

St. PETER's INSTITUTE OF HIGHER EDUCATION AND RESEARCH

Deemed to be University

(Declared under section U/S 3 of the UGC Act 1956)

Tonakala Camp Road, Avadi, Chennai – 600 054



Operation Manual

Office of the Controller of Examinations

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PROCEDURES OF EXAMINATION AND EVALUATION

1. Terminologies/ Nomenclature:

Programme:

B.A/B.Sc/B.Com/BCA/BBA: Bachelor, Under Graduate 3 years Arts, Science, commerce, Computer Applications, Business Administration degree programme.

M.A/M.Sc/M.Com/MCA/MBA: Master, Post Graduate 2 years Arts, Science, commerce, Computer Applications, Business Administration degree programme

B.E/B.Tech/B.Arch: Bachelor, Under Graduate 4 years Engineering, Technology and 5 years Architecture degree programme.

M.E/M.Tech: Master, Post Graduate 2 years Engineering and Technology degree programme.

2. Academic year/Semester:

An academic year begins in June of every calendar year and ends in the month of May of the following calendar year. An academic year should have 180 man -days involving Teaching, Learning, Training, Assessment and Evaluation processes which are scheduled in academic calendar released every year by the University.

A semesters' duration will be 90 man-days usually spanning 15 consecutive weeks of an academic year. The semester begins in June and ends in November is ODD semester and one begins in December and ends in May is EVEN semester.

3. Choice Based Credit System (CBCS):

Students are given freedom to choose their choices of subjects to earn the number of credits required to admit to a degree through various semesters as prescribed by the Board of Studies within the stipulated period and adhering the guidelines framed.

4. Programme, Course /Subject:

The university offers various Bachelor, Master and Research programmes through faculty/Departments as per the statutes framed by concerned Boards of studies. The required courses and credits to be completed for a programme is deliberated in the meetings of boards of studies and approved by academic council and Board of management.

A Programme is being offered by a department contains bundle of courses prescribed by the Board of Studies of that department to groom a student to become a graduate who is employable in the respective domain.

It delineates the details of study about a particular title, concept or experimental training to comprehend the rudimentary concepts, applications of learning and to extend it to involve innovation of entrepreneurial venture based on Bloom's taxonomy and Outcome Based Education (OBE).

Courses to be carried out through a programme are designed by academic and industry experts and various modes of studies to acquired skills through lectures, practical, trainings and internships are prescribed to develop the knowledge competent globally.

5. Credit:

Credit determines instruction hours per week for a course through theory, practical, internship and tutorials.

A semester is a 15 weeks programme in which each subject is having 3 or 4 or 5 physical contact hours (1 hour = 60 minutes) on teaching

learning process according to the design of the curriculum which will award 3 or 4 or 5 credits to the subjects respectively. Laboratory Classes will be assigned in order satisfy the need of the curriculum.

Credits Assignments:

1 Theory / 1 Tutorial hour = 1 Credit

2 Practicals hour = 1 credit

Projects and other non-class room teachings are considered as practicals.

A student should complete the credits assigned by the Board of Studies to be eligible to receive the Degree of a Programme within stipulated period.

Exceptional cases will be treated upon receiving recommendations by duly placed high level committees.

6. Register Number Allocation / Re - Admission

Students will be allotted register numbers before appearing the very first university examinations, the allotted register number has to be followed by the student for any future references and communications with the university activities.

Those students, who are all re-admitted (Re do The Course –RC) to an academic year due to not satisfying the attendance requirement or because of any other legitimate impediments, will be allotted new register number in accordance with the peer students.

Students, those are re-admitted to an academic year with different regulation will get credits exemption, for the subjects having concordance in syllabus and credits, in the new regulation in comparison with old regulation. Such exemption will be prescribed by the board of experts duly constituted by the Head of the Department / Chairperson Board of Studies. Those students will be allotted new register numbers in accordance with other peer students.

7. Examination:

A three hours written theory examinations and practical examinations will be conducted at the end of each semester. A student has to fulfil the following criteria to appear for the end semester examination.

- i) All eligibility criteria for admission must be cleared
- ii) There should not be any fee dues for admission
- iii) A minimum of 75% physical attendance in the class room teaching must be fulfilled.
- iv) Continuous Assessment examinations of every subjects must be cleared to appear for the end semester examination of that course.

Examiners list is prepared by receiving the details from the examiners upon request from the Heads of the Departments. The details of examiners are name, qualification, experience, working institution or organization, domain of expertise etc. Based on requirement the orders will be issued by the Controller of Examinations to appoint Chief Superintendent, Additional Chief Superintendent, and External Examiners for practical examinations, project viva voce and for paper valuation. The examiners are eligible for honorarium for the examination work done as per the norms of the University. The database of Examiners' list is created and maintained for due reference and appointment.

At the time of beginning of semester the elective list and students opted are collected from departments for confirmation and for reference to fix examinations.

8. Declaration of Examination Schedule:

After completion of 90 working days, as per the UGC prescription, of academic activity the semester examinations will begin. A detailed Time Table for various examinations pertaining to theory and practical prepared and after verification by the department the time table is uploaded in website, ERP and will be communicated to departments for announcement. Practical examinations would be conducted before the theory examinations, by the departments.

9. Exam Application Generation, Hall Ticket generation and distribution.

After distribution of mark sheets students are informed to apply for the ensuing examination through ERP. The application form with all details can be down loaded and the same is signed by the candidate and the department HOD. The signed hard copy has to be submitted to COE office for hall ticket processing.

After completing exam application process, hall ticket will be printed and be ready for distribution.

10. Collection of question papers and preparing for Examination:

Communication will be sent to eligible examiners to set question papers, usually 3 sets per paper, and those are collected in time to process. A question paper scrutiny board will be constituted to vet the question papers and for elimination of poor design.

11. Appointment of Chief Superintendents, preparation for examination.

Appointment order of Chief Superintendent and Addl. Chief Superintendent are issued to concerned faculty members two weeks before the beginning of examinations to enable them for preparatory work. Chief Superintendents are empowered to make arrangements for wherewithal in order of smooth conduction of examination.

Chief Superintendent's role:

- ❖ Selection of invigilators, assigning invigilation duties.
- ❖ Disseminating instructions to invigilators as per the university guidance.
- ❖ Collection of question papers and distribution of them on the date of examination.
- ❖ Fixing Scribes.
- ❖ Issuing of duplicate hall tickets upon recommendation of HODs after thorough examination.

- ❖ Maintaining discipline in the venue, taking action on violators, maintaining examination time.
- ❖ Drafting and forwarding reports on anomalies in examination, grievances etc., to COE for remedial measures.
- ❖ Observing the work carried out by the assigned staff members like preserving question papers, answer scripts in safe custody, receiving, checking details entered in the answer books packing and sending answer scripts to COE office intact.

12. Preparation and distribution of question papers, day wise exam list, attendance list, nominal role.

The question papers suggested by scrutiny committee are considered for examination and they are printed and packed with due security to avoid tampering, disbursed to exam centers on time. The day wise examination list, attendance sheets and nominal role are printed for issuing to support Chief Superintendent.

13. Code of Conducts for Examinees:

1. Candidates should arrive the Exam Hall 15 minutes earlier.
2. Candidates should occupy only their assigned seat and should not indulge in any movements from their place to avoid disturbing others.
3. Candidates should produce the hall ticket to the hall invigilator for verification while entering hall. The hall tickets must be signed by the candidates.
4. Candidates must have Identity cards in their possession for anytime verification by duly assigned University authorities.
5. Students are asked to verify their surroundings scrupulously for any materials irrelevant to examinations, if any found the same must be endorsed to the hall invigilator before the commencement of examinations.
6. Candidates must write their register number legibly in their answer sheet and fill the required information in the appropriate location without leaving any needed information blank.

7. Candidates should utilize the pages of answer papers optimally, without wasting the spaces. No additional papers will be given.
8. Read the instructions in the answer sheet carefully and adhere to it strictly.
9. Candidates are not permitted to leave the hall in between the examination.
10. Moving around the hall and chatting with others strictly prohibited, violations will be booked for disciplinary action.
11. Candidates must write their register number in the question paper after receiving it from the invigilator; question papers must not be used for any scribblings other than your register number; exchange of question papers liable to disciplinary action.
12. Handover the answer script to the Hall invigilator personally after completion of Examination and leave the hall quietly.

14. Instructions to Hall Invigilators/Superintendents

1. Hall Invigilators/Superintendents should arrive the Exam Hall 15 minutes earlier.
2. Hall Invigilators/Superintendents should verify the hall ticket of the candidate before allowing them to enter the hall.
3. Hall Invigilators/Superintendents should instruct the candidate to occupy only their assigned seat.
4. Hall Invigilators/Superintendents should verify the register number is legibly written in the answer sheet by the candidate as it is in the Hall ticket and inspect the required information's are filled appropriately.
5. Candidates are not permitted to leave the hall in between the examination.

6. Movement of candidates around the hall and chatting with others strictly prohibited, violations will be booked for disciplinary action.
7. Candidates must write their register number in the question paper after receiving it from the invigilator; question papers must not be used for any scribbles other than register number of candidate; exchange of question papers liable to disciplinary action.
8. Candidates can be allowed to the examination hall till half an hour from the commencement of Examination.
9. Get the signatures of the candidates in the attendance sheet against their name and register number carefully without error and fill the details required in the attendance sheet.
10. After completion of examination collect the answer sheets personally and verify the number of scripts, register numbers are intact as per the attendance sheet.
11. Hand over the answer scripts to the Chief Superintendent and leave the chamber after getting permission from the Chief Superintendent upon verification of answer sheets.

15. Violations on Code of Conducts:

A disciplinary committee will be duly constituted to enquire the malpractices and misbehaviours exhibited by students during examination through the reports received from authorities concerned. The recommendations of committee will be executed to as corrective measures.

The following categories will ascertain the malpractice / violation of rules over code of conducts pertaining the examination:

- i) Possession of restricted materials inside the examination hall
- ii) Any unauthorized manuscripts/reprographic materials irrelevant or supporting to the intended examination.
- iii) Unauthorized movements from the allotted locations

- iv) Disturbing others from writing examinations through making noise or any other vested gestures.
- v) Demonstrating disobedience over appointed authorities of examination duties.

16. Guidelines of booking on violation of Code of Conducts:

If any candidates found violating rules and regulations are liable to disciplinary action; procedure to invoke disciplinary action as follows:

1. Get confession letter from the candidate with complete details of indulging violating activity location, time; and that must be duly signed by the invigilator, squad member.
2. Old answer script can be taken back and new answer script must be distributed and candidate be allowed to continue the examination.
3. The Invigilator/squad member must draft a disciplinary-action-invoking letter on candidate indulged in violation of rules and regulations describing circumstantial evidences witnessed supporting violation activity. The letter must be attached with evidence materials if any found.
4. The Invoking, confession letters of disciplinary action, evidence materials and old script must be handed over to the Chief Superintendent either by invigilator or through the squad member for onward transmission to Controller of Examinations.

17. Collection of malpractice reports, grievances, anomalies in question papers and other complaints.

Grievances of students regarding examination, question papers, syllabus mismatching, and shortage of time are being received from students and faculty members with accord of Deans/HODs for consideration and forwarded for recommendation by duly constituted committee. Passing board comprised of HODs/Sr. Professors to assess the details of grievances raised and recommend remedies to implement based on the nature and intensity, genuineness of grievances.

18. Preparation for central valuation.

Evaluation:

Different Evaluation boards will be informed to take up the valuation process; apparently the heads of the various departments are the Chief Examiners to monitor and approve the valuation of answer scripts by the duly appointed Examiners. Appointment will be distributed to of Chief examiners department wise and Valuators subject wise to prepare for valuation. Chief examiners are empowered to allot the answer scripts to valuers in accord with their competency and to monitor the valuation to maintain the integrity and confidentiality.

The chief examiners will have the mantle to vet the competency of the examiners and to assign the related subject's answer scripts for valuation. After completing the regularized valuation the answer scripts and OMR flaps are to be submitted with CoE office by the Chief Examiners for result processing.

The processed results will be placed before the duly appointed Results Passing Board for review and recommendations for moderations and grace marks. The recommendations are to be ratified by the Vice Chancellor for implementation before the releasing of results. The report of the results will be distributed to the departments for reference and the same will be uploaded in the ERP for students view.

Revaluation Process:

Revaluation Application forms will be received from students within Two weeks of after publication of results. Once applications are received, after sorting and removing the identity of papers the concerned board Chief Examiners will be instructed to carry out the valuation. If any major discrepancies were found with the previous results it would be put on the table of Vice Chancellor for discussion and approval to release the changes.

Pre-Evaluation Board:

Upon receiving legitimate, genuine complaints or grievances about anomalies, irregularities, force majeure events obstructing

performances of the students in the University Examinations, a Pre-Evaluation Board will be constituted with the recommendation of Vice Chancellor to analyze the veracity of the phenomena. The recommendation of board to solace the trauma faced by the students will be implemented on pro re nata basis with the approval of Vice Chancellor.

19. Internal Marks collection, OMR scanning process.

Pre results processing is carried out by analyzing the internal assessments and external marks obtained. A tabulated mark sheets will be prepared with passing analysis to place before the passing board.

20. Passing Criteria:

As per the regulation of 2020 the evaluation is parted as 60 percent of end semester examinations and 40 percent of continuous assessment (CA).

To get a pass in a subject a student should get 40% marks in end assessment(EA) examination and a total of 40% in CA and EA together for UG programmes of Arts and Science.

For PG programmes of Arts and Science, Engineering and Technology, UG and PG programmes of Engineering and Technology to get a pass a student must earn 50 % marks in end assessment examination and a total of 50% marks in CA and EA.

Continuous Assessment Marks Uploading and Calculation:

Continuous Assessment Marks are integral component of grading system in the evaluation. The department is having the discretion to devise the modality of continuous assessment calculations; normally continuous assessment marks will have the share of a series of tests, model examination, physical attendance, assignments, tutorials and other skill development methodologies defined in the pedagogy.

The assessment marks are uploaded in the ERP in a stipulated allotted period for each component. At the end of the semester those components are used to calculate the final Continuous Assessment marks of each subject to add with final marks to award grade to that subject.

The continuous assessment marks are supportive components to get a pass in the relevant subject in End Semester Examination.

The Continuous Assessment system is applicable for both Practical and Theory subjects.

21. Classification of Grades / Calculation of SGPA, CGPA:

CONVERSION TABLE
(For UG and PG Programmes)
1 Mark = 0.1 Grade Point on a 10 Point Scale

Range of Marks	Grade Point	Letter Grade	Classification
90 to 100	9.0 to 10.0	O	First Class
80 to 89	8.0 to 8.9	A	First Class
70 to 79	7.0 to 7.9	B	First Class
60 to 69	6.0 to 6.9	C	First Class
50 to 59	5.0 to 5.9	D	Second Class
0 to 49	0 to 4.9	F	Reappearance*
40 to 49	4.0 to 4.9	E	Second Class**
0 to 39	0 to 3.9	F	Reappearance**

* For PG Programmes in Arts, Science, Humanities, Engineering and Technology, Management Studies and Computer Applications and UG Programmes in Engineering and Technology.

** For UG Programmes in Arts, Science and Humanities.

PROCEDURE FOR CALCULATION

Cumulative Grade Point Average (CGPA)	$= \frac{\text{Sum of Weighted Grade Points}}{\text{Total Credits}}$ $= \frac{\sum(CA + EA) C}{\sum C}$
Where Weighted Grade Points in each Course	$= \text{Grade Points (CA + EA)}$ $\text{Multiplied by Credits}$ $= (CA + EA)$
Weighted Cumulative Percentage of Marks (WCPM)	$= \text{CGPA} \times 10$

C – Credit, CA – Continuous Assessment, EA – End Assessment

22. Results declaration:

The results are planned to be published on or before 15 days of the last examination.

The central valuation is administered by inviting qualified valuers selected from list of faculty members available internally and from other institutions upon scrutinizing by the respective heads of the departments.

A passing board meeting will be conducted two days before releasing of the results to consider the grievances and other genuine complaints received from various stakeholders of examinations.

After incorporating the moderations (if any) recommended by the committee the results will be published by direction of Vice Chancellor.

After making amendments in the results according the recommendation of passing board the final copy of results will be ready for publishing. Hard copies of the results will be sent to departments for students and faculty verification. Results will be uploaded in ERP and website for students view after getting approval from Vice Chancellor.

Results Passing Board:

Results Passing Board will meet to review the results; results will be released after two days of results passing Board meeting. The committee will go through the Passing percentage of individual departments and subjects; any strange facts transpiring low results will be discussed and the reasons also analysed. For genuine cases the board is empowered to recommend grace marks and moderations to raise the passing factors for the benefit of Student community. Recommendations, further, will be placed before the Vice Chancellor for approval to implement preceding to publication.

There are TWO different Results Passing board viz., **Faculty of Engineering and Technology** and **Faculty of Arts and Science**.

The members of the Boards are Heads of Departments, and Controller of examinations will Convene the Results Passing Board meeting.

23. Revaluation/Retotalling:

After results publication, the students will be given ten days time to apply for revaluation/retotalling with the remittance of prescribed fee.

24. Mark sheets Printing:

Semester Mark sheets/ Provisional certificates/ Consolidated Certificates/Degree Certificates.

Once results are declared mark sheets, Provisional certificates, consolidated mark sheets' printing process will be taken over to continue; the printed mark sheets will be dispatched to the departments for distribution to students.

25. Corrections in Certificates:

Any permissible corrections in the mark sheets will be done upon receiving requests from the students with approved signature of department authority and associated corroborative documents.

A nominal fee will be collected for the re issue of mark sheets due to corrections.

26. Issue of Duplicate certificates:

Duplicate certificates of for missing ones will be provided by submitting FIR copy and request letter stating the nature of missing and locus stand of duplication.

27. Convocation:

After the publishing of final year results the list of students who have completed the course according to the regulation will be prepared for Degree printing process for convocation. The prepared list will be cross verified with the department and with the convocation application submitted by the concerned students. The University Convocation will be hosted within SIX months of completion of qualifying examinations as per the UGC guidelines. The graduates will be intimated about the Convocation to enable them to attend the function in order to receive the degrees in person. Provision is available to receive the degrees in absentia. The students may depute representatives to receive the certificates by submission of SWORN AFFIDAVIT with proper identity.

28. NAD/e-SANAD / online, offline verification for genuinity:

The scanned copies of Mark sheets and other certificates are uploaded to NAD, ABC as per the instruction.

The genuinity of certificates issued are vetted through e-SANAD, online and offline. Students and required agencies may apply for those verification by paying the prescribed fee.

29. Automation :

St. Peter's ERP, Insproplus, Automation Manual Constitutes various module supporting operation automation of the Institute including COE Module. The fully automated CoE module has around 159 features in three classification vide Master, Operation and Report.

Uploading curriculum:

Curriculum, Subjects, subject codes and passing criteria are uploaded by the department faculty members in the ERP are subject to verification of appropriateness by referring the approved hard copies submitted to the CoE office. Any discrepancies will be rectified in consultation with the concerned Heads of the departments.

Uploading continuous Assessment Marks:

Continuous Assessment marks can be uploaded by the concern course in charge directly in the ERP at the prescribed time schedule through approval of HODs. The internal marks finally calculated according to the modality devised by the department. The down loaded hard copy of the internal mars are to be submitted by the department to CoE office; such hard copies must be signed by the course teacher and HOD of the department concerned.

Practical Examinations:

Practical Examinations will be conducted in the approved schedule in the presence of appointed Internal and External Examiners. The marks awarded would be uploaded in the ERP directly after the intended examination is completed. The hard copy of the marks entered in the ERP must be downloaded and endorsed to CoE office with the signature of Internal and External Examiners.

Printing Certificates:

Mark Sheets, Provisional Certificates, Consolidated Mark Sheets, Examination Application forms, Hall Tickets and other examination supporting documents are printed through the automated ERP software.

30. Credit Transfer:

In accordance with the UGC guide lines provision is available to transfer the credits earned by the students through NPTEL, SWYAM, and Approved MOOC, Coursera courses by the recommendation of department authority in pursuance of deliberations in the concerned Board of Studies.

31. Academic Bank of Credits(ABC):

In the pursuit of NEP the institute is in the fold of ABC strategy. Institution is registered to follow the benefits of ABC and the students are instructed and supported to create their ID for ABC.

32. Back up Services

All the precious data are periodically taken backups and preserved by our system administrator to manage any unexpected damages leading to data loss in our digital system.
