Y.M.C.A. COLLEGE OF PHYSICAL EDUCATION

NANDANAM, CHENNAI - 35.

OFFICE OF THE CONTROLLER OF EXAMINATION





ANNUAL EXAMINATION REPORT 2018 - 2019

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INTRODUCTION

We have incorporated all requisite provisions for the planning, conduct, evaluation, and result declaration of internal and external examinations of UG & PG students under the purview of autonomous status. Our aim is to streamline and optimize the examination system and bring out results at the earliest for the benefit of the student community in pursuing higher studies or seeking employment. The office of Controller of Examination of YMCA college of Physical Education, Chennai prepares a comprehensive schedule of the general activities (theory & practical) of the office such as CA Tests, Semester Examinations, Fee Collection for regular and arrear and passing of results meeting as per the guidelines given in the college calendar.

Based on the framed schedule the COE office notifies and communicates its functions in the college website student's notice board and staff circular. The average of the CA marks for each subject is finalized by the subject teacher and it is put up on the notice board.

Exam Committee Members:

- Dr. George Abraham Principal Chief Controller of Examinations
- Dr. J. Jackson Sutharsingh Controller of Examinations
- Dr. K. Jothi Dayanandhan Member
- Dr. S. Johnson Premkumar- Member

Office Staff

- Mrs. Sheela Rajakumarai. D Jr. Assistant
- Mr. Kamalakannan Office Assistant

Examination System

The Y.M.C.A College of Physical Education has devised an evaluation system that is based on continuous assessment and end semester examination with a ratio of 25:75 for all courses of study. The continuous assessment includes class tests and assignments.

Continuous Assessment

Continuous Assessment test is compulsory and will be held on scheduled date of one hour and fifteen minutes duration. A test for absentees will be conducted only for those candidates deputed by the college to participate in inter collegiate sports /Inter State / All India Sports / NSS activities.

Semester Examination Eligibility

A student will be permitted to take the end semester examination in all subjects only if he/she has put in at least 90% of attendance (Theory and practical). On medical grounds a student is allowed a dispensation of 12.5% attendance provided the student submits the medical certificate to the principal immediately after the period of illness and signed by the Medical officer of the college. Students having less than 50% attendance will not be allowed to write the examination and shall RE DO the semester. Students attending state/ national camps/ workshops etc., have to produce the attendance certificate duly signed by the teacher concerned and Principal to be eligible for attendance, immediately after they report to college.

Odd and Even Semester Examination

All students are expected to report to the examination hall on time. Late comers will not be allowed into the hall for 30 minutes after the stipulated time of commencement of examinations. The end semester examinations of 3 hours duration evaluated out of 75 marks will be in the form of a comprehensive written exam. Internal / External experts set the question papers and External examiners evaluate the answer scripts. Model Exams are conducted for the students. For courses with maximum marks of 100. Ratio of continuous assessment & End Semester examination 25:75.

UG/PG Students can clear backlogs if any, in any semester.

To be awarded grade/ class for an undergraduate or post graduate examination a student is required to pass all papers within the stipulated 6 semesters, or the following within two semesters.(8 semesters for UG & 6 semesters for PG. The year and month of passing for the exam is indicated in the consolidated memo of marks. Students who fail to clear all the subjects will be considered as supplementary candidates. No grades / class will be.

Declaration of Results

There is no minimum passing marks for internal Assessment test and external examination. The aggregate of the Internal Assessment and the End Semester marks (25: 75 ratio for 100 marks) should be 50 %. Those who secure less than the stipulated minimum will be declared failed.

If a student passes the end semester examination but fails to get the adequate aggregate of the Internal Assessment and the End Semester he/she should repeat the End Semester Examination. The minimum mark for passing in a subject in UG/PG is 50% (25% of

marks in the aggregate of the Internal Assessment and the 75% of the End Semester. The college has implemented Choice based Credit System for M.P.Ed & B.Ped and Grading system in B.P.E.S., B.M.S., M.Sc(FERN) and P.G.D.S.C. There is no provision for an Improvement Examination after the end semester examination.

Requirement for Promotion

No student is automatically eligible for promotion to the next semester. A student should have a minimum of 50% attendance to be eligible for promotion to the next semester. A student must earn a minimum of credits (in academics) to be eligible for promotion to the next year.

Appeal against results of the semester examination

Appeal against results of the semester examination may be made to the principal by the students concerned within 15 days of publication of the results by paying a fee of Rs.200 for each paper. Revaluation may be conducted with a prescribed fee of Rs.1000 for each paper.

Supplementary Examinations

Failed students at PG /UG level can take the supplementary examination only the final semester papers.

Moderation Rules for examinations / Grace Marks Rules

If candidate is failing in one or more papers in one of the semesters and is likely to pass/ promote the semester, after thoroughly scrutinize the marks of the internal and external valuation and add grace marks of not exceeding 8 (10% of 7.5 rounded off) for a single subject paper or as a total for all the papers in a semester.

Examination Reforms 2018-19

- 1. It was approved by the committee to have internal and external question paper setters for the semester and arrear examinations.
- 2. The question paper setters must have minimum of 5 years of experience in teaching.
- 3. Three sets of question papers will be collected instead of two sets from the examiners.

Malpractice

A candidate including in any unfair /illegal practices during or after the examination is deemed to the committed malpractice and is liable for punishment .The Answer Books of the examinees who have been caught while indulging in Malpractices shall be registered by the controller of examination along with the following documents:

1. Hall Ticket of the candidate in original

2. Forbidden material (if any) seized from the candidate. The forbidden material shall contain the h all Ticket Number of the candidate, the signature of the Candidate and invigilator

- 3. The report of the invigilator.
- 4. Explanation of the candidate if available
- 5. Report of Malpractice duly filled in the prescribed Performa.

6. A copy of seating plan of the examination hall in the candidate had appeared for the examination

A student is guilty of malpractice if she is found attempting to copy, copying or in possession of incriminating material. A committee comprising the Principal, and the concerned Invigilator will investigate cases of malpractice in semester examination .A student found guilty by the committee will be awarded zero marks in that subject only. A student found guilty will have all subsequent papers of the semester cancelled and the committee will decide further course of action

Process of examinations

1. Issue of Notification.

2. Issue of application forms, collection of application forms, and scrutiny of applications

- 3. Preparation of Hall Tickets after due verification of eligibility of the candidates.
- 4. Hall Tickets issued by the chief controller of examinations with the help of class registrars.

5. Issue of Examination Time Table both Theory and Practical examinations by CoE Office and

Preparation for the conduct of examinations

1. Collection of Panel of External Examiners for paper setting/valuation

2. Sending request letter to preparation of question papers to the Internal/ External Examiners for paper setting by CoE

- 3. Collecting question papers from the examiners
- 4. Typing and proof reading of question papers by COE & Scrutiny committee
- 5. Making required number of copies
- 6. Conducting of Examinations as per the Time Table

VALUATION

Soon after the conclusion of a particular session, the Answer Books shall be received by the Controller of Examinations with the help of the Chief & Additional Chief superintendent from the Exam Halls. These Answer Books shall be arranged subject wise, and in ascending order of Hall Ticket Number. Dummy number in the main answer scripts will be allotted.

The Answer Scripts shall be packed, and sealed and secured for valuation. The External Examiners approved by the Board of Studies shall be invited for central valuation at the YMCA College of Physical Education, Chennai. The Controller of Examinations shall also ensure sending examiner appointment orders to the internal and external examiners.

Scrutiny:

The valued answer scripts are scrutinized by the college teachers or additional staff at CoE office to identify any errors in the process of valuation.

Declaration of Results :

As soon as the valuation process is completed, the marks are tabulated and results declared after getting the approval of the Results Committee comprising the following members:

- 1. Principal
- 2. Controller of Examinations
- 3. assing Board

The results are declared by the Controller of Examinations, YMCA College of Physical Education. The Memorandum of Marks, the Consolidated Memo will be issued by the college after the declaration of the results.

The Controller of Examinations shall verify all the entries in the memos with the help of Registered number before issuing the Memos to the respective candidates. The defective Memos, if any, shall not be issued to the candidates, but shall be returned to the Controller of Examinations for necessary corrections.

The provisional and Degree certificates will be issued by the Tamil Nadu Physical Education & Sports University to the college and the candidates can receive it from the college.

Conduct of Practical exams

- 1. Issue of Time Table
- 2. Conduct of examinations.
- 3. Sending Practical marks for result processing
- 4. Processing of Results

Using the marks data as per the examinations Rules candidate wise, subject wise, paper wise, Results will be prepared.

- 1. Consolidation of Result course wise and semester wise.
- 2. Verification of the result candidate wise
- 3. Declaration of the results.

4. Printing of the memos and verifying the memos.

5. Issue of the Consolidate memos and semester memos and provisional certificates (as and when received from TNPESU)

Revaluation Process

- 1. Issue of the Revaluation notification.
- 2. Issue/collection of the Revaluation Application forms.
- 3. Valuation of the Answer scripts by the examiners
- 4. After valuation collection of Answer scripts
- 5. Entry of marks using processing.
- 6. After verification of results
- 7. Declare the Revaluation results.
- 8. Issue the memos

Examination Results 2018-19

SI.No	Class	Students	Students	No: of	Pass
	1.000	Sanctioned	Appeared	Passed	Percentage
-		Strength		Students	
1.	M.P.Ed- II	60	40	46	100
2.	M.P.Ed- I	60	32	27	84.38
3.	B.P.Ed- II	100	92	81	88.04
4.	B.P.Ed- I	100	95	72	75.79
5.	B.P.ES- II	80	38	33	86.84
6.	B.P.ES- I	80	56	43	76.79
7.	M.Sc- II	20	2	1	50
8.	M.Sc- I	20	6	6	100

Odd Semester Results - November 2018



Even Semester Results - April 2019

SI.No	Class	Students	Students	No: of	Pass
100		Sanctioned	Appeared	Passed	Percentage
		Strength		Students	
1.	M.P.Ed- II	60	47	47	100
2.	M.P.Ed- I	60	28	28	100
3.	B.P.Ed- II	100	94	94	100
4.	B.P.Ed- I	100	88	84	94.45
5.	B.P.ES- II	80	22	20	90.91
6.	B.P.ES- I	80	39	34	87.18
7.	M.Sc- II	20	2	1	50
8.	M.Sc- I	20	7	7	100
9.	PGDSC	12	4	2	50



Resolution and Members in the Result Declaration Committee

When the tabulation of an examination is completed, the CoE shall convene a meeting of the Passing Board constituted by the CoE for each course.

The Board shall consist of the chairman and examiners of the subject. The meeting of the Pass Board shall be held to finalize the results of PG and UG examinations. The Board consists of members including Principal External Examiners, Internal Examiners and Controller of Examination separately for different courses of study.

Details of Equipment in Examination Office 2018-19

S.no	Item	Numbers
1	Photo copy Machines	1
2	Computers	3
3	Printers	1
4	Printer with Scanner and photo copy facility	1
5	UPS	1
6	Air conditioners	1
7	Telephone Landline BSNL	1

Examination Fee Payment Schedule – Odd & Even Semester (November 2018 & April 2019)

S.No	UG / PG Exam	Examination Fees
1	UG: Semesters I , II, III, IV & V	Rs. 1650
	UG: Semester VI	Rs. 3000
2	PG : Semesters I, II, III	Rs. 1650
1.1	PG: Semester IV	Rs. 3300
3	Supplementary Examination	Rs. 300 (per paper)
4	UG / PG Revaluation	Rs.1000 (per paper)

Events and dates

a. Notification / Circular

Particulars	Dates				
	ODD SEMESTER	EVEN SEMESTER			
Examination fees payment without fine BPES/ BPEd / MPED (Regular)	10.10.2018				
Examination fees payment without fine BPES/ BPEd / MPED (Arrear)	10.10.2018				

b. Theory Examination – Dates

Particulars		Dates					
	ODD SEMESTER I			EVEN SEMESTER			
Continuous Internal Assessment	20 & 21 August 2018	17 & 18 Sep 2018	29 & 30 Oct 2018	21 & 22 Jan 2019	2o & 21 Feb 2019	21 & 22 March 2019	
Pre semester	Pre semester 12.11.2018- 15.11.2018		01.04.2019 - 04.04.2019				
Semester	Semester 19.11.2018- 21.11.2018			08.04.2019- 11.04.2019			

c. Practical Examinations - Dates

Particulars	Dates			
	ODD SEMESTER	EVEN SEMESTER		
Practical Examination	06.11.2019 &	26.03.2019 &		
BPES/ BPEd / MPED	07.11.2019	27.03.2019		
(Regular /Arrear)				

d. Publication of Results

Particulars	Date	25
1 1 1 9 2	ODD SEMESTER	EVEN SEMESTER
Publication of UG &	18.02.2019	27.11.2020
PG Results		and the second s
Publication of UG &	18.02.2019	27.11.2020
PG Arrear		
examination Results		

Malpractice

Particulars	Odd semester	Even Semester
No : of Students	2	1

Outcome of Arrear Examination

Particulars	ODD SEMESTER	EVEN SEMESTER
No : students applied (UG & PG)	55	122
No : of Students Passed	31	97

Complaints & Grievances

Particulars	Odd & Even Semester	
Name, Correction both English &		
Tamil, Date of Birth, Photo missing,	NIL	
Results not available, missing of		
internal marks, Subject code missing		

Hall Ticket approved Abstract

	Odd sem	ester (N	OV 2018)		EVEN SE	EMESTER	R (April 20	019)	
Approved	B.P.ES	BPED	MPED	M.SC	B.P.ES	BPED	MPED	M.SC	PGDSC
	YES	YES	YES	YES	YES	YES	YES	YES	YES

Graduation outcomes 2018-19

Item	Appeared	Passed	Pass %	No : of Students passed in			
	-		_	Distinction	I Class	II Class	III Class
M.P.E.D II	47	47	100	06	41		
B.P.ED. II	93	93	100	27	66	-	-
B.M.S.	-	-	-		-	-	-
B.P.E.S. III		-		-	-	-	-
M.Sc. II	01	01		-	01	_	
PGDSC	02	02	100	-	02		

GRADUATION OUTCOMES - 2018-2019



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FLOW CHART OF EXAMINATION PROCESS FOR A STUDENT





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Office of CoE Conduct of Theory Examination

Time - Table Internal & External Examination Send a copy of syllabi for paper setters Type QP according to the approved format

Formulate scrutinizing committee Check the QP based on syllabi prescribed Make the covers ready with subject & date of examination

Seal the QP in the covers with the date of examination after counting and checking Hand over the sealed covers with the date of examination to the chief superintendent of Examination for the conduct of the semester examinations

Receive the answer sheets / papers which are checked and sealed for valuation.

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