



Ready for
Every Good Work

SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Resi : (04179) 220103

College : (04179) 220553

Fax : (04179) 226423

A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

2.5.1. D. Policy on Declaration of Results

Result Declaration Policy

In sacred Heart College, the result shall be published based on the following process, reviewed and approved by the respective stakeholders as mentioned.

Post-Evaluation Data Processing/ Tabulation

The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as MarksTabulators. Marks-Tabulator(s) shall be appointed by COE. Marks-Tabulator(s) shall be staff members of the office of COE. They shall possess sufficient computer programming and database (SQL & RDBMS) skill and experience. The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE.

The Validator shall:

- Check the posting made by the Marks-tabulators from the original statement submitted by the examiner
- Check totals/aggregates posted by Marks-tabulator
- Check the implementation of the resolutions of the Passing Examination Review Committee
- Check the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc.
- Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.



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- Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

Examination Committee Meeting

The committee shall meet at the COE office on the assigned day with select members as appointed by Principal and COE from the respective Board of Examiners. The members shall consider the malpractices and decide on the sanction case by case. The same is reported to the COE for implementing the sanction on the reported candidate.

Result Passing Board

When the tabulation of an examination is completed, the COE shall convene a meeting of the Pass Board constituted by the HODs of each departments. The office of the COE shall prepare statistics of the result with details such as:-

1. Name of examination with month and year.
2. Number of candidates registered for the examination.
3. Number of candidates appeared for the examination.
4. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and number of candidates in each class.
5. Percentage of pass. These statistics shall be furnished to the pass board for finalizing the results. The meeting of the pass board, constituted by the CoE for each examination, shall approve/ratify the results as such or the board may approve the results with moderation, if any, as it may decide. The minutes of the board shall be put up to the CoE for approval. The CoE shall issue orders to publish the results.



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Modes of Declaration of Results

The copies of the results are to be displayed in the notice boards of the college, controller of examination. The same shall also be viewed through the Staff/Student web portal and also using the SHC App.