

# CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3<sup>rd</sup> Cycle) with 'A' Grade by NAAC

Office of the Controller of Examinations



## EXAMINATION POLICY AND GUIDELINES

*(From the academic year 2019 - 2020 onwards)*

### DURATION OF THE PROGRAMME

The UG Programme is for a period of three years and PG Programme is for two years. Each academic year shall comprise of two semesters viz., Odd and Even semesters. Odd Semester shall be from June / July to October / November and Even Semester shall be from November / December to April / May. There should be not less than 90 working days, which shall comprise of 450 teaching clock hours for each semester.

### TIME CEILING FOR COMPLETION OF DEGREE

The university permits UG and PG students to complete their courses within two years from the completion of the programme. In exceptional circumstances, a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body of the University.

### 1. TESTING POLICY

The evaluation of a student in a particular course is based on her performance both in the

- Continuous Internal Assessment (CIA) and
- End Semester Examinations (ESE).

A student has to pass the CIA and ESE separately to complete a course work.

#### 1.1 COMPONENTS OF CIA:

The basic requirements for the students to appear for the End Semester Examinations are outlined below:

- ❖ CIA is mandatory for all students.
- ❖ A student is expected to attempt all the CIA components to acquire minimum CIA.

The following are the distribution.



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## 1.2 DISTRIBUTION FOR CIA MARKS

Components	Under Graduate	Post Graduate
Attendance	3 Marks	3 Marks
Two Continuous Internal Tests (CIA I and CIA II Examinations)	2 *7.5 Marks = 15 Marks	2 *7.5 Marks = 15 Marks
Seminar/Assignment/Quiz	4 Marks	4 Marks
Library	3 Marks	3 Marks
Total	25 Marks	25 Marks

## For Courses comprising both Theory and Practical Components

Components	Under Graduate
Two Continuous Internal Tests (CIA I and CIA II Examinations) -Theory	2 *5 Marks = 10 Marks
Record Note	5 Marks
Internal Practical Exam by External Practical Examiner	30 Marks
Viva Voce	5 Marks
Total	50 Marks

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The various assignment components could be Quiz (written / objective), Snap Test, Viva – Voce, Seminar, Listening Comprehensions, Reading Comprehension, Problem Solving, Map Reading, Group Discussion, Panel Discussion, Field Visit, Paragraph / Essay Writing, Open Book Test, Library Record, Writing Composition, Case Study, Online Test, etc.

As a special consideration, students who publish papers in journals would be exempted from one of the assignment components in one of the papers.

### 1.3 ATTENDANCE AND LIBRARY RECORD

Students of all UG and PG Programmes must swipe their ID cards at the entrance of the library when they enter and exit the library. The cumulative time they spend in the library is automatically calculated. Depending on the number of hours accumulated in the library record, the distribution of marks will be awarded based on the calculation as shown below.

#### Mark Distribution for Attendance and Library

Percentage	Marks
$\geq 75$	3
50 to 74	2
$< 50$	1

### 1.4 PRACTICAL EXAMINATION COMPONENTS

The components for the Continuous Internal Assessment in the practical (for both UG & PG) are as follows:

Observation Note	5 Marks
Record Note	10 Marks
Continuous Performance in Practical	10 Marks
Model Test	15 Marks
Total	40 Marks

Practical Examination Components for Field Work and Internship will vary.



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## 1.5 CONTINUOUS INTERNAL ASSESSMENT TESTS:

There will be two Continuous Internal Assessment Tests. Each test will be three hours duration.

### (i) Absentees for Internal Tests:

Students who absent themselves for either of the two tests or both will lose the marks for the respective test or tests. However, if a student is not able to write the CIA I because of her participation in an important event related to NCC, NSS or Games / Sports representing the College, the student has to get the prior permission from the Principal through the proper channel and submit the same to the Office of the Controller of Examinations. Applications submitted after the deadline will not be considered for retest.

### (ii) There is no retest for CIA Test II.

## 1.6 CONSOLIDATION OF CIA MARKS

Consolidation of CIA marks should be done in the department within five days after the CIA II Test. CIA mark statements are sent to the Office of the Controller of Examinations after being acknowledged by the students. Changes cannot be made in the mark statements, once they are submitted to the COE's Office. If a student fails to get the passing minimum in CIA in a particular course, she can improve the CIA in the subsequent semesters, however, she is eligible to appear for the ESE in that course.

## 1.7 CIA REAPPEARANCE RULES (To reappear in CIA)

CIA can be cleared by attaining the required CIA marks in the subsequent semesters for a maximum of 3 courses. If a student has 4 or more courses for CIA reappearance, she can clear them only after the completion of the programme. To reappear for CIA, students have to submit an application form to the COE's office within 20 days from the date of result publication.

Students, who have any grievance or complaint with respect to CIA, can appeal to the Grievance Appeal Committee for redressal within 7 days of CIA marks publication.





## 1.8 QUESTION PAPER PATTERN

### (i) UG DEGREE

#### Maximum 75 Marks – Pattern 1:

##### Section A

Multiple Choice with four options [5\*1=5] ; 5 questions – 1 each from every unit.

Fill in the Blanks [5\*1=5] ; 5 questions – 1 each from every unit.

State True or False [5\*1=5] ; 5 questions – 1 each from every unit.

Answer in one or Two Sentences [5\*1=5] ; 5 questions – 1 each from every unit.

##### Section B

Short answer questions of either / or type [5\*5=25] ; 5 questions – 1 each from every unit.

##### Section C

Essay type questions - [3\*10=30] ; Any 3 from 5 questions – 1 each from every unit.

#### Maximum 75 Marks – Pattern 2:

##### Section A

Short answer questions [5\*6=30] ; Any 5 from 8 questions from all the units.

##### Section B

Essay type questions [3\*15=45] ; Any 3 from 5 questions – 1 each from every unit.

#### Maximum 75 Marks – Pattern 3:

##### Section A

Essay type questions of either / or type [5\*15=75] ; 5 questions – 1 each from every unit.

#### Maximum 50 Marks – Pattern 4:

##### Section A

Multiple Choice with four options [10\*1=10] ; 10 questions – 2 from every unit.

##### Section B

Short answer questions of either / or type [5\*3=15] ; 5 questions – 1 each from every unit.

##### Section C

Essay type questions [5\*5=25] ; Any 5 from 8 questions from all five units.



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**Maximum 100 Marks – Pattern 5 (Online Examination):**

Multiple Choice with four options [ $100 \times 1 = 100$ ]; 100 questions – 20 from every unit.

**Maximum 75 Marks – Pattern 6 (Online Examination):**

Multiple Choice with four options [ $75 \times 1 = 75$ ]; 75 questions – 15 from every unit.

**(ii) PG DEGREE**

**Maximum 75 Marks – Pattern 1:**

### Section A

Answer all the questions [ $10 \times 2 = 20$ ]; 10 questions – 2 from every unit.

### Section B

Short answer questions of either / or type [ $5 \times 5 = 25$ ]; 5 questions – 1 each from every unit.

### Section C

Essay type questions [ $3 \times 10 = 30$ ]; Any 3 from 5 questions – 1 each from every unit.

**Maximum 100 Marks – Pattern 2 (Online Examination):**

Multiple Choice with four options [ $100 \times 1 = 100$ ]; 100 questions – 20 from every unit.

## 1.9 SHORTAGE OF ATTENDANCE (CONDONATION) & RE-DO SEMESTER

### SHORTAGE OF ATTENDANCE (CONDONATION)

Percentage of Attendance	Particulars
75% and above	Eligible to write End Semester Examination
65% to 74%	College Condonation
50% to 64%	Condonation on Medical Grounds
Below 50%	Not eligible to write ESE



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- ❖ Condonation is granted by the Principal on the basis of recommendation of the Staff Council and the facts of every individual case. If the condonation is not sanctioned for some reason, the candidate cannot appear for the particular End Semester Examination; but she is eligible to write the papers in the subsequent End Semester Examination.
- ❖ Students who have not earned 50% of attendance during the first semester cannot continue the Programme in the second semester and they may apply for re-admission to the Programme in the next academic year.
- ❖ Students who have not earned 50% of attendance in the II / III / IV / V / VI semester, are not eligible to appear for the End Semester Examination. They shall re-do the semester after the completion of the programme. However they can write the arrear papers if any.
- ❖ While re-doing the Semester, the candidates should follow only the syllabus in force for the respective Semester.
- ❖ For re-doing the Semester, the candidate has to apply, through the Principal in the prescribed form available in the College office, atleast one month before the commencement of the semester concerned.
- ❖ A student can have at the most two break semesters for UG and one for PG during the entire period of the course.

## 1.10 END SEMESTER EXAMINATION (ESE)

- ❖ All those students who have put in the required number of days of attendance are eligible to appear for the ESE irrespective of whether they have passed in the CIA or not. They have to pay the examination fees for all the current courses and the arrear course, if any, and submit the application form before the due date, specified for the purpose. For any reason the dates will not be extended. Hall tickets will be issued only for those who have paid the fees.
- ❖ The students must bring the Hall Ticket and their College ID card to every session of the End Semester Examinations for verification.





- ❖ Students can bring only ordinary Scientific / Engineering calculators into the Examination Hall.

Students are not allowed to bring programmable calculators / mobile phones / digital watches or any other electronic communication devices or unwanted materials into the examination hall.

## 1.11 GRIEVANCES REGARDING END SEMESTER EXAMINATIONS QUESTION PAPERS

If there are any issues in the question paper, students have the provision of filing their grievances in a prescribed form available with the Chief Superintendent and the filled-in form must be submitted within two hours of completion of the examination. The grievances are then forwarded to the respective Head of the Department and she would seek the opinion / comments of the subject teacher. The Head of the Department will give her comments on the teacher's response to the grievances. If the HOD is not available for any reason, then the next senior teacher of the Department would take up this responsibility.

## 1.12 END SEMESTER EXAMINATION ARREARS

Students, who fail in any course(s) in the End Semester Examinations, can appear for those course(s) in the subsequent End Semester Examinations. However students who have arrears in practical shall be permitted to take their arrear practical examination only along with the regular practical examination in the next respective semester.

## 1.13 DISCIPLINARY ACTION FOR MALPRACTICE

Malpractice by students during the Internal Tests and End Semester Examinations will be viewed seriously. All reported cases of malpractice during Internal Tests, End Semester Examinations in Theory and Practical's, Project Viva-voce, Field Work, Internship etc., will be referred to the Examination Committee. The Committee will enquire the candidate in the presence







of her parent /s and take an appropriate decision regarding the punishment to the candidate. The decision taken by the Examination Committee will be final. Such students will be debarred from writing three consecutive End Semester Examinations immediately following the one in which they were caught for malpractice.

## 1.14 NON – SUBMISSION OF PROJECT / DISSERTATION

All postgraduate students will submit their Project Reports at the end of the final semester, as part of their curriculum requirements. For any valid reason, if a student is not able to submit her Project report, she will be given a special extension period of one month for submitting it. In such cases, the entire expense for conducting a separate viva-voce will be borne by the student. Otherwise, she can appear for the viva-voce at the end of the subsequent academic year.

## 2. EVALUATION POLICY

### 2.1 VALUATION OF ANSWER SCRIPTS OF END SEMESTER EXAMINATIONS

Central Valuation of answer scripts is followed incorporating the DUMMY NUMBER SYSTEM. For all PG programmes, there will be double valuation – the first valuation is done by the Board of Internal Examiners consisting of teachers who teach the courses and the second valuation is done by the Board of External Examiners consisting of teachers from other Colleges and Universities nominated by the Controller of Examinations. If the marks of the two valuations agree within the prescribed margin, the average marks will be taken as final marks. In cases, where the difference between the first and second valuations is more than the prescribed margin, a third examiner will value such scripts and the average of the two nearest marks will be taken as the final score. If one of the marks stands exactly in midway between the other two, then that mark is taken as the final marks.

### 2.2 RESULTS – PASSING BOARD

The following members will constitute the Results Passing Board:

- (i) Principal
- (ii) Vice Principal
- (iii) Dean of Science / Arts





(iv) Head of the Department

(v) Staff Representative of General Body

(vi) Controller of Examinations and Deputy Controller of Examinations

The Board will scrutinize the semester results of the respective departments and give its approval for publishing the results.

A student is declared to have earned a credit from a course work only if she has got atleast the Passing minimum marks prescribed in the Continuous Internal Assessment and End Semester Examinations in that course.

## 2.3 PUBLICATION OF RESULTS

The college's policy stipulates that the End Semester Examination results must be announced within 10 to 15 days from the last date of the semester examinations. However, in cases of natural disasters, the results may be released within 10 to 20 working days from the last date of the semester examinations. The results after due scrutiny will be posted on the college's web portal.

## 2.4 REVALUATION FOR THE END SEMESTER EXAMINATION (UG AND PG)

Revaluation is allowed in UG / PG programmes as per the following guidelines.

- ❖ A candidate can apply for revaluation of courses of the current semester.
- ❖ Students should apply for revaluation in the prescribed form available in the Controller's Office through the HOD within 7 days of the publication of the results.
  1. Candidates who have passed the external examination
  2. Candidates who have failed but secured more than 50% of the passing minimum can apply for revaluation with or without getting the transparency of the answer scripts.
  3. Candidates who have failed in the external examination but secured less than 50% of the passing minimum in it, can apply for revaluation after getting transparency



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of the answer scripts and the recommendation of the HOD based on her evaluation of the transparency.

No application for revaluation will be taken up for consideration if it is not duly recommended by the Head of the Department concerned.

## 2.5 INSTANT EXAMINATIONS

The College will conduct Instant Examinations for the outgoing students immediately after the results of the even semester examinations are published. This will enable the outgoing students who need to have credit from one or two courses of the final semester to get their degree without delay.

- ❖ The final year UG / PG students must have cleared all the papers in all the previous semester examinations.
- ❖ Students should not have more than two arrears / absent in the final semester.
- ❖ A student who is appearing for the Instant Examinations in a Practical Course or Project will have to bear the entire expense for conducting the examinations.

Students who wish to write the Instant Examinations will have to apply to the Controller's Office within 15 days of the publication of the results.

## 2.6 POSTPONEMENT OF EXAMINATION

Any unexpected holiday declared by the Government or by any Local Authority after the publication of the End Semester Examination time-table will not affect the Examination schedule unless otherwise specially notified by the college. Announcements regarding the postponement of Examinations due to unexpected events will be made through College Website.



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## 2.7 GRADING

### GRADE CLASSIFICATION – UG

Marks Range	Grade Point	Corresponding Grade	CGPA	Corresponding Grade	Classification of Final Result
90 and above	10	O	9.00 and above	O	Outstanding
80 – 89	9	A+	8.00 – 8.99	A+	Excellent
70 – 79	8	A	7.00 – 7.99	A	Very Good
60 – 69	7	B+	6.00 – 6.99	B+	Good
50 – 59	6	B	5.00 – 5.99	B	Above Average
40 – 49	5	C	4.00 – 4.99	C	Average
Below 40	0	RA	Below 4.00	RA	Reappear

### GRADE CLASSIFICATION – PG

Marks Range	Grade Point	Corresponding Grade	CGPA	Corresponding Grade	Classification of Final Result
90 and above	10	O	9.00 and above	O	Outstanding
80 – 89	9	A+	8.00 – 8.99	A+	Excellent
70 – 79	8	A	7.00 – 7.99	A	Very Good
60 – 69	7	B+	6.00 – 6.99	B+	Good
50 – 59	6	B	5.00 – 5.99	B	Above Average
Below 50	0	RA	Below 5.00	RA	Reappear

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' $C_i$ ' is the Credit earned for the Course  $i$ , ' $G_i$ ' is the point obtained by the Student for the Course  $i$ ,

' $M_i$ ' is the marks obtained for the Course  $i$  and ' $n$ ' is the number of courses passed in that semester.

**SGPA** = Average **GPA** of all the Courses in the current semester.

**CGPA** = Average **GPA** of all the Courses starting from the first semester to the current semester.

$$WAM(\text{Weighted Average Marks}) = \frac{\sum_{i=1}^n C_i M_i}{\sum_{i=1}^n C_i}$$

$$GPA(\text{Grade Point Average}) = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

For the candidates who have passed in the first appearance and within the prescribed duration of the UG / PG Programme.

If the candidate's Grade is O / A + with more than one attempt, then the classification will be 'Very Good'.

## 2.8 RETENTION OF END SEMESTER EXAMINATION ANSWER SCRIPTS

Answer scripts, after the valuation and declaration of the results, shall be retained by the Office of the Controller of Examinations for a period of three semesters for retrieval whenever needed.

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4.9.2019  
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