

EXAMINATION RULES 2023-2024

ASSESSMENT- Batches 2021 , 2022, 2023

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	
		Break up	Passing Minimum	Break up	Passing Minimum
1.	CIA:ESE PART-I,II &III	40:60		40:60	
2.	CIA Passing Minimum		35%		40%
3.	ESE Passing Minimum		35%		40%
4.	Total Passing Minimum		40%		50%
5.	PART IV CIA	-	-	NA	NA
6.	PART IV ESE Passing Minimum		40%	NA	NA
7.	Syllabus Validity Period	FIVE YEARS AFTER COMPLETION			

b) CIA COMPONENTS FOR UG & PG (2021-2024)

Conduct three internal examinations for the Written Test component of the Continuous Internal Assessment process

CIA SPLIT UP FOR UG		CIA SPLIT UP FOR PG	
Evaluation Method	Mark	Evaluation Method	Mark
Test Average	25	Test Average	25
Quiz [I Yr] / Assignment [II Yr] / Seminar [III Yr]	5	Seminar	5
Class Participation	5	Class Participation	5
Attendance	5	Attendance	5
Total	40	Total	40

CIA SPLIT UP FOR LAB COURSE	
Evaluation Method	Mark
Test Average	25
Lab Participation	5
Record	5
Attendance	5
Total	40

**EVALUATION CRITERIA FOR EMPLOYABILITY SKILL
DEVELOPMENT COURSE**

Evaluation Method	Mark
Group Discussion	40
Writing Skills	30
Oration	25
Attendance	5
Total	100 Marks

EVALUATION CRITERIA FOR NSS

Evaluation Method	Mark
Preparation of NSS Activity	30
Activities Participated	30
Work Involvement	20
Discipline	15
Attendance	5
Total	100 Marks

EVALUATION CRITERIA FOR CSS

Evaluation Method	Mark
Content Delivery	40
Teaching aids usage	30
Demonstration	25
Attendance	5
Total	100 Marks

EVALUATION CRITERIA FOR PROJECT [UG]

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

EVALUATION CRITERIA FOR PROJECT [PG]

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

EVALUATION CRITERIA FOR INTERNSHIP [BOTH UG & PG]

ESE	
Evaluation Method	Mark
Skill Development	60
Report	35
Attendance	5
Total	100

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

Part – A	Objective Type (3 Questions)	$3 \times 1 = 3$
Part – B	Either or pattern (3 Questions)	$3 \times 4 = 12$
Part – C	Open Choice (1 out of 2 questions)	$1 \times 10 = 10$
Total		25

CIA MARKS EVALUATION REFORMS (2022 – 25)

CIA COMPONENTS FOR UG & PG (THEORY)

CIA SPLIT FOR UG	Marks	CIA SPLIT FOR PG	Marks
Test Average	25	Test	25
Attendance	5	Attendance	5
Quiz I Year/Assignment II Year/ Seminar III Year	5	Seminar	5
Classroom participation	5	Classroom participation	5
Total	40	Total	40

Note: Conduct three internal tests for each subject

Evaluation criteria for e-Quiz

e-Quiz	No. of Questions : 20 MCQs
Game-based software application	5 Marks
Google Forms	
ERP software	

**Note: Conduct the e-quiz in any one mode of the above methods
Two e-quiz assessments for each semester**

Evaluation criteria for Assignment

Assignment	5 Marks
Scrapbook preparation	
Model making	
Poster making	
Case study with certificate -Department of Commerce	

Note: Choose any one mode of the above methods & two assignments for each semester

Evaluation criteria for Seminar

Seminar	5 Marks
video making	
Audio integration with ppt	
YouTube upload	

Note: Choose any one mode of the above methods & two seminars for each semester

Evaluation criteria for classroom participation

Classroom participation	5 Marks
Extempore activity	
Group discussion	
Tutorial learning	

Note: Choose anyone mode of the above methods

CIA COMPONENTS FOR UG & PG (PRACTICAL)

CIA SPLIT FOR UG & PG	Marks
Test Average	25
Lab e-Quiz	5
Record	5
Attendance	5
Total	40

Note: Conduct three internal tests for each subject

Evaluation criteria for Lab e-Quiz

Practical papers for all PG & UG

Lab e-Quiz	10 MCQs
Game-based software application	5 Marks
Google Forms	
ERP software	

Note: Conduct the e-quiz by choosing any one mode of the above Methods

CIA MARKS EVALUATION REFORMS (2023 – 26)

CIA COMPONENTS FOR UG & PG (THEORY)

CIA SPLIT FOR UG	Marks	CIA SPLIT FOR PG	Marks
Test Average	15	Test	15
Attendance	5	Attendance	5
Quiz I Year / Assignment II Year / Seminar III Year	2.5	Seminar	2.5
Classroom participation	2.5	Classroom participation	2.5
Total	25	Total	25
Note: Conduct three internal tests for each course paper			

CIA COMPONENTS FOR UG & PG (PRACTICAL)

CIA SPLIT FOR UG & PG	Marks
Test Average	15
Record	5
Attendance	5
Total	25
Note: Conduct three internal tests for each course	

Evaluation criteria for e-Quiz - UG I year

e-Quiz	No. of Questions : 20 MCQs
Game-based software application	2.5 Marks
Google Forms	
ERP software	
Note: Conduct the e-quiz anyone mode of the above method. Two e-quiz assessments for each semester	

Evaluation criteria for Assignment - UG II year

Assignment	2.5 Marks
Scrapbook preparation	
Model making	
Poster making	
Case study with certificate	
Note: Anyone mode of the above method & two assignments for each semester	

Evaluation criteria for Seminar - PG I & II year, UG III year

Seminar	2.5 Marks
Video making	
Audio integration with PPT	
YouTube upload	
Note: Anyone mode of the above method & two seminar for each semester	

Evaluation criteria for Classroom participation - All UG & PG classroom participation

Classroom Participation	2.5 Marks
Extempore activity	
Group discussion	
Tutorial learning	
Note: Anyone mode of the above method	

c. CIA Improvement Test:

A student who is unable to secure the minimum passing percentage 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. Required CIA Marks

A student who did not pass any theory or practical paper with the minimum required marks for CIA even though she gets the minimum in the summative examinations may be permitted to appear for the supplementary exam by foregoing the CIA marks provided with

- ✓ 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 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 follows:

*Attendance %	Marks	*Attendance % (I Semester only)	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

III . Condonation Rules(for University followed):

Attendance %	Condonation Fee per Course
70 - 74	100
60 -69	150
Less than 60	Not Eligible

* Subject to Appeals committee's decision

- ✓ Consideration in attendance will be given for the first year students in the first semester only.
- ✓ If a candidate is lacking attendance on genuine medical grounds, she can apply for **condonation** to the Appeals Committee immediately after rejoining in the college. Appeals Committee's decision will be final.
- ✓ Candidate can seek condonation for the shortage of attendance **only once for PG programmes and twice for UG** programmes during the entire duration of the programme.

IV. ESE QUESTION PAPER PATTERN FOR UG & PG(Batch: 2021,2022)

ESE PATTERN		
Part – A	Multiple Choice (2 Qns from each unit)	$10 \times 1 = 10$
Part – B	Either or pattern (1 Qn from each unit)	$5 \times 4 = 20$
Part – C	Open Choice (3 out of 5 Qns; 1 Qn from each unit)	$3 \times 10 = 30$
Total		60

ESE QUESTION PAPER PATTERN FOR UG & PG(Batch: 2023)

ESE PATTERN		
Part – A	Multiple Choice (2 Qns from each unit)	$20 \times 1 = 20$
Part – B	Either or pattern (1 Qn from each unit)	$5 \times 5 = 25$
Part – C	Open Choice (3 out of 5 Qns; 1 Qn from each unit)	$3 \times 10 = 30$
Total		75

CERTIFICATE AND DIPLOMA ESE PATTERN

Part - A	No Choice (2 Qns from each unit)	$10 \times 2 = 20$
Part - B	Either or pattern (1 Qn from each unit)	$5 \times 7 = 35$
Part - C	Open Choice (3 out of 5 Qns ; 1 Qn from each unit)	$3 \times 15 = 45$
Total		100

ESE QUESTION PAPER PATTERN FOR PART-IV [NON-MAJOR ELECTIVES, SKILL BASED ELECTIVES AND GENERAL INTEREST COURSES]

Part – A Multiple Choice Questions	$20 \times 1 = 20$
Part-B Either or pattern [from all the five units]	$2 \times 5 = 10$
Part – C Open Choice – One question from each unit Two out of five questions to be answered	$2 \times 10 = 20$
Total	50 Marks

ESE QUESTION PAPER PATTERN FOR EXTRA CREDIT PAPER

Part – A [2 from each unit] All the ten questions to be answered	$10 \times 2 = 20$
Part-B Either – or Type [2 questions from each unit] All the five questions to be answered	$5 \times 7 = 35$
Part – C Open Choice [1 from each unit] Three out of five questions to be answered	$3 \times 15 = 45$
Total	100 Marks

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

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

Third Valuation:

For double valuation if the difference in marks in both the valuations are more than 15%, the paper will be sent for the third valuation. If the difference arises for 1/3rd 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] of the entire programme. The guidelines for grading as per the Government of Tamil Nadu is shown below.

SEMESTER GRADING SCALE UG
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+	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
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	Second Class
50 – 54	5.4	C	
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++	
80 – 84	8.4	D+	First Class - Distinction*
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

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

*The candidates who have passed in the first appearance within the prescribed semesters of the UG programme are eligible.

**OVERALL FINAL RESULT PG
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	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 within the prescribed semesters of the PG programme are eligible.

VI. Supplementary Exams

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

VII. Certificate & Diploma Programmes

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

GRADING SCALE - CERTIFICATE & DIPLOMA 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	Reappear

$$\text{GPA} = \frac{\Sigma (C_r \times GP)}{\Sigma C_r}$$

*The candidates who have passed in the first appearance within the prescribed year of the Certificate/ Diploma programme are eligible.

VIII. Rules for obtaining Duplicate Mark statement

1. Application for Duplicate Mark statement.
2. Duplicate Mark statement shall be issued by accepting the permission letter, compliant copy, news paper advertisement and fees paid receipt in our college.

Markstatement	
Duplicate Xerox of Semester Mark statement , Consolidated Mark statement	100/-
First Duplicate copy of Semester Mark statement , Consolidated Mark statement	500/- 1000/-
Second Duplicate copy of Semester Mark statement , Consolidated Mark statement	800/- 1500/-

IX. 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 a 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 during 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 examination without valid hall ticket
- vi. **Noting** down the answers of problems in her question paper before leaving the Hall
- vii. **Tearing off** sheets from the answer book
- viii. **Talking** with neighbours, showing signs or signals to others in the hall/verandah
- ix. **Copying from** printed / Xerox / handwritten bits / sheets / book / programmable calculators, organizers, digital memory pad etc.
- x. **Exchanging** with neighbours hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, or hints related to the day's examination written on them
- xi. **Showing** the answer book / additional sheet to the neighbours or allowing them to copy
- xii. **Giving / Getting** the main answer book or additional sheet to/from neighbour for copying
- xiii. **Writing** cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet

- xiv. **Writing** the examination even after the final bell, not obeying to hall superintendent's instructions
- xv. **Striking off** all the pages including the correct answers written by her in the answer book, when being caught for any act of malpractice
- xvi. **Telling** the answer or formula related to any of the questions to others writing the same examination
- xvii. **Inserting** pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book
- xviii. **Replacing** the answer book supplied in the hall by pre-prepared answer book brought by the candidate herself or got from outsiders
- xix. **Writing** answers in the main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement /attachment
- xx. **Refusing** to give a written statement, refusing to receive absents from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidence by tearing / swallowing / erasing / throwing away the bits, materials etc.
- xxi. **Writing** filthy/indecent/vulgar words or sketching obscene figures etc in the answer book or additional sheets attached
- xxii. **Acts** of threats, violence, creating a disturbance inside/outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.
- xxiii. **Repetitive** action of malpractice either in the same sitting or in different sittings in the course of her study
- xxiv. **Taking away** with her the written answer book, without handing over the same to the Hall Superintendent
- xxv. **Trying to take away or damage** other candidate's answer book

- xxvi. **Violating** any other special rules/regulations prescribed then and there by the COE
- xxvii. **Impersonation** - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else
- xxviii. **Assaulting Physically** or attempting to attack any examination staff while being caught/ booked for any malpractice
- xxix. **Arranging outside persons** to terrorise the examination staff
- xxx. **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 the exam), in spite of the warning of the Hall Superintendent / Additional (or) Chief Superintendent
- xxxi. **Causing damage** to the belongings of Examiners, as an act of vengeance
- xxxii. **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 centre and will be punished by the Disciplinary Action Committee constituted by the Principal depending on the nature & severity of the malpractice
- xxxiii. **Punishment** The following punishments will be given to such students:
- All papers in the semester concerned with malpractice will be cancelled including all the theory
 - In this case, students are allowed to sit for their arrear exam only
 - If the above mentioned case is repeated by the same student, the candidate will be debarred for the next two semesters. In addition legal/disciplinary action will be taken by the institution against that candidate