

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

Chennai – 600 008

Affiliated to the University of Madras

College with Potential for Excellence

Reaccredited with A+ Grade by NAAC



2.7. Students Satisfaction Survey

2.7.1. Academic Support for Students

**Ethiraj College for Women
(Autonomous)
Chennai 600 008**



OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXCERPTS OF EXAMINATION MANUAL

CANDIDATES PARTICIPATING AT NATIONAL LEVEL EVENTS (SPORTS, NSS & NCC STUDENTS)

CONTINUOUS ASSESSMENT

1. All Sports, NCC and NSS candidates should take-up two CA test .

Exemption from one CA for Sports / NCC candidates (UG / PG) is allowed if the candidate provides proof for participation in camp , tournament etc at international/national/ district level are submitted. Special consideration will not be given if they do not produce official communication and adhere to rules. The components for one CA is as follows

2. ONE ADDITIONAL ATTEMPT TO IMPROVE CA

Candidates participating at **National level Sports / NCC / NSS ONLY** are eligible for **one additional attempt to improve** CA component (**Academic Council - August 10th 2015**) if they score less than 16 in the case of UG and less than 20 in the case of PG.

3. PERMISSION FOR RETEST

- In situations where the candidate has not taken up CA for genuine reasons then retest is allowed.
- Permission will be processed through the faculty of sports, NCC or NSS department to the respective parent department.
- Request for retest will be made in the format provided by the COE.
- An attested photocopy of official communication is forwarded by the sports authority (government or private organization) relating to the event participated must be submitted (by Sports /NCC / NSS in charge).
- The parent department will specify the rescheduled dates or approximate week when the examination is to be scheduled.
- The candidate must acquire the approval of the HOD, Academic Dean and the COE.
- A photocopy is to be submitted to the parent department where the candidate's file is maintained.

REGISTRATION FOR SUPPLEMENTARY EXAMINATION

After the publication of end semester results, the final year candidates (UG,PG) who have failed **only in one paper, other than practicals, NME and soft skills** (if any) can

register for supplementary examinations .These candidates can approach their subject teachers for help in the concerned subjects as decided in the standing committee meeting (supplementary examination) held in April 2016. Candidates can download the examination form, from the attachment provided at the time of publication of results and submit the same duly attested by the HOD along with the bank challan to the COE's office, the candidate should be accompanied by the link person. The supplementary results will be uploaded in the college web site and also forwarded to the departments from the COE's office.

EXEMPTION FROM EXAMINATION

(For hearing, speaking impaired and mentally challenged candidate)

As per University of Madras Notification (No.V.3/S.1/Exemption to Disabled /2011 12/484 dt.19th October 2011) "Hearing and Speaking impaired and mentally challenged candidates who are admitted to all the UG Courses shall be exempted from the study and examination of

- i) One language i.e. **either** Part I: Tamil or any other language **or** Part II English.
- ii) Part IV- non major elective **or** Basic Tamil **or** Advanced Tamil.
- iii) They shall be declared qualified for the Degree Courses if they pass the other examinations

Appointment of Scribe :

After the student is admitted into the course, official permission has to be obtained from the University of Madras if scribes are required. The guidelines prescribed by the university in this regard shall be strictly adhered to.

SUPPLEMENTARY EXAMINATION:

- (i) A final year student can apply for Supplementary Examination subject to the condition that the candidate has failed only **one theory paper in six semesters** in the case of UG and **four semesters** for PG. Dates for conduction will be put up in the notice board and in the website.
- (ii) The student can collect the application form directly from the COE'S office. Filled in applications must be attested by the Head of the Department and by the class teacher, and submitted to the COE office.

(iii) This examination will not be conducted for practical papers and projects conducted in the final semester.

(iv) Students who have indulged in malpractice are not permitted to appear for supplementary examinations

Issue of Duplicate mark sheets, Course completion, and Consolidated mark sheets in case of loss of the same:

A requisition letter duly signed by the Principal and a certificate issued by a police official duly signed by an Inspector or Sub- Inspector, mentioning loss and its occurrence sheet, number and date along with the requisite fees to be submitted to the COE's office.

CORRECTION IN THE CERTIFICATES

Correction in the name, date of birth or any other corrections can also be made in the certificate. A letter duly signed by the student, HOD and Principal and the required fee challan to be submitted to the COE office .The amount once paid will not be refunded under any circumstances.