

**Theivanai Ammal College for Women (Autonomous)
Villupuram**

INNOVATIONS & BEST PRACTICES IN EVALUATION:

1. CIA is conducted as per schedule.
2. CIA evaluations (tests) as per scheme.
3. Improvement in CIA for I UG & PG students in first semester.
4. Transparency is ensured by revealing CIA marks to students.
5. Copying is prevented by distributing objective question in the last 30/15 minutes.
6. Orienting students about the CIA & ESE every semester.
7. Orienting teachers about the conduct of CIA & ESE.
8. Soft skills, Value Education & Extension each are assessed by internal teachers.
9. Results published in the college website.
10. Retotaling and providing photo copy of answer scripts.
11. Central valuation is conducted for ESE.
12. Double valuation for PG & M.Phil Courses.
13. Under Autonomy weightage for CIA is increased to 30 : 70 for Theory & 60:40 for practical & project
14. Final results are classified in part I to V separately in consolidated Mark Statement.
15. Supplementary exam will be conducted separately in the month of June for all Semester.
16. Special supplementary exam for semester V of UG & semester III of PG along with final semester exam.
17. Online registration for the supplementary exam.
18. Malpractice will be dealt acutely by the disciplinary committee and passing the information to the parents.

STUDENT REGISTRATION:

Choice Based Credit System is followed so a student can select her own combination of courses under the following categories.

Part I-Language (Tamil / Hindi / French)

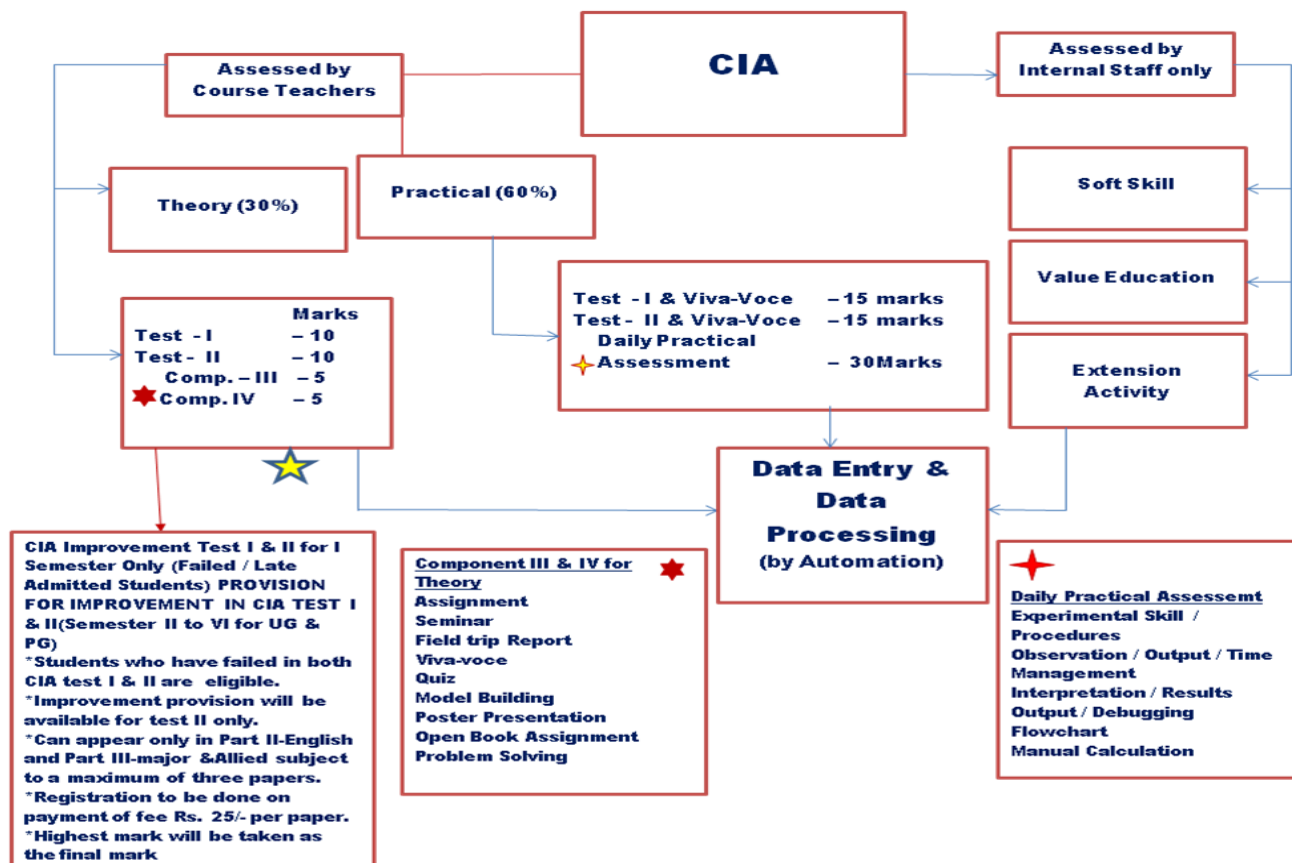
(Tamil at two level - Basic and Advanced)

Part II-English (Basic and Advanced level)

Part IV-NME, Value Education, Soft Skill

Part V-Extension Activity

EVALUATION PROCESS FOR CIA – Flow Chart



CIA COMPONENTS:

Theory		Practical		Theory cum practical (NME)			
				Theory		Practical	
Components	Weigh	Components	Weigh	Comp	Weigh	Comp	Weigh
Test-I	10	Continuous Practical Assessment	30	Test-I	5	Practical Assessment	10
Test-II	10	Test - I + Viva	10+5	Test-II	5	Test	5
Component-III	5	Test - II+ Viva	10+5	Com-III	5	---	---
Component-IV	5	---	---	---	---	---	---
Total	30	---	60	---	15	---	15

ARRANGEMENT OF CIA EXAM:

- A week before the circular will be sent to the department and the time table will be displayed
- Exam committee members are allotted for hall arrangements and notice board
- Invigilation, rounds duty will be allotted
- Question paper will be submitted by the respective course teachers to the Exam office
- The invigilators will collect the question papers half-an-hour earlier the commencement of exam by registering in the **Exam office** and reporting to the examination hall 15 minutes earlier.
- Question papers Xeroxing, packing by the staff members in Exam office
- After the CIA test, invigilators will hand over the answer scripts to the committee members
- After registering, the scripts will be handed over to respective course teachers

PROVISION FOR IMPROVEMENT IN CIA:

SEMESTER-I

- Provision for Improvement in CIA is allowed only in the first semester to the failed candidates and for late admitted candidates. Improvement test will be administered within 10 days after distribution of valued answer scripts. This provision can be availed for both tests and the best one of the two marks will be taken.

SEMESTER- II-VI

- Only students who have failed in both the CIA tests I&II are eligible.
- Improvement provision will be available for test II only.
- Can appear in part-II English and part-III Major & Allied subject to a maximum of three papers.
- Registration to be done on payment of registration fee of Rs.25/- per paper.
- Highest mark will be taken as the final mark.

MALPRACTICE:

- If a student is found involved in any sort of malpractice either in the CIA test or in the End Semester Examination the hall Superintendent reports the matter to the Chief Superintendent of Examination / Controller of Examinations along with answer scripts, evidence, students acceptance letter and invigilator's reports.
- The following punishments are obligatory.

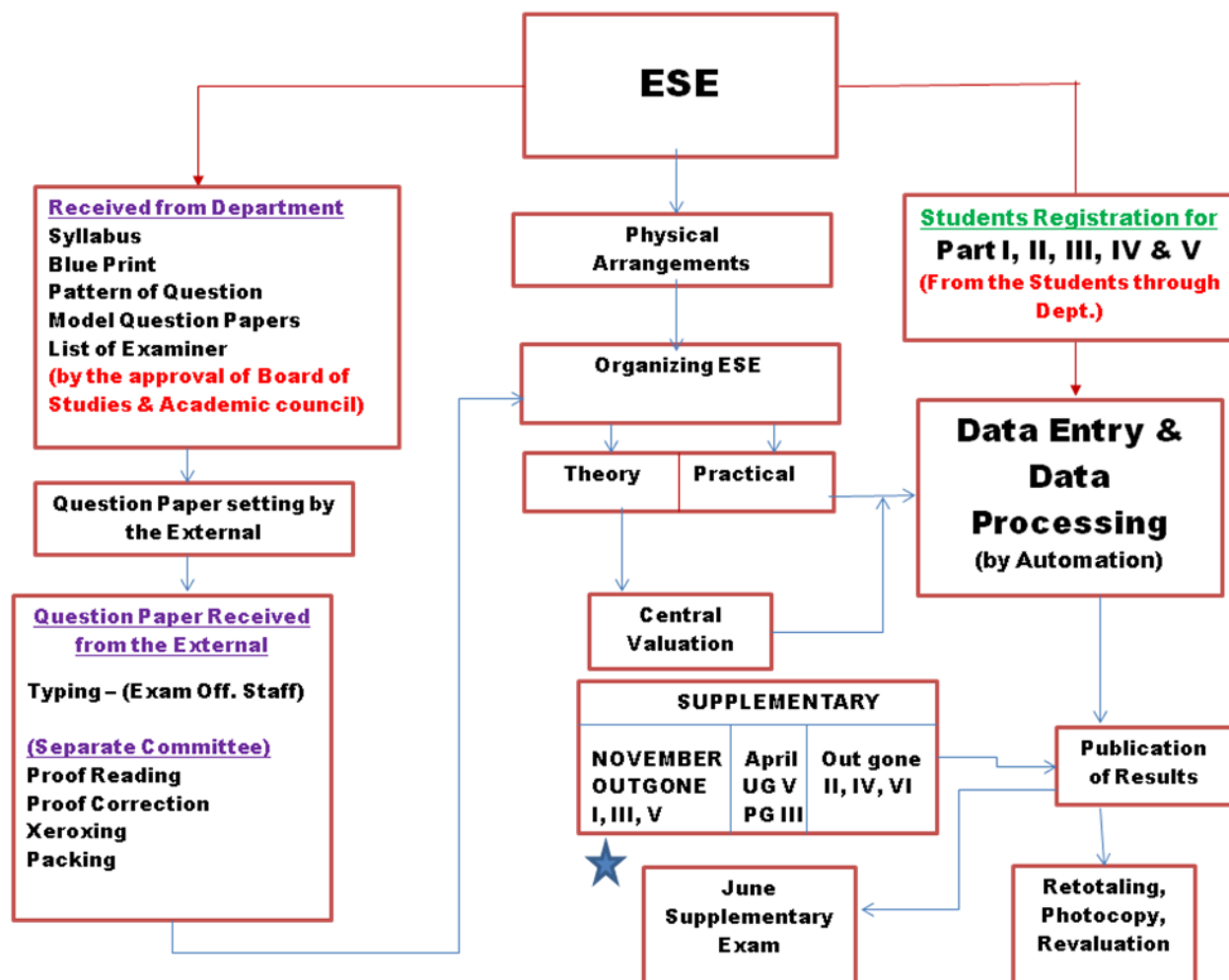
I. Scale of punishment for Malpractice in CIA and ESE

Category	Corresponding punishment	
	CIA Test	ESE
A. Within the Examination Hall		
Using identification marks: Using colour thread / Making in colour pencil / Candidates name / Reg. No. in other pages / College Name / any other special marking	Warning	Warning / Cancellation of examination of that particular paper.
Letter of appeal with promise for consideration of any form.	Cancel the test and put zero marks in that particular subject.	Cancel the examination in that particular subject.
Possession of any materials (related/not related to the Exam Paper) inside the examination Hall / Writing on the desk / Any part of the body / Writings on scale, Calculator, handkerchief, Hall ticket etc.,		Cancel the written examinations of particular paper.
Helping others for copying or getting help from others in the examination Hall in any form for all the students involved in this.		Cancel all the written examination of that session.
Willfully changing register number.		Cancel the particular examination taken in that semester.
Exchange of question paper with answer		Cancel that examination for involved students.
Insertion of answer sheets brought from outside.		Cancel all the examinations taken in that semester.
Threatening the Hall Superintendent.		
Any violent behavior		
B. Outside the Examination Hall		
Put staff / HOD Signature in the Practical Record Book by herself / any other persons.	Redo the record and submit with next batch.	Not eligible to appear for the particular examinations.
Marks Changed in her CIA test answer scripts by herself.	Put zero mark in that CIA test.	---
Appeal for favour with / without any promise of consideration.	Warning	Warning
Change of mark for any CIA component marks in the answer sheet / mark register / mark statement.	Put zero mark in that test	----
C.If the same person continues to do malpractice (more than one time).	Cancel the test and put zero marks in all papers	Cancel all examinations taken for that session.

II. Revaluation for UG Courses (2015-2016 onwards)

Revaluation will be done by internal teachers for all UG courses.

EVALUATION PROCESS FOR ESE – Flow Chart



END SEMESTER EXAMINATION (ESE):

- Examinations will be conducted for the theory papers of ODD semester in NOV/DEC and for even semester in APRIL/MAY for all UG,PG and M.Phil courses

Eligibility:

- Securing a minimum 75% attendance
- For married Student's minimum 55% of attendance.
- If attendance is 65-74% then by condonating with prescribed fee.
- If attendance is 55-64%, she has to reimburse the deficiency of presence in the ensuing semester.
- Less than 55% can redo the semester
- On completion of all components of CIA.

PASSING MINIMUM:

- No minimum marks for CIA
- Passing minimum for UG course is 40% in ESE and 40% in the aggregate of CIA & ESE.
- Passing minimum for PG course is 50% in ESE and 50% in the aggregate of CIA and ESE.
- For M.Phil program passing minimum is 50% in ESE and 50% in aggregate.

PAYMENT OF EXAMINATION FEE:

- Students will be permitted to register ESE exam on full payment of term fee.
- Period 1st 10 working days of the month of August (for ODD-semester)
- Next 7 working days with penalty
- Period 1st 10 working days of the month of January (for EVEN-semester)
- Next 7 working days with penalty

QUESTION PAPER SETTING:

- The list of Examiners received by the department on considering their didactic criterion and proficiency is approved by Board of Studies and in Academic Council.
- The panels of examiners are recommended by the Director / Controller of Examinations.
- Syllabus, Blue Print, Pattern & Model question papers customary from the department accepted by the Board of Studies and Academic Council meeting, the material are sent to external examiner for the question paper setting.
- The semester examinations are wholly exterior. i.e., All the question papers are set by proficient assessor.

EVALUATION:

- Centralized valuation is done on campus by external examiners for UG.
- PG & M.Phil papers are valued under twice over valuation system - internal (course teacher) and external examiner.
- If the mark difference between the first and second valuation exceeds 10 mark the paper is referred for third valuation by internal examiner other than the course teacher.
- The remuneration for question paper setting and valuation are given as per Thiruvalluvar University norms.

PG project evaluation:

- CIA and ESE assessment marks is 60:40. In the End Semester Examinations, projects are evaluated by both internal and external singly which carries 30 mark and viva voce with 10 marks. The middling will be taken for calculating final marks.
- At each stage power point presentation is to be made for assessment.
- Project proposal and Final Project report are to be presented in power point in the presence of all teachers of the department and their class students.

M. Phil Special area study

- No end semester examination is conducted for special area study.

Assessment:

➤ Comprehensive Exam	50 marks
➤ Term paper & viva voce (Unit I & II)	25 marks
➤ Seminar (Unit III, IV & V)	25 marks

Total **100 marks**

Evaluation of M. Phil Dissertation:

- CIA and ESE assessment marks is 60:40. In the End Semester Examinations, projects are evaluated by both internal and external separately for 30 marks each and viva voce 10 marks. The middling will be taken for calculating final marks.

ENTRY OF MARKS:

- As on due date the CIA marks will be entered by the course teachers duly signed by the students and ESE marks will be entered by the Exam office members.

MODERATION (UG&PG):

- If the candidate earned passing minimum in ESE and shortage of aggregate minimum (CIA+ESE) then by adding up to 5% of the marks in ESE.

COMPUTERIZATION:

- Software testing is made before the galley is prepared.
- Automation is cross verified along with software testing.

DECLARATION OF RESULT:

- At last part of examination, results will be in print.
- Results will be available both in website and galley

GALLEY:

- The documents available in galley are CIA & ESE marks, aggregation and results including Value Education, Soft Skill, and Extension Activities
- Results will be available both in website and galley
- Students should sign in the galley provided and the same should be maintained in department and Exam office
- Semester wise the galleys are recorded

MARK STATEMENT:

- Mark statements will be issued after the publication of the results.
- After the completion of course consolidated mark statement will be issued along with the UG and PG classification as follows:
Classification of successful candidates (U.G)
Classes will be awarded part I to V separately in the consolidated mark statement
Classification of successful candidates (P.G)
Classes will be awarded separately in the following.
 - Major
 - Non – Major Elective
 - Value Education
 - Service Learning

RETOTALING AND PHOTOCOPY:

- Only UG students are allowed for Re-totaling, Photocopy of Answer scripts within seven days from publication of results.

REVALUATION:

- UG students are eligible to apply for revaluation.
- The highest marks obtained by the candidate either in the original valuation or in revaluation shall be awarded to the candidate

MARK STATEMENT-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
Less than 50	NC	0

CLASSIFICATION OF FINAL RESULTS:

CGPA	Classification of Final Results
9 - ≤ 10	I Class – Outstanding *
7.5 - < 9	I Class – Distinction *
6 - < 7.5	I Class
5 - < 6	II Class
Less than 5	III Class **

* Only for the candidates who have passed in the first appearance in the prescribed course of

study.

**** UG Course only**

- A consolidated mark statement is issued to students who have completed the course successfully. To complete a UG programme a student has to earn a minimum of 140 credits, PG programme it is 90 and M.Phil Programme it is 30.
- Classification of successful candidates (U.G)
- Classes will be awarded part I to III separately in the consolidated mark statement
- Classification of successful candidates (P.G)
- Classes will be awarded separately in the following.
 - Major
 - Non-Major Elective
 - Value Education
 - Service Learning

PROVISIONAL AND DEGREE CERTIFICATE:

After completion of the course, list will be sent to the university for getting provisional and degree certificate with prescribed fee.

SUPPLEMENTARY EXAMINATION:

- After the publication of Even Semester examination (April) immediately supplementary exam will be conducted in the month of June.
- Conduct of supplementary exam for semester V of UG & semester III of PG along with final semester exam (April).
- Three consecutive chances are given to appear for supplementary Examinations, beyond which the same to be taken in the currently offered course.
- An online registration facility is available for the supplementary exam.
- Successful candidate of the June Supplementary Examination can be admitted the higher studies without wasting a year.
- If a student is unable to take the End Semester Examination due to participation in sports or any other program representing the college outside the campus, exemption will be given from payment of fee for supplementary exam if she has already paid the exam fee.

OUT GONE STUDENT:

- Student can register for the course and appear for all four components of CIA and also for ESE.
- Registration fee of Rs.750/- for theory is to be paid for all course offered in ODD semester in the month of July and offered in EVEN semester in the month of December.

Revised Guidelines for Supplementary Examinations (With effect from – November 2015)

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 & MCA, courses of 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.

Extension Activity:

- If a student is failed due to the lack of attendance, she has to redo the course along with the next batch after the payment of registration fee of Rs.250.

III M.Phil – Special Area Study paper:

- M.Phil scholars who have passed in the Special area study paper are only eligible to submit the dissertation.
- After submission of dissertation, viva – voce will be conducted only to those scholars who have passed in all three papers offered in Semester I.

For submission of M.Phil Dissertation,

Extension	Penalty Amount in Rs.	Viva – voce in the Month
I(Upto 30 th June of Immediate)	750	July
II(Upto 31 st October of Immediate)	1500	November
III(Upto 31 st March of second year)	2000	April
IV(Upto 31 st October of second year)	3000	November