



3. ASSESSMENT & VALUATION GUIDELINES

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)

A. CONTINUOUS INTERNAL ASSESSMENT

- Continuous Internal Assessment (CIA) will be done by the course teacher on the dates fixed by the examination office. There will be two compulsory written test for 20 marks and two components for 10 marks.

CIA ASSESSMENT COMPONENTS AND WEIGHTAGE FOR UG & PG

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		---	---	---
Total	30	---	60		15		15

CIA COMPONENTS AND WEIGHTAGE FOR M.Phil

Theory	
Components	Weightage
Test-I	5
Test-II	5
Component-III	10
Component-IV	10
Total	30



B. PROVISION FOR IMPROVEMENT / RETEST IN CIA TEST I & II

Continuous Internal Assessment Components (Theory):

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 Rs. 500/- 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.

Note: Retest in CIA I will be held during improvement period. Question paper will be prepared from the CIA syllabus.

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.

Semester 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.

***Any assessment to be valid for entry in mark sheet, should take place through exam office only.**

C. ELIGIBILITY CRITERIA TO APPEAR FOR END SEMESTER EXAMINATIONS

Completion of CIA components

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

Payment of Fees

- 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.

Attendance (As per Thirvalluvar 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,



D. PASSING MINIMUM

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

E. 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, I –VI semesters of MCA 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.

F. VALUATION

- Central valuation on campus.
- UG valuation 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.

G. 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.

H. 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.

I. 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