

# **THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)**

**Affiliated to Annamalai University, Chidambaram**

**(Accredited by NAAC (3<sup>rd</sup> Cycle), Recognized under 2(f) and 12 (B) by UGC  
Villupuram 605 401, Tamilnadu**



## **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. S.Akila, Principal, TACW</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. Ph.D. programs will remain under the direct supervision and control of parent university, Annamalai University, Chidambaram. 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

The CIA & ESE schedules are prepared for both odd and even semester for the academic year before the commencement of the class. As a regular exercise the schedules are communicated to the students through orientation programme, inclusion in college calendar, sending circulars to the departments, announcement in public address system, sharing in what's app and college website. The changes made in the schedule due to unexpected situation was also intimated to the students through What's App. Examination fee payment also made entirely through online via feepayr.com. Students those are eligible as per the stipulations of exam office are permitted to appear for the end semester examination with hall ticket.

## ADMISSION TO EXAMINATIONS

1. Examination registration is mandatory for all the courses offered in part I to part V of the curriculum in each semester.
2. There will be a registration fee for each course which is to be reflected in the mark sheet.
3. The prescribed examination fees are posted in online through student's portal via fee payr.com.
4. A student has to complete all the assessment components before appearing for the end semester examinations.
5. In the case of out gone student, the application for admission to an examination shall be accompanied by a certificate signed by the Head of the department ensuring that the candidate has completed the prescribed course and earned the credits, within the period specified.
6. If a candidate, before issue of hall ticket or before appearance in an examination, is found to be ineligible to take the examination, her candidature shall be cancelled by the Controller of Examinations.

7. If a candidate, subsequent to the issue of hall ticket or subsequent to appearance in an examination, is found to be ineligible to take the examination, her candidature shall be cancelled by the Controller of Examinations.
8. Provided that the condition of maximum period prescribed for passing an examination shall not apply to the candidates who are allowed additional chance as per the guidelines of Parent University.

### 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



### PG PROJECT EVALUATION

#### 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.

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

#### Provision for Re-test:

#### 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.

## END SEMESTER EXAMINATION:

### Question Papers and Appointment of Examiners

- The question papers for the end semester examinations are collected from the external examiners of reputed autonomous college in and around Tamil Nadu.
- The examiners are fixed according to the list suggested by the Board of Studies approved by the academic council once in three years.
- An External Examiner shall be one who is not having any nephews / relatives/ children studying in this college.
- 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.
- The appointment of any Paper-Setter/Examiner is cancelled under any emergency, to meet a particular situation; the Controller of Examinations is empowered to appoint a substitute as deemed suitable.
- External Paper-Setters and External Examiners shall be appointed on semester to semester basis, but no such person will ordinarily continue to act as such for a period of more than two successive examinations continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one semester.
- The Controller of Examinations shall issue instructions to the Paper- Setters/Examiners with regard to due provision for secrecy and any other matter incidental thereto.
- The Paper-Setters shall send the question-papers to the Controller of Examinations in sealed covers before a date notified in their appointment letters.
- Two different sets of hand written / soft copy of the question papers are collected confidentially from the examiners for each course one month before the commencement of examination.

### Question paper scrutiny

- Constitution of scrutiny board comprising of external experts for question paper scrutiny.
- The question papers are typed at the office of COE at the confidential section and are submitted to the scrutinizing committee for scrutinizing the question papers.

- After scrutiny, one question paper is selected by COE and will maintain complete secrecy in' printing, copying and distribution of question papers.
- The printed question papers are packed and sealed under the custody of COE.

### **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
- The Head of the Institution recommend head of the department or senior faculty as the control room coordinator for smooth conduct of the examinations.
- The attendance sheets are sent to the CR through the exam office well in advance for planning and smooth conduct of the examinations.
- Hall / Seating arrangements for the conduct of theory examinations are prepared and displayed at all notice boards by the examination cell for the benefit of the students.
- The question papers are handed over to the CR 45 minutes before the commencement and on the day of Examination.
- Different series of answer scripts are only used for end semester examinations.
- After the examinations, the answer scripts in the sealed covers along with attendance sheets are handed over to the Controller of Examinations, for further process.
- Students suffering from contagious diseases like chicken pox, mumps, and Madras eye are isolated and allowed to take up the examinations, in a separate hall with a hall superintendent.
- The administrative officers of the college act as Squad Members. These squad members visit the various venues of Examinations to ensure the smooth conduct of examinations as well as to check malpractices.
- If any malpractice is noticed by the squad members, they will report to the COE through CR.

### **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 Annamalai 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%
Ph.D	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 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 are eligible to appear for June Supplementary Examinations.

### **VALUATION**

- Central valuation on campus.
- UG and PG valuation will be done only by external examiner.

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

- Last date to apply for re-totalling /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
- Online courses
- Internship
- Term paper

- Field work / Study survey report
- Case study
- Experiments
- Mini project

## **TRANSPARENCY IN EVALUATION SYSTEM**

Answer scripts of CIA were distributed to the students and scheme of valuation will be displayed end-term exam are shown to students for maintaining transparency and credibility after the declaration of result through online mode after submitting fee of Rs 100 per answer book.

The COE notify the dates to students regarding the availability of evaluated answer books for viewing. Students can view valuated answer books after making online payment of Rs 100 through a link shared by COE on Institute website.

## **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 within two years from the year of completion of programme. 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

## PUBLICATION OF RESULT

- CIA & ESE marks are processed through automation.
- Online publication (college website) of results and issue of galley to the departments.
- Results will be published after getting approval in the examination award committee.

## ISSUE OF MARK STATEMENT

- A consolidated mark statement is issued to students after the publication of results who have completed the course successfully.
- For a completion of a UG programme a student has to earn a minimum of 140 / 146 credits and PG minimum of 90 credits.
- Extra credits are highlighted separately in the bottom of the mark sheet.
- 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 Points
90 and above	O	10
80 - 89	A	9
70 - 79	B	8
60 - 69	C	7
50 - 59	D	6

40 - 49	E	5
Less than 40 (UG)	NC / RA	0
Less than 50 (PG)	NC /RA	0

## CLASSIFICATION OF RESULTS

CGPA	Classification of Final Result for UG	Classification of Final Result for PG
8.25 and Above	First class with Distinction*	First class with Distinction*
Above 6.5 and below 8.25	First Class	First Class
Above 5.0 and below 6.5	Second Class	Second Class
Above 4.0 and below 5.0	Third Class	---

**\*only for the candidates who have passed in the first attempt 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.

## 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.
- Degree certificates are issued on the day of convocation.

## PROGRAMME DURATION / COMPLETION OF PROGRAMME (With Effect from 2018-2019 Batch)

### 1. Undergraduate Programmes:

- The undergraduate degree (UG) programmes is for three academic years.
- Each academic year is comprises of two semesters (odd and even semesters) typically the odd semester is from June to November and the even semester is from December to April.
- Each semester will have 90 working days (18 weeks / 450 teaching hours).
- The maximum period of completion of UG programme is 5 years (3 + 2 years).
- In exceptional cases like major accidents and child birth an extension of one year be considered beyond maximum period of time.
- After the completion of five years, if a student wishes to continue her studies she has to re register as per the stipulations of the parent university (Annamalai University).

### 2. Postgraduate Programmes:

- The two year postgraduate Programmes (PG) consist of two academic years.
- Each academic year is divided into two semesters, typically the first from July to November and the second from December to April.
- Each semester will have 90 working days (18 weeks).
- The maximum period of completion of PG programme is 4 years (2 + 2 Years).
- In exceptional cases like major accidents and child birth an extension of one year be considered beyond maximum period of time.
- After the completion of four years, if a student wishes to continue her studies she has to re-register as per the stipulations of the parent university (Annamalai University).

**Note:** The above condition is applicable to the Re-do/ Re-admitted candidates

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