

**EXAMINATION RULES**  
**For the year 2019-20**  
**ASSESSMENT- Batches 2017-20, 2018 -21 & 2019-22**

- ❖ To empower Result Awarding Committee to decide gracing norms of ESE results
- ❖ If a student lacks in internal marks, she may be given chance for improvement of internal marks in the consecutive years instead of repeating the semester
- ❖ Three Written tests / Project reviews are to be conducted out of which the average of best two will be considered as Test average / Review average for CIA
- ❖ To retain Internal & External split up for UG and PG as 40:60 and for M. Phil as 25:75
- ❖ For courses with both theory and lab, theory shall be conducted for 15 marks and practicals shall be conducted for 10 marks for each CIA test

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.	<b>CIA:ESE PART-I,II &amp;III</b>	<b>40:60</b>		<b>40:60</b>		<b>25:75</b>	
2.	<b>CIA</b> Passing Minimum		<b>35%</b>		<b>40%</b>		<b>40%</b>
3.	<b>ESE</b> Passing Minimum		<b>35%</b>		<b>40%</b>		<b>40%</b>
4.	<b>Total</b> Passing Minimum		<b>40%</b>		<b>50%</b>		<b>50%</b>
5.	<b>PART IV CIA</b>	-	-	NA	NA	NA	NA
6.	<b>PART IV ESE</b> Passing Minimum		<b>40%</b>	NA	NA	NA	NA
7.	Syllabus Validity Period	<b>FIVE YEARS AFTER COMPLETION</b>					

**COMMON CREDIT STRUCTURE FOR UNDERGRADUATE PROGRAMME**

S. No	Part	Course	Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI	Total No. of Credits
1	I	Tamil/Arabic/Hindi	6	6	-	-	-	-	12
2	II	English	6	6	-	-	-	-	12
3	III	Core Course	8	6	8	12	10	16	60
		Allied	5	5	5	5	-	-	20
		Elective					10	5	15
4	IV	Non-Major Elective			2	2			4
		Skill Based Elective	2	2	2	2	2	2	12
		Environmental Studies		2					2
		Human Rights			2				2
		Values and Ethics				2			2
		Women Studies					2		2
5	V	Extension Activities			2				2
6		Extra Credit		2	2	2	2	2	10
		<b>Total</b>	<b>27</b>	<b>27+2</b>	<b>21+2</b>	<b>23+2</b>	<b>24+2</b>	<b>23+2</b>	<b>145+10</b>

**STRUCTURE FOR PG [2 – YEARS PROGRAMME]**

Course	Sem I	Sem II	Sem III	Sem IV	Total Credits
Core	4 (3 T + 1 P) x 5 = 20	4 (3 T + 1 P) x 5 = 20	4 (3 T + 1 P) x 5 = 20	3 (2 T + 1 PJT) x 5 = 15 or 1(PJT) x 15 = 15	75
Elective	1 x 5 = 5	1 x 5 = 5	1 x 5 = 5	-	15
Extra Credit	1 x 2 = 2	1 x 2 = 2	1 x 2 = 2	1 x 2 = 2	8
<b>Total</b>	<b>25 + 2</b>	<b>25 + 2</b>	<b>25 + 2</b>	<b>15 + 2</b>	<b>90+8</b>

### STRUCTURE FOR MCA [3- YEARS PROGRAMME]

Sem	Core	Elective	Extra Credit	Total
I	(5T x 4) + (2P x 3)	-	-	26
II	(3T x 4) + (2P x 3)	2 x 4	2	26+2
III	(3T x 4) + (2P x 3)	2 x 4	2	26+2
IV	(4T x 4) + (2P x 3)	1 x 4	2	26+2
V	(4T x 4) + (2P x 3)	1 x 4	2	26+2
VI	PJT – 12	-	2	12+2
<b>Total Credits</b>				<b>142+10</b>

### COMMON STRUCTURE FOR M PHIL PROGRAMME

Sem.	Sub. Code	Course	Sub. Title	Hours	Credits	CIA	ESE	Total
Sem I		Core I	Research Methodology	6	6	25	75	100
		Core II		6	6	25	75	100
		Core III	Professional Competency...	6	6	100	-	100
		Library		6				
			Dissertation Discussion	6				
<b>Total</b>				<b>30</b>	<b>18</b>	<b>150</b>	<b>150</b>	<b>300</b>
Sem II		Elective	a. b. (Minimum two & Maximum four options)	6	6	25	75	100
		Core IV	Dissertation	16	12	100	100	200
		Library		8	-	-	-	-
<b>Total</b>				<b>30</b>	<b>18</b>	<b>125</b>	<b>175</b>	<b>300</b>
<b>Grand Total</b>				<b>60</b>	<b>36</b>	<b>275</b>	<b>325</b>	<b>600</b>

### STRUCTURE FOR CERTIFICATE PROGRAMME

Course	Hours	Credits
Theory	30	5
Practical	50	5
<b>Total</b>	<b>80</b>	<b>10</b>

## STRUCTURE FOR DIPLOMA PROGRAMME [1 YEAR]

Course	Hours	Credits
Theory	30	6
Theory	30	6
Practical	30	6
<b>Total</b>	<b>90</b>	<b>18</b>

### CIA COMPONENTS FOR UG & PG (THEORY)

CIA SPLIT UP FOR UG		CIA SPLIT UP FOR PG	
Evaluation Criteria	Mark	Evaluation Criteria	Mark
Written Test Average	25	Written Test Average	25
Quiz [I Yr] / Assignment [II Yr] / Seminar [III Yr]	5	Seminar	5
Class Room Participation	5	Class Room Participation	5
Attendance	5	Attendance	5
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>40</b>

CIA SPLIT UP FOR LAB COURSE (UG & PG)	
Evaluation Criteria	Mark
Test Average	25
Lab Participation	5
Record	5
Attendance	5
<b>Total</b>	<b>40</b>

ESE SPLIT UP FOR LAB COURSE (UG & PG)	
Evaluation Criteria	Mark
Performance	40
Record	10
Viva-Voce	10
<b>Total</b>	<b>60</b>

### CIA COMPONENTS FOR M PHIL PROGRAMME

PROFESSIONAL COMPETENCY COURSE		OTHER COURSES	
Evaluation Criteria	Mark	Evaluation Criteria	Mark
Test Average	60	Test Average	15
Presentation [Seminar / Conference]/ Publication	20	Seminar	5
Seminar	15	Attendance	5
Attendance	5		
<b>Total</b>	<b>100</b>	<b>Total</b>	<b>25</b>

**Note:** Each of the three internal tests for the M Phil programme are to be conducted for 30 marks but to be entered for 60 marks for Professional Competency course and for 15 marks for other courses

### EVALUATION CRITERIA FOR PROJECT [UG]

CIA		ESE	
Evaluation Criteria	Mark	Evaluation Criteria	Mark
Review Average	25	Record	20
Report / Record	10	Presentation	20
Attendance	5	Viva voce	20
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>60</b>
<b>Grand Total - 100</b>			

### EVALUATION CRITERIA FOR PROJECT [PG & MPHIL]

CIA		ESE	
Evaluation Criteria	Mark	Evaluation Criteria	Mark
Review Average	75	Record	40
Report / Record	20	Presentation	30
Attendance	5	Viva voce	30
<b>Total</b>	<b>100</b>	<b>Total</b>	<b>100</b>
<b>Grand Total - 200</b>			

### EVALUATION CRITERIA FOR INTERNSHIP [UG & PG]

<b>ESE</b>	
<b>Evaluation Criteria</b>	<b>Mark</b>
Work Involvement	30
Skill Development	40
Report	25
Attendance	5
<b>Total</b>	<b>100</b>

### CIA QUESTION PAPER PATTERN FOR WRITTEN TEST [UG & PG ]

Part – A	Objective Type (3 Questions)	3 x 1 = 3
Part – B	Either – or (3 Questions)	3 x 4 = 12
Part – C	Open Choice (1 out of 2 questions )	1 x 10 = 10
<b>Total</b>		<b>25 Marks</b>

### ESE QUESTION PAPER PATTERN FOR UG & PG

<b>ESE PATTERN</b>		
Part – A	Multiple Choice (2 Qns from each unit)	10 x 1 = 10
Part – B	Either – or (1 Qn from each unit)	5 x 4 = 20
Part – C	Open Choice (3 out of 5 qns; 1 qn from each unit)	3x10 = 30
<b>Total</b>		<b>60 Marks</b>

## **ESE QUESTION PAPER PATTERN FOR PART-IV [THEORY]**

[NON-MAJOR ELECTIVES, SKILL BASED ELECTIVES AND GENERAL INTEREST COURSES]

Part – A Multiple Choice Questions	20 x 1 = 20
Part-B Either – or Type [ from all the five units]	2 x 5 = 10
Part – C Open Choice –Two out of three questions to be answered	2 x 10 = 20
<b>Total</b>	<b>50 Marks</b>

## **ESE EVALUATION CRITERIA FOR PART-IV [PRACTICALS]**

[NON-MAJOR ELECTIVES AND SKILL BASED ELECTIVES]

<b>Evaluation Criteria</b>	<b>Marks</b>
Performance	30
Record	10
Viva-voce	10
<b>Total</b>	<b>50</b>

## **CIA QUESTION PAPER PATTERN FOR WRITTEN TEST [M PHIL]**

Either – or (2 Questions)	2 x 15 = 30
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## **ESE QUESTION PAPER PATTERN FOR M PHIL**

PART – A    5 X 15 = 75 (Either – Or ; 1 Qn from each unit)
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**ESE PATTERN FOR CERTIFICATE, MUBALLIGA AND EXTRA CREDIT  
COURSE**

Part - A	No Choice (2 Qns from each unit)	10 x 2 = 20
Part - B	Either – or (1 Qn from each unit)	5 x 7 = 35
Part - C	Open Choice (3 out of 5 qns ; 1 qn from each unit)	3 x 15 = 45
<b>Total</b>		<b>100</b>

**EVALUATION CRITERIA FOR SKILLS FOR EMPLOYABILITY  
DEVELOPMENT COURSE**

Group Discussion	40
Writing Skills	30
Oration	25
Attendance	5
<b>Total</b>	<b>100 Marks</b>

**EVALUATION CRITERIA FOR NSS / CSS**

Activities Participated	30
Work Involvement	40
Discipline	25
Attendance	5
<b>Total</b>	<b>100 Marks</b>

**c. 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.



#### **d. 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 at least two internals out of three
- ✓ maximum of two such appearances in a programme

#### **Special Provision**

If a student lacks in internal marks, she may be given chance for internal improvement in the consecutive years instead of repeating the semester

## **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

<b>*Attendance %</b>	<b>Marks</b>	<b>** Attendance %</b>	<b>Marks</b>
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.
- ✓ Candidate can seek condonation of shortage of attendance **only once for 2 year programmes and twice for other programmes** during the entire duration of the programme.

### V. Evaluation

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

- **For arrear papers(1-4 semesters) of UG revaluation is allowed**

### **Third Valuation:**

In double valuation if the difference in marks in both the valuations is more than 15% the paper will be sent for the third valuation. If the difference arises for 1/3<sup>rd</sup> of the class the entire paper of that course will be sent for the third valuation.

### **VI. 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.

#### **SEMESTER GRADING SCALE UG 2017 onwards**

<b>Marks</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Classification of Final Result</b>
95 and above	10	O+	First Class - Exemplary
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	RA	Reappear

**SEMESTER GRADING SCALE PG & M PHIL  
2017 onwards**

Marks	Grade Point	Letter Grade	Classification of Final Result
95 and above	10	O+	First Class - Exemplary
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	
50 – 54	5.4	C	Second Class
Below 50	0	RA	Reappear

**OVERALL FINAL RESULT UG  
2017 onwards**

Marks	Grade Point	Letter Grade	Classification of Final Result
95 & Above	10	O+	First Class - Exemplary *
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+	
50 – 54	5.4	B	Second Class
45 – 49	4.9	C++	Third Class
40 – 44	4.4	C+	
Below 40	0	RA	Reappear

$$\text{Grade Point Average (GPA)} = \frac{\sum (C_r \times GP)}{\sum C_r}$$

\*The candidates who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses alone) are eligible. Absence from an examination shall not be taken as an attempt

**OVERALL FINAL RESULT PG & M Phil  
2017 onwards**

<b>Marks</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Classification of Final Result</b>
95 & Above	10	O+	First Class - Exemplary *
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	RA	Reappear

$$\text{Grade Point Average (GPA)} = \frac{\sum (C_r \times GP)}{\sum C_r}$$

\*The candidates who have passed in the first appearance and within the prescribed semester of the PG Programme(Major and Elective courses alone) are eligible. Absence from an examination shall not be taken as an attempt

### **VI. Supplementary Exams**

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

## VII. Certificate Programmes

S.No	Particulars	Requirement
1.	ESE Max. Marks	100
2.	ESE Passing Minimum	35%
3.	Attendance Minimum	75%
4.	Syllabus Validity	<b>3 Years after completion</b>

### GRADING SCALE - CERTIFICATE PROGRAMMES

Marks	Grade Point	Letter Grade	Classification of Final Result
95 & Above	10	O+	First Class - Exemplary *
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+	
35 – 39	3.9	C	
Below 35	0	RA	Re - Appear

\* The candidates who have passed in the first appearance and within the prescribed semester of the certificate Programme are eligible. Absence from an examination shall not be taken as an attempt

## 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.