DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

Owned & Managed by Tamil Nadu Educational and Medical Foundation
A RELIGIOUS MINORITY INSTITUTION
Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai- 600 097.
Affiliated to University of Madras
Co-Education

Vision, Mission and Examination Policy

OFFICE OF THE CONTROLLER OF EXAMINATIONS

1. Vision and Mission

(A). VISION.

Establishing well structured and standard academic evaluation system, that should ensure confidentiality, accuracy, authenticity and maintaining the academic integrity of the entire examination process.

(B). MISSION.

Strengthening information technology, Security features in the examination reforms and the overall development of students in terms of critical thinking, problem solving, application of knowledge besides academic ethics and the assessment of the learning outcome.

2. Examination and Evaluation Policy of D.B.Jain College.

(A) Examination Schedule Policy.

1. The controller office of examinations (COE) of D.B. Jain college prepares Examination schedule for the examinations in every academic year for Odd and Even Semester's (November and April) exam cycles.

2. Even Semester Examination may be rescheduled depending up on the non adherence of the schedule of the odd Semester Examinations.

3. The following are the examination events scheduled:

Schedule of Events-ODD Semester

Sl.No	**Schedule of Events-ODD Semester**	**Time frame**
1	Access of online Examination application forms	Second week of August
2	Last date for Payment of fees without fine	Two weeks from the date of access of application forms
3	Last date for Payment of fees with fine	Ten days from the Last date for Payment of fees without fine
4	Conduct of CIA-I	After completion of 30 working days
5	Conduct of CIA –II	After completion of 60 working days
6	Conduct of Practical /Lab-Examinations	After completion of 75 working days
7	Conduct of Model Examinations	After completion of 85 working days
8	Conduct of Semester Examinations	After completion of 90 working days
9	Publications of ESE Results	Within 15 days from the completion of last examinations
10	Registration for Revaluation	Within one week from the publication of ESE results
11	Publication of Revaluation results	Next day of the revaluation
12	Issue of Grade sheets	15 days after declaration of results

Schedule of Events-Even Semester

Sl.No	**Schedule of Events-Even Semester**	**Time frame**
1	Access of online Examination application forms	First week of February
2	Last date for Payment of fees without fine	Two weeks from the date of Access of application forms
3	Last date for Payment of fees with fine	Ten days from the Last date for Payment of fees without fine
4	Conduct of CIA-I	After completion of 30 working days
5	Conduct of CIA –II	After completion of 60 working days
6	Conduct of Practical /Lab-Examinations	After completion of 75 working days
7	Conduct of Model Examinations	After completion of 85 working days
8	Conduct of Semester Examinations	After completion of 90 working days
9	Publications of ESE Results	Within 15 days from the completion of last examinations
10	Registration for Revaluation	Within one week from the publication of ESE results
11	Publication of Revaluation results	Next day of revaluation
12	Issue of Grade sheets	15 days after declaration of results
13.	Submission of PPR to UNOM	On the Specified dates notified by UNOM
14	Registration for Supplementary Examinations	One week from the date of publication of result of Revaluation.
15	Conduct of Supplementary Examinations	Within Three days from the date of closing of applications
16	Publication of Supplementary Examinations results	Within three days from the day of evaluation.
17	Issue of Grade Sheets	15 days after declaration of results
18	Submission of PPR of Supplementary Exam results to UNOM	On the Specified dates notified by UNOM
19	Conduct of Graduation Ceremony	After getting Graduation certificate from UNOM

3. STRUCTURE OF THE PROGRAME

(A) CHOICE BASED CREDIT SYSTEM

1. The Choice Based Credit System (CBCS) was implemented for all UG, PG and M.Phil. courses from the year 2008-2009 onwards as per the recommendations of the Tamil Nadu State Council for Higher Education (TANSCHE).
2. Introduction of the CBCS ensures compatibility with the academic norms as per UGC norms.
3. The structure of programs provides a wide range of choice for students to opt for courses based on their eligibility, aptitude and career goals.

4. The student has abundant opportunities during the course of study to obtain additional credits by doing Optional Certificate Courses offered by different Departments of the College.
5. This facility will strengthen the academic potential of the student, as it provides flexibility in the choice of courses offered beyond the framework of the respective discipline of study.
6. Every course is allotted a certain number of credits. A student is awarded the specified credits on obtaining a pass in the respective course.

(B) PROGRAMME PATTERN (UG & PG)

1. Undergraduate programme of the college is three years integrated pattern, divided into six semesters and two semesters at each year.
2. Postgraduate programme of the college is two years integrated pattern, divided into four semesters and two semesters at each year.
3. Each semester of the programme will have two Continuous Internal Assessment Test, Two Assignments, Model Examination, Practical Examination and End Semester Examinations (Theory and Practical).

(C) EXAMINATION PATTERN

1. Continuous Internal Assessment Test and Model Examination Policy.

(a). Continuous Internal Assessment Test – I & II are conducted after completion 30 working days and 60 working days from the commencement of the respective semester with the duration of 1 hour 30 minutes.

(b). CIAT I &II Question papers are prepared for 40 marks by the respective teacher who taught the course which will be converted to 5 marks each.

(c) Two Assignments should be submitted for 5 marks each will be awarded.

(d). Model Examinations (Centralized) are conducted after completion 85 working days from the commencement of the respective semester with the duration of 3 hours.

(e). Model Examination Question papers are prepared for 75 marks by the respective teacher who taught the course which will be converted to 5 marks.

(f). CIAT- I, II and Model Examinations schedules are informed to the students in advance in the college portal and Academic calendar.

(g). Continuous Internal Assessment (25 marks) – 25 % weightage will be distributed as follows:

(a). Continuous Assessment I (Test) – 5 % weightage of the total (5 marks)

(b). Continuous Assessment II (Test) - 5 % weightage of the total (5 marks)

(c). Assignments I & II - 10 % weightage of the total (10 marks)

(d). Model Examination - 5 % weightage of the total (5 marks)

2. End Semester Examination policy.

End Semester Examinations are conducted after completion 90 working days from the commencement of the respective semester as per the norms of the University of Madras.

(A) Students – Exam Registration Number Formation from Roll Number – Policy

Roll number and Register number formation is an uniqueness of D. B. Jain college.

1. **Allotment of 7 digits Roll number of the students consists of the following**

First two digits/places – Year of Admission 2024-25 (24).

3rd and 4th digits/places – Programe Code (BBA-96, BCA-33).

and 5th to 7th digit/place – Running numbers (for A section-001 to 100, B Section – 101 to 200)

2. Formation of 13 digits Exam Registration Number from Roll Number

(a). Register number helps to uniquely identify the students in Shift-I and Shift-II

As per the University of Madras and UGC guidelines,13-digit Unique Register number is allotted to the students from Seven digits Roll number.

First two digits/places -- Year of Admission 2024-25 (24)

3rd to 6th digits/ places -- D. B. Jain college Centre Exam Centre code offered by UNOM (1308).

7th digit/place ---- UG, PG, M.Phil., Diploma, PG diploma etc offered by UNOM (1,2,3,4…).

8 to 10th digits/places --- Programe Code offered by UNOM (BBA-096, BCA-033).

11 to 13 digits – Running numbers (for A section-001 to 100, B Section – 101 to 200)

(B). ESE Question paper setting, Scrutiny and printing policy.

1. Confirmation of Course details: The Office of the Controller of Examinations confirms BOS and AC approved syllabus with Clear title of the courses, Content of the syllabus, Course code and Question paper pattern which is verified jointly by the subject teacher and HOD for question paper setting for the academic year.

2. Panel of Examiners.

(a). Google form request is sent to various autonomous and Non – autonomous colleges requesting panel members with the attached list of programs.

(b). The Panel of Examiners appointed by Academic council and Board of studies shall be forwarded by the Heads of the department for question paper setting, practical examinations, viva-voce examinations, and paper evaluation to the Controller of Examinations for approval.

(c). The Controller of Examinations may include a person at his discretion whose name is not included in the panel recommended by the Head of the Department & Board of studies, if the examiner possess the minimum qualifications and experience as prescribed in the regulations of University of Madras.

(d). The qualifications of the paper-setter/examiners/evaluators shall be Five years of teaching experience in the relevant subjects.

3. Question paper setting policy (Two different set of question papers are set by two different External setters for each course):

(a) Timely appointment letter to each external paper setter will be issued by the Controller of examination with the instructions of prescribed time limit, method of submission of question paper, last date, timing, etc.

(b) Bloom's Taxonomy provides an important framework to not only design

curriculum and teaching methodologies but also to design appropriate examination questions belonging to various cognitive levels.

(c) Revised Bloom's taxonomy which identifies six levels of competencies within the cognitive domain has been adopted in constructing internal assessment/end semester questions.

(d) The assessment tools (internal and external) for each course must be mapped to the revised Bloom's taxonomy action verbs to measure student performance.

(e) Correctly and adequately worded, balanced, well-set question papers with unambiguous questions are the key to quality and are the most important part of the examination system.

(f) Syllabus in each paper is demarcated into well-defined units/areas of content along with a topic-wise breakdown. The units are numbered. A copy of the syllabus, question paper pattern and a model question paper are sent to the external examiners for question paper preparation.

(g) NAAC norms are followed in Question paper preparation and evaluation in order to arrive course outcome and programme outcome based education system in the college. All payments are made through NEFT transfer.

4. Question Paper Scrutiny and Printing policy.

After receiving the question papers will be scrutinized by the Scrutinizing committee. Both the sets of question papers will be reviewed/ Scrutinized by the Question Paper Review Committee. One set of question paper will be selected randomly named as Set "A" out of two sets by the Controller or Additional Controller of examinations along with review committee. The second set of question paper will be named as "B or Spare" Both the sets of question papers are sent for printing. Set "A" will be ready for use in End semester examinations. Set "B or Spare " will be retained by the Controller of examinations as reserve question paper. The following objectives are achieved in the scrutiny of question paper.

1. To ensure that question papers are strictly in accordance with the course contents/syllabus and the instructions.
2. To remove ambiguity in questions.
3. To moderate/ reframe the questions so as to give opportunities to students of varying abilities.
4. To ensure adequate weightage in the questions, to each of Bloom's learning levels.
5. To ensure proper coverage of course contents.
6. To check the weightage/ marks for each question or part/ parts thereof, the time

prescribed, course outcome and knowledge level based and to correct errors, if any.

7. To check the correctness and completeness of the question paper.
8. Secrecy through out from the setting till the theory examination is written by the candidates is maintained.

5. **End Semester Examinations (75 marks) – 75 % weightage of total will be distributed as follows:**

Question Paper Pattern (UG & M,Com Corporate Secretary ship)

Section	UNIT-I		UNIT-II		UNIT-III		UNIT-IV		UNIT-V		Total
	Theory	Problem	Theory	Problem	Theory	Problem	Theory	Problem	Theory	Problem	
Section A (2 marks) Answer any 10 out of o12	**1**	**1**	**2**	**1**	**1**	**1**	**1**	**1**	**2**	**1**	**12**
Section B (5 marks) Answer any 5 out of 8	**1**	**1**	-	**1**	**1**	**1**	**1**	**1**		**1**	**08**
Section C (10 marks) Answer any 3 out of 5	**1**	-	-	**1**	-	**1**	-	**1**	-	**1**	**05**
Total questions	**3**	**2**	**2**	**3**	**2**	**3**	**2**	**3**	**2**	**3**	**25**

Question Paper Pattern (M. Sc (CS) & (IT)

SECTION	UNIT-I	UNIT-II	UNIT-III	UNIT-IV	UNIT-V	Total
	Theory	Theory	Theory	Theory	Theory	
Section A (2 marks) Answer all questions	**2**	**2**	**2**	**2**	**2**	**10**
Section B (5 marks) Answer all questions (Either or Type)	**2 (a or b)**	**2 (a or b)**	**2 (a or b)**	**2 (a or b)**	**2 (a or b)**	**10**
Section C (10 marks) Answer any 3 out of 5	**1**	**1**	**1**	**1**	**1**	**05**
Total Questions	**5**	**5**	**5**	**5**	**5**	**25**

6. **Practical Examinations (75 marks) 75% weightage of the total. (a)** Answering Questions – (2 X 25 = 50 Marks) – 50% weightage of total. (b) Record work – (15 marks) 15% weightage of total. c) Viva - (10 marks) 10% weightage of total.

7. **Eligibility for the Award of UG Degree:**

(A). Passing Criterion:

(a). All the students should have attended the prescribed number of class room teaching/ practical to get degree certificate.

(b) All the students academic and non academic credits (Total 140 credits) to be scored/earned for each programme by each student after completion of all the semester of Undergraduate programme.

(c) All the students should secure 40 marks minimum (together internal without minimum and external with minimum of 30 marks) 40% of the total marks for passing in each course.

8. **Allocation of Academic credits and Marks allocation of UG Programme.**

Part	Course Component	No. of Papers	Credits per paper	CIA/ IA Marks	ESE Marks	CIA+ESE= Aggregate Marks	Total Marks = No. of papers x Aggregate Marks	Credits
Part I	Language	4	3	25	75	100	4 x 100 =400	12
Part II	English	4	3	25	75	100	4 x 100 =400	12
Part III	Core	8	5	25	75	100	8 x 100=800	40
	Core	7	4	25	74	100	7 x 100 = 700	28
	Elective/DSE.	8	3	25	75	100	8 x 100 = 800	24
	SEC (NME)	6	2	25	75	100	6x 100 = 600	12
	SEC (NME)	1	1	25	75	100	1x 100 = 100	1
	FC	1	2	25	75	100	1 x 100 = 100	2

Part IV	Environmental Studies	1	2	25	75	100	1 x 100 = 100	2
	SI	1	2	--	--	--	--	2
	PC/GA	1	2	25	75	100	1 x 100 = 100	2
	Value Education	1	2	25	75	100	1 x 100= 100	2
Part V	Extension Activity	1	1					1
	Total						**4200**	**140**

9. Eligibility for the Award of PG Degree:

(A). Passing Criterion:

(a). All the students should have attended the prescribed number of class room teaching/ practical to get degree certificate.

(b) All the students academic and non academic credits (Total 91credits) to be scored/earned for each programme by each student after completion of all the semester of Post graduate programme.

(c) All the students should secure 50 marks minimum (together internal without minimum and external with minimum of 38 marks) 50% of the total marks for passing in each course.

10. Academic credits and Marks allocation of PG Programme.

(a) M.Sc. Computer Science and Information Technology.

Allocation of Credits and Marks

Part	**Course Component**	**No. of Papers**	**Credits per paper**	**CIA/ IA Marks**	**ESE Marks**	**CIA+ESE Aggregate Marks**	**Total Marks = No. of papers x Aggregate Marks**	**Credits**
Part-I	Core-Theory	3+2+3=8	4	25	75	100	8x 100 =800	12+8+12=32
Part-I	Core-Practical	2+2+1=5	2	25	75	100	5x 100 =500	4+4+2=10
Part I	Extra Disciplinary	1+1=2	3	25	75	100	2x 100 =200	3+3=6
Part I	Elective	4	3	25	75	100	4X100=400	12
Part I	Internship	1	2	25	75	100	1X100=100	2
Part I	Project and Viva-Voce	1	20	25	75	100	1X 100=100	20
Part II	Soft skill	4	2	25	75	100	4 X 100=400	8
	Extension Activity	1	1	-	-	-	-	1
	TOTAL	26				PART-I& II	2100+400	91

(b) M.Com (Corporate Secretaryship)

Allocation of credits and marks.

Part	**Course Component**	**No. of Papers**	**Credits**	**CIA/ IA Marks**	**ESE Marks**	**CIA+ESE**	**Total Marks**	**Credits**
Part-I	Core-Theory	2+2+2+2=8	5	25	75	100	8x 100 =800	40
	Core-Theory	3	4	25	75	100	3x 100 =300	12
	Core-Practical	1	5	25	75	100	1x 100 =100	5
	Elective	6	3	25	75	100	6X100=600	18
	Project and Viva-Voce	1	7	25	75	100	1X100=100	7
Part II	Soft skill	3	2	25	75	100	3 X 100=300	6
	Internship	1	2					2
	Extension Activity	1	1					1
	TOTAL	24				PART-I & II	1900+300	91

11. Classification &Calculation of GPA and CGPA

UG

PART I : Language
PART II : English
PART III : Major, Elective and Allied
PART IV : Non Major Elective, Soft Skills, EVS & Value Based Education
PART V : Extra Curricular Activities (NCC, NSS, SPORTS)
PART IV & V : Not Considered for Classification

PG

PART I : Major, Elective & Extra Disciplinary
PART II : Soft Skills
PART I/II : Internship (Msc/Mcom)
PART II : Not considered for Classification

UG Passing Minimum : 40% (40% SE+CIA), **PG** Passing Minimum : 50% (50% SE+CIA), **S.E.**: Semester Examination Marks, **C.I.A.**: Continuous Internal Assessment Marks, **P** – Pass, **AB** – Absent, **RA** – Re-appear

CONVERSION OF MARKS TO GRADE POINTS AND LETTER GRADE
(PERFORMANCE IN A PAPER / COURSE)

Range of Marks		Grade Points		Letter Grade		Description	
UG & PG		UG & PG		UG & PG		UG & PG	
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	
UG	PG	UG	PG	UG	PG	UG	PG
40 – 49	00 - 49	4.0 – 4.9	0.0	C	U	Satisfactory	Re – appear
00 – 39		0.0		U		Re – appear	
ABSENT		0.0		AAA		ABSENT	

UG: Under Graduate PG: Post Graduate

C_i = credits earned for course i in any semester.
G_i = Grade Points obtained for course i in any semester
n refers to the semester in which such courses were credited.

For a Semester:

GRADE POINT AVERAGE [GPA] = $\sum_i C_i G_i / \sum_i C_i$

Sum of the multiplication of grade pints by the credits of the courses

GPA = ———————————————————————

Sum of the credits of the courses in a semester

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\sum_n \sum_i C_{ni} G_{ni} / \sum_{ni} \sum_i C_{ni}$

Sum of the multiplication of grade points by the credits of the entire programme

CGPA = ———————————————————————

Sum of the crdits of the courses of the entire programmme

OVERALL PERFORMANCE:

CGPA	GRADE	CLASSIFICATION OF FINAL RESUT
UG & PG	**UG & PG**	**UG & PG**
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 – Distinction *

<table>
<tr><td colspan="2">8.0 and above but below 8.5</td><td colspan="2">D+</td><td colspan="2"></td></tr>
<tr><td colspan="2">7.5 and above but below 8.0</td><td colspan="2">D</td><td colspan="2"></td></tr>
<tr><td colspan="2">7.0 and above but below 7.5</td><td colspan="2">A++</td><td colspan="2" rowspan="3">First Class</td></tr>
<tr><td colspan="2">6.5 and above but below 7.0</td><td colspan="2">A+</td></tr>
<tr><td colspan="2">6.0 and above but below 6.5</td><td colspan="2">A</td></tr>
<tr><td colspan="2">5.5 and above but below 6.0</td><td colspan="2">B+</td><td colspan="2" rowspan="2">Second Class</td></tr>
<tr><td colspan="2">5.0 and above but below 5.5</td><td colspan="2">B</td></tr>
<tr><td>UG</td><td>PG</td><td>UG</td><td>PG</td><td>UG</td><td>PG</td></tr>
<tr><td>4.5 and above but below</td><td rowspan="3">0.0 and above but below 5.0</td><td>C+</td><td rowspan="3">U</td><td>Third Class</td><td rowspan="3">Re – appear</td></tr>
<tr><td>4.0 and above but below 4.5</td><td>C</td><td rowspan="2">Re – appear</td></tr>
<tr><td>0.0 and above but below 4.0</td><td>U</td></tr>
</table>

*Applicable to candidates who have passed the courses prescribed for the programme in the first appearance as per the scheme of the examination; otherwise they are eligible for classification only.

12. Central Valuation policy.

(a). Appointment of External Camp Officer and External Examiners and forming Programe Board for central valuation.

(b). Instructions to Camp officer, Chairman, Chief superintendent and External Examiners.

(c). No Internal Examiners are engaged in the evaluation of Answer Sheets.

(d). External Examiners are appointed for valuation on basis of their specialization and prescribed years of teaching experience as per UNOM norms and recommendations of Academic Council.

(e). The Programe Board consists of Chairman (Senior most examiner among the external examiners appointed for evaluation) and HOD of the programe.

(f). The Programe Board conducts its meeting before valuation for getting the details of examiners appointed, available answer scripts, allotment of answer papers, arriving solutions for grievances (If any) relating to question papers (Error or corrections, High stds, Out of syllabus etc)

(g). Centralized Valuation is envisaged to attain uniformity of valuation of answer scripts, maintenance of secrecy, nullification of external influence, adherence to a time schedule and early publication of results.

(h). The Programe board meets after central valuation to finalize the results, preparation of statistical analysis and finding the possibilities of recommending moderation marks.

13. Moderation marks Policy.

(a). Moderation of the results after the examination, for individual subjects not exceeding 15% of ESE marks decided by the concerned Heads of the Departments, External Chairman and Controller of Examinations .

(b). No moderation of marks for revaluation and supplementary examination subjects.

(c). Moderation Marks are assigned to the students who did not secure minimum pass mark in the End semester examinations and the subject for which moderation is exercised.

14. EXAMINATION GRIEVANCES REDRESSAL MECHANISM (PRE EVALUATION AND POST EVALUATION REDRESSAL MECHANISM)

(A). PRE EVALUATION REDRESSAL MECHANISM

(a). Grievances relating to Error in Question paper, Questions set out of syllabi, High

standard/ difficult questions are taken care off in the Programe Board meeting along with Controller of Examinations, Chairman, and Chief Examiner/ Head of the department before Central valuation camp.

(B). POST EVALUATION REDRESSAL MECHANISM

(a). Grievances relating to **Photocopying** of Answer papers and **retotaling of marks** are attended immediately by the Office of the controller of examinations

(b). Grievances relating to **revaluation of answer papers is processed as (a).** Announcement of Revaluation and Floating of Application (b). Registration of revaluation. (c). Recommendations of HOD and Principal. (d). Payment of prescribed fees. (e). Appointment of External Examiner. (f). Revaluation and publishing of results.

(C). Grievances relating to **Corrections of students details** in the Marks statement like Name, DOB etc., are attended immediately by the Office of the controller of examinations.

15. Retaining of papers after the examinations and Evaluation

1. End semester examination answer papers are retained for a period of 5 years in the physical form.
2. End Semester Practical Examinations answer scripts shall be retained for a period of 1 year
3. CIAT and Model examination answer scripts are retained for period of 6 months.

CONTROLLER OF EXAMINATIONS PROFESSOR INCHARGE PRINCIPAL