

EXAMINATION MANUAL

PREAMBLE

The Gandhigram Rural Institute (Deemed to be University) has been following Choice Based Credit System since 1996. The basic principle of Choice Based Credit System is to provide ample opportunities for closer student-teacher interactions by providing more autonomy to the teachers for the evaluation of students' progress apart from providing more freedom to the students in choosing their subjects. The examination system under CBCS should also aim at the ease of conducting the examinations without compromising on the quality of evaluation. With the policy of making the examination and evaluation system course teacher based, the following reforms in examination and evaluation are being proposed.

1.0. TYPES OF ASSESSMENT

Assessment of the students' attainment will be two-fold, consisting of Continuous Formative Assessment (CFA) and End Semester Examination (ESE).

The ratio for CFA and ESE will be as follows:

1. 40:60 for theory course
2. 60:40 for practical course

The passing minimum will be 40% for UG programmes and 50% for the PG programmes. For B.Sc. (Hons.) Agriculture and B.Tech. & M.Tech. programmes the passing minimum and award of grades will be as per the requirements of agencies like ICAR and AICTE. Similarly for the B.Ed. and M.Ed. programmes it will be as per NCTE norms.

2.0. CONTINUOUS FORMATIVE ASSESSMENT (CFA)

- 2.1. For each semester two CFAs will be conducted. First CFA will be conducted from the 40th working day of a semester while the second CFA will be conducted from the 82nd working day of the semester.
- 2.2. The distribution of marks for the three CFAs shall be as follows:

| Programmes | CFA-I | CFA-II | Seminar/Quiz | Total |
|-------------------|--------------|---------------|---------------------|--------------|
| UG | 20 | 20 | -- | 40 |
| PG | 15 | 20 | 05 | 40 |

- 2.3. Answer scripts of CFAs should be retained by the course teacher, atleast for one year. The CFA marks of students have to be published in the Notice Boards of the Departments within a week's time from the completion of CFA tests and have to be uploaded online within 10 days from the last day of the CFA by the course teacher. Before uploading the marks, the course teacher should get the students signature on the mark list.
- 2.4. Correction or modification of CFA marks will not be entertained after it is received by the CoE's office.

2.5. SUBSTITUTION TESTS

Substitution tests will be permitted for absentees only on production of medical certificates or on other valid grounds. The course teacher, Guru and Head will decide on the genuineness of the demand for substitution tests.

2.6. SUPPLEMENTARY CFA TESTS

Candidates who do not score the passing minimum in CFA have to take supplementary CFA tests in the subsequent semesters for which the students have to register for supplementary CFA tests in each course through a prescribed application form.

3.0. END SEMESTER EXAMINATION (ESE)

3.1. REGISTRATION

Candidates, while filling the Registration Card / Examination Application form have to write their names with correct initial(s) and spelling in Capital letters as given in the Higher Secondary Course Certificate (HSCC). The spelling found in the Registration Card alone will be given in all Statements of Grades / Provisional Certificate / Degree / Diploma / etc.

3.2. EXAMINATION

- 3.2.1. End Semester Examinations will be held twice in a year. Odd semester examinations will be held in November and even semester examinations in April.
- 3.2.2. ESE will be of a written examination of three hours' duration for courses with 3 or more credits and 2 hours for courses of less than three credits.
- 3.2.3. The examination will be to test the 'comprehension', 'analytic capability' and 'creative synthesis' skill of the students, as per Revised Bloom's Taxonomy.
- 3.2.4. The ESE shall be conducted for the students studying in various programmes by the Controller of Examinations after the completion of 90 working days in a semester.
- 3.2.5. Assessment for Modular Courses shall be done only through CFA and there will no ESE.
- 3.2.6. Notification inviting application for the semester examinations shall be normally issued by the office of the Controller of Examinations 30-45 days before the commencement of the examinations.
- 3.2.7. Students shall submit duly filled-in application forms for the End Semester Examinations through the Head of the Department / Dean concerned on or before the stipulated date.
- 3.2.8. The students who do not have the required percentage of attendance shall not be permitted to take up the end semester examination even though they had paid the examination fees and submitted the application forms in time.
- 3.2.9. Incomplete applications, application forms not accompanied by Canara Bank Challan or Demand Draft and applications received after the due date shall be summarily rejected.

- 3.2.10. In the case of visually challenged candidates and other candidates who are disabled due to accident or disease and / or unable to write with their own hands may ask for the help from a scribe. The Controller of Examinations shall arrange for scribe in the case of such request through the HoD concerned depending upon the merit of the case and shall issue orders to the Chief Superintendent of Examinations.
- 3.2.11. One hour of extra time shall also be provided to the visually challenged candidates for examination.

3.3. SUPPLEMENTARY ESE

- 3.3.1. The supplementary ESE shall also be conducted for such students who have failed in ESE or are unable to appear for the examination due to ill-health or other valid reasons.
- 3.3.2. Special supplementary CFA and ESE shall be conducted to the outgoing U.G. and P.G. students, if they have failed only in one course in the final semester.
- 3.3.3. The students who are appearing for supplementary examinations shall also submit the completed application form along with the fees prescribed to the Controller of Examinations through the Head of the Department / Dean concerned on or before the stipulated date.
- 3.3.4. Private candidates who have left the Institute after the completion of their programme shall remit examination and other fees either in Canara Bank (Gandhigram Rural Institute Campus Branch) or send the fee by Demand Draft drawn in favour of "The Registrar, Gandhigram Rural Institute, either on Canara Bank (Code No.8500) payable at Gandhigram or on State Bank of India (Code No.3373) payable at Ambathurai. In addition to the examination fee prescribed, an additional fee as prescribed by the Institute shall be remitted by the private candidates towards cost of application form and each statement of grades respectively.

3.4. SETTING OF QUESTION PAPERS FOR ESE

3.4.1. UG PROGRAMMES:

- 3.4.1.1. Syllabi of each course of all the programmes offered by the department will be invited by the CoE from the HoD concerned.
- 3.4.1.2. Questions for ESE for UG programmes shall be set by the internal examiners for all the courses and sent to the e-mail id of Controller of Examinations controllerquestions@gmail.com as soft copy in the word format.
- 3.4.1.3. Hard copy of the question papers shall be submitted to the HoD concerned and the same will be scrutinized by a Question Paper Board consisting of the HoD and two other teachers (on rotation) and finally forwarded to the CoE in a sealed cover.
- 3.4.1.4. The corrections suggested by the QPB will be incorporated in the Question Paper. The Multiple copies of question papers will be printed by the CoE.

3.4.2. PG PROGRAMMES:

- 3.4.2.1. Syllabi of each course of all the programmes offered by the department will be invited by the CoE from the HoD concerned.
- 3.4.2.2. Questions for ESE for PG programmes shall be set by the course teachers. The same shall be sent to the e-mail id of Controller of Examinations controllerquestions@gmail.com as soft copy in the word format with the scheme of valuation.
- 3.4.2.3. Hard copy of the question papers shall be sent to the HoD concerned and the same will be scrutinized for the coverage of syllabus, pattern of questions, Correction of mistakes etc by a Question Paper board consisting of the HoD and two other teachers (on rotation) and finally forwarded to the CoE in a sealed cover.

3.5. BROAD GUIDELINES FOR THE QUESTION PAPER PATTERNS IN ESE

3.5.1. NON-OBE QUESTION PATTERN (B.Voc., D.Voc., Certificate & Diploma in Agriculture)

The question paper shall contain three parts as given below.

PART A: This part shall contain ten questions with two questions from each of the five units that make the syllabus for the course. One word answer / one line answer type questions, objective type questions, definition, “match the following” type of questions may be included in this part. All the questions in this part will be compulsory. The marks allotted for this part is 20 (10 x 2= 20 marks)

PART B: This part shall contain paragraph or short answer question or problem solving type questions and students are expected to answer 5 questions out of seven. Minimum of one but not more than two questions are to be included from a single unit of the syllabus. The marks allotted for this part is 30 (5 x 6 =30 Marks)

PART C: This part shall contain five questions, one from each unit of the syllabus. The questions should be of restricted choice, i.e., either or type choice. The question may contain a maximum of two subdivisions. The marks allotted for this part is 50 (5 x 10 = 50 marks)

3.5.2. OBE QUESTION PATTERN

The question paper shall contain three parts as given below.

PART A: This part shall contain ten questions with two questions from each of the five units that make the syllabus for the course. One word answer / one line answer type questions, objective type questions, definition, “match the following” type of questions may be included in this part. All the questions in this part will be compulsory. The marks allotted for this part is 20 (10 x 2= 20 marks)

PART B: This part shall contain five questions, one from each unit of the syllabus. The questions should be of restricted choice, i.e., either or type choice. The question may contain a maximum of two subdivisions. The marks allotted for this part is 30 (5 x 6 = 30 marks)

PART C: This part shall contain paragraph or essay type answers or problem solving type questions and students are expected to answer 5 questions out of seven. Minimum of one but not more than two questions are to be included from a single unit of the syllabus. The marks allotted for this part is 50 (5 x 10 =50 Marks)

3.6. VALUATION OF ANSWER SCRIPTS

- 3.6.1. There shall be only single valuation by the course teachers concerned for all the programmes. The answer scripts have to be evaluated in a centralized evaluation system after completion of each semester.
- 3.6.2. The answer scripts evaluated by the course teachers concerned and required to submit the hardcopy of the mark statements along with the valued answer booklets to the examination section within 10 days from the last date of semester examinations.
- 3.6.3. Examination section shall publish the results within two weeks from the receipt of above items.

3.7. CONDUCT OF EXAMINATIONS

- 3.7.1. The CFA tests shall be conducted by the respective Schools/Departments/Centres.
- 3.7.2. End Semester Examinations shall be conducted only according to the time schedule prepared by the Controller of Examinations.

3.8. CHIEF SUPERINTENDENT OF SEMESTER EXAMINATIONS

- 3.8.1. The CoE on the recommendation of the Vice-Chancellor shall appoint the Chief Superintendent of Semester Examinations from the list of Teachers (on seniority basis), based on the request of the CoE.
- 3.8.2. The Chief Superintendent of Examinations shall be provided with all physical facilities necessary and resources for the proper conduct of the ESE.
- 3.8.3. The Chief Superintendent shall be assisted by 2 to 4 Deputy Superintendents (as per the requirement) appointed by the Controller of Examinations as recommended by the Chief Superintendent.
- 3.8.4. The Controller of examinations shall provide the list of candidates taking examinations to the Chief Superintendent of Examinations well ahead of commencement of ESE
- 3.8.5. The Chief Superintendent of Examinations shall not permit any candidate, who does not have hall ticket and Smart ID card by the Controller of Examinations, to appear for the examination. If a student has not produced the Hall Ticket, he/she may be permitted to take one examination alone on certification of genuinity by a faculty of School/Department/Centre.
- 3.8.6. It shall be the responsibility of the Chief Superintendent and Hall Superintendents of Examinations to ensure that the examinations are conducted smoothly.

3.8.7. The Chief Superintendent shall arrange to submit the answer booklets to the CoE immediately after the examinations are over in each session.

3.9. HALL SUPERINTENDENTS

3.9.1. The Chief Superintendent shall allot the invigilation duty to the regular teachers and guest faculty/par-time teachers only as Hall Superintendents, usually maintaining a ratio of not less than 1:40.

3.9.2. The Hall superintendents shall remain in the examination hall during the entire duration of the examination.

3.9.3. The Hall Superintendents shall verify the identity of the candidate and shall also prepare the absentee list.

3.9.4. The Hall Superintendents shall be responsible for the maintenance of general discipline in the examination hall and shall inform the Chief Superintendent of Examinations of any inconvenience /incidents / difficulties encountered during the conduct of examination.

3.9.5. The Hall Superintendents shall report all cases of malpractice in writing to the Controller of Examinations through the Chief Superintendent of Examinations.

3.9.6. No teacher shall absent or abstain from invigilation duties of examination. In case of exigencies, alternative arrangements will have to be made by the individual concerned for invigilation and the same should be informed well in advance to the Chief Superintendent of Examinations.

3.10. PRACTICAL EXAMINATIONS

3.10.1. Question setting, conducting the examinations and valuation of practical ESE shall be done by the course teacher concerned for all the programmes.

3.10.2. ESE for practical will be held just before the ESE for Theory for which the time schedule will be prepared and notified by the HOD concerned.

3.11 . PROJECT REPORT / DISSERTATION

3.11.1. All U.G. students shall submit, as part of their academic work, a Project Report.

3.11.2. All P.G. Students shall submit, as part of their academic work, a Dissertation.

3.11.3. The last date for the submission of the Project Report/Dissertation shall be prescribed by the Controller of Examinations and mentioned in the institute calendar.

3.11.4. Project Reports/Dissertations should be in the prescribed format.

3.11.5. One other teacher of the School/Department/Centre will function as an external examiner for the evaluation of the Project/Dissertation.

4.0. ATTENDANCE

4.1. A student must earn a minimum of 80% attendance in Theory paper and 90% in Practical paper to become eligible to take the ESE in a course.

- 4.2. However, condonation of shortage of attendance will be granted on genuine grounds up to a maximum of 10%. For this purpose, the student must, immediately upon returning to class after the period of absence, apply for the condonation, through his/her Guru to the HoD of the parent department within 3 days of his/her re-joining. The recommendations made by the Course teacher and Guru will be processed by the Head of the Department. Based on the recommendations, the HoD will decide upon the application for condonation of shortage of attendance.
- 4.3. The students who secure 60-69% attendance in theory and 70-79% attendance in practical shall be permitted to appear for the ESE in the subsequent semesters, treating the course as supplementary. Students with less than 60% marks in theory and 70% in practical shall “redo” the course by attending classes after completing the minimum duration prescribed for the programme concerned.

5.0. HALL TICKETS

- 5.1. No student will be permitted to appear for the semester examinations without the hall ticket and the identity card.
- 5.2. The students who have the required percentage of Attendance alone shall be eligible to appear for the respective examinations.
- 5.3. The Chief Superintendent of Examinations for semester Examinations shall issue Hall Tickets to candidates through the respective HoDs/Deans.
- 5.4. The candidates of all semesters, shall have to mandatorily produce ‘No Dues Certificate’ obtained from 1.Registrar’s Office 2.Hostel Office (for hostellers) 3.Library and 4.Department(s) concerned for getting Hall Tickets. Otherwise hall tickets will not be issued.
- 5.5. Private Candidates shall get their Hall Tickets from the office of the Chief Superintendent after producing identification letter with his photograph obtained from the HoDs of the departments concerned.
- 5.6. If the Hall Ticket has been lost, he/she shall get written permission from the Chief Superintendent to write that examination and show the same to the Invigilator. He/She shall get a duplicate Hall Ticket from the Controller of Examinations immediately after that examination by remitting a prescribed fee to appear for the remaining examinations in that semester.

6.0. DECLARATION OF RESULTS

- 6.1. The Controller of Examinations shall publish the results within 15 days after the completion of all the examinations in a given semester.
- 6.2. Statements of Grades shall be sent to the Heads of the Departments within 15 days from the date of publication of the results.
- 6.3. Any discrepancy found in the Statement of Grades should be brought to the notice of the controller of Examinations within 5 working days from the date of receipt at the office of the HoD / Dean Concerned.

6.4. The Institute reserves the right to withhold the result(s) in case of disciplinary proceedings and extraordinary circumstances.

6.5. TRANSPARENCY

6.5.1. The Student can obtain a photocopy of his / her answer script and the marks awarded to that script on payment of prescribes fee.

6.6. APPEAL AGAINST ESE SCORES/RESULT

6.6.1. Students of both UG and PG programmes interested in appealing against their ESE Scores/Result may do so within three working days of publications of marks, through the course teacher and HoD for revaluations of their ESE answer scripts in the format prescribed after paying the prescribed fee. Marks awarded after revaluation will be final.

6.6.2. Students who have scored 30% or more in UG programmes where the passing minimum is 40% for programmes and 40% or more in PG programmes where the passing minimum is 50% are eligible for appeal.

7.0. GRADING

7.1. Grading in a course will be on the basis of the consolidated score of CFA and ESE.

7.2. Grade will be awarded for a course only if a candidate passes all the theory/practical components of CFA and ESE of that course.

7.3. The Passing minimum in both CFA and ESE will be 50% for PG Degree, PG Diploma, 5 Years integrated PG Degree, B.Tech. and Diploma in Agriculture programmes. It will be 40% for all the 6 semester UG Degree programmes.

7.4. For B.Sc. (Hons.) Agriculture the passing minimum in both theory and practical will be 50% and grading will be done only, when aggregate of both is minimum 60%, for non agriculture courses of the B.Sc. (Hons.) Agriculture programmes, the passing minimum will be 50%. Grade points will be awarded only for students who obtain the passing minimum marks.

7.5. The marks scored by the students will be converted into Grades (G) and Grade Points (GP) as shown below:

7.5.1. Post Graduate programmes (including 5 year integrated M.A. programmes)

| Letter Grade | Grade point | Percentage of marks |
|---------------------|--------------------|----------------------------|
| O | 10 | 80-100 |
| A+ | 9 | 70-79 |
| A | 8 | 60-69 |
| B+ | 7 | 55-59 |
| B | 6 | 50-54 |
| F | --- | < 50 |

**7.5.2. Under Graduate programmes
(Except B.Sc. (Hons.) Agriculture and B.Tech. programmes.)**

| Letter Grade | Grade point | Percentage of marks |
|--------------|-------------|---------------------|
| O | 10 | 80-100 |
| A+ | 9 | 70-79 |
| A | 8 | 60-69 |
| B+ | 7 | 55-59 |
| B | 6 | 50-54 |
| C+ | 5 | 45-49 |
| C | 4 | 40-44 |
| F | --- | < 40 |

7.5.3. B.Tech. and M.Tech. programmes

| Letter Grade | Grade point | Percentage of marks |
|--------------|-------------|---------------------|
| S | 10 | 91-100 |
| A | 9 | 81-90 |
| B | 8 | 71-80 |
| C | 7 | 61-70 |
| D | 6 | 57-60 |
| E | 5 | 50-56 |
| F | -- | < 50 |

**7.5.4. B.Sc. (Hons.) Agriculture:
(Minimum of 65% of marks is required for successful completion of the degree)**

| Letter Grade | Grade point | Percentage of marks |
|--------------|-------------|---------------------|
| A | 9.0-10.0 | 90 & above |
| B | 8.0-8.9 | 80-89 |
| C | 7.0-7.9 | 70-79 |
| D | 6.0-6.9 | 60-69 |
| E* | 5.0-5.9 | 50-59 |
| F | -- | < 60 |

*E- Grade will be awarded for those which are not included in the Calculation of CGPA.

7.6. Compulsory non-credit courses are not included for the award of the class and GPA.

7.7. GRADE POINT AVERAGE

7.7.1. The Grade Point Average (GPA) will be the ratio of the sum of each course and the Grade Point in that course, computed for all the courses undergone by the students, to the sum of the credits of all the courses of that semester as follows:

$$\text{GPA} = \frac{\Sigma (\text{Credits} \times \text{Grade points})}{\Sigma (\text{Credits})}$$

7.8. CUMULATIVE GRADE POINT AVERAGE (CGPA)

7.8.1. The Cumulative Grade Point Average (CGPA) will be calculated after the completion of each semester, considering all the courses enrolled in from the first semester. Grades F (fail), I (inadequate attendance) and W (withdrawn) will not be reckoned while computing the GPA and the GPA and the CGPA/OGPA.

7.8.2. OGPA (Overall Grade Point Average) will be shown in the final statement of grades, only if the student passes in all the courses of his/her programme of study.

7.9. CLASSIFICATION OF RESULTS:

7.9.1. B.Sc. (Hons.) Agriculture:

In the case of B.Sc. (Hons.) Agriculture programme, the classification of results will be

I Class with distinction (90% & above)

I Class (80% and above but below 90%)

II Class (70% and above but below 80%) and

III Class (65% and above but below 70%).

7.9.2. Other Programmes:

In the case of all other programmes, the classification of results will be

I Class with distinction (75% & above)

I Class (60% and above but below 75%)

II Class (50% and above but below 60%) and

III Class (40% and above but below 50%).

7.10. STATEMENT OF GRADES

7.10.1. The statement of grades for all programmes for each semester will show the GPs and the GPAs.

7.10.2. The Consolidated Statement of Grades will, in addition to the GPs and GPAs for each semester show the CGPA/OGPA for the entire programme and the classification of the students performance with the marks scored in percentage in the categories such as Language I and II and Major & Allied Courses.

7.11. F GRADE STAYS

7.11.1. The F Grade once awarded to a student stays in the Statement of Grades and will not be deleted in Statement of Grades of that Semester on any account.

7.11.2. When the student successfully completes the course, his/her GP in the Course will be shown in a separate Statement of Grades.

7.12. ELIGIBILITY FOR THE AWARD OF DIPLOMA / DEGREE

- 7.12.1. A student will be declared to be eligible for the award of Diploma / Degree if he/she has
- a. Earned the minimum credits required for the programme
 - b. No disciplinary action pending against him/her and
 - c. Cleared all the Dues to the institute

7.13. REDOING OF THE COURSES

- 7.13.1. Only a student with lack of attendance (<60%) must repeat the course in a later semester after completing the prescribed period (N years) of the programme, paying the prescribed fees for the same. However, the entire programme should be completed in N+2 years.
- 7.13.2. Students can “redo” the course(s) after getting prior official permission for the same by applying to the Registrar through the HoD on or before the last date notified by the COE in the Calendar.

8. CERTIFICATES

- 8.1. Relevant certificates shall be sent to the respective Head/Dean from whom the students can collect the same after due verification.

8.2. PROVISIONAL CERTIFICATE

- 8.2.1. A candidate, who has successfully completed a programme, will be issued the Provisional Certificate.

8.3. AWARD OF DEGREES/ DIPLOMAS/ CERTIFICATES

- 8.3.1. All degrees, diplomas and certificates shall be awarded by GRI during the time of convocation after due approval of Board of management.
- 8.3.2. Under exceptional circumstances, the Degrees, Diplomas and certificates shall be issued at any time under Tatkal Scheme.

8.4. MEDALS AND AWARDS

- 8.4.1. Medals and Awards will be given as per the rules of the institute.
- 8.4.2. Only those who have passed all the courses (subjects / Semester wise) in the first attempt are eligible for the medals and awards.
- 8.4.3. Students securing the highest mark in the aggregate, but not less than a CGPA of 6.00 in B.A., M.A., PG Dip., and Diploma programmes in Arts & Humanities, and a CGPA of 7.00 in B.Sc., M.Sc., M.C.A., P.G. Dip., Post Diploma and Diploma programmes, excepting part-time courses, will be considered for the award of medals and awards.

8.5. RANK CERTIFICATES

- 8.5.1. The controller of Examinations shall issue Rank Certificate to those students in the prescribed format who have successfully completed their programme.
- 8.5.2. The ranks shall be decided based on the descending order of CGPA secured by the students of the respective batch of individual programmes.

- 8.5.3. Only those who have passed all the courses in the first attempt (semester wise) are eligible for the rank certificate.
- 8.5.4. Rank certificates will not be issued for the courses having less than ten students.

8.6. ISSUING DUPLICATE DOCUMENT

- 8.6.1. For issue of duplicate copy of any accountable document, an FIR with the relevant Police Station and not traceable certificate is a pre-requisite.
- 8.6.2. Each application for a duplicate document along with a Non-Traceable Certificate issued by the Police Station concerned shall be submitted to the Institute along with a prescribed fee.

9.0. MALPRACTICE

- 9.1. Mobile phones and other electronic gadgets are strictly prohibited inside the Examination Hall. They will be confiscated, if the candidates are found possessing the same inside Examination Hall and will not be returned at any cost.
- 9.2. No candidate shall resort to any malpractice like copying in the Examination Hall.
- 9.3. In case, if anyone is found copying or indulge in any other malpractice, his/her answer papers shall be seized and the candidate shall be sent out. His / Her Hall Ticket shall also be seized. He / She cannot appear for subsequent examinations in that semester.
- 9.4. The cases of malpractice shall be referred to the Disciplinary Committee (Examinations).
- 9.5. Punishment for malpractice shall vary from debarring a candidate from appearing for examinations / semester, in addition to failing the candidate in that particular course or in all the courses of the semester to expulsion of the candidate from the Institute.

10.0. OTHER EXAMINATIONS

- 10.1. The Controller of Examinations shall also conduct examinations for Ph.D. programmes and also arrange for the conduct of examinations for the various certificate programmes of the institute.
- 10.2. The Controller of Examinations shall also arrange for the conduct of Entrance examinations for various Post Graduate programmes of the Institute with the help of the department concerned.