



SACRED HEART COLLEGE (AUTONOMOUS)

(Affiliated to Thiruvalluvar University, Vellore)

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31/4 at 'A+' Grade.
Tirupattur, Tirupattur District – 635601, Tamil Nadu, India

Examination Procedures & Management Systems

The following examination procedures are followed:

1. A 'single valuation' for AICTE courses.
2. Odd Semesters arrears are conducted along with the Odd Semesters regular examinations. During Even Semesters provision to appear for all arrears is made possible.
3. When the syllabus is revised, a student having arrear is allowed to complete the arrears, writing the examinations in the syllabus studied by the student. In case the subjects are changed, the department will allot substitute papers to complete the arrears. Further, any student may be permitted to appear for the paper which is made available in the time table to clear his/her arrears.
4. Photocopy of the answer scripts are made possible on payment of prescribed fees.
5. Revaluation of the answer scripts with/without prescribed fees is made possible.
6. Moderation: Maximum of 2 marks is added, if it is required for a pass in each paper.

Process Integrating IT

At Sacred Heart College, Information Technology (IT) integration is vivid in all stages of the examination starting with online application through downloading of semester marks memo. Various modules are : formulation of courses and subjects, fixing of evaluators and the preparation of the time table, CA components allocation, CA marks entry/calculation, Semester seat allotment, strength list, semester marks entry, results processing and the consolidated/semester wise final mark sheet printing.

The examination process begins with the fixation of the master subjects and programmes which are directed by the AC. The departments, courses and the subjects are fixed in the system. Students pertaining to each course undertaking their respective subjects are classified and sorted by the **Controller of Examinations (CoE)** and the same are fed into

the system. The CA Marks for every subject is transferred from the faculty domain of the college portal. The semester time table is processed and made available on the notice board and in the college website. The strength list is taken for each subject and sent to the chief superintendent of the examination, along with the question papers and answer scripts. After the completion of the examination and the valuation, the semester marks are entered into the system and the result is processed and displayed on the website.

Continuous Assessment

1. The components for CA marks are left to the departments approved by the academic Council and fixed as 50 marks for PG.
2. Any request for retest will be considered eligible by the HoD for valid reasons only.
3. There is no minimum passing and provision for improvement in CA.
4. The fraction of CA marks are rounded off to the nearest integer.