

St.Peter's Institute of Higher Education and Research

Avadi, Chennai - 54

Examination Procedure

The Institute departments can design the curriculum which is discussed by the Board of studies and Academic council and executing programmes in terms of the choice based credit systems prescribed by the regulations. A uniform pattern of the examination is followed for all the UG/PG courses in the Institute departments. The following are some of the methods adopted by the Institute which have positively improved the examination management system.

1. Semester and Grading System on a ten point scale are implemented. For each semester, grade point average is mentioned in the grade sheet. Cumulative grade point is also arrived at. The formula for arriving CGPA is given in the mark sheet.
2. Genuineness of the certificate can be verified online.
3. Semester grade sheets are given to all students.
4. Consolidated marks on successful completion of the programme will be provided on demand from the students
5. Consolidated mark sheets and provisional certificates are given at the earliest.
6. Transfer Certificate and Migration Certificates are made available on request of the candidates without any fee.
7. Degree (Diploma) certificates for all the eligible candidates will be made available on conferment of degrees at the Convocation.
8. The results are announced normally within 30 days after the last examination.
9. Provisional result for the final year students are declared in a week's time. This is highly helpful for students who want to pursue higher studies in India and abroad.
10. The grievances of the students if any, are addressed to the Heads of the department, which are resolved within ten days.
11. The office of the Controller of Examinations provides immediate supportive mechanism for those students who have approached the Institute with grievances.
12. Practical examinations are completed before the theory examinations.
13. Question Papers are set by the outside experts. Board of studies prescribes the pattern of the question paper. The Head of the department is informing the Controller of

Examinations for suitable further actions in case of any discrepancy in the question papers.

14. Question papers are sent in sealed cover to the Chief Superintendent of the examinations on the respective day of examination.
15. The answer sheets with OMR sheets with provision for subject code, title of the paper, date of examination and bar code for scanning are provided by the Institute as a student friendly measure.
16. Central valuation system is adopted
17. The examiners are given orientation before the commencement of evaluation process.
18. The examiners are provided with the scheme of evaluation to ensure objectivity in the valuation process.
19. Provisional certificates for M.Phil and Ph.D. scholars are given within 15 days after viva voce examination.

The Institute strives to ensure transparency in the evaluation process. The examination schedule is displayed well in advance in the Institute website and in department notice boards. Eligible external and internal examiners are involved in both practical and theory paper evaluation process. Faculty is pooled in to the evaluation process and the evaluators are informed of the scheme of evaluation to be followed. Grievances of the candidates are forwarded by Head of the department to the Controller of Examinations for taking necessary action. Revaluations of papers are done on the request from the student without any fee on the recommendation of the head of the department. The scheme of internal assessment and evaluation in the Institute exams are made known to students by faculty and Heads of departments.

The examination results of the Institute Departments are declared normally within 20 days after the last examination. Provisional results for final year are declared in a week's time after the completion of evaluation process. Declaration of results in time is highly helpful for students to go for higher studies in India and abroad. Results are uploaded on the Institute website to help the students and provision has been given to take print outs. In general, the Institute publishes the results within 30 days from the last examination. Internal marks are displayed on the departmental notice boards.

The continuous internal assessment (CIA) and its evaluation process are made transparent. All the students are given a chance to improve the CIA score and the rating is made known to them. The Institute ensures confidentiality in the panel of question paper setters, printing of question papers, allotment of dummy numbers to the answer scripts and assignment of computer software for preparation of marks statements etc. by using OMR sheets. There is a provision for revaluation and the students are shown the answer scripts when reevaluated. The scheme of internal assessment and evaluation in Institute exams are made known to students through regulation and by faculty and heads of departments.

The Institute has an integrated examination platform for the pre-examination process. A common examination time table for Institute Departments is prepared and displayed on the website well in advance. The list of internal and external examiners/invigilators, panel of members for squads, Hall tickets, seating arrangements, Attendance sheets and all the forms required for the conduct of examinations are prepared well in advance.

The answer sheets and other stationary required for the examinations are made available at least two weeks in advance, in the examination cell. The question papers and other confidential materials are sent on the day of the examination with proper security arrangements. After the completion of examinations, dummy numbers are assigned to all the scripts. Optical mark readers for decoding and entry of marks into computers, processing of results, and printing of certificates are fully automated to speed up the evaluation process and publication of results.

The Institute follows the UGC 2016 regulations for maintaining the minimum standards for M.Phil. and Ph.D. programmes offered in the Institute Departments. The admissions are made only based on performance in the entrance test and interview. Course work is made compulsory for the Ph.D. scholars except for those with M.Phil qualifications. A course on Research Methodology has been made compulsory for the Ph.D. scholars.

The Research Advisory Committee along with the Head of the Department monitors and reviews the progress of the research scholars every semester to monitor progress and submission of progress reports. The departments conduct seminars especially for research scholars to present papers on their work and get feedback from experts. The Vice Chancellor also conducts regular meetings with research scholars and supervisors to discuss about the programme. All these efforts help the research scholars to fine tune their work.

Digital version of the thesis is sent to the examiners both in India and abroad and the reports are received through e-mail by the Controller of Examinations directly. This reduces the delay in receiving reports so that the public viva voce is held at an earliest. All the theses submitted to the Institute are available in the library and uploaded to the UGC INFLIBNET site.

The Institute has introduced automation in the office of the Controller of Examinations. All the activities are computerized. It is in a way a paperless activity. The optical mark reader is highly helpful in the processing of results.

The following efforts have been taken by the Institute to streamline the operations of the office of the controller of examinations.

- The Controller of Examinations and other officers in the Examination cell are working on computers. The section staff do not use pen in their work and they operate only in computers.
- To streamline examination related work, an examination calendar is prepared and strictly followed.