



## J.J. COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

PUDUKKOTTAI-622 422

Sivapuram Post, Pudukkottai-622422

### OFFICE OF THE CONTROLLER OF EXAMINATIONS

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#### EXAMINATION REFORMS

- The Examination Calendar (Academic Calendar) for every semester is notified and dates are strictly adhered to
- To ensure that all the stakeholders are aware of the complete programme pattern, evaluation processes, including examination and evaluation details are available in the website of the College as COE manual
- The attendance percentage Students secured are sent to all Department HOD's in the middle of the Semester, so as to inform the students about their current attendance percentage status
- The examination system is completely computerized. It includes the data entry of Student details, Daily attendance of students, Examination Applications, Examination schedule for theory, Hall allotment and absentees entry, Galley abstract, Central Valuation work like entry of marks for valued papers, CIA mark entry, Preparation of programme-wise results, Printing Result Galleys, Printing Mark Statements including Consolidated Mark Statements, Uploading of the semester examination results in the College Website, Course Completion list for getting Provisional certificate from the parent University
- The candidate's photo, the exam dates and sessions along with subject codes for which a student is appearing are printed in the Hall Ticket
- In Examination Application, the regular courses (papers) and arrear courses, if any, are given separately along with codes, titles and fee structure
- Online payment of Examination fess is provided to the students (**Reform introduced from November 2020 Examination onwards**)
- In the format for Staff Returns, the codes of all courses in each programme are printed which will enable QP setters and Examiners to indicate their preference
- Special Examinations are conducted for Sports Persons if their date of Events happen to fall in the original examination schedule (**one such Exam was conducted in 14.12.2015 to 2016 for II B.A English and II B.B.A students**)

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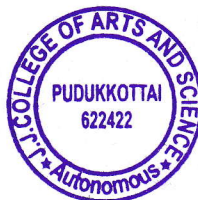
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**OFFICE OF THE CONTROLLER OF EXAMINATION**

- Rooms are allotted at the ground floor for physically challenged candidates
- Scribes for blind candidates write the examinations at the Chief Superintendent's Room.
- After completion of the each semester examination, one or two day's time is required for completion of Central Valuation and within three or five days time the results are for declared. Hence the results will be declared within a weak duration after the completion of the end semester examinations
- The results are published in the College website
- If a student is not satisfied with the marks awarded to him/her, he/she can contest and make a request for re-evaluation or re-totaling in the concerned department
- **Revaluation** is allowed for any number of failed courses or passed courses (**This Reform was introduce from April 2018 Examination onwards**)
- **Instant examinations** are allowed for two failed course (Theory or Practical or Project Viva) of any semester in the final year (**This Reform was introduce from April 2019 Instant Exam onwards**)
- In the final semester we are publishing three results: End Semester Exam Results, Revaluation Results and Instant Examination Results
- The students who could not apply for the Semester Examination within the prescribed time, due to unavoidable but genuine reasons, may be permitted to appear for the Semester papers in the ensuing Semester examinations, provided they have obtained adequate percentage of attendance, instead of redoing that Semester (**Resolution Number 12 passed in Academic Council Meeting conducted on 03.02.2018**)
- If a student who applied for RV for 3 courses in final semester and passed in 2 he or she is eligible to apply for instant exam for the remaining failed course
- **Cumulative Mark Statements with 7 security** features which contain College Logo, Student Photo, Folio number, Hologram, Signature of CoE, back drop Water Mark of the College name and Logo and secret points are issued to the Students
- **Transcript of Consolidated Mark Statements** are issued to the students on request through HOD's as per University norms

**CONTROLLER OF EXAMINATIONS**

**Controller of Examinations**  
J.J.College of Arts and Science (Autonomous),  
Sivapuram (Post), Pudukkottai - 622 422



**PRINCIPAL**

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