practical, as specified by the University of Madras and the respective academic department (OBE)
2. Assessment criteria for each component is communicated to students at the beginning of the academic year through course syllabi (Course file) or other relevant documents. Moreover, during the orientation programme for freshers the Principal explains all the components of the CIA in detail during his presentation.
3. Students are responsible for submitting CIA assignments, seminars, projects, or other required materials within the specified deadlines.
4. The evaluation of CIA components is fair, transparent, and impartial. Faculty members responsible for evaluation follow the grading criteria as described below.
5. The components for CIA and the marks assigned to each component - for both internal theory and practical examinations - is indicated by the following tables:

6. For Theory papers:

| Unit Tests | Assignment | Seminar | Attendance | Total |
|---|---|---|---|---|
| (Maximum marks in figures) | | | | |
| 10 | 5 | 5 | 5 | 25 |

7. Two Internal Tests (which we refer to as CIA1 & CIA2) - each for 25 marks - are conducted and the mark assigned is calculated using the formula:

$\frac{2}{5} \times$ (Average of the top two scores out of CIA1, CIA2).

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8. For Practical papers:

| Model | Record | Attendance | Total |
|---|---|---|---|
| (Maximum marks in figures) | | | |
| 30 | 5 | 5 | 40 |

9. Attendance marks are assigned as follows:

| Attendance Percentage | Marks assigned (Out of 5) |
|---|---|
| Below 60 % | 0 |
| 61% to 75% | 3 |
| 76% to 90% | 4 |
| Above 91% | 5 |

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10. CIA scores and feedback on performance are promptly recorded and communicated to students.
11. Faculty in-charges perform result analysis and on this basis remedial measures - if needed - are agreed upon during mentor-mentee meetings.
12. Scores are entered in the ERP system and the signatures are obtained from the students regarding the veracity of the scores.
13. Students are encouraged to seek clarification and feedback from faculty members regarding their CIA scores.

## V. Remedial measures for failures in CIA

1. Course instructors may take the responsibility of supporting CIA failures by giving them retest / additional assignments / question papers as an assignment or seminar on the CIA portions
2. Peer mentoring is encouraged.
3. Such measures must be monitored by a faculty member of the department, documenting the following details:
    a. Maintaining separate attendance registers.
    b. List of students taking remedials.
    c. Time table of remedials.
    d. Geotag photo evidence.
    e. Test scores of the subsequent CIA.
    f. Report - analysis of the effectiveness of the course.
4. The above said details must be submitted on or before the first day of the Model Exams.
5. Certificates of Appreciation may be given to the 'Peer Teachers' by the department.

## VI. End Semester Examinations

1. To ensure the smooth conduct of examinations an Exam Cell Committee is formed.
2. The Exam Cell Committee is constituted with representation from both the shifts at the beginning of the academic year for planning and executing the whole Examination Processes.
3. This committee constitutes a total of 14 members - Exam Chief Superintendent, Additional Superintendents (1 from Shift I and 1 from Shift II) Assistant to Chief Superintendent (Shift-I). A count of 15 faculty members and 10 non-teaching staff, totalling to 25 members from both shifts are part of the Exam Cell Core Committee. Apart from this, there are 10 non-teaching staff who are deputed during the examination times for logistics, clerical and technical support.

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4. The question paper pattern for the end semester examinations are specified in the UG/PG Handbook of Integrated Common Regulations under CBCS maintained by the University of Madras.
5. Students can access previous year question papers from the University of Madras and this link is shared with the students by the concerned instructor.

## VII. Passing Criteria / Successful Students

1. The minimum pass mark for theory course is 40 marks with internal and external together.
2. However, a student who secures not less than 40 percent marks of the maximum marks prescribed for the paper for each Paper/Practical/Project and Viva-Voce in the External Written Examination and the aggregate (i.e. Written Examination Marks and the Internal Assessment Marks put together) respectively of each paper shall be declared to have passed the examination in that subject.
3. A Student shall be declared to have passed Project Work and Viva-Voce respectively, if he/she secures a minimum 50 percent marks in the Project Work Evaluation and the Viva Voce each.
4. A Student failing in any subject will be permitted to appear for the examinations again on a subsequent occasion without putting in any additional attendance.
5. A Student who fails in either Project Work or Viva-voce shall be permitted to redo the Project Work for evaluation and reappear for the Viva-Voce on a subsequent occasion, if so recommended by the Examiners.
6. A Student who successfully completes all six semesters of the Programme and passes the examinations of all the FOUR Semesters prescribed as per the Scheme of Examinations and earning sufficient credits as prescribed in the university student handbook shall be declared to have qualified for the Degree.
7. Students who secured not less than 40 % of aggregate marks (Internal + External) in the whole examination shall be declared to have passed the examination in the First Class. All other successful Students shall be declared to have passed in Second Class. Candidates who obtain 75% of the marks in the aggregate (Internal

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+ External) shall be deemed to have passed the examination in First Class with Distinction, provided they pass all the examinations (theory papers, practical, project and viva-voce) prescribed for the course in the First appearance.

## VIII. Instant Examinations

1. Instant Examinations are conducted for those students who appeared in the final semester examinations of the UG/PG degree courses subject to certain conditions as described below.
2. A Student is eligible to appear in this exam if and only if he/she has exactly one arrear in the final semester examination of the UG/PG Degree program.
3. Students having an arrear in any other semester are not eligible and a candidate who is absent in the current appearance is also not eligible for appearing in the Instant Examinations and those students who have arrears in Practical/Project are not eligible for the Instant Examinations.
4. Students who have completed their Program duration but have arrears are not eligible to appear for Instant Examinations.
5. Further regulations can be found in the student regulation handbook provided by the University of Madras, a copy of which is available online.

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## IX. Retotalling, Revaluation and obtaining photocopies of Answer scripts.

1. Students can pay Rs.300 and get their totals verified for the paper they feel they have not got the marks they expected.
2. However, PG Students are not eligible for applying for retotalling of their answer scripts.
3. Students can pay Rs.1000/- per paper and get their answer papers valued if they are not satisfied with the marks they have got. Revaluation is done in the University by the senior-most staff on the subject.
4. The student's application is to be forwarded by the HoDs/Coordinator and recommended to the University by the Principal/Dean

5. All current batch students who have appeared for their Semester Examinations are alone eligible for Revaluation of their answer scripts; Passed out students are not eligible for Revaluation.
6. Photocopies of answer scripts of students who have applied for revaluation can from the University Website after fifteen days from the date of publication of the results.

## X. Practical Examinations

1. Practical Examinations in the concerned subject are conducted with an External examiner appointed by the University of Madras.
2. The External and the Internal Examiner make sure that the students complete the practical in a fair and timely manner.
3. During the Practical examination, the Students submits the Record Work and the Practical Note Book for evaluation.

## XI. Remedial Classes for failures in the University Examinations.

1. Failures in different subjects must be identified within three days of publication of the exam results.
2. Remedial measures must be formulated and submitted for approval within one week of the publication of the Results.
3. A separate attendance Register must be maintained for remedial classes.
4. Heads of the department/Facilitator to follow it up seriously.
5. Two hours per week per subject must be allotted for remedials, depending on the situation, it may also be conducted online with the permission of the HOD/Facilitator.
6. Photo evidence with geotag must also be maintained in the department drive folder for as many classes as possible.
7. All assignments and other work assigned during the remedials may also be documented with evidence.

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8. Report of the remedial classes must be submitted on or before the first day of the Model Exams.
9. Results of the Arrear exams should be documented and analysed for the effectiveness of the remedial classes.

## XII. Malpractice and Plagiarism

1. Any form of academic malpractice in the Theory /Practical Exams, including plagiarism, in CIA components will be strictly dealt with policies and procedures.
2. Invigilator/subject In-charge – Facilitator/HOD – decision will be final.
3. The Principal and Dean are vested with the power to institute disciplinary actions on the students indulging in malpractices and plagiarism.

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## XIII. Grievance Redressal

A mechanism for addressing student grievances related to all the exam related processes is followed.

1. Students are made aware of this mechanism and this mechanism is communicated to the Chief Superintendent, Head of the Departments/Coordinator in the case of Practical Examinations.
2. If need arises students can approach the Dean or Principal with their grievances.

## XIV. Accommodation of Differently Abled Students

For students who are mentally disabled, having disability and mental retardation, who are slow learners, who are mentally impaired having learning disorder and seizure disorder and students who are spastic and have cerebral Palsy, the following concessions shall be granted, provided the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District headquarters Hospitals.:

a. An extra time equal to one-third the duration of the examination.
b. Leniency in overlooking spelling.
c. Amanuensis for all PG programmes provided the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District

headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree.

d. Visually challenged students are exempt from paying examination fees.
e. For such students a scribe is arranged by the college and the scribe compensated as per college norms.

## XV. Declaration of Results

1. Being an affiliated college, results are declared after the Central Valuation.
2. This usually happens within two months after the examinations are complete.
3. The Results are then analysed both department wise and the overall results that indicate the pass percentage is calculated.
4. These statistics are used to gauge the quality of the students, departments, and the overall performance of the College.

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