



St. Mary's College (Autonomous)
Reaccredited with 'A+' Grade by NAAC (Cycle IV)
Thoothukudi



Criterion: II – Teaching- Learning and Evaluation
2.5: Evaluation Process and Reform
Year: 2018-2023



2.5.3 IT Integration and Reforms

Examination Manual

EVALUATION PROCEDURES - RULES AND REGULATIONS

Assessment Rules

1.0. Assessment Ratio

Assessment for each course has two components:

Continuous Internal Assessment (CIA) and End Semester Examinations (ESE). These two put together ensure an objective assessment throughout the programme of study and cumulatively as well.

The ratio of CIA to ESE :

All UG & PG	Theory	Practical
CIA : ESE	40 : 60	40 : 60

Both CIA and ESE are mandatory to complete a course successfully.

2.0. Assessment Rules for UG

2.1. Evaluation Pattern

THEORY

I UG	Tamil / French / General English / Core / Allied
II UG	Tamil / French / General English / Core / Core Skill Based / Allied
III UG	Common Core / Core / Core Integral

CIA: ESE = 40 : 60

Continuous Internal Assessment (CIA)

Components of CIA

- (i) Internal test = 25 marks
- (ii) Online quiz / quiz = 5 marks (K1 (Re), K2 (Un))
- (iii) Assignment = 5 marks
- (iv) Class performance = 5 marks

Total 40 marks

* Three centralised internal tests will be conducted for a duration of one hour for 30 marks each. Average of the best two test marks will be converted to 25.

* Online quiz / quiz will be conducted for 10 marks in each CIA. The average of best two quizzes will be converted to 5.

* Assignment - 5 marks.

* Class performance - 5 marks

- Attendance
- Attentiveness
- Participation
- Completion of work
- Extra-curricular activities

Question Paper Pattern for CIA

Time : 1 hour Total Marks = 30

Section A : 2 x 2 = 4 [K1 (Re), K2 (Un)] - open choice 2 out of 3)
(50 words each)

Section B : 2 x 5 = 10 [K2 (Un), K3 (Ap), K4 (An)] - Internal choice)
(150 words each)

Section C : 2 x 8 = 16 [K4 (An), K5 (Ev), K6 (Cr)] - open choice 2 out
of 3) (300 words each)

30 (Converted to 25)

End Semester Examinations (ESE)

Question Paper Pattern for ESE

Time : 3 hours

Total Marks = 75

Section A : $10 \times 1 = 10$ [K1 (Re), K2 (Un)]-Multiple choice questions)

Section B : $5 \times 2 = 10$ [K1 (Re), K2 (Un)]- open choice - 5 out of 7)

(50 words each)

Section C : $5 \times 5 = 25$ [K2 (Un), K3 (Ap), K4 (An)]- Internal choice)

(200 words each)

Section D: $3 \times 10 = 30$ [K4 (An), K5 (Ev), K6 (Cr)]- open choice -

3 out of 5) (400 words each)

75 (Converted to 60)

I UG	Ability Enhancement Course / Skill Enhancement Course
II UG	NME / Ability Enhancement Course
III UG	Common Skill Based Course

CIA : ESE = 20 : 30

Continuous Internal Assessment (CIA)

Components of CIA

(i) Internal test = 25 marks

(ii) Class quiz = 5 marks

(iii) Assignment = 5 marks

(iv) Class performance = 5 marks

Total = 40 marks (Converted to 20)

❄ Three centralised internal tests will be held for a duration of one hour for 30 marks each. Average of the best two test marks will be converted to 25.

❄ Quiz will be conducted for 10 marks in the class in each CIA. The average of best two quizzes will be converted to 5.

❄ Assignment carries 5 marks.

❄ Class performance is given 5 marks

- Attendance
- Attentiveness
- Participation
- Completion of work
- Extra-curricular activities

Finally total 40 marks is converted to 20 marks.

Question Paper Pattern for CIA

Time : 1 hour Total Marks =30

Section A : $5 \times 2 = 10$ [K1(Re), K2(Un)] - open choice - 5 out of 7)
(50 words each)

Section B : $2 \times 5 = 10$ [K2(Un), K3(Ap), K4(An)] - Internal choice)
(150 words each)

Section C : $1 \times 10 = 10$ [K4(An), K5(Ev), K6 (Cr)] - open choice - 1 out of 2)
(400 words each)

30 (Converted to 25)

End Semester Examinations (ESE)

Question Paper Pattern for ESE

Time : 2 hours Total Marks = 50

Section A : $10 \times 1 = 10$ (K1(Re), K2(Un) - Multiple choice questions)

Section B : $5 \times 4 = 20$ (K2(Un), K3(Ap) K4(An)-Internal choice -
one question from each unit) (100 words each)

Section C : $2 \times 10 = 20$ (K4(An), K5(Ev),K6(Cr)-open choice 2out of 4
(400 words each)

Total = 50 (Converted to 30)

PRACTICAL

CIA : ESE = 40:60

The components of Internal Evaluation for practicals are as follows:

Components	Marks
1. Involvement in doing the experiments	20
2. Record	5
3. Attendance	5
4. Model Exam	10
Total	40

*A candidate can appear for her ESE practicals only if she has submitted her practical record.

Eligibility for CIA Retest

- Only those students who represent the institution or the university or the state or the nation at the time of CIA are eligible for retests and they should apply for the same through a requisition letter duly signed by head of the department and course teacher.
- All requests for retest must be accompanied by valid supporting documents.

Answer Scripts

- The CIA answer scripts shall be returned to the students within 10 days of the test date. The students must scrutinize the scripts, sign and return them to the teacher concerned.
- Any discrepancy in the marks should be brought to the notice of the respective teacher immediately.
- It is mandatory that the students sign in the consolidated internal mark sheet before the submission of the same to the Controllers Office. Requests for correction in CIA marks after the date of signing will not be entertained.

Self Study Course (ESE) 2 hours duration - 50 marks

There is no Internal Examination, only End Semester Examination.

Question paper pattern depends on the content of the paper.

Viva Voce

All the I and II year (except Commerce, BBA and Computer Science) students and I and II year French students will undergo a spoken English viva and spoken French viva respectively for 10 marks in the even semester.

The Project report submitted at the end of VI Semester will be evaluated as follows:

Under Graduate (UG)	Marks
Internal Evaluation	
Data Collection & Experiment work	10
Relevance, Objective & Focus of Project	10
Team Work	5
Originality, Innovation & Creativity	5
Oral Presentation	10
Total	40
External Evaluation	
Relevance to the theme	15
Design of the Project	10
Mode of presentation (Models / Charts / Graph / Power Point Presentation)	20
Response to Questions & Criticisms	15
Total	60

- An undergraduate student will be declared as passed the course, only if she secures 40% marks in the CIA and 40% in ESE
- No improvement test is allowed for CIA and ESE

3.0. Assessment Rules for PG

Evaluation Pattern

THEORY

CIA : ESE = 40 : 60

Continuous Internal Assessment (CIA)

Components of CIA

- | | | |
|-------------------|---|----------|
| (i) Internal test | = | 25 marks |
| (ii) Online quiz | = | 5 marks |
| (iii) Assignment | = | 5 marks |
| (iv) Seminar | = | 5 marks |

Total = 40 marks

- ✳ Three centralised internal tests will be held for a duration of one hour for 30 marks each. Average of the best two test marks will be converted to 25.
- ✳ Online quiz / quiz will be conducted for 10 marks in each CIA. The average of best two quizzes will be converted to 5.
- ✳ Assignment - 5 marks.
- ✳ Seminar - 5 marks.

Question Paper Pattern for CIA

Time : 1 hour Total marks = 30

Section A : $2 \times 2 = 4$ [K1 (Re), K2 (Un)] - open choice 2 out of 3)
(50 words each)

Section B : $2 \times 5 = 10$ [K2 (Un), K3 (Ap), K4 (An)] - Internal choice)
(150 words each)

Section C : $2 \times 8 = 16$ [K4 (An), K5 (Ev), K6 (Cr)] - open choice 2 out of 3 (300 words each)

30 (Converted to 25)

End Semester Examinations (ESE)

Question Paper Pattern for ESE

Time : 3 hours Total Marks = 75

Section A : $10 \times 1 = 10$ [K1 (Re), K2 (Un)]- Multiple choice questions)

Section B : $5 \times 2 = 10$ [K1 (Re), K2 (Un)] - open choice - 5 out of 7)
(50 words each)

Section C : $5 \times 5 = 25$ [K2 (Un), K3 (Ap), K4 (An)]- Internal choice)
(200 words each)

Section D: $3 \times 10 = 30$ [K4 (An), K5 (Ev), K6 (Cr)] - open choice -
3 out of 5) (400 words each)

75 (Converted to 60)

PRACTICAL

CIA : ESE = 40:60

The components of Internal Evaluation for practicals are as follows:

Components	Marks
1. Involvement in doing the experiments	20
2. Record	5
3. Attendance	5
4. Model Exam	10
Total	40

*A candidate can appear for her ESE practicals only if she has submitted her practical record.

Field Work report submitted at the end of II Semester and Project report submitted at the end of IV Semester will be evaluated as follows::

Project evaluation - 70 (40 Internal + 30 External)

Viva-voce - 30 (External)

Total - 100 marks

Post Graduate (PG)	Marks
Internal Evaluation	
Originality	10
Experimental design / Data collection / Experimental work	15
Literature Review / Mechanism of writing	15
Total	40
External Evaluation	
Viva-voce - Presentation	15
Response	15
Total	30
Dissertation - Relevance to Topic	5
Dissertation format	10
Results & Discussion / Methodology	15
Total	30

- A post graduate student will be declared as passed the course, only if she secures 50% in CIA and 50% in ESE
- No improvement test is allowed for CIA and ESE
- It is mandatory for students to complete one MOOC course during the first year of study

4.0. Assessment Rules for M.Phil.

Evaluation Pattern

CIA : ESE ratio - 50 : 50

All core and project related elective papers will be completed in Semester I. Semester II will be devoted to project and dissertation submission.

Continuous Internal Assessment (CIA)

Components for CIA

i. Internal Test (Average of the best two)	= 30 marks
ii. Assignment	= 5 marks
iii. Seminar	= 5 marks
iv. Library Work	= 10 marks

Total	= 50 marks

Three centralized internal tests will be held for a duration of one and a half hours for 50 marks each. Average of the best two test marks will be converted to 30. The other components will be assignment, seminar, and library work.

Question Paper Pattern for CIA

Section A : $2 \times 5 = 10$ (short notes - internal choice) (200 words each)

Section B : $4 \times 10 = 40$ (answer in detail-internal choice)(500 words each)

Total = 50 marks

End Semester Examinations (ESE)

The duration of ESE will be three hours and for 100 marks each. This will be converted to 50.

Question Paper Pattern for ESE

Section A : $5 \times 5 = 25$ (short notes-internal choice) (200 words each)

Section B : $5 \times 15 = 75$ (answer in detail-internal choice)(500 words each)

Total	= 100 marks
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- A dissertation should be submitted at the end of the second semester and will be evaluated as follows:

Dissertation	= 75 marks (50 Internal + 25 External)
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Viva Voce	= 25 marks (External)
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Total	= 100 marks
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- A M.Phil. student will be declared as passed the course, only if she secures 50% in CIA and 50% in ESE.
- No improvement test is allowed for CIA and ESE.

5.0. Eligibility for ESE

Common Rules

- A student must have completed all the requirements of the CIA to appear for the End Semester Examinations.
- A student is eligible to appear for the ESE in a course only if she has secured 75% attendance. However condonation of absence till 60% may be granted by the Principal on medical grounds.
- If the attendance is below 60%, the student has to repeat the semester.
- A student should have paid all the fees payable to the College and to the hostel if she is a hosteller.

6.0. Examination Fee

- A student must apply in online to appear for the ESE. Examination fee will be collected in online for all the courses every semester. A student is expected to pay the prescribed End Semester Examination fee and fill the examination forms through online within the stipulated date.
- Applications will be received with a late fee upto 5 days after the specified date.

7.0. Valuation

- There is single valuation for UG and double valuation for PG and M.Phil. The ESE papers are valued by external examiners only.
- In double valuation, the average of the two valuations will be the final result.
- In case of a difference of 10% of marks or above between the first valuation and the second valuation, there will be a third valuation. The marks secured in the third valuation will be the final one.

8.0. Result Publication

- The results will be scrutinized by the Awards Committee and published within 21 days of the last exam.

9.0. Statement of Marks

- A student will be given a statement of marks for each semester.
- On receiving the mark statement, the student should ensure that entries (spellings of name, initials, register number, CIA marks,

course title and code) are recorded correctly. Any discrepancy should be reported to the Controller of Examinations within 4 days from the date of receiving the statement.

- Statement of marks for the semesters I, II, III, IV and V will be distributed to the parents on a notified date during the PTA meeting .
- A consolidated statement of marks will be given at the end of the programme of study.
- If a student loses her original consolidated statement of marks, she can apply for a duplicate mark statement by paying a prescribed fee.
- A duplicate consolidated mark statement will be issued after the usual process of police verification and submission of FIR copy.

10.0. Arrears

- A student of any programme who has arrears can appear for her arrear papers in any semester. However she can not appear for more than 6 arrear papers in one semester.
- The time limit for the successful completion of programme is as follows:

UG	-	6 years (3 regular + 3 private)
PG	-	4 years (2 regular + 2 private)
M.Phil	-	2 years (1 regular + 1 private)

11.0. Revaluation

Revaluation of answer scripts is allowed only for UG students on payment of a prescribed fee. Application for revaluation must be submitted within 10 days from the date of publication of results.

12.0. Retotalling

- Retotalling of the marks is allowed on payment of a prescribed fee for all the courses.
- Application for retotalling must be submitted within 7 days from the date of publication of results.
- There is no provision for retotalling or revaluation of practical papers for any of the courses.

13.0. Supplementary Examination

- Supplementary exams will be held for all courses after the VI Semester ESE for UG, after IV Semester ESE for PG and II Semester ESE for M.Phil.
- Students who have upto **three arrear papers** are eligible for the supplementary exams.
- Supplementary exams will be conducted within 21 days from the date of publication of results.
- Applications for supplementary exams should be submitted in online within 10 days from the date of publication of results.

14.0. Special Examination

- Special exams will be held every semester after the completion of the regular ESE. Only those students who represent the Institution / University / State / Nation in a competition or in a meet at the time of the ESE are eligible to appear for special exams.

15.0. Grievance Redressal

To ensure transparency and objectivity in the evaluation process, a grievance redressal cell has been constituted.

If a student has grievances related to the CIA (theory and practical), she may approach the respective teacher and the head of the department within 3 days from the announcement of the marks. The head of the department, in turn, will refer the matter to the grievance redressal cell. The decision of the redressal cell shall be final.

16.0. Malpractice

- Malpractice in any form is strictly forbidden and will be severely dealt with.
- Possession of study materials or mobile phones in the exam halls and attempts to indulge in malpractice will also be viewed as malpractice.
- The above rules are applicable for both CIA and ESE. Any student who indulges in malpractice is barred from appearing for subsequent papers for one semester.
- All cases of malpractice will be referred to Examination Disciplinary Action Committee constituted for this purpose. The decision of the committee shall be final.

17.0. Conversion of Marks to Grade Points and Letter Grade (Performance in a Course)

Under Graduate (U.G.)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D +	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A +	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average
40 - 49	4.0 - 4.9	C	Satisfactory
00 - 39	—	RA	Re-appear
ABSENT	—	AA	ABSENT

Post Graduate (P.G.) / M.Phil.

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D +	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A +	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average
00 - 49	—	RA	Re-appear
ABSENT	—	AA	ABSENT

OVERALL PERFORMANCE

UG

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.50 - 10.00	O+	First Class - Exemplary*
9.00 - 9.49	O	
8.50 - 8.99	D++	First Class - Distinction*
8.00 - 8.49	D+	
7.50 - 7.99	D	
7.00 - 7.49	A++	First Class
6.50 - 6.99	A+	
6.00 - 6.49	A	
5.50 - 5.99	B+	Second Class
5.00 - 5.49	B	
4.00 - 4.99	C	Third Class

PG / M.Phil

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.50 - 10.00	O+	First Class - Exemplary*
9.00 - 9.49	O	
8.50 - 8.99	D++	First Class - Distinction*
8.00 - 8.49	D+	
7.50 - 7.99	D	
7.00 - 7.49	A++	First Class
6.50 - 6.99	A+	
6.00 - 6.49	A	
5.50 - 5.99	B+	Second Class
5.00 - 5.49	B	

For a Semester :

$$\text{GRADE POINT AVERAGE (GPA)} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

Sum of the multiplication of grade points by the credits of the courses

GPA = $\frac{\text{-----}}{\text{Sum of the credits of the courses of the semester}}$

For the entire programme :

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire programme

CGPA = $\frac{\text{-----}}{\text{Sum of the credits of the courses of the entire programme}}$

C_i - Credits earned for the course i in any semester.

G_i - Grade point obtained for the course i in any semester.

n - refers to the semester in which such courses were credited

- * Applicable to candidates who have passed the courses prescribed for the Programme in the first appearance as per the scheme of examination; otherwise they are eligible for classification only.

18.0. Awarding of Ranks

- Ranks will be decided based on the marks secured in Core, Common core and Core Integral papers.
- Students who have arrears and clear them subsequently will not be considered for ranks.

19.0. Special Rules for M.Phil

- The theory papers and the dissertation must be completed within 2 years.
- The dissertation can be submitted for evaluation only after passing all the theory papers.
- If submission of dissertation is delayed, an extension fee for submission of dissertation should be paid for every additional 3 months taken by the student after the stipulated time for submission.
- A student will be allowed only 2 such extensions.
- A consolidated statement of marks will be issued after successful completion of Viva Voce.

20.0. Discipline to be maintained in and outside the Hall: Outside the Hall

1. Students are advised not to bring / keep money / valuable in their bags.
2. Management is not responsible for the loss of money / valuables kept in bags outside the examination hall.

Inside the Hall

1. Students are not allowed to enter / exit through all the doorways unless and otherwise it is indicated as Entrance / Exit.
2. Hall tickets will be issued to the regular candidates through online. Any discrepancy should be intimated immediately to the Controller of Examinations.

3. A student, entering the examination hall, must possess hall-ticket and identity card issued by the Principal; else she will be denied permission to write the examination.
4. Duplicate hall tickets will be issued only if a student has lost her hall ticket. To receive a duplicate hall ticket, a student must get permission from the Principal and pay the penalty.
5. Students are permitted to carry only the writing materials. Clark's mathematical table, Statistical table and Graph sheet will be supplied to students on request and the same should be returned immediately after use, without any scribbling. Students are permitted to use only non-programmable calculators.
6. Students have to occupy their allotted seats 15 minutes before the commencement of examination and maintain discipline and silence inside the examination hall. They should stand for the prayer song as well as for prayer.
7. Students have to pay due attention to the instructions given by the staff before the commencement and also during the examination. Students have to fill the front page with legible handwriting before getting signature from the invigilator. Forenoon and Afternoon have to be specified as FN / AN accordingly.
8. Students must verify that they have received the correct question paper with proper subject code before they start answering the questions. Irrelevant question paper should be returned to the staff at once.
9. Students should write their Register Number only in the specified space on, the first page of the Answer Book (Main / Additional), Writing the name / making any appeal to the examiner / writing the internal assessment marks or any other identifiable marking will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary proceedings.

10. Students should write a minimum of 20 lines per page in the answer script issued during examinations. If found careless in usage of paper, considering space required for diagrams / chart/ illustrations etc., the amount equivalent to the examination fee of that paper will be collected as fine before the issue of mark sheets.
11. Objective type questions in Section A should be answered in the first page / OMR Sheet.
12. The counting of page excludes the front main sheet containing details and instructions. Page numbers should be written at the centre of the top of the paper. Writing page numbers in the left corner should be avoided to differentiate it from the question number.
13. Students will not be allowed to borrow writing materials, geometrical instruments and calculators from others. Mobile phone, purse, any textual material, printed or written bits of paper are strictly forbidden inside the Exam hall.
14. Students should use only blue or black ink pen while writing the answers. For drawing diagrams or chart, colour pens / sketch pens can be used.
15. Students are expected to get up from their seats for getting additional sheets.
16. Rough work, if any, must be done by the students on the bottom of the page itself. Students can reserve, if necessary, one fourth of the page at the bottom exclusively for the purpose. No separate answer book for rough work will be supplied to students. Rough work carried out by a student will become part and parcel of the answer script. Rough work / marking questions should not be done in the question paper.
17. Students are forbidden from asking help or clarifications related with answers for the questions from the staff during the examination.

18. Students should not detach any sheet from the main answer book or smuggle out additional sheet or main book.
19. Students who indulge in any malpractice while writing examination will be immediately referred to the Chief Superintendent for the initiation of appropriate disciplinary proceedings. If they are proved guilty of malpractice, the Examination Disciplinary Action Committee is empowered to impose punishment including fine, cancellation of papers, debarring from writing examinations for one semester.
20. Students are not allowed to write beyond the time allotted for the examinations.
21. Students should hand over the answer books personally to the Invigilator, before leaving the examination hall.
22. Students must leave the exam hall column wise, silently, as guided by the invigilators.
23. In the event of public holiday being declared after the publication of timetable, the examinations will not be postponed or cancelled. Unless and otherwise notified by the Principal.
24. Re-examinations will not be conducted if a student fails to notify the correct date/session/course title/ course code.
25. Private students should receive the hall ticket in the office of the Controller of Examinations. Getting hall ticket on the exam date is strictly forbidden.