Y.M.C.A. COLLEGE OF PHYSICAL EDUCATION NANDANAM, CHENNAI – 35.





RULES AND REGULATIONS OF THE OFFICE OF THE CONTROLLER OF EXAMINATION

2018 - 2023



Office of controller of examination serves as the apex body in the institution, ensuring efficient management of the assessment and evaluation process in line with the guidelines outlined in the institutional exam manual, UGC regulations, and university norms.

Promote Student Learning

- Support and encourage student engagement and learning.
- Develop assessments that evaluate knowledge and promote critical thinking and problem-solving skills.

Promote Accountability of Teachers

- Establish mechanisms to hold teachers accountable for exam integrity.
- Ensure adherence to curriculum standards and fair grading practices.

Quality Assurance

- Align course content with academic standards and learning outcomes.
- Facilitate effective knowledge acquisition.

Administration of Examinations

- Ensure smooth examination processes.
- Oversee scheduling and examination venues

Integrity of Exam Processes

- Maintain the integrity and security of the examination process.
- Prevent malpractice and unfair practice.

Result Compilation

- Accurately compile and analyze examination results.
- Ensure timely and transparent reporting of outcomes.

Technical Support

- Utilize technology for exam management.
- Support online exam platforms and result processing systems.

Student Support

- Provide guidance on examination procedures and eligibility.
- Assist with appeals related to examination results.

Continuous Improvement

- Evaluate and revise examination processes and policies.
- Enhance efficiency and effectiveness based on feedback and best practices

EXAMINATION COMMITTEE



Dr. S. JOHNSON PREMKUMAR, Principal (i/c) & Chief Controller of Examination



Dr. J. GLORY DARLING MARGARET Controller of Examinations



Dr. K. Jothi Dayanandan Associate Professor



Dr. J. Jackson Sutharsingh Associate Professor



Dr. S. Glady Kirubakar Associate Professor



Dr. E. Simson Jesudass Associate Professor

FLOW CHART OF EXAMINATION PROCESS FOR A STUDENT



INTERNAL EVALUATION GUIDELINES FOR TEACHERS

Internal marks will be awarded for both theory and practical examination by the teaching faculty separately. Date of submission of all practical records and model examinations were decided well in advance and printed out in the college calendar.

The time table of conducting model / pre semester examination will be put in the notice board before 10- 15 days as well through college website . Unruled answer scripts will be given to the students for answering . Ruled answer scripts will be given in the pre semester examination . Maximum of 25 pages are permitted to write the theory model examination

The question pattern of the model examination is similar to the pattern of the semester examination which was already given in the regulation. The duration of the examination is three hours. Invigilation duty will be allotted to the teachers concerned.

The answer scripts for the model test will be assessed, and remedial instruction will be provided based on the students' performance. The teachers will address any questions students have about the grading of the answer scripts and assist in addressing any exam-related grievances raised by the students.

The marks for the theory examination (out of 25) will be posted on the notice board prior to the start of the semester exams.

Internal marks for each activity and teaching practice/coaching lesson/classroom teaching for various courses will be given by the respective teacher who handles the class; the internal marks will be distributed to the students according to their performance ranging from 50 to 85 percent. The teaching faculty will teach all the records required for the practical examination and provide proper guidance for the completion of each and every physical activity.



FUNCTIONS OF COE

Administration of all examination related activities.

Appointing examiners and evaluators.

Preparing and publishing the examination schedule.

Conducting central valuations.

Ensuring timely declaration of results.

CHIEF CONTROLLER OF EXAMINATION OBJECTS & POWERS

Over see the systematic functioning of the office of the CoE

Approve the semester wise results and panel of examiners, periodically placed in the autonomous bodies like Academic council and Board of studies

Get the final approval from the members of the Governing Body

General Powers attributed to Office of Controller of Examinations

Assign the examiners from the panel that has been sanctioned by the BoS, AC, and GB.

Inform the students regarding the examination system in autonomous mode at the beginning of all courses of study.

Collect the examination fees set for the subjects in each semester.

Collect the filled in examination forms of the students appearing for the examination

Issue hall tickets prepared well in advance before the commencement of the semester examination

Publish results through the official college website the semester wise mark sheets will be distributed to the students



Office of CoE - Conduct of External valuation of answer scripts

Inform the examiners in advance through letter communication to be present for central valuation at the CoE office

Maintain Strict confidentiality during the central valuation carried out by the external examiners

Check and tabulate the results

Office of CoE - Publication of results

Call for a meeting of the passing board in order to publish the results

Declare the results after passing board meeting has been held

Upload the results through the college website

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Prepare and distribute the mark statements carefully checking the marks with the tabulated results

Office of CoE - Conduct of Arrear Examination

Conduct the Arrear examinations as per the regulations

Send syllabus along with the question paper pattern to set Arrear theory paper

Conduct the valuation for the Arrear examinations

Conduct passing board meeting before publishing the results of the Arrear examinations

Office of CoE - Conduct of Practical Examination

Conduct Practical examination in physical activities (Morning shift), major games (Evening shift) & Internship, Teaching practice, Coaching lesson class room teaching and V.P.P Program.

Consolidate the marks

Office of CoE - Issue of Provisional & Degree certificates

Collect the Provisional certificates from the affiliated University Tamilnadu Physical Education & Sports University

Collect the Degree certificates from the affiliated University Tamilnadu Physical Education & Sports University before convocation

Office of CoE - Grievance redressal mechanism related to evaluation

When ever there is any grievance related to evaluation, the examination committee meets on the spot to analyze the grievances and redresses it immediately

During examination days special arrangements have been made for sick & injured students based on their request- Scribe were provided to the students who were injured in their right arm

Grievances like, out of syllabus questions, changes in the examination dates, clash of semester examination dates with other inter collegiate competitions, rain holidays have been considered immediately

The awarded internal examination marks will be clarified by the teacher to the students - students will get immediate feedback with remedial measures to improve the marks

Academic calender of our college gives complete picture of the entire academic year about various academic program related to all CIA tests, model tests and submission of assignments & records.

STUDENT SUPPORT SERVICES

Issue of Statement of marks and Consolidated marks statement

Information with regard to Fee particulars and procedure for filling the application is also provided at the counters.

The details of Fee particulars are also displayed prominently near the counters and website.

Duplicate Hall Ticket : may be obtained by submitting an application to the Controller of Examinations along with a receipt of prescribed fee of Rs. 100/-

Revaluation and Recounting : An appeal against the Revaluation and Recounting :Appeal against results of the semester and arrear examinations may be made to the Principal by the student concerned within 15 days of the publication of the results by paying a fee of Rs. 200 /- in the college office. Revaluation fee of Rs. 1000/- for each paper is applicable for the regular and arrear papers-

Grace marks : 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.

DUPLICATE DEGREE CERTIFICATE: There is no provision to issue a Duplicate Degree Certificate. However, in case the original Degree Certificate is lost/damaged, a CERTIFICATE is issued in lieu of the lost / damaged Degree Certificate. The prescribed Application Form to obtain the said CERTIFICATE is available in the Examination section of Tamilnadu Physical Education & Sports University. The Application form has to be submitted to the Controller of Examinations, TNPESU, Melakottaiyur , Chennai through the Principal YMCA college of Physical Education , Chennai.

Instant Examination: After the completion of the final semester if an out going student have one arrear throughout his / her UG/ PG Programme can appear for Instant examination. Outgoing students can register within one week of announcement of the results by paying instant examination fee of Rs. 2000/-. Instant examination will be comducted after 30 days of announcement of the results.

GRADING SYSTEM

The Institution adopts the Cumulative Grade Point Average (CGPA) system for evaluation and grading.

The modalities and operational details of the credit system are as follows

 Papers are marked in the conventional way for 100 marks which is broken into two components one CIA for 25 marks and 75 Marks written examination at the end of the semester for 3 hours for all U.G. & P.G Programmes.

For P.G. Papers are marked in the conventional way for 100 marks which is broken into two components one CIA for 20 marks and Assignment for 5 marks (25 marks) 75 Marks written examination at the end of the semester for 3 hours for all U.G and P.G. Programmes

- The Percentage obtained by a student is multiplied by the standard grade to obtain the Product.
- 3. The Total of the Products of grade points of all the subjects is divided by the total of all the Credits. This gives the average grade point.
- For the sake of more common understanding the weighted average is then converted into grades.

Grades for additional courses

Evaluation of students is done for each of these Additional Courses and grades will then be awarded. However, the results of these courses will not be considered for Ranking. No student is eligible for his/ her degree without passing these mandatory courses.

1. CREDITS:

The term 'Credit' refers to a unit by which the programme is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or one and half/ two hours of practical work/ field work per week. The term 'Credit' refers to the weight given to a course, usually in relation to the instructional hours assigned to it.

Total credits in M.P.Ed., two year course

Semester	1 San 1 19 18-	CREDITS PRACTICALS		
	Credits in Theory Part I	Part II (Games and other activities)	Part III (Teaching/ Coaching Internship)	Total
1	13	6	8	27
П	13	6	8	27
III	13	6	12	31
IV	13	6	9	28
Total	52	24	37	113

LETTER GRADES AND GRADE POINTS:

10-point grading system with the following letter grades as given below:

O (outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
Fail	0
Absent	0

*A student who obtained,, F" grade has to reappear for the particular Course.

2. GRADING:

Once the marks of the CIA (Continues Internal Assessment) and ESE (End Semester Examination)for each of the courses are available, both (CIA and ESE) will be added. The marks thus obtained for each of the courses will then be graded as per details provided in sub heading letter grades and grade point from the first semester onwards the average performance within any semester from the first semester is indicated by Semester Grade Point Average (SGPA) while continuous performance (including the performance of the previous semesters also) starting from the first semester is indicated by Cumulative Grade Point Average (CGPA). These two are calculated by the following formula:

$$SGPA = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

$$CGPA = \frac{\sum_{j=1}^{N} SGPA_j}{N}$$

Where C i is the Credit earned for the course is in any semester; Giis the Grade point obtained by the student for the course and n number of courses obtained in that semester is SGPA of semester j and N number of semester. Thus CGPA is average of SGPA of all the semesters starting from the first semester to the current semester

Marks and Letter Grade

To get a pass in a course, students should obtain a minimum of 50 marks in the aggregate of the internal and external evaluations. The performance of a candidate in each course is consolidated at the end of the semester in which the course is offered. The marks scored by a candidate in each course will be graded into an ten - point scale as per the details provided below:

Grade point

The marks obtained by the student in all the courses of each Part shall be combined by giving due weight age to each course so as to get an overall measure of his/her performance. For this purpose the mark obtained in a course will be converted to a numerical value known as Grade Point which is defined as

Grade Point = Actual Mark X 0.1

For instance, if the score is 83 then his Grade Point is 8.3. Grade Point Average

The weighted average of the Grade Points of all completed courses in a semester by taking the credits as weights is called Grade Point Average. This shall be computed for courses in each Semester. In other words, for each Semester,

GPA= (Sum of the products of the Grade point and the respective credit of all completed courses) / (Sum of the credits of these courses).

Mathematically, for each Semester, GPA = Σ j Cj (GP) / Σ j Cj where (GP) j is the grade point for course j

Cj is the credit for course j

 Σ j is the sum over all courses of that

Computation of SGPA and CGPA :

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

I. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$SGPA(Si) = \Sigma (CixGi) / \Sigma Ci$

where Ci is the number of credits of the ith course and Gi is the grade points cored by the student in the ith course.

ii. The CGPA is also calculated in the same manner taking into

account all the courses undergone by a student over all the semesters of a programme, i.e.,

$CGPA = \Sigma (Cix Si) / \Sigma Ci$

Where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester. The SGPA and CGPAshall be rounded off to 2 decimal points

Cumulative Grade Point Average

The Cumulative Grade Point Average gives an overall measure of the performance of a student in all semesters. This shall be calculated for each Semester by dividing the sum of products of Grade Point and the credit (of all completed courses) by the sum of the credits (of these courses). In other words, the weighted average of the Grade Points of all completed courses in a program by taking the credits as weights is called Cumulative Grade Point Average. That is,

CGPA= (Sum of products of the Grade point and the respective credit of all completed courses) / (Sum of the credits of these courses).

Mathematically, for each Semester,

CGPA= Σ j Cj (GP) j / Σ j Cj

where (GP) j is the grade point for course j

Cj is the credit for course j

 Σ_j is the sum over all courses of that semester. Illustration for Computation of SGPA and CGPA and Format for Transcripts: Illustration

Course	Credit	Letter Grade	Grade Point	(Credit x Grade Point)
Course 1	3	А	8	3 X8 = 24
Course 2	4	B+	7	4 X7 = 28
Course 3	3	В	6	3 X6 = 18
Course 4	3	0	10	3 X10 = 30
Course 5	3	С	5	3 X5 = 15
Course 6	4	В	6	4 X6 = 24
11 11 1	20	1.5.1.5.1.7.9	1 Alatante	139

Classification of Final Results :

For the purpose of declaring a candidate to have qualified for the Degree of Master of Physical Education in the First Class/ Second Class/ Pass Class or First Class with Distinction, the marks and the corresponding CGPA earned by the candidate in courses will be the criterion. It is further provided that the candidate should have scored the First/ Second Class separately in both the grand total and end Semester (External) examinations.

Mark Statement for each semester

- 1) The CoE office shall issue to the students CBCS & OBE Mark statement under the seal of the college on completion of each semester.
- a) Title of the Course
- b) The credits associated with the course
- c) The marks secured by the student for each course
- d) The letter grade for each course, and Grade point average for each semester
- e) The total credits earned by the student in that Semester.

Cumulative Mark Statement

The CoE office shall issue to the students a consolidated mark statement at the end of the final semester which shall contain the details of all the courses taken with signature of the Controller of Examinations and Principal on successful completion of the course.

- a) Title of the Course
- b) The credits associated with the course
- c) The marks secured by the student for each course
- d) The letter grade for each course, and Grade point average for each semester
- e) The total credits earned by the student in that Semester.
- f) The cumulative grade point average and the class secured.
- 3) In the case of those who do not complete all the course components, it will be indicated in the mark sheet as not completed. However, students will be permitted to complete the course with the concurrence from prior approval of the principal
- 4) Those who fail in a particular course in any of the semester shall be permitted to reappear for the course in the arrear examination

CBCS & OBE

QUESTION PAPER PATTERN - B.P.Ed & M.P.Ed (Effective from 2021-2022)

Core and Elective courses Internal Assessment- 25 marks No passing minimum in Internal & External Overall aggregate should be 50%

Maximum marks – 100 External assessment- 75 marks

Y.M.C.A COLLEGE OF PHYSICAL EDUCATION, NANDANAM, CHENNAI-35 For Courses upto K6 Level

Summative Question Paper Pattern for OBE Syllabus **QUESTION PATTERN – PRE SEMESTER & SEMESTER EXAMINATION** B.P.ED & M.P.ED

Questions	Q. No	PART - A	10 x 2 = 20)(K1 8	& K2)
from UNIT	1000	Choose th	e best answer (3 items)
	1.5.1.5.9	Fill in the	blank (3 it	tems)
	The second	Match / Tr	ue or False (4 ite	ms)
UNIT-1	1	C.F.O. S. S.S.	13 6 14 15 14	
UNIT-1	2	14 / 19 / 19 / 19 / 19 / 19 / 19 / 19 /	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	
UNIT-2	3			
UNIT-2	4			19 19 19 19 19 19 19 19 19 19 19 19 19 1
UNIT- 3	5			The start
UNIT- 3	6	en stran	19 30 6 2 3 3	
UNIT-4	7	1 - La Carlo		
UNIT-4	8			
UNIT- 5	9	1.1.2.4.5.6.5.	6.161.4.7.9	
		1 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	The second se	CARELET ARTER CARE
UNIT- 5	10	DADT D		
UNIT- 5	10	234345	5 x 5 = 25) (K2 , I questions by choo	(3 & K4) osing either (a) or (b
UNIT- 5 UNIT-1	10	234345		
		Answer all	questions by choo	osing either (a) or (b
UNIT-1	11	Answer all (a)	questions by choo OR	osing either (a) or (b)
UNIT-1 UNIT-2	11 12	Answer all (a) (a)	questions by choo OR OR	(b) (b)
UNIT-1 UNIT-2 UNIT-3	11 12 13	Answer all (a) (a) (a)	questions by choo OR OR OR	(b) (b) (b) (b)
UNIT-1 UNIT-2 UNIT-3 UNIT-4	11 12 13 14	Answer all (a) (a) (a) (a) (a) (a)	questions by choo OR OR OR OR OR	osing either (a) or (b) (b) (b) (b) (b) (b) (b) K5 & K6)
UNIT-1 UNIT-2 UNIT-3 UNIT-4	11 12 13 14	Answer all (a) (a) (a) (a) (a) (a)	OR OR	osing either (a) or (b) (b) (b) (b) (b) (b) (b) K5 & K6)
UNIT-1 UNIT-2 UNIT-3 UNIT-4	11 12 13 14 15	Answer all (a) (a) (a) (a) (a) (a)	OR OR	osing either (a) or (b) (b) (b) (b) (b) (b) (b) K5 & K6)
UNIT-1 UNIT-2 UNIT-3 UNIT-4	11 12 13 14 15 16	Answer all (a) (a) (a) (a) (a) (a)	OR OR	osing either (a) or (b) (b) (b) (b) (b) (b) (b) K5 & K6)
UNIT-1 UNIT-2 UNIT-3 UNIT-4	11 12 13 14 15 16 17	Answer all (a) (a) (a) (a) (a) (a)	OR OR	osing either (a) or (b) (b) (b) (b) (b) (b) (b) K5 & K6)

Y.M.C.A COLLEGE OF PHYSICAL EDUCATION, NANDANAM, CHENNAI-35 Summative Question Paper Pattern

QUESTION PATTERN - PRE SEMESTER & SEMESTER EXAMINATION

B.P.E.S & B.M.Sc., M.Sc (FERN) & PGDSC

Questions	Q. No	PART – A (10 x 2 = 20)
from UNIT	122343	Choose the best answer (5 items) (Q1-Q5)
	5350182	Short answers (5 Items) (Q6- Q10)
UNIT-1	1	
UNIT-1	2	
UNIT-2	3	
UNIT-2	4	
UNIT- 3	5	
UNIT- 3	6	
UNIT-4	7	
UNIT-4	8	
UNIT- 5	9	
UNIT- 5	10	
		PART – B (5 x 5 = 25) Answer any FIVE questions
UNIT-1	11	
UNIT-2	12	
UNIT-3	13	
UNIT-4	14	
UNIT-4	15	
UNIT-5	16	
UNIT-5	17	
		PART – C (3 x 10 = 30) Answer any THREE questions in detail
UNIT-1	18	
UNIT-2	19	
UNIT-3	20	
UNIT-4	21	
UNIT-5	22	

REFORMS 2018-2023

The following reforms were carried out in the past five years:

REFORMS 2018-2019

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.

REFORMS 2019-2020

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.

REFORMS 2020-2021

Five Member Scrutiny Committee has been constituted to scrutinize the Question Papers before the Pre-semester & Semester examinations. The Committee Consists of Principal (Chief COE), COE & three members from the Faculty, which will be nominated by the Principal.

REFORMS 2021-2022

Present System for Internal Assessment Marks (25) - 3 CAs, Assignment & Pre semester

New System - Three Internal Continuous Assessment

- 2 Summative assessment (Written tests) &
- 1-Formative assessment (Subjective rating)

Method of Assessment for Formative method is Subjective rating (20 marks) -

- a. Group Work & Class Interaction - 5 marks b. Quiz 5 marks c. Presentation - 'Class Seminar' - 5 marks
- d. Open book exam

- 5 marks
 - 20 marks

REFORMS 2022-2023

Reforms are carried out in the examination and procedure to ensure a transparent and efficient examination system.

1. Hologram imprint in the mark statement

The college curriculum has been changed to Choice Based Credit System and Out Come Based Education from 2021-22 and based on that the curriculum, the statement of marks was prescribed with hologram as a means of authentication to counteract counterfeiting.

2. Modifications of Answer scripts

Changes in the front pages of Answer scripts is required to make the valuation on the book itself and to avoid the separate score sheets.

3. Examination Manual

Examination manual of YMCA College defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations

 Change of Continuous Assessment (CA) as Continuous Internal Assessment -(CIA)

5. Instant Examination :

After the completion of the final semester if an outgoing student have one arrear throughout his/her UG/ PG programme can appear for Instant Examination. Outgoing students can register within one week of announcement of the results by paying instant examination fee of Rs. 2000/. Instant Examination will be conducted after 30 days of announcement of the results.

6. Introduction of Question Bank

In order to familiarize the pattern of the questions for the students "Question Bank" (with 5 years 2017-2022) was made available at the CoE office in 2022-23.

7. B.P.E.S.- Subject Code for Part-I Language in all four semesters.

SEMESTER-I

BPST101-Tamil

BPSH101-Hindi

BPSF101-French

8. Instant Examination

After the completion of the final semester if an outgoing student have one

arrear throughout his/her UG/ PG programme can appear for Instant Examination. Outgoing students can register within one week of announcement of the results by paying instant examination fee of Rs. 2000/-. Instant Examination will be conducted after 30 days of announcement of the results.

9. Atomization of COE

The following recommended modules to be developed for use by the COE office

- Exam Application process
- Subject Registration for Examination (regular)
- ✓ Issue of Hall tickets
- Invigilation
- ✓ Exam Scheduling Seating Arrangement
- ✓ Exam Panel
- ✔ Valuation Marks Entry
- ✓ CIA Marks Entry by Staff Admin along with reports EXAM UNIT
- ✔ Result process
- Retotaling/Reevaluation process
- ✓ Arrear process Arrear registration
- ✓ Marks Sheet Result copy
- Convocation registration

Information to be disseminated from COE office to staff & students

Examination Calendar (EC): The practice of preparing and adhering to an Examination Calendar was put forth in the college calendar. The EC is prepared in consultation with Principal which is given in the hands of the students and timely informed through notices for the benefit of the students. The CoE ensures a strict adherence to the calendar.

Impact: The EC has brought in transparency in the examination procedure and has ensured timely conduct of examination and publication of results.

Review and Retotalling: After the evaluation of the answer script by the evaluator, the paper is reviewed by the reviewer and the paper is then re-checked for correctness and marks are retotalled to remove errors in totalling of marks.

Impact: The procedure of retotalling of marks had led to an error free evaluation and quick publication of results. As a result of this procedure there has been a reduction in grievances and in application for re-evaluation and retotalling of marks.

Question paper Audit: The CoE constitutes a scrutiny committee for all courses of study. The task is to review the question papers set by the faculty members (both, internal and external faculty members) and to ensure that the QP follows the approved pattern and covers the entire syllabus.

Impact: The review of QPs by the scrutiny ensure high standards in QP setting and helps in removing any incongruities and inconsistencies in the QP.

IT Integration in Examination and Evaluation Procedure

Partial Automation of the examination procedure has been achieved by integrating information technologies in the examination and evaluation procedure. Below are the details of the integration:

- Online display of Exam notices through ERP and website
- Online registration for the End Semester Examination through ERP
- Online entry of CIA marks
- Online publication of results

Other reforms:

- Transformation of Grade Point Average (GPA): The GPA has now been to a 10-point scale.
- Security Features: New security features have been introduced in the printing of Marks Cards. There is a total of 12 security features that are unique to the Marks Card printed by the college. The security features ensure that the Marks Card of Y.M.C. A College cannot be duplicated by another person.
- Renovation of CoE Office : The Examination Centre has been renewed by adding additional storing of answer booklets and other documents. Additional space has been created for conducting paper valuation.

Best Practices:

The CoE office has instituted a number of practices for a smooth functioning of exams and to assist the students with any requirement:

Special provisions for students have been injured were given permission to write their exams with scribes. They are given separate rooms with adequate facilities for writing the exam and also additional time, if required.

- Workshops are conducted to the faculty members on best practices involving question paper setting.
- All old question papers are available in the CoE Office and in the college library.
- A separate section has been dedicated in the Student Handbook for

explaining the examination procedure.

Green Practices:

The below mentioned green practices have been adopted by the Examination Centre:

- The number of sheets in the answer booklet has been reduced
- Old answer scripts are sent for recycling
- Only paper and cloth bags are used examination purposes thereby avoiding plastic use
- All notices are sent through online, thereby reducing use of papers
- Papers are reused for printing purposes.

BLOOM's TAXONOMY / PYRAMID

