

**THEIVANAI AMMAL COLLEGE FOR WOMEN  
(AUTONOMOUS), VILLUPURAM  
AFFILIATED TO THIRUVALLUVAR UNIVERSITY, VELLORE  
ACCREDITED BY NAAC A GRADE (THIRD CYCLE)**



**EXAMINATION CELL  
EXAMINATION & EVALUATION GUIDELINES**

## EXAMINATION CELL

As per the guidelines of UGC, Theivanai Ammal College for Women has conferred the status of Autonomy from the academic year 2009-2010. Autonomy facilitates an academic freedom that the college can formulate its own syllabus for all UG and PG programmes and carries out the assessments also. The Examination Cell therefore, has been restructured to carry out all the examination activities. The Examination Cell of the college is a confidential section with the responsibility of conduction of examinations both internal and external, evaluation, publication and display of results, maintenance of student records for all approved courses offered by the college which falls under the preview of Autonomy. Apart from central examination system every department has departmental examination committee comprising Head of the Department and Examination committee member for each year.

## EXAMINATION COMMITTEE

<b>Chief Controller</b>	:	<b>Dr. M.Britha, Principal, TACW</b>
<b>Advisor</b>	:	<b>Dr. E.Soundara Rajan, Registrar, ESSK Educational Charities</b>
<b>Controller of Examinations</b>	:	<b>Ms B Sridevi</b>
<b>Members</b>	:	<b>Administrative Officers, Heads of the Department &amp; One faculty from each Department</b>

## EXAMINATION & EVALUATION GUIDELINES

The Examination and Evaluation guideline planned to explain the rationale and importance of assessment, post assessment measures to publish the results and award of degree. UG and PG examinations are designed according to the guidelines framed separately approved by the Academic Council from time to time. M.Phil and Ph.D. programs will remain under the direct supervision and control of parent university, Thiruvalluvar University, Vellore. The formative and summative assessments are used to evaluate the performance of students. The formative assessment is based on Continuous Internal Assessment (CIA) and summative assessment is based on the End Semester Examination (ESE)

## WEIGHTAGE FOR CIA & ESE:

Nature of the Course	CIA %	ESE %
Theory	30	70
Practical	60	40
Project	60	40

### 1. CONTINUOUS INTERNAL ASSESSMENT

- Continuous Internal Assessment (CIA) will be done by the course teacher on the dates fixed by the examination cell. For theory courses there will be two compulsory written test for 20 marks and two components for 10 marks. Similarly for practical courses there will be two compulsory practical tests for 20 marks, daily practical assessment for 30 marks and viva voce for 10 marks. The Continuous Internal Assessment will be awarded as per the regulations of the examination cell. The Internal assessment marks has to be entered in the automation by the course teacher after the completion of each CIA and before the commencement of End Semester Examinations.

### CIA COMPONENTS AND WEIGHTAGE FOR UG & PG PROGRAMMES

Theory		Practical		Theory cum practical (NME)			
				Theory		Practical	
Components	Weightage	Components	Weightage	Comp	Weightage	Comp	Weightage
Test-I	10	Daily Practical Assessment	30	Test-I	5	Practical Assessment	10
Test-II	10	Test-I	10	Test-II	5	Test	5
Component-III	5	Test-II	10	Com-III	5	---	---
Component-IV	5	Viva Voce	10		---	---	---
<b>Total</b>	<b>30</b>	<b>---</b>	<b>60</b>		<b>15</b>		<b>15</b>

No passing minimum for CIA.

### III & IV EVALUATION COMPONENTS OF CIA



### CIA COMPONENTS AND WEIGHTAGE FOR M.Phil PROGRAMMES

Theory	
Components	Weightage
Test-I	5
Test-II	5
Component-III	10
Component-IV	10
<b>Total</b>	<b>30</b>

### PG & M.PHIL PROJECT EVALUATON

#### CIA

- Internal Assessment will be done for 60 marks

#### ESE

- Guide and External assessment for 40 marks (Report:30 marks, Viva 10 marks)
- The project has to be presented in the presence of the entire department faculty and submit for final assessment.

## **M.PHIL SPECIAL AREA STUDY**

- No End Semester Examination is conducted for special area study.

<b>Components</b>	<b>Weightage</b>
Comprehensive exam	: 50 Marks
Term paper & Viva Voce (Unit I & II)	: 25 Marks
Seminar (Unit III, IV & V)	: 25 Marks
Total	: 100 Marks

## **2. PROVISION FOR IMPROVEMENT / RETEST IN CIA TEST I & II**

### **Provision for Retest:**

#### **Semester I to VI for UG & I to IV for PG**

- Students have to be present for the entire CIA test as per the schedule.
- If a student is absent due to her illness alone, she can take the retest with the payment of registration fee only after the approval of the Principal through course teacher, head of the department and controller of examinations and medical certificate has to be submitted.
- If a student did not fall in the above said category, she has to take the odd semester courses in the odd semester and even semester courses in the even semester.

### **Provision for Improvement:**

#### **Semester I for UG & PG**

- Provision for improvement in CIA is allowed in the first semester to the failed candidates without any registration fee.
- Improvement test will be administered within 10 days after the distribution of valued answer script.
- This provision can be availed for both the CIA test and best of the two marks will be taken.

#### **II to VI for UG & PG**

- Only the students who have failed in both the CIA test I & II are eligible for improvement with payment of registration fee 25/- per paper.
- Improvement provision will be available for test II only.

- Can appear only in Part II – English and Part III – Major and Allied subject to a maximum of three papers.
- Highest mark will be taken as the final mark.

Note:

- ✓ Students who are permitted to write retest have to appear for the same along with the improvement test during improvement schedule.
- ✓ If a student did not complete the CIA components within the scheduled date she is not eligible for ESE.

### **Continuous Internal Assessment Components (Practical):**

#### **Provision for Retest:**

- Provision for the retest (Practical) in CIA will be provided only for the CIA test I and this has to be completed before CIA test II with the approval of the Principal through Controller of Examinations.

### **3. END SEMESTER EXAMINATION:**

#### **Question Paper Setting**

- From the panel approved by Board of studies and Academic Council, external examiners from reputed autonomous colleges are selected by the Principal and Controller of Examinations.
- The approved syllabus, blue print, sample question paper, question paper pattern collected from the department for the courses offered in the semester and sent to external examiners.
- Two sets of question paper one month before the commencement of End Semester Examinations will be collected.

#### **Question paper scrutiny**

- Constitution of scrutiny board comprising of external experts for question paper scrutiny.

#### **Conduct of End Semester Examination**

- Regular examination will be conducted for the theory courses.
  - ✓ Odd Semester in the month of November / December
  - ✓ Even semester in the month of April / May

## Mal Practice

- Scale of punishment of malpractice involved by the student as per the guidelines approved by Academic Council.

## ELIGIBILITY CRITERIA TO APPEAR FOR END SEMESTER EXAMINATIONS

### Minimum Attendance Requirement (As per Thiruvalluvar University Guidelines)

- Securing minimum of 75% attendance as on last working day.
- Students with the attendance in the range of 65-74% are allowed only after the payment of condonation fee.
- In case of married women students the minimum attendance requirement shall be 55% of the total instructional days

### Minimum CIA Requirements

- Theory – All the CIA Components (CIA Test I, CIA Test II, Component III and component IV) have to be completed.
- Practical - All the CIA components (DPA (30), CIA Practical I (10) & II (10) Viva (10) to be completed.

### Payment of prescribed fee

- Students are eligible to take the ESE practical / theory after the payment of term fee, exam fee and vocational course fee before the commencement of examination.

## PASSING MINIMUM

Programme	ESE	Aggregate (CIA + ESE)
UG	40%	40%
PG	50%	50%
M.Phil	50%	50%

### MODERATION:

- Moderation is applied upto 5% of marks in ESE by automation.

**ESE SUPPLEMENTARY EXAMINATIONS** (Theory Courses / Practical Courses / Comprehensive Viva-voce / Project Viva-Voce / Value Education / Soft Skill Courses / Extension (UG & PG).

### **ESE –November:**

- **Students with arrear /absent in theory / practical / theory cum practical / project courses of Semesters I, III &V are eligible to appear in ESE -November.**

### **ESE –April:**

**Students with arrear / absent in theory / practical / theory cum practical / Project/ Comprehensive viva voce courses of semesters II, IV & VI are eligible to appear in ESE-April.**

- **Final year students with arrear /absent in courses of semester V of UG, Semester III of PG and courses of Semester I of M.Phil are eligible to appear in ESE – April along with final semester Examination. June Supplementary Examinations (Theory)**
- **Final year students who have only one arrear in the courses of I –VI semesters of UG, I –IV semesters of PG and I semester of M.Phil are eligible to appear for June Supplementary Examinations.**
- **Final year students who have only one arrear in the courses of I –VI semesters of UG, I –IV semesters of PG, I –VI semesters of MCA and I semester of M.Phil are eligible to appear for June supplementary examinations.**

### **VALUATION**

- **Central valuation on campus.**
- **UG valuation will be done only by external examiner.**
- **PG & M.Phil double valuation by internal and external examiners and the average of both valuation will be taken.**
- **Third valuation for a difference of more than 10 % by internal examiner other than the course teacher.**

### **PROVISION FOR RE-TOTALING, PHOTO COPIES OF ANSWER SCRIPTS AND REVALUATION FOR ALL UG COURSES**

- **Last date to apply for re-totaling /photo copies / revaluation, provide seven working days from the date of result publication.**
- **The photo copies of answer scripts, to be issued to the students within 7 working days after the receipt of application, from the students.**



- If the student desires to go for revaluation after verifying photocopies of answer scripts, it is to be applied within next 7 working days after receiving photocopies.

### **PROVISION FOR EARNING FOR EXTRA CREDIT**

Provision for earning extra credit is given to the students by choosing any one of the following options. A minimum of 30 hours must be spent by the students for earning extra credit.

- Self study paper
- Term paper
- Field work / Study survey report
- Case study
- Experiments
- Summer Internship
- Mini project
- Online courses

### **4. COMPLETION OF COURSE OF STUDY**

A student who is not able to pass in a course has the following two options to complete the course after finishing her programme in all six semesters for UG / four semesters of PG / two semesters of M.Phil. She can choose any one of the two options.

#### **Option 1**

- She can register for the courses and appear for supplementary exam on the payment of exam fee.

#### **Option 2**

- She can register for the courses and appear for all four components of CIA and also ESE.
- Registration fee of Rs. 750/- for the theory has to be paid for all the courses offered in odd semester in the month of July and offered in even semester in the month of December.

#### **This provision will be available**

- For all theory courses.

- For Odd semester courses, a student can avail above provisions only in odd semester. Similarly, for even semester courses, the above provision is applicable in the even semester.
- Only for the students who have completed their course of study i.e., 6 semesters for UG / 4 semesters for PG / 2 semesters for M.Phil.

## 5. PUBLICATION OF RESULT

- CIA & ESE marks are processed through automation.
- Online publication (college website) of results and issue of galley to the departments.

## 6. ISSUE OF MARK STATEMENT

- A consolidated mark statement is issued to students after the publication of results who have completed the course successfully.
- To complete a UG programme a student has to earn a minimum of 140 credits, PG programme minimum of 90 credits and for a M.C.A programme it is 135 credits. Extra credits are written in the bottom of the mark sheet separately.
- The grade obtained by a student in the co – curricular activities is also reflected in the mark statement.
- Cumulative mark statement is issued from second semester.
- CGPA will be mentioned in final semester.

## GRADE AND GRADE POINT

Range of Marks	Grade	Grade Point
90 - < 100	O	9.0 -< 10.0
80 - <90	E	8.0 -< 9.0
70 - < 80	D	7.0 -< 8.0
60 - < 70	A	6.0 -< 7.0
50 - <60	B	5.0 -< 6.0
40 - <50	C	4.0 -<5.0

Less than 40 (UG)	NC	0
Less than 50 (PG)	NC	0

## RESULT CLASSIFICATION

CGPA	Classification of Final Result
9. -< 10	I Class - Outstanding *
7.5 -< 9	I Class – Distinction *
6 -< 7.5	I Class
5 -< 6	II Class
4.0-<5.0	III Class

\*only for the candidates who have passed in the first appearance in the prescribed semester of the course of study.

- Cumulative Grade Point Average (GCPA) = ((Sum of Grade Point of the course X Credits) / Total Credits).
- The class obtained by a student will be indicated in the cumulative Marks statement issued to her on successful completion of the course.

## 7. ISSUE OF PROVISIONAL AND DEGREE CERTIFICATE

- Controller of examination will send the list of successful candidates to the affiliated university and receive the provisional and degree certificates.