



The National Council of YMCAs of India



YMCA

College of Physical Education

An Autonomous College, Registered under UGC act
Affiliated to Tamil Nadu Physical Education & Sports University
Re-accredited by NAAC with 'A' Grade

Recognized by
National Council for Teacher Education & Government of Tamil Nadu

OFFICE OF
CONTROLLER OF EXAMINATION

EXAMINATION MANUAL

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YMCA COLLEGE OF PHYSICAL EDUCATION

NANDANAM, CHENNAI

INTRODUCTION

The office of the Controller of Examinations was established in the year 1985 after the conferment of Autonomous status to the Institute. The Controller of Examinations is responsible for preparation, scheduling, and conduct of CIE Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) for all the UG & PG programme offered by the Institute. It also facilitates central valuation of answer scripts and timely publication of Results. The Choice Based Credit System (CBCS) was implemented for all M.P.Ed Degree Courses from the year 2004-2005. The Choice Based Credit System (CBCS) and Outcome Based Education was implemented for B.P.Ed and M.P.Ed from 2021-22.

1. EXAMINATION PROCESS :

A Notification will be issued by the Controller of Examination scaling for the Examination Application Forms from the eligible candidates, as per the regulations in force and receive the completed Examination Application Forms from the eligible students of the college along with prescribed examination fees within the stipulated time as mentioned in the notification.

The students are also required to submit copies of the marks memos of the previous semesters.

The Examination Forms received by the Controller of Examinations along with the “No – due Form” will be scrutinized and if any errors are found, such forms will be returned to the students for re-submission.

The Controller of Examinations shall prepare and display the Examination schedule at least 15 days before the commencement of the Examinations

Pre-Examination process :

- Conducting the Continuous Internal Assessment (CIE)
- Preparation of consolidate internal marks statement and verification
- Syllabus/ procurement of question papers for Semester-end examinations
- Question paper setting
- Registration of the students
- Preparation of answer scripts with variable data.
- Allocation of Additional Chief Superintendent
- Seating arrangement
- Appointment of external invigilators
- Question Paper Scrutiny



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Process during Examination :

- Conduct of Presemester Model Examination
- Conduct of semester end practical examinations
- Conduct of supplementary practical examination
- Conduct of semester end theory examinations(SEE)
- Conduct of supplementary theory examinations
- Monitoring of malpractice cases

Post-examination process :

- Dummy number and packing/ scanning of barcode of answer scripts
- Valuation
- Results processing and publishing
- Recounting/revaluation (RC/RV)of UG/PG examination
- Supplementary theory and practical Examinations
- Tabulation and declaration of results
- Printing and issue of grade sheets, Semester Mark Statement and Consolidated Marks memo(CMM) and Transcripts.

Finally Sending a list of successful candidates with their Cumulative Grade Point Average (CGPA) to the Tamilnadu Physical Education & Sports University for issuing original Degree Certificate.

2. NOMINAL ROLLS/ REGISTRATION NUMBERS

After the admissions are completed as per the schedule for the academic year, the academic coordinator shall send the list of admitted candidates to the Controller of Examinations. Based on the list of admission a nine digit unique registration number will be awarded to each student

3. ISSUE OF HALL TICKETS:

- The Controller of Examinations shall make arrangements for the issue of the hall tickets only to the eligible candidates who have undergone the regular course of study with 90%ofattendance and fulfill other requirement as per the rules.
- The Principal may condone the deficiency in attendance as per rules in the special cases like:
 - I. The students who have attendance between $\geq 65\%$ and $< 90\%$ will not be allowed to write the examinations in the semester .A student having below 65% of attendance should repeat the course



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- II. Condonation is acceptable only once for a student during his/her course of study .
- III. The students who do not satisfy the requirements of attendance shall not be permitted to take the Semester End Examinations.

The Controller of the Examinations will prepare the details of Session wise and paper wise of the candidates appearing for the examinations.

4. APPOINTMENT, FUNCTIONS AND DUTIES OF EXAMINATION OFFICERS :

- The Principal is the Chief Superintendent for all the Examinations.
- The Additional Chief Superintendent shall be nominated by the Principal & Chief Superintendent for the arrear / Pre semester & Semester Examinations.
- The Controller of Examinations with the help of the additional Chief Superintendent shall prepare the list of the required number of invigilators (both internal and external)and other staff as per the norms to conduct the examinations.
- The required number of invigilators and other staff are appointed as per the norms. The appointed staff are expected to keep in view the integrity, honesty and efficiency of persons while drafting them for examination duty.

Principal / Chief Superintendent :

- The Chief Superintendent shall convene a meeting of all personnel involved in the conduct of examinations, give them instructions to ensure the conduct of the Examinations in fair manner and instruct them to be punctual, alert and strict in conducting the examinations. Copies mentioning the duties of the invigilators shall be given to all the invigilators.
- The Controller of Examinations should ensure the availability of the required stationery like Main Answer books, Additional Answer Books, presentee statements, proforma of the Malpractice Report, TA/DA bills etc. well in advance. Proper seating arrangements shall be made for the examinees by marking their Hall Ticket number on their respective seats. Necessary care shall be taken by the chief superintendent and additional chief superintendent to see that the Examinees are seated in a manner so as to render all communications between them impossible. The seating plan should be displayed in a prominent and accessible place to all the examinees before the commencement of the examination.
- The Controller of Examinations shall be personally responsible for safe custody of the question paper packets, answer books and additional answer books.
- The chief superintendent / additional chief superintendent shall arrange to keep the doors of the Examination Halls opened at least 45minutes before the times specified for commencement of the examination and ensure removal of any incriminating material, from the examination halls and other places in the premises.



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- The chief superintendent/ Additional chief superintendent shall arrange for checking the examinees at the entrance and permit only legitimate candidates into the premises on production of the Hall tickets of examination after removing incriminating material, if any, found in their possession.
- The chief superintendent shall not permit a candidate to write any examination for which he is not registered to the hall ticket issued to him/ her.
- The Controller of Examinations shall not permit an examinee into the examination Hall after half-an-hour from the time of commencement to the Examination. The Controller of Examinations shall ensure marking of attendance of all the examinees present at an examination in all examination halls after half-an-hour from the commencement of examination by duly verifying the identity of the candidates with the Hall tickets .CoE shall arrange to prepare attendance and absentee statements pertaining to all the candidates allotted to his/her halls.
- The chief superintendent/ Additional chief superintendent shall arrange for collection of the Answer Books from the halls at the expiry of the time allotted for an examination.
- The Controller of Examinations shall have the power to expel an examinee from the examination Hall temporarily or permanently on any of the following grounds:-
 1. Causing nuisance or disturbance at the center.
 2. Indulging in malpractice in the examination.
- The Controller of Examinations shall be present in person in the premises of examination center during the entire Examination.
- If any invigilator indulges in any unfair, unlawful and illegal practices, stern action must be taken against such invigilator by the Controller of Examinations. The Controller of Examinations shall prepare a report of all the malpractice cases booked in the college in the prescribed proforma along with the explanations of the candidates concerned. If any candidate refuses to give the explanation, the same may be recorded in the report. The CoE shall maintain the account of main Answer Books and Question paper used day-wise and session-wise on conclusion of the examination.

5. PREPARATION FOR THE EXAMINATIONS :

5.1 Constitution of Various Boards

The following Boards shall be constituted by the Controller of Examination (CoE) with the approval of the Principal to facilitate the smooth conduct of examinations.

01. Board of Question Paper Setters
02. Scrutiny Board
03. Board of Examiners
04. Viva Voce Board , if necessary
05. Passing Board



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5.1 Board of Question Paper Setters and Examiners

The COE shall, constitute for each semester, a Board of question paper setters consisting of required number of question papers setters .There shall be separate Boards of question paper setters for PG and UG programmes. The duties of the Board of question paper setters shall be to set the question papers for the subject. They must ensure that the questions are of prescribed standard and the scope of the questions is within the prescribed syllabus. A question bank for each course shall be prepared by the Board of question paper setters consisting of equal proportion of internal and external experts. The CoE's office shall generate a question paper of the prescribed format for each course

The following guidelines shall be followed in the constitution of Board of question paper setters if question papers are set by outside question paper setters:-

01. There shall be separate panel of question paper setters and examiners for each subject of various programmes.
02. The panels of question paper setters and examiners are to be prepared by the CoE of the concerned subject and shall be submitted to the Board of Studies and Academic Council for approval.
03. The panel prepared by the CoE, shall be treated as highly confidential and panel of members shall not be included in the minutes of the meeting of the BoS or the Academic council .
04. There shall be a minimum of five members in the panel of question setters and examiners for each course (paper) and the tenure of the panel shall be for three years
05. Every three years, the existing panel available with the CoE shall be forwarded to the the BoS for revision.
06. The CoE shall select the required number of persons from the panel for consideration for appointment as question paper setters and examiners. Communications are sent to all such persons to obtain their consent to serve as question paper setters and examiners according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CoE from the panel is addressed and his/her consent is obtained. When adequate number of persons is available for a subject, a formal order of appointment is issued to them by the CoE.
07. The appointment of Question Paper Setters and examiners shall be made by the CoE in consultation with the Principal and Chief Controller of Examination in the first month of each semester.
08. Question Paper Setters and examiners shall be appointed for three years and shall be eligible for reappointment for successive years following the year of first appointment.
09. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
10. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the CoE.


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5.1.2 Qualifications of Question Paper Setters

01. A person engaged in teaching work for five years and more in YMCA College of Physical Education, Chennai (Autonomous), is eligible for appointment as question papers setters in any of the programmes conducted by YMCA College(Autonomous). However in generating questions for the question bank, internal question setters shall also be appointed
02. If question paper setters are not available as mentioned in the above clause, for special subjects such as Communication, Technology, sports Engineering etc., persons with seven years of practical experience in relevant areas, could be considered. For courses related to sports Law, seven years of practice as advocate shall be considered.
03. The CoE shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.
04. The paper setters are required to set 3 sets of question papers for each course, one for use in the ensuing pre semester and semester examination and one for the arrear examination (if applicable). The following materials are to be sent along with the request.
 - a. Copy of the guidelines for question paper setters
 - b. Syllabus of the concerned course /courses
 - c. Model question papers
 - d. Text Books prescribed, if language papers are to be set
 - e. Facing sheet and additional sheets for writing questions
 - f. Bill forms for remuneration and TA/DA as applicable
 - g. Covers required for sending question papers
 - h. Any other items to suit particular requirements, if necessary
05. The Question paper setters shall send the question papers to the CoE before the last date intimated.
06. The proceedings of the Boards of Question Paper Setters shall be treated as strictly confidential
07. Copies of the communications from the examination cell, registers and files for monitoring the schedule of meetings of the various Boards of question paper setters, minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the CoE.
08. In order to conduct the Examinations in a smooth manner, the College follows the Question bank system introduced by YMCA College of Physical Education in different subjects from 2022-23


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5.2 Scrutiny Board

The questions / question papers received from the setters shall be scrutinized by the Chairman of Scrutiny Board in the office of the Controller confidentially. The objectives of the scrutiny shall be to ensure that the questions are

- a. In conformity with the prescribed syllabus and scheme of examinations
- b. Has maintained the required standard
- c. Free of typographical and grammatical errors
- d. Marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied. The chairman shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above. After scrutiny, the Chairman shall hand over personally all the question papers in a subject after affixing the seal, to the CoE in a sealed envelope supplied by the College for this purpose.

The details of the questions / question papers received by the CoE shall be entered in a register and will be sent to the Question Bank for printing as the case may be. The bills for remuneration and TA/DA received from the setters will be transferred to the section dealing with the appointment of paper setters for arranging payment.

5.3 Board of Examiners

5.3.1 Constitution of Board of Examiners

The categories of examiners and their duties shall be decided by the Academic Council, from time to time. The panel of examiners, both internal and external as per requirement for each course shall be prepared by the CoE and shall be forwarded to the BoS in the prescribed format. It shall consist of names of not less than 20% in excess of the probable numbers required for each subject for a period of three years. The CoE is competent to constitute Committees of Board consisting of the Chairman and Chief Examiners in the same or different subjects, which form part of the Examination for the purpose of consolidating the marks, obtained by candidates in different parts of the Examination.

5.3.2 Term of Appointment of Examiners

Examiners shall be appointed for odd or even semesters and shall be eligible for reappointment. This may be waived in special cases by the Academic Council, provided that the number of new examiners appointed in any semester who have not previously been examiners shall not exceed one half of the total number appointed to a Board.

5.3.3 General Conditions for Appointment of Examiners

01. Ordinarily, a person with a minimum teaching experience of five years in a College or University Department is eligible for first appointment as examiner. However, this may be waived by the Academic Council in special cases seven years of practice as advocate will be considered as equivalent to five years of teaching experience for appointment as examiners under the Faculty of sports Law. Persons having seven years of practical experience in sports industries and media shall be considered for appointment as examiner in areas such as, Media & Communication, sports Technology, sports Engineering etc if required


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02. For selecting new examiners, the first preference shall be given to those who have had five years or more of teaching experience .
03. No person above the age of 60 shall be appointed or allowed to continue as an examiner. However this can be waived by the Academic Council in special cases.

5.3.4 Duties of the Board of Examiners

01. The appointment of examiners for each semester shall be made and confirmed before 10 days of the commencement of the examination for both theory and practical.
02. Only persons having the prescribed qualifications and at least five years of teaching / research experience at the appropriate level shall be included in the panel
03. The Academic Council shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CoE shall report the names of such persons to the Academic Council who may disqualify such persons from being examiner/ paper setter in future.
04. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

5.3.5 Appointment of Examiners

- a. Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the Academic Council. The appointment of examiners shall be made by the CoE from the panel of examiners recommended by the Academic Council
- b. Each Board, together for theory and practical examinations, will have a Chairman from among the Board of Examiners. The appointment of Chairman need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners. Separate Boards may be constituted for Undergraduate and Postgraduate examinations. The Board of Examiners for Postgraduate examinations shall be teachers who are experienced in teaching the subject at postgraduate level.
- c. The appointment of the Chairman and members of the Board of Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly all communications from the examiners shall be addressed to the Controller of Examinations in his/her personal name in covers marked "Examination Confidential". The appointment as Chairman shall first be communicated to obtain his/her consent to act as Chairman of the Board so that the name of the Chairman can be communicated to all examiners.
- d. The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers and conduct of practical examinations. A copy of the "Instruction to the Examiners" shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form.


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5.4 Viva Voce Board

It shall be competent for the BoS and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The CoE shall refer to the minutes of the meetings of the Academic Council and BoS for this purpose. The Viva-voce Board shall have a Chairman and three teachers.

5.5 Passing Board

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

01. There shall be a separate Passing Board for every subject for UG and PG for a semester. The Board shall consist of the chairman and examiners of the subject. The meeting of the Pass Board shall be held to finalise the results of PG and UG examinations. The Board consists of 9 members including Principal External Examiners, Internal Examiners and Controller of Examination separately for different courses of study if available
02. The minutes of the Board shall be put up for approval by the CoE. The minutes shall be recorded and signed by the members present and the Chairman of the Board in the minutes book available with the office of the CoE. The minutes of the meetings of the Pass Boards shall contain the following details:
 - a. Time, day, date, venue and place of the meeting
 - b. Names and signatures of the members present
 - c. A brief statement regarding consideration and approval of the results
 - d. Any other remarks relevant to the conduct and results of the examination
 - e. The concluding time of the meeting
 - h. Signature of the Chairman The minutes book shall be kept under safe custody of the CoE.
03. The CoE shall submit the results to the BoS and Academic Council and Governing Council for the final approval or shall issue orders to publish the results subject to approval by the Governing Council.
04. The passing Board will authorize CoE for moderation and award of grace marks as per the norms
05. The Passing Board further recommends and authorize the CoE to publish results and further shall submit to the BOS, Academic council and Governing body .
06. Where there exists a difference of more than 10% marks between 1st valuation and 2nd Valuation , a 3rd valuation will be considered. If the marks of 3rd valuation is less than the minimum of 1st and 2nd valuation , the highest of the three valuation will be considered .

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


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Invigilators :

- All members of the teaching staff of the college including those shall be available for supervision of examinations.
- Generally the teachers of the college shall be eligible for appointment as Invigilators. However, in case of necessity, librarian, comports faculty, part time teachers, physiotherapists, medical officer can also be drafted as Invigilators.
- Invigilators shall report to duty at least half-an- hour before the time specified for commencement of an examination.
- Invigilators who are assigned “Gate duty” shall properly check the candidates at the entrance and permit them into premises only on production of valid Hall Tickets and after removal of all incriminating material from their possession.
- Invigilator shall open the inner cover of the Question Paper given to them in the Examination Hall just five minutes before the commencement of the examination, after thoroughly satisfying themselves that the question paper pertains to the examination being conducted.
- Invigilator shall not allow examinees into the Examination Hall after half-an hour from the time of commencement of the examination.
- The Invigilator is required to
 1. Distribute the Answer Books, Question Papers when a candidate takes the seat assigned to him/her.
 2. Verify the identity of an examinee with the copy of the Hall Ticket. The Invigilator must verify the Hall Ticket Number written on the main answer booking the place provided by comparing digit by digit with the number written on hall Ticket and put his/her full signature with date, compulsorily.
 3. Take attendance after half-an hour from the commencement of the examination.
 4. Prepare Presentee and Absentee Statements, class wise and paper wise.
 5. Collect the Answer Books from the candidate on expiry of the time allotted for an examination and arrange them in ascending order of Hall Ticket Numbers.
 6. Receive the Answer Books from the candidate who wish to hand over the same during examination hours.
 7. Take all measures to prevent examinees from indulging in malpractices.
 8. Report the cases of malpractices detected by him/her or reported by the Observers/Squads as per the procedure laid down in this regard and take further action.
 9. Render account of Answer Books, additional Answer Books and Questions Papers given to her.


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10. Not to permit any candidate to go out of the Examination Halls until half an hour is completed after the commencement of the examination.
11. The invigilator should hand over the unused Main Answer Books and Question papers to the Controller of Examinations after half an hour from the commencement of the examination.
13. An Invigilator shall remain in the Examination Hall during the time, without making alternate arrangements.
14. During the course of an examination, Invigilators are expected to keep on moving in the respective Examination Halls and they shall not engage themselves in reading / conversation / anywork other than supervision of examination.
15. Use of cell phones, Walkman, laptop, Palm Top or Digital Diaries or similar articles and listening to radios, Transistors by the Invigilators and the examinees is strictly prohibited during the examination.
16. In case an Invigilators feels that it is necessary to permit a candidate to leave the Examination Hall for a brief period during the examinations hours (for attending to nature calls) he/she shall be permitted be permitted by provoking an escort. The Invigilators may fix the time for return of candidate. Failure on the part of the candidate to return within the specified time will entail him/her to be expelled from the Examination Hall for the paper.
17. Use of Programmable calculators is strictly prohibited.
18. Inadmissible incidents in the examination hall

Examinations shall be immediately handed over to the Chief Superintendent for booking under malpractice. Misbehavior of the examinees with the staff on duty may be brought to the notice of the Chief Superintendent.

1. Under no circumstances, the candidates found with forbidden material shall be let off even though there is a resistance from the candidates and the same may be reported to the Chief Superintendent.
2. The day-wise strength particulars and Absentee statement may be verified by the Chief superintendent

6. MALPRACTICE CASES :

- A candidate including in any unfair /illegal practices during or after the examination is deemed to the committed malpractice and is liable for punishment as per schedule of punishment presented in page no.
- 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


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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.
- In case the examinee runs away from the Exam Hall along with Answer Book, immediately an FIR shall be lodged with the nearest police station having jurisdiction and the candidate shall be booked under malpractice and a copy of FIR shall be enclosed with the M.P. Report and the candidate be debarred for the rest of the examinations.

6.1. Malpractice Committee and its functions:

- All instances of malpractices relating to the Examinations, detected and reported by Flying Squads/Observers/invigilators/Valuers /Tabulators shall be examined and disposed of by a Malpractice Committee appointed by the Principal. The Malpractice Committee shall award punishment, if in its opinion the guilt of the Candidates is established by the evidence available, such as, the prohibited material, reports of Additional chief superintendent , Invigilators / Squad Member/ Observer and explanation of the candidate admitting his/her guilt.
- In case a candidate denies the allegation against him/her, or if the Committee feels it desirable, it shall fix a date, time and place for holding an enquiry and give at least seven days notice to the candidate to give him/her an opportunity of being heard, by sending the information by post, to the address given in the Examination Application Form. On the date and time mentioned in the notice, the Committee shall meet at the place mentioned in the notice and hear the candidate, if present. The Committee thereafter shall take a decision in the matter. No candidate shall be permitted to represent his/her case before the committee through a person other than himself/herself.
- In case it is brought to the notice of the college at any stage after the examination, that a candidate is suspected to have indulged in malpractice, her case shall be referred to the Malpractices Committee by the Controller of Examinations. The Committee on the basis of such evidence, as is made available to it, and after giving a reasonable opportunity to the candidate to defend herself shall recommend the punishment to be awarded to her or them, if any.
- If a candidate is found guilty of Malpractice after declaration of the results, the result shall be cancelled besides awarding her the punishment that would have been awarded to her, had the facts come to the notice of the college before the declaration of the results.
- Any other act of unfair means, misconduct by an examinee during the course of or after examinations, not contained in these provisions shall be dealt with by the Malpractices Committee following principles of natural justice and make suitable recommendation to the Principal for necessary action.

6.2 Schedule of the Nature of Malpractice and the Punishment there on

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| 1 | Possessions of the prohibited (written or printed) papers, books, notes during the examinations period but which were not used. | Shall be debarred from appearing at the subsequent papers of the Exam.
Apart from cancelling the result of the examinations in which he/she had Indulged in malpractice. |
| 2 | Matter relevant to the examinations being written on any part of the body or on the clothes worn ,or in the Instruments, wrapping etc. | --do-- |
| 3 | Attempting to take held from any prohibited papers ,notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help too the regarding answer to any question or questions of the examination paper. | --do-- |
| 4 | Taking help from or consulting of prohibited written of printed material; consulting and / or taking help from or helping other examinee during the examination period inside the Examination Hall or outside it: with or without their consent, or helping other candidate or receive help from anyone else. | --do-- |
| 5 | An examinee who attempts to disclose his/her Registered Number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examinee who make san Appeal to the examiner in the answer book | Cancelling the result of that paper |
| 6 | Writing such as invocation of God's Name in any form | To be ignored |
| 7 | Writing on the question paper or other papers: the answer to questions, rough work etc., with no intention of passing it on to another examinee. | To be warned not to do so |
| 8 | Using abusive and obscene language in the answer book | Cancellation of the result of the paper. |



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| 9 | Examinee allowing or destroying prohibited material found in his possession or acting in any other manner with a view to destroying evidence. | Cancellation of the result of a Examinations taken or proposed to be taken during that session and prohibiting his/her admission to the continuation in any course for a period of one year. |
| 10 | Refusing to obey instructions of the Controller of Examinations/Invigilator. | Cancelling the result of that paper. |
| 11 | Smuggling an answer book/additional answer book/matter into or out of the Examination Hall | Cancellation of the result of examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of for a period of one year. |
| 12 | Inserting in or removing from the Answer Books/additional answer book Of any sheet. | --do-- |
| 13 | Submitting wholly or partly an answer book/additional answer book. | --do-- |
| 14 | Impersonation even at a single Examination. | To be dealt with as per law. |
| 15 | Cases of examinees conspiring to interchange the Hall Ticket Nos. | Cancellation of the result of all examinations taken or proposed to betaken during that session and prohibiting their admission into or continuation in any course of study for A period of one years. |
| 16 | Creation of disturbance or other wise misbehaving in and around the Examination Hall during before the examination. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of study for A period of two years. |
| 17 | Guilty of assaulting /abusing/ intimidating any person connected with the examination work any time before, during or after the examination. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of study for A period of two years. |
| 18 | Punishment for Malpractice not define adhere would recommended on the merits of the individual cases by the Malpractice committee. | |

Note: Definition: 'Examination' in this context refers to all the papers taken by the candidate on the sameHall-ticket.


 Principal (i/c)

7. 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.

Revaluation and Recounting :

- There is a provision for Revaluation/Recounting of the answer scripts in all the courses.
- A candidate may apply for revaluation of one or more papers in the prescribed application form available in the examination branch of the college along with the prescribed fees on or before the last date notified by the Controller of Examinations.


Principal (i/c)

- An appeal against the 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
- If the discrepancy between the original marks and the revalued marks is 10% or more of the maximum marks of that paper, the revalued marks shall be taken as final and awarded to the candidate, and the result will be declared accordingly.

8. CONDUCT OF PRACTICAL EXAMINATIONS :

- The Controller of Examinations shall prepare and announce the schedule of practical Examinations.
- The Controller of Examinations shall appoint Internal Examination for the respective subjects and also instruct the staff in-charge to prepare the various arrangements for the ensuing examinations.
- The Controller of Examinations shall appoint the internal and external examiners with the consultation of the Principal. Letters of appointment shall also be sent to the internal and external examiners well in advance with the instructions that the detailed time tables shall be sent to them by the Principal. The External examiners shall be instructed to report for examination duty on time.
- If an external examiner does not report to the college alternative arrangements may be made by the CoE
- The External and Internal Examiners shall verify the marks both in words and figures and write their names and addresses and put their signatures on the score sheets
- Soon after completion of all the Practical Examinations, the Controller of Examinations should make arrangements for preserving the Practical score sheets .

9. ACCOUNTS AND EXAMINATION BILLS :

- After the completion of the examinations, the Controller of Examinations shall get the Bills prepared in the prescribed proforma. The Bills should be prepared strictly as per the rules and the scale permitted for drafting the examination personnel ,should be adhered to strictly. The Bills should be prepared in duplicate & should invariably be fully vouchered.
- The accounts with regard to expenditure, remuneration incurred in connection with conducting of exams should be properly maintained.

10. MAINTENANCE OF ACCOUNT OF STATIONERY

The account of Main Answer Books and Additional Answer Books is to be maintained by the Controller of Examinations in the prescribed proforma.


Principal (i/c)

11. STUDENT SUPPORT SERVICES :

- Examination Branch will enable students to submit application forms for issue of Memo of marks, Consolidated Memos, The applicant should obtain receipts with due dates.
- 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 .

12. MEMORANDUM OF MARKS :

- A candidate desirous of obtaining a memorandum of Marks has to submit an application addressing the Controller of Examinations while furnishing the following information:
 1. Name of the Candidate (Both in English and Tamil)
 2. Date of Birth
 3. Name of the Father
 4. Name of the Course
 5. Year of Examination appeared
 6. Hall Ticket Number
 7. Full Postal Address & contact number
 8. E mail address
 9. Recent passport size photograph

13. ORIGINAL DEGREE CERTIFICATE

Candidates have to apply for Original Degree to Tamil Nadu Physical Education and Sports University through YMCA College of Physical Education .

14. PROVISIONAL CERTIFICATE

A written application addressed to The Registrar, Tamil Nadu Physical Education and Sports University through YMCA College of Physical Education will be submitted along with a Demand Draft for prescribed fee as per the university norms enclosing Xerox copies of Memorandum of Marks.

15. DUPLICATE HALL TICKET :

- 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/-


Principal (i/c)

16. 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 with the following enclosures:
 1. Original Police Enquiry Certificate to the effect that the original Degree Certificate is beyond recovery and that the efforts made to trace the original Degree Certificate proved futile.
 2. Affidavit stating the above fact on a Non-judicial Stamp Paper of Rs.20/- duly sworn before a Notary.
 3. A Demand Draft prescribed by the TNPESU issued by any nationalized Bank in favour of The Register, Tamil Nadu Physical Education and Sports University.
 4. Xerox copies of Memorandum of Marks, Lost Certificate and other relevant documents.
 5. Four recent Passport size photographs – Two plain and two self –attested photos out of which one is to be pasted on the Application Form.
 6. Damaged Certificate in Original

17. IMPLEMENTATION OF NEW METHOD TO ARRIVE THE CA. FOR THE ACADEMIC YEAR 2022-23 FOR ALL COURSES OF STUDY

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

New System of CIA from 2022-23

Three CIAs only

- 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


Principal (Ve)

18. REVISED REMUNERATION FOR THE EXAMINERS (FOR ALL COURSES OF STUDY) FROM THE ACADEMIC YEAR 2022-23

Honorarium/Remuneration for the subject expert for their work done:

- a. Question Paper setting – Rs.750/- per set for UG & PG.
- b. Paper Valuation – Rs.50/- per paper for UG & PG (revised from Rs.25/-).
- c. Preparation of dummy numbers – Rs.5/- per paper.
- d. Practical examination – Rs.50/- per candidate for UG & PG (revised from Rs.30/-).
- e. TA for External Examiners- As per norms for outstation Examiners and Rs.12/- per kilometer for the Examiners around locus. TA for the examiners near the locus will be paid at the higher rate of either Rs. 12 per kilometer or Rs. 500/- Per examination programme
- f. DA for External Examiners- Rs. 300/- per day
- g. Accommodation Charges – Rs.750/-per day (If it is not provided in the campus)
- h. Five Member Scrutiny Committee has been constituted to scrutinize the Question Papers before the Pre-Semester & Semester examinations. Principal will be the Chairman of Scrutiny Committee and he will decide the members. Each member will be paid the remuneration of Rs. 5000/-

REVISED REMUNERATION FOR THE SEMESTER INVIGILATION FROM THE ACADEMIC YEAR 2022-23

- a. Chief Superintendent – Rs. 375/- per session
- b. Additional Chief Superintendent – Rs.350/- per session
- c. Senior Hall Superintendent – Rs. 325/- per session
- d. Invigilators (Internal) – Rs.300/- per session
- e. Invigilators (External) – Rs.300/- per session + Rs.100/- (TA as per norms)
- f. Waterman, Cleaner, Scavenger & Sweeper - Rs.100/- per session
- g. Clerk – Rs.200/- per session
- h. Office Assistant – Rs.150/-per session
- i. Seating Arrangements – Rs.2/ per chair.

19. CBCS & OBE - AWARD OF GRADES

Choice Based Credit System & Outcome Based Education (For the Students admitted to M.P. Ed. Programme from the academic year 2021-2022 onwards)

The Master of Physical Education (M.P.Ed.) two years (Four Semesters, Credit System) programme is a professional programme meant for preparing Physical Education Teachers for senior secondary (Class XI and XII) level as well as Assistant Professor/ Directors/ Sports Officers in Colleges/ Universities and teacher educators in College of Physical Education.


Principal (i/c)

The M.P.Ed. Programme is designed to integrate the study of childhood, social context of Physical Education, subject knowledge, pedagogical knowledge, aim of Physical Education and communication skills. The programme comprise of compulsory and optional theory as well as practical courses and compulsory school internship in School/ College/ Sports Organizations/ Sports Academy/ Sports Club.

DURATION

The M.P. Ed. programme is of a duration of two academic years, with four semesters that is two semester per year. However, the students shall be permitted to complete the programme requirements within a maximum of three years from the date of admission to the programme.

THE 'CBCS' AND 'OBE' SYSTEM :

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core and elective and skill based courses. The courses will be evaluated following the grading system. This will benefit the students to move across institutions both within India and across countries. In order to bring the uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the formulated guidelines are herewith.

LEARNING OUTCOME - BASED APPROACH

Nature of the Outcome Based Education (OBE) Outcome-based education approaches the curriculum decision making based on the competencies students should demonstrate at the end of their educational program, thus the outcomes or competencies dictate the curriculum content and organization, the teaching methods and strategies, the course offered, the educational environment and the assessment strategies All curriculum and teaching decisions are made based on how best to facilitate the desired final outcome

4. COURSE :

The term course usually referred to, as 'papers' is a component of a programme. All Courses Work/ Field Work/ Outreach Activities/ Project Work/ Vocational Training/ VIVA/ Seminars/ Term Papers/ Assignments/ Presentations/ Self-Study etc., or a combination of some of these. The courses are with learning objectives and learning outcomes.

- i. Core Course: There may be a Core Course in every semester. This is the course which is compulsorily studied by a student as a core requirement to complete the requirement of a programme.
- ii. Elective Course: Elective course is a course which can be chosen from a pool of papers.

EVALUATION:

First sessional test (A)	=	20 Marks
Second sessional test (B)	=	20 Marks
Third sessional test (C)	=	20 Marks
Average of the best two sessional tests (D)	=	20 Marks
Assignment & Attendance (E)	=	5 Marks
Pre-Semester converted to 25Marks (F)	=	25 Marks
Internal (G)	=	(D+E+F) /2
Externa l(I)	=	75 Marks


Principal (i/c)

Internal (G)

Written Examination (D)

(20Marks)

Each student will be graded by the subject teacher(s). Three session at least will be conducted for each paper. Each test carries a maximum of 20 marks and the average of best two tests will be considered. However, in the case of students who miss the tests for any valid reason with prior permission from the subject teacher(s) and the Principal, they may be granted special permission to write the session atleast before the commencement of semester examinations.

Assignment and Attendance (E)

(5Marks)

The students will be given 5 marks for assignments and attendance. The assignment may be in the form of Seminars, Projects, Written Materials, Records, etc. A student should submit a minimum of two assignments for each course and they should attend all the classes regularly. The average of assignment and attendance marks will be taken. (10/2=5Marks)

Pre-Semester (F)

(75Marks)

The Pre Semester examinations will be held at the end of each semester before the final semester examinations, covering all portions and 75 marks are awarded for this examination. Each paper will be evaluated for 75 marks and this will be converted into 25marks. All the examination will be conducted by the Controller of Examinations. The date and test portions will be intimated in advance by staff concerned. There are no Minimum marks of passing in both internal and external examinations. Internal and External of 50% is (50/100) the required marks of passing.

External (I)

- i. The Answer scripts are evaluated by both internal and external examiners (Double Valuation).
- ii. If there is 10% difference between two examiners, a third revaluation is conducted, which will be final.
- iii. A student, who fails in anyone or more papers in the semester examination, will be permitted to rewrite the paper or papers in the subsequent semester examinations.

Question papers for each examination will follow the regulation and syllabus in force at that time. The question paper pattern includes both 5 marks and 10 marks.

Part-I Answer any Five Questions

5 x 5 = 25 Marks

Question No. 1 is a mandatory Question (It contains 5 - Multiple Choice Questions) Questions No. 2 to 7 is of Descriptive Type.

Part-II Answer any Five Questions

5 x 10 = 50 Marks

Questions No. 8 to 14 is of Descriptive Type

- i. A student getting 'RA' Re - Appear in a subject must repeat the examination to obtain the degree. Such students are exempted from attendance.


Principal (i/c)

ii. A student shall not be permitted to repeat any course only for the purpose of improving the grade.

Practical: Minimum for passing a student must get 50% marks both in internal and external examinations. And, also the minimum for passing in each paper is 50% combining internal and external marks. A student, who fails in anyone or more practical in the semester examination, will be permitted to redo the practical(s) in the subsequent semester examinations.

Part-II Practical:

Practical will be evaluated internally and externally

Part-III Teaching / Coaching Lessons on specialization and Internship Training I semester :

Teaching Practice and Classroom teaching will be evaluated internally. Specialization 2nd best and 1st best will be evaluated internally.

II Semester:

Teaching practice and Class room teaching will be evaluated externally. Specialization 1st best and 2nd best will be evaluated externally.

III Semester:

Coaching lesson and Officiating in Track & Field and Specialization (1st best) will be evaluated internally

Internship training in coaching lesson will be evaluated by the head of the training center.

IV Semester:

Coaching lesson and officiating in Track & Field and Specialization (1st best) will be evaluated externally.

Arrear Examinations:

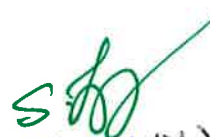
Examination fees will be levied and collected normally according to the rules and regulations of the college. A special levy will be collected for supplementary paper.

Passing of Results :

Result will be approved by the board of Examiners and will be submitted to the Board of Studies and Academic Council of the college to recommend the eligible students for the award of the degree by Tamil Nadu Physical Education and Sports University.

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.


Principal (i/c)

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

Semester	Credits in Theory Part I	Credits in Practical		Total
		Part II (Games and other activities)	Part III (Teaching/Coaching Internship)	
I	13	6	8	27
II	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(VeryGood)	8
B+(Good)	7
B(AboveAverage)	6
C(Average)	5
P(Pass)	4
F(Fail)	0
Ab(Absent)	0

*A student who obtained,, F'' grade has to reappear for thep articular Course.

2. GRADING:

Once the marks of the CIA (Continues Internal Assessment) and SEA (Semester End Assessment)for each of the courses are available, both (CIA and SEA) 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 in any semester; G_i is 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 a 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

$$\text{Grade Point} = \text{Actual Mark} \times 0.1$$

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,

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

$$\text{Mathematically, for each Semester, } \text{GPA} = \frac{\sum_j C_j (GP)_j}{\sum_j C_j}$$

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

C_j is the credit for course j

\sum_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.,

$$\text{SGPA}(S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade points scored by the student in the i th course.


Principal (i/c)

- 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.,

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall 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,

$CGPA = \frac{\text{Sum of products of the Grade point and the respective credit of all completed courses}}{\text{Sum of the credits of these courses}}$.

Mathematically, for each Semester,

$$CGPA = \frac{\sum_j C_j (GP)_j}{\sum_j C_j}$$

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

C_j is the credit for course j

\sum_j is the sum over all courses of that semester.

Illustration for Computation of SGPA and CGPA and Format for Transcripts:

Illustration for SGPA

Course	Credit	Letter Grade	Grade Point	(Credit x Grade Point)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			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.


Principal (i/c)

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 of the Chairperson of the School with prior approval.
- 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


Principal (Ve)
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