



# PUNJAB ASSOCIATION'S ANNA ADARSH COLLEGE FOR WOMEN

Affiliated to the University of Madras  
( Re-accredited by NAAC with A+ Grade )

## Examination Policy

To make the examination system more effective and comprehensive, the evaluation methods of the affiliating university is followed through formative and summative evaluation techniques such as seminars assignments and continuous internal assessments and model examinations and finally the performance in the end semester examinations.

The entire evaluation process is made known to all stakeholders and communication made by the university is announced as and when it is received.

**Register for all subjects:** Students shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examination. For this purpose, Students shall register or all the arrear subjects of earlier semesters along with the current (subsequent) Semester Subjects.

Marks for Internal and End Semester Examinations for Part I, II, III, IV

Category	Theory	Practical
Internal Assessment	25	40
End Semester University Examination	75	60

Students evaluation is based on her performance both in the

Continuous Internal Assessment (CIA) – (Internal Exam)

End Semester Examinations (ESE) – (External Exam)

Besides, a student is required to earn the minimum prescribed credit points in a specific program to fulfill the minimum requirements.

### Continuous Internal assessment (Formative)

1. The exam schedule for all Continuous Internal assessment and Model is notified in the college academic calendar.
2. The College conducts internal assessment as scheduled by the Examination Committee.
3. Two internal assessments are conducted in class hours as per the norms of University of Madras.
4. Seminars, Assignments etc.. are also given and students are assessed on their performance.



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5. The students have the freedom to express their constraints with the internal examination mechanism.
6. The Principal, Head of the Department and faculty in charge monitor the overall procedure of conducting Internal Assessments.
7. Online mark entering system for internals, soft skills, NME, Value education and practicals is carried out as per university norms.
8. The entire mechanism to deal with examination related grievances is time bound as per University Guidelines. Students have to approach Internal examination In-charge for grievance related issues.
9. The process is completely transparent.

#### **End Semester Examination (Summative)**

1. Online system of exam registrations for semester exams is carried out
2. The end semester dates are announced through circulars as soon as the notification comes from the University
3. Application form /Hall tickets/ Nominal roll/ attendance sheet are downloaded from the University website.
4. The exam cell thereafter shall plan, organise and conduct the exams, and send the answer booklets to the University for evaluation in strict confidentiality.
5. The sealed question papers that come from the University is handed over to the superintendent of exams 20 minutes prior to the commencement of the exam.
6. The question papers are opened by the superintendent of exams after having verified of any tampering with the seal and obtained signatures of two invigilators.
7. The invigilators shall report to the exam cell and receive the answer books and other documentation papers half an hour before the commencement of the exam and proceed to their respective exam halls/rooms.
8. The exam conducting team shall hand over the required question papers to each room 5 minutes prior to the commencement of the exam.
9. After the completion of the exam, invigilators shall report back to the superintendent of exams in order to account for the question papers/Answer books they have received.
10. The superintendent of exams shall complete the documentation process and the answer books shall be handed over to the respective in-charges after having bundled subject/paper wise along with attendance roster and other reports.
11. The answer booklets are verified and dispatched to the University for Evaluation.

#### **Differently-abled**

- Lift and ramp facilities are provided for differently abled students.
- Scribe facility and extra time during examination as per the instructions of the University.
- Dyslexic students are exempted from Language and NME exams.



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## **Attendance**

### **Condonation of Attendance**

In a semester, the student who holds less than 75% attendance must pay condonation fee as prescribed by the University and receive permission to write the exam.

### **Re-valuation of the answer book**

Within a week, after the results are announced, students are eligible to apply for re-valuation to the University and request the photocopy of the answer book. The student has to pay the prescribed fee as re-valuation fee for each paper along with the application form from the University. Online University exam revaluation application forms can be downloaded from the University website.

Revaluation results are declared before the subsequent university exam to keep the student aware of her reduced or removed backlog of papers.



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