

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

NANDANAM, CHENNAI – 35.

OFFICE OF THE CONTROLLER OF EXAMINATION



ANNUAL EXAMINATION REPORT
2019 - 2020

ANNUAL EXAMINATION REPORT - 2019-2020

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INTRODUCTION

Under the auspices of autonomous status, we have included the necessary procedures for the organization, administration, assessment, and announcement of results of internal and external exams for UG and PG students. For the sake of the student body as they pursue further education or look for work, we want to simplify and improve the exam procedure and release results as soon as possible. According to the rules specified in the college calendar, the office of the Controller of Examination at YMCA College of Physical Education, Chennai, creates a detailed schedule of the general office activities (both theoretical and practical), including CA Tests, Semester Examinations, Fee Collection for Regular and Arrears, and Passing of Results Meetings.

The COE office notifies and communicates its functions through the staff circular and student notice board on the college website, according to the established schedule. The subject instructor determines the average CA score for each topic, which is then posted on the bulletin 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

For all courses of study, has developed an evaluation system based on end-of-semester exams and continuous assessment in a 25:75 ratio. Class tests and assignments are part of the ongoing evaluation process.

Continuous Assessment

The Continuous Assessment test, which is compulsory, will take place on the designated date and last for one hour and fifteen minutes. Only those students assigned by the college to participate in intercollegiate, interstate, all-India, or NSS sports will take the absentees test.

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 awarded.

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.P.Ed. 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 2019-20

1. 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.
2. It was approved to conduct supplementary examination for the outgoing students and for the final semester papers alone.

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 Hall 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. Passing 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

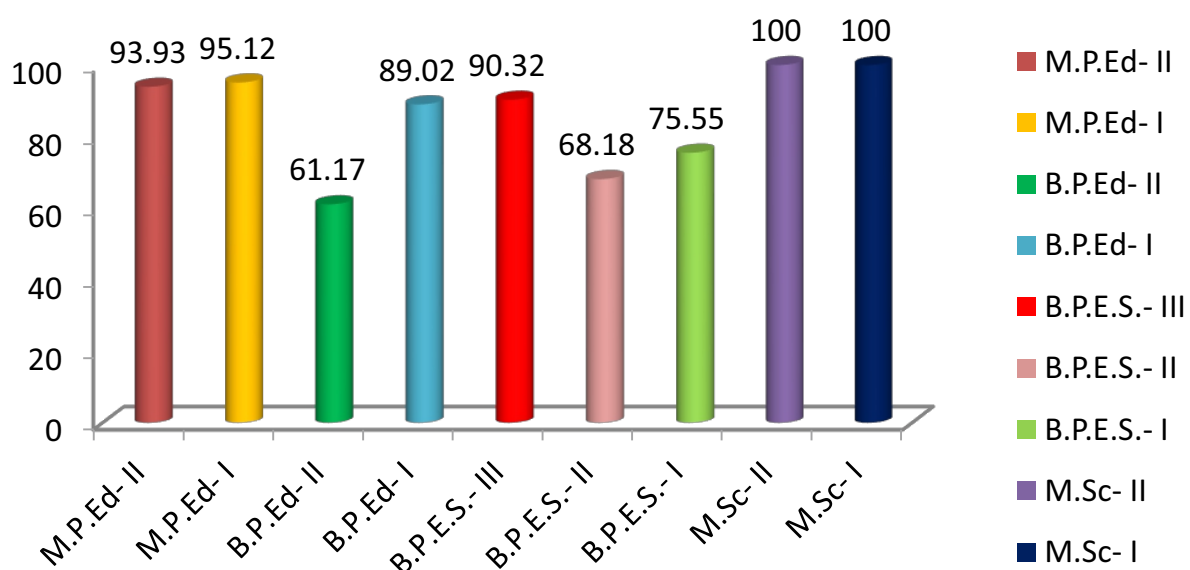
1. Issue of the Revaluation notification.
2. Issue/collection of the Revaluation Application forms.
3. Valuation of the Answer scripts by the examiners
4. After valuation collection of Answer scripts
5. Entry of marks using processing.
6. After verification of results
7. Declare the Revaluation results.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

EXAMINATION RESULTS 2019-20

Odd Semester - November 2019

Sl.No	Class	Students Sectioned Strength	Students Appeared	No: of Passed Students	Pass Percentage
1.	M.P.Ed- II	60	33	31	93.93
2.	M.P.Ed- I	60	41	39	95.12
3.	B.P.Ed- II	100	85	52	61.17
4.	B.P.Ed- I	100	82	73	89.02
5.	B.P.E.S.- III	80	31	28	90.32
6.	B.P.E.S.- II	80	44	30	68.18
7.	B.P.E.S.- I	80	45	34	75.55
8.	M.Sc- II	20	7	7	100
9.	M.Sc- I	20	6	6	100

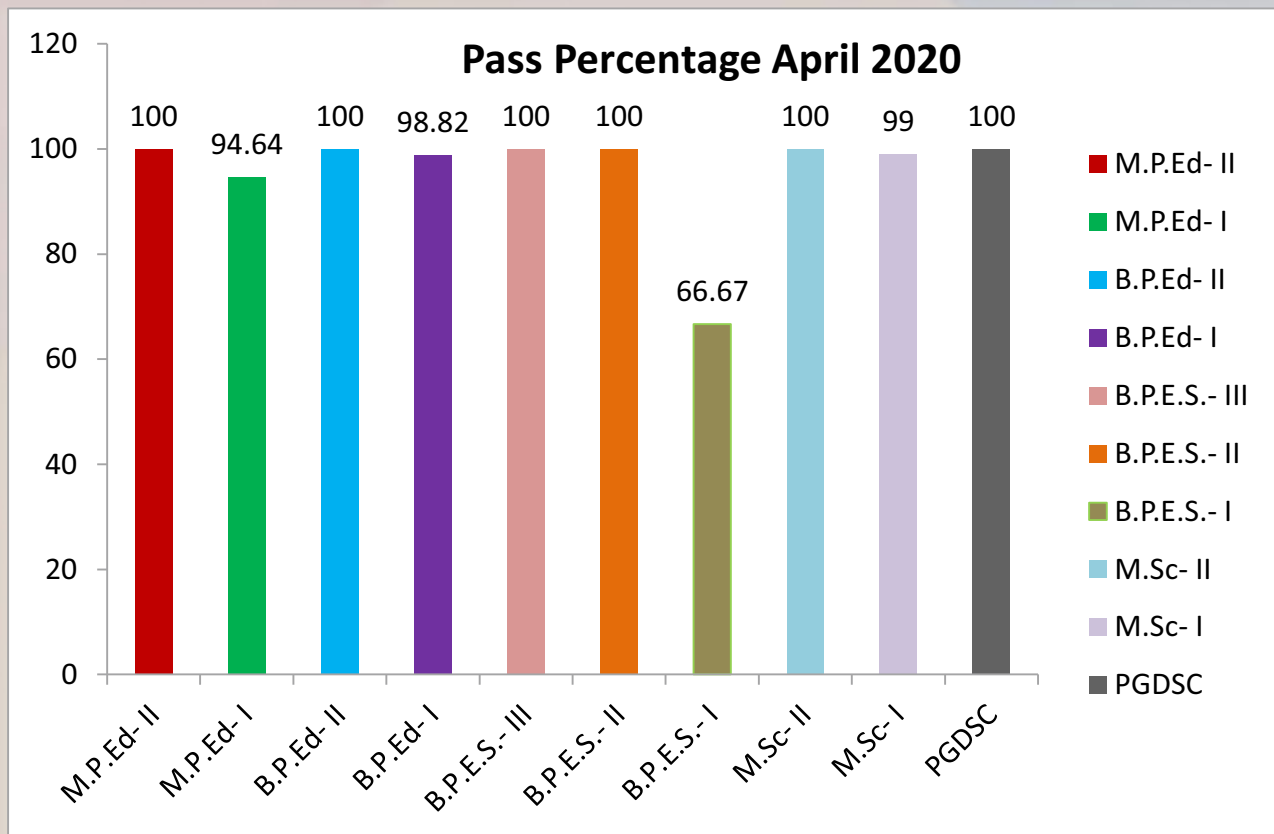
Pass Percentage November 2019



Even Semester Results - April 2020

(Conducted in September 2020 through online)

Sl.No	Class	Students Strength	Students Appeared	No: of Passed Students	Pass Percentage
1.	M.P.Ed- II	60	59	59	100
2.	M.P.Ed- I	60	56	53	94.64
3.	B.P.Ed- II	100	91	91	100
4.	B.P.Ed- I	100	85	84	98.82
5.	B.P.E.S.- III	80	70	70	100
6.	B.P.E.S.- II	80	60	60	100
7.	B.P.E.S.- I	80	72	48	66.67
8.	M.Sc- II	20	7	7	100
9.	M.Sc- I	20	6	5	99
10	PGDSC	12	2	2	100



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 2019-20

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 2019 & April 2020)**

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

Events and dates 2019-20

a. Notification / Circular

Particulars	Date	
	ODD Semester	Even Semester (April 2020)
Examination fees payment without fine BPES/ BPED / MPED (Regular)	04.10.2019	COVID- 19
Examination fees payment without fine BPES/ BPED / MPED (Arrear)	04.10.2019	06.01.2021 (Due to COVID- 19)

b. Theory Examination – Dates

Particulars	Date					
	ODD Semester			Even Semester		
Continuous Internal Assessment	26 & 27 August 2019	26 & 27 Sept. 2019	31 Oct. 1 Nov. 2019	20 & 21 Jan 2020	19 & 20 Feb. 2020	16 17 March 2020
Pre semester	12.11.2019- 15.11.2019			25 & 26 September 2020 (Due to COVID 19)		
Semester	19.11.2019 - 22.11.2019			28.09.2020 - 29.09.2020 (Due to COVID 19)		
Arrear	29 Oct - 22nd Nov 2019			19.01.2021 - 29.01.2020		

c. Practical Examinations - Dates

Particulars	Dates	
	ODD Semester	Even Semester (April 2020)
Practical Examination BPES/ BPED / MPED (Regular /Arrear)	6 , 7 & 8 November 2019	COVID- 19

d. Publication of Results

Particulars	Dates	
	ODD Semester	Even Semester
Publication of UG & PG Results	04.02.2020	27.11.2020 (Due to COVID 19)
Publication of UG & PG Arrear examination Results	04.02.2020	27.11.2020) (Due to COVID 19)

e. Malpractice

Particulars	ODD Semester	Even Semester
No : of Students	NIL	NIL

f. Outcome of Arrear Examination

Particulars	ODD Semester	Even Semester
No : students applied (UG & PG)	-	150
No : of Students Passed	-	119

g. Complaints & Grievances

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

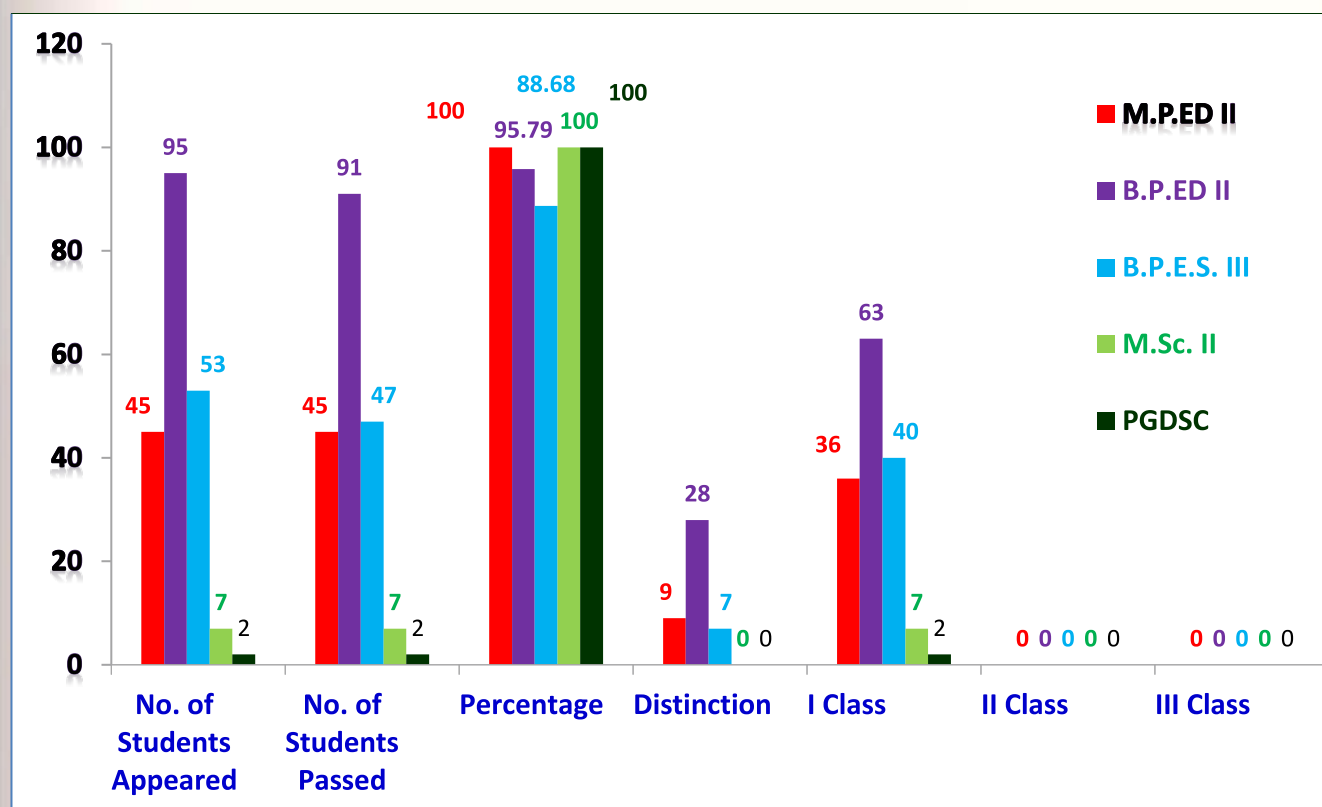
h. Hall Ticket Approved Abstract

Approved	Odd Semester (Nov. 2019)				Even Semester (April 2020)				
	B.P.ES	BPED	MPED	M.SC	B.P.ES	BPED	MPED	M.SC	PGDSC
	YES	YES	YES	YES	YES	YES	YES	YES	YES

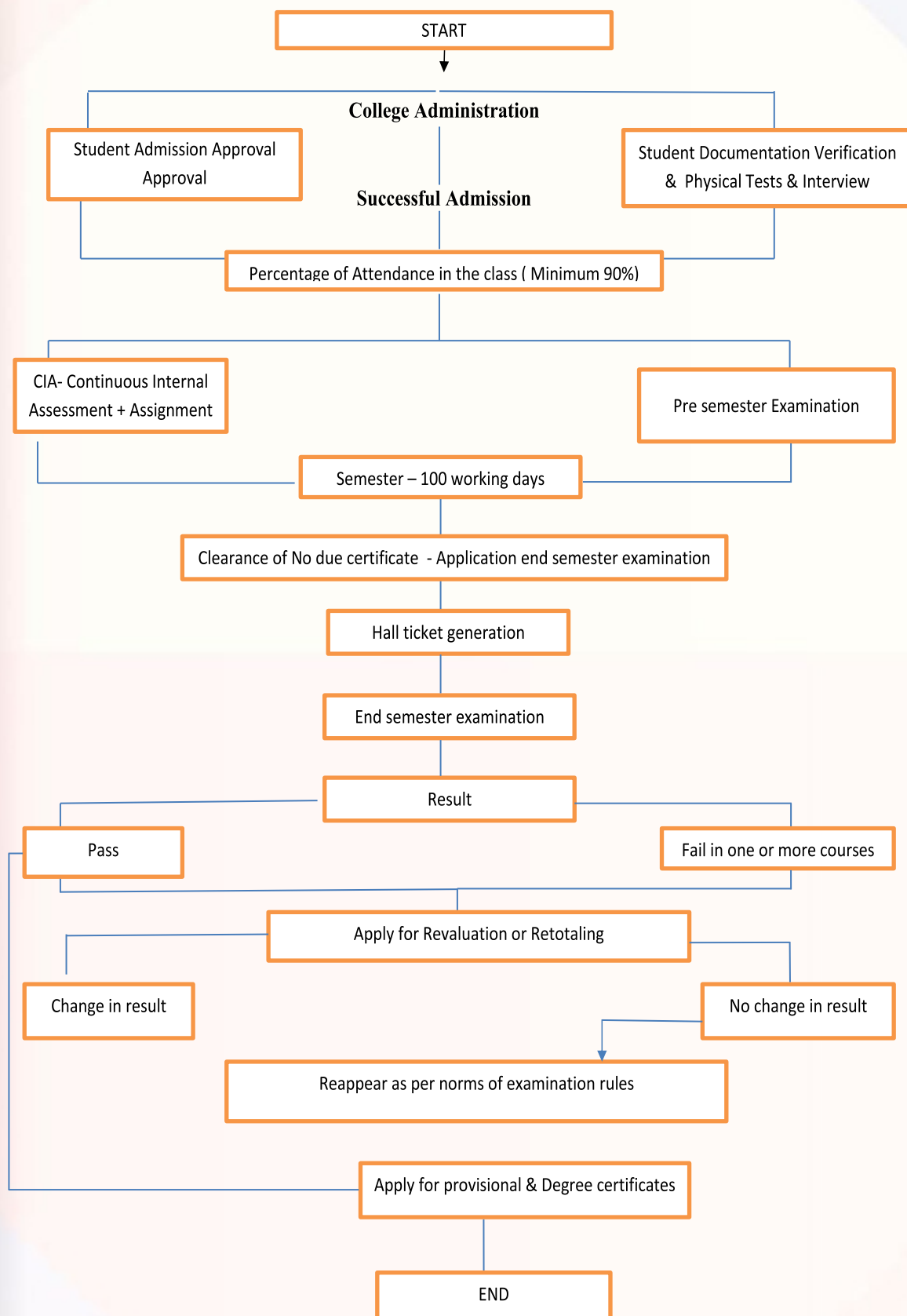
i. Graduation outcomes 2019-20

Item	Appeared	Passed	Pass %	No : of Students passed in			
				Distinction	I Class	II Class	III Class
M.P.E.D II	45	45	97.82	9	36	-	-
B.P.ED. II	95	91	92.85	28	63	-	-
B.P.E.S.III	53	47	81.03	7	40	-	-
M.Sc. II	7	7	100	-	7	-	-
PGDSC	2	2	100	-	2	-	-

GRADUATION OUTCOMES - 2019-2020

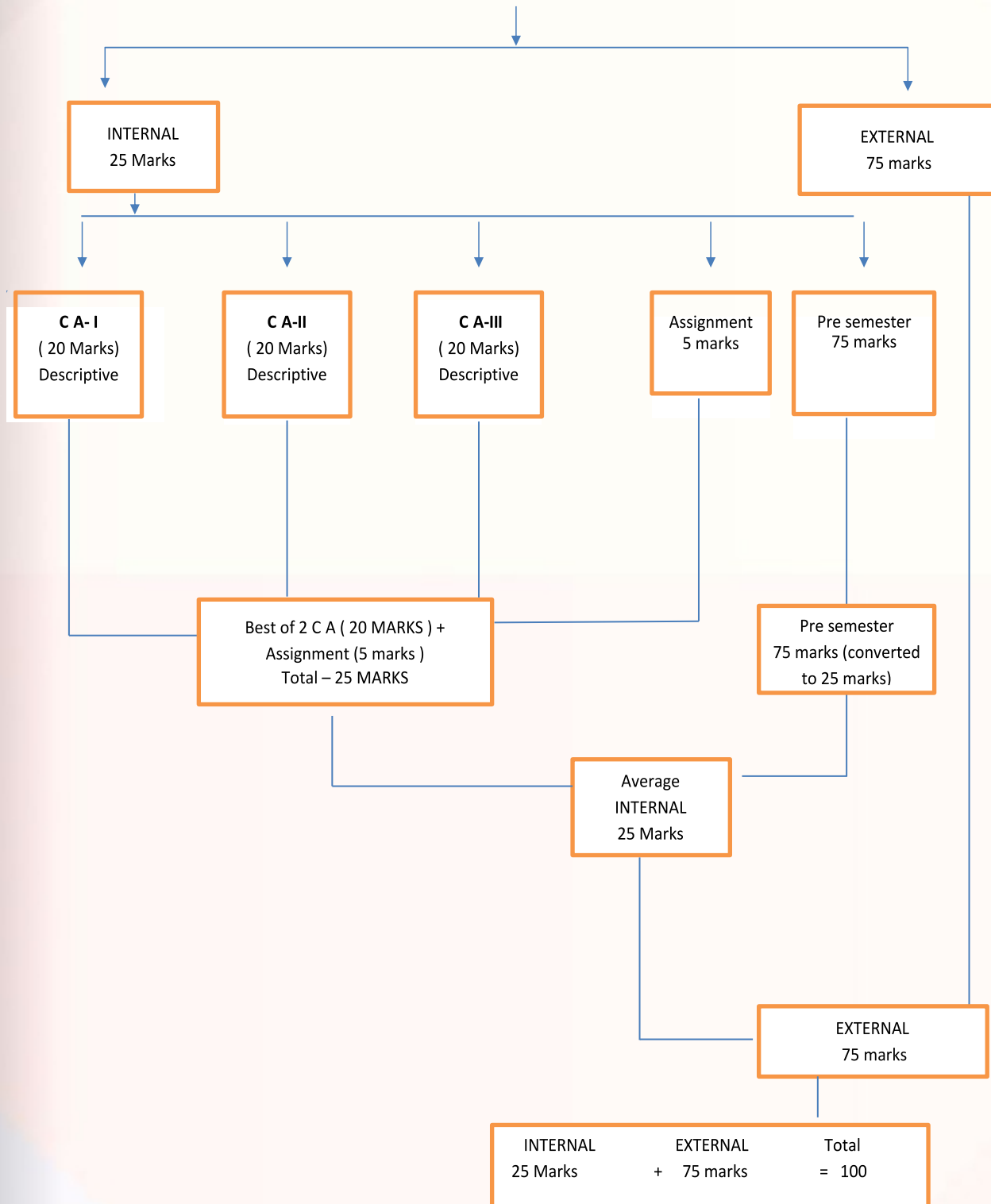


FLOW CHART OF EXAMINATION PROCESS FOR A STUDENT



FLOW CHART OF EVALUATION PROCESS - THEORY

EVALUATION – THEORY



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 .**