

EXAMINATION RULES
For the year 2015-16
(Batch 2013-16, 2014-17 & 2015-18)

ASSESSMENT

I. a) Assessment of the students is two - fold, consisting of Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

S.No	Particulars	Under Graduates		Post Graduates		M.Phil	
		Break up	Passing Minimum	Break up	Passing Minimum	Break up	Passing Minimum
1.	CIA:ESE PART-I,II &III	40:60		50:50		50:50	
2.	CIA Break up(Theory)	Test : 30	35%	Test : 30	40%	Test : 35	40%
		Quiz(I)/ Assignment(II) /Seminar(III)- 5		Quiz-5		Seminar- 5	
		Attendance -5		Assignment- 5		Assignment-5	
				Seminar- 5		Attendance-5	
		Attendance- 5					
3.	CIA Break up(Practical)	Test : 30 Record - 5 Attendance -5	35%	Test : 40 Record -5 Attendance- 5	40%		
4.	ESE Passing Minimum		35%		40%		40%
5.	Total Passing Minimum		40%		50%		50%
6.	PART-IV CIA	-	-	NA	NA	NA	NA
7.	PART-IV ESE		40%	NA	NA	NA	NA
8.	Syllabus Validity Period	FIVE YEARS AFTER COMPLETION					

b. CIA Improvement Test:

A student, who is unable to secure the passing minimum in CIA of any course in a semester can appear for **ONE** CIA improvement test by making a request to the course teacher and HOD concerned.

c. Want of CIA Marks

A student who cannot get through in any theory or practical paper for want of CIA marks even though she gets the minimum in the summative examinations, after the completion of the course may be permitted to appear for the supplementary exam by foregoing the CIA marks provided.

- She has appeared for atleast two internals out of three and
- maximum of two such appearance in a program.

Student not fulfilling the above conditions has to **repeat the semester** to get **CIA minimum**.

II. Attendance

Every 5% of attendance above 75% will be awarded one mark in CIA and the **final marks allotted for attendance** in CIA will be calculated as below.

*Attendance %	Marks	** Attendance %	Marks
96 - 100	5	92 - 100	3
91 - 95	4		
86 - 90	3		
81 - 85	2	84 - 91	2
76 - 80	1	76 - 83	1
Less than 76	0	Less than 76	0

* For all students who attended classes from the first day of re-opening

** For those **I semester** students who got admission after a month from the date of opening (Percentage calculation is from their date of admission)

III . Condonation Rules:

Attendance %	Condonation Fee Rs	Eligibility
65 - 75	150	Approval to appear for current semester
60 -65	300	Approval to appear for next semester as arrear
Less than 60	-	Repeat semester

* Subject to Appeals committee's decision

- ✓ Due consideration can be given for late admissions **only in the First semester**
- ✓ Students having attendance less than 75% (the minimum prescribed) in any programme cannot sit for the ESE in that semester.
- ✓ If a student has lost her attendance on genuine medical grounds, she can apply for **condonation** to the Appeals Committee immediately after returning to the college. Appeals Committee's decision will be final.

IV. Evaluation

S.No	Programme	Semester	Nature of Valuation	Provision for Revaluation
1.	UG	1-4	Single	Yes
2.	UG	5 & 6	Double	No
3.	PG	All Semesters	Double	No
4.	M.Phil	All semesters	Double	No

V. Grading

The Consolidated Statement of Grades, in addition to the GPs and the GPAs for each semester show the CGPA [Cumulative Grade Point Average] for the entire programme. It also carries the classification of the student's performance and all necessary explanations to make it clear to every one to whom it might be presented by the student as per the guidelines of Government of Tamil Nadu.

Grading Scale - UG

Marks	Grade Point	Letter Grade	Classification of Final Result
95 and above	10	O+	First Class - Outstanding
90 – 94	9.4	O	
85 – 89	8.9	D++	First Class - Distinction
80 – 84	8.4	D+	
75 – 79	7.9	D	
70 – 74	7.4	A++	First Class
65 – 69	6.9	A+	
60 – 64	6.4	A	
55 – 59	5.9	B+	Second Class
50 – 54	5.4	B	
45 – 49	4.9	C++	Third Class
40 – 44	4.4	C+	
Below 40	0	F	Fail

Grading Scale – PG & M.Phil

Marks	Grade Point	Letter Grade	Classification of Final Result
95 and above	10	O+	First Class – Outstanding
90 – 94	9.4	O	
85 – 89	8.9	D++	First Class – Distinction
80 – 84	8.4	D+	
75 – 79	7.9	D	
70 – 74	7.4	A++	First Class
65 – 69	6.9	A+	
60 – 64	6.4	A	
55 – 59	5.9	B	Second Class
50 – 54	5.4	C	
Below 50	0	F	Fail

VI. Supplementary Exams

Supplementary Exams will be conducted for all final year students within one month of publication of End Semester results.

VII. Career Oriented Programme

S.No	Particulars	COP
1.	CIA:ESE	40:60
2.	CIA Break up(Theory)	Test : 30
		Quiz - 5
		Attendance - 5
3.	CIA Break up(Practical)	Test : 30
		Record - 5
		Attendance - 5
4.	CIA Passing Minimum	35%
5.	ESE Passing Minimum	35%
6.	Total Passing Minimum	35%
7.	Attendance Requirement	75% Minimum
8.	Syllabus Validity	3 Years after completion

GRADING SCALE

SCORE	CLASS
75% or more in the first appearance	I Class with Distinction
60% or more in aggregate	I Class
50% to 60% in aggregate	II Class
*	III Class
*	Fail

* Refer to the Syllabus of the respective course guidelines

VIII. Act of Malpractices in Examination and Punishments Awarded

A candidate indulging in any of the following acts in the examination hall will be considered as committed malpractice in the examination and booked for the same:

- i. **Possession of** printed / Xerox / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that have been either made use of or not made use of in the examination.
- ii. **Possession of** Programmable Calculators, Mobile Phones, Pagers, Organizers, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not in the examination.
- iii. **Writing** any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination.
- iv. **Writing** any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.
- v. **Writing** the register number anywhere in the answer book or additional sheets other than in the fly slip.
- vi. **Enclosing** empty additional sheets, wasting the exam stationery wantonly.
- vii. **Writing** the examination without valid hall ticket.
- viii. **Noting** down the answers of problems in her question paper before leaving the Hall.
- ix. **Tearing off** sheets from the answer book.

- x. **Keeping** with them, Tables, Hand books, Code books etc. which are not permitted by the COE and Chief Superintendent for the day's examination and made / not made use of them in the examination.
- xi. **Talking** with neighbours, showing signs or signals to others in the hall / verandah
- xii. **Copying from** printed / Xerox / handwritten bits / sheets / book / programmable calculators, organizers, digital memory pad etc. in the examination
- xiii. **Exchanging** with neighbours hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them.
- xiv. **Showing** the answer book / additional sheet to the neighbours or allowing them to copy.
- xv. **Giving / Getting** the main answer book or additional sheet to / from neighbor for copying.
- xvi. **Writing** cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.
- xvii. **Writing** the examination even after the final bell, not obeying to hall superintendent's instructions A
- xviii. **Striking off** all the pages including the correct answers written by her in the answer book, when being caught for any act of malpractice.
- xix. **Telling** the answer or formula related to any of the question to others writing the same examination.
- xx. **Inserting** pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book.

- xxi. **Replacing** the answer book supplied in the hall by pre-prepared answer book brought by the candidate herself or got from outsiders.
- xxii. **Writing** answers in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement /attachment.
- xxiii. **Refusing** to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc
- xxiv. **Writing** filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.
- xxv. **Acts** of threats, violence, creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.
- xxvi. **Repetitive** action of malpractice either in the same sitting or in different sittings in the course of her study.
- xxvii. **Taking away** with her the written answer book, without handing over the same to the Hall Superintendent.
- xxviii. **Trying to take away or damage** other candidate's answer book
- xxix. **Violating** any other special rules / regulations prescribed then and there by the COE.
- xxx. **Impersonation** - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else
- xxxi. **Assaulting Physically** or attempting to attack any examination staff while being caught/ booked for any malpractice.
- xxxii. **Causing damage** to examination records.

- xxxiii. **Arranging outside persons** to terrorise the examination staff.
- xxxiv. **Leaving the examination hall** with the question paper of the day's examination before the expiry of the period prescribed by the COE (normally 45 minutes from the commencement of exam), in spite of the warning of Hall Superintendent / Additional (or) Chief Superintendent.
- xxxv. **Causing damage** to the belongings of Examiners, as an act of vengeance.
- xxxvi. **The candidates** who had been booked under any of the above mentioned malpractice will be enquired by an Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Principal depending on the nature & severity of the malpractice.
- xxxvii. **Punishment** The following are the punishments being awarded to such students:
- All papers of the concerned semester written by the candidate in that sitting including practicals will be cancelled.
 - All Papers written by the candidate in that sitting (all semester papers including practicals)
 - All papers written by the candidate in that sitting (all semester papers including practicals) will be cancelled and the candidate will be debarred for two / four more ESE, as the case may be.
 - All papers written by the candidate in that sitting (all semester papers including practicals) will be cancelled and the candidate will be debarred for six more ESE. In addition to which legal/disciplinary action will be taken by the institution against that candidate.