

## Rules and Regulations

There will be formative (Continuous Internal Assessment - CIA) and summative evaluations with a view to ensuring an objective assessment/evaluation of student's performance all through the period of their studies.

### **Formative and Summative Assessment (Internal and External Evaluation):**

There are 2 CIAs - Continuous Internal Assessments (Formative Test) during each semester and an External Assessment (Summative Test) at the end of the semester. The ratio of Internal Assessment and External Assessment is 40:60 in all theory and practical papers. The passing minimum for an Undergraduate student is 40% in the External Assessment Test and 40% aggregate in each paper. The passing minimum of Post-graduate students and Pre-doctoral scholars is 50% in the External Assessment Test and 50% aggregate in each paper. However there is no passing minimum for CIA.

### **Formative Evaluation (Continuous Internal Assessment - CIA)**

Formative Evaluation may be on the basis of tests, assignments, quiz, short tests, open book test, Swayam, on-the-spot-study reports, field trip reports, seminars, term papers etc. and practicals. Tests are conducted following a common schedule.

Each student is required to take every test, assignment/*viva voce*/seminar in every course pertaining to each semester within that semester itself.

There will be two centralized Internal Tests. Students who absent themselves for the internal tests for valid reasons, can apply to the Controller of Examinations, for a retest of the paper /or papers for which they were absent. They will be allowed a retest in the same semester, only if they are permitted by the Head of the Department.

### **Continuous Internal Assessment (CIA):**

#### Theory Papers

The CIA theory papers shall be prepared by the course teachers and shall have the following components:

1. Internal Tests - **CIA1 & CIA2** (Average of the two)
2. Quiz
3. Other modes of Internal Assessment (Assignment/Seminar /open book, swayam, attendance etc.)

#### Practical Papers

The break-up of CIA marks for practical papers shall be as follows:

1. Average of the performance in the individual experiments
2. Regularity in attending practicals and submission of records
3. Evaluation of the model test

### **Answer Scripts**

The CIA answer scripts (Formative Evaluation) **shall be returned to the students within 10 days after the date of the test.** The student shall scrutinise the scripts, sign and return them to the teacher concerned to be kept in the Department for future reference. Soon after the evaluation of the 2 CIAs the marks checklist will be circulated among the students. The student shall verify, sign and return it to the CoE Office.

### **Summative Evaluation (External Evaluation)**

External examination will be of three-hour duration for all theory papers. Each theory paper will have unitised short answer type questions, besides short essay and long essay type questions covering the entire syllabus.

### **Eligibility**

To appear for summative examinations, a student must have completed all the formative requirements - two CIA tests, an assignment and a seminar.

### **Payment of Summative Examination Fees**

Students are required to pay the prescribed Summative Examination fees before the examination. For late payment of Examination fees, a nominal fee will be charged. Examination fees should be paid twice a year, (ie) in September and March.

### **Theory**

In general, all theory papers for end semester examinations will be set by external examiners, with proper mapping and there is single valuation for UG and double valuation for PG. The marks of each theory paper shall be converted to 60. Students who have arrear papers are permitted to appear for the same in all subsequent exams.

### **Practicals**

A student must have done a minimum of 75% of the list of practicals arranged by the class teacher in order to appear for the practical examinations. The minimum marks required for pass is the same as of the theory papers. The semester/year-end practical examinations for both UG and PG programmes will be conducted by external examiners. The same rules that govern theory examinations will equally apply for the absentees and the failed candidates as well as for those who wish to take their arrear practical examinations again. Each practical paper shall carry 60 marks as external.

### **Submission of Records**

The candidate has to compulsorily submit the *bona fide* record at the time of practical examination in order to become eligible to appear for the examination. The records are evaluated externally for 10 marks. The performance of the students in the external practical examination will be evaluated for 60 marks.

### **Results**

After the semester examinations, the results will be scrutinized by the Awards Committee. Students will be given the Statement of Marks at the end of each semester examination. At the end of the course, a consolidated Statement of Marks of the final results based on weighted credit point system will be awarded to each student. The summative examination results will ordinarily be published within 15 days from the date of the last examination.

### **Grievances: End-Semester Examination Question Papers**

Any complaint with respect to the End-Semester Examination question papers must be brought to the notice of the Controller of Examinations within three days from the date of the respective examination, by the HoD and the teacher concerned or the next senior teacher in the absence of the HoD.

### **Retotalling / Revaluation**

Recounting is permitted for UG students who have to apply it within the stipulated period of time on payment of the prescribed fee.

Revaluation is permitted only for UG students for the papers written in regular examinations and not for arrear examinations.

The students are also entitled to get photocopies of their Answer Scripts, on payment of the prescribed fee. Fees and other details regarding re-totalling, revaluation, photocopies of Answer Scripts can be had at the office of the Controller of Examinations.

A student has the right to appeal in writing to the Controller of Examinations for re-totalling of his marks or a revaluation of the entire paper within seven full days after his/her receipt of the computerised printouts of marks from the exam portal in the college website. Fees prescribed in the College will have to be paid.

### **Results of Revaluation**

After revaluation, if the difference between the revalued marks and the original marks is greater than the original mark, the revalued marks are to be recorded as the final marks. If not, the original marks will be retained. Results of revaluation will be informed to the student and it will be carried out in the semester mark sheet.

### **Reappearing**

UG/PG students, who have failed, will be permitted to appear for papers based on the syllabus in force at the time of admission, for a period of two years from the year of normal completion of the same course. Hence for UG it would be 3+2 years; for PG 2+2 years.

### **On Demand Examination for Final Semester (Supplementary)**

UG/PG final year regular students, who have appeared and failed in any of the semester theory paper and have only three arrear papers to complete his/her degree course, will be allowed, as a special case, to write a Supplementary Examination within 15 days of the publication of the results, by applying for it within 7 days of the publication to help them get their degree without delay. Supplementary Examination fee has to be paid as prescribed by the College

### **Internal Improvement**

One chance for improvement in internal exam is permitted during the Special Internal Exam. **Examination Malpractice**

The College Discipline Committee (Examinations) will enquire into the charges of malpractice reported during semester examinations. The punishment will be based on the existing system followed by the University. The following is the Manonmaniam Sundaranar University Code related to malpractice.

1. If a student is found talking or laughing in the hall, or trying to copy from his neighbour's script, he/she will be warned, and if the invigilator deems it fit, the student will have to move to a different seat.
2. If a student is found copying from some manuscript of printed sheet or from any other incriminating material, or is found possessing any such material, he/she will stop writing the examination, produce a statement in writing about his/her case, and leave the hall.

The invigilator concerned will seize the incriminating material, confiscate the Hall ticket, Identity Card and answer script of the student, and provide a statement of his own along with the student and that of the Chief Superintendent who will forward it to the Controller of Examinations with his endorsement.

The student may be permitted to appear for the subsequent papers of the sitting conditionally. Later, the student will be asked to appear before the Discipline Committee (Examinations) to decide the sanctions against him/her for malpractice. The sanction will vary according to the gravity of offence, ie., from being debarred from one paper or all the papers of one semester, or being debarred from two or three subsequent semesters if necessary.

3. Post examination discovery of malpractice will be referred to the Controller of Examinations by the examiner. The Controller will refer the matter to the Discipline Committee (Examinations) for a decision. (The rules prevailing in Manonmaniam Sundaranar University regarding malpractice and those framed by the Academic Council of Scott Christian College (Autonomous) will serve as guidelines)

### **Malpractice in the Internal Examinations**

If a student is found indulging in malpractice in any internal assessment test he/she will be presented to the Principal. **The candidate will be awarded zero for all the papers attended during the session.** If the student is caught again for malpractice; it will be referred to the Discipline Committee (Examination).