



EXAM POLICY

It has been resolved to follow the rules and regulations of Thiruvalluvar university pertaining to Examination procedure

1. Requirement to appear for the examinations

a) A candidate shall be permitted to appear for the university examinations for any semester (theory as well as practical) if

- i. He/she secures **not less than 75%** of attendance in theory as well as in practicals (separate attendance registers shall be maintained for theory and practicals) in the number of working days during the semester.
- ii. In the case of married woman candidates the minimum attendance requirement due to maternity shall be not less than 55% of the total instructional days in theory as well as in practicals.
- iii. He/she earns a progress certificate from the Head of the institution, of having satisfactorily completed the course of study prescribed in the scheme of examinations for that semester as required by these regulations.
- iv. His/her conduct shall be satisfactory.

Provided that it shall be open to the Syndicate, or any authority delegated with such powers by the Syndicate, to grant exemption to a candidate who has failed to earn 75% of the attendance in theory as well as in practicals, prescribed, for valid reasons, subject to usual conditions.

b) A candidate who has secured **less than 75% but 65%** and above attendance in any semester separately for theory and practicals, shall be permitted to take the examination on the recommendations of the Head of the Institution to condone the lack of attendance on the payment of prescribed fees to the University, separately for theory and practicals.

c) A candidate who has secured less than 65% but 55% and above attendance in any semester in theory as well as in practical has to compensate the

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shortage of attendance in the subsequent semester besides earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the later semester, on the payment of the prescribed fees to the university separately for theory and practical. However, it is left to the discretion of the respective colleges to derive a befitting methodology (seminar, test, assignment etc.) to record the compensation of lack of attendance in the form of special attendance outside the business hours and then allow the students to pay the prescribed fees and to write the examination. Separate attendance register shall be maintained in theory as well as practical, for compensating the shortage of attendance. During the hours of compensation of attendance, the candidate shall not be given attendance for the regular semester classes. At any time, the university authorities may scrutinize these records to ensure implementation of these rules and regulations in the interest of the students.

d) A candidate who has secured **less than 55%** of attendance in any semester separately for theory and practicals, shall not be permitted to appear for the regular examinations in that particular semester or in subsequent semesters. He/she has to rejoin/re-do the semester in which the attendance is less than 55%, on the payment of prescribed fees to the University, separately for theory and practicals, after getting prior approval of the University.

e) A candidate who has secured **less than 65%** of attendance in the final semester separately for theory and practicals, has to compensate his/her attendance shortage in a manner as decided by the concerned Head of the department, after getting prior approval of the University. The candidate shall be permitted to rejoin in the 6th semester, after completing his/her regular 3 year course.

2. Scheme of examination

- i. Any theory examination is conducted only for 3 hours irrespective of total marks allotted for the examinations.

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- ii. There shall be theory examinations at the end of each semester, for odd semesters in the month of October / November; for even semesters in April / May. However, there shall be practical examinations at the end of even semesters in general, with exceptions in a few courses as prescribed by the Boards of studies, concerned. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May.
- iii. All candidates admitted in first year, should get registered for the first semester examination, compulsorily. If registration is not possible owing to any reason including shortage of attendance less than 55% beyond Condonation limit or on medical grounds, the candidates are permitted to rejoin the course in the next year.
- iv. The results of all the examinations will be published through the college where the student underwent the course as well as through University Website. In the case of private candidates, the result will be published through the Centers in which they took the examinations as well as through University Website.

3. Restrictions to appear for the examinations

Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers, in theory as well as in practicals, as long as the transitory provision is applicable.

4. Medium of Instruction and examinations

The medium of instruction and examinations for the courses of Part I, II & IV-(i)(a) & (i)(b) shall be the language concerned. For part III & remaining Part IV courses other than modern languages, the medium of instruction shall be either Tamil or English and the medium of examinations is English / Tamil irrespective of the medium of instructions.

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5. Submission of Record Note Books for practical examinations

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates shall not be permitted to appear for the practical examinations. However, in genuine cases where the students could not submit the Record Note Books, candidates shall be permitted to take up the practical examination provided the Head of the Department concerned certifies that the candidate has performed and completed the experiments, prescribed for the course on the basis of the observation note book signed by the class teachers, concerned, submitted by the candidate. For such candidates who do not submit record note books “zero mark” will be awarded for the record note books in the practical examinations.

6. Passing Minimum

A candidate shall be declared to have passed the whole examination, if the candidate passes in all the theory papers and practicals wherever prescribed as per the scheme of examinations by earning 140 credits in Part I, II, III, IV and V. He / She shall also fulfill the extension activity prescribed by earning 1 credit to qualify for the degree.

A candidate should get **not less than 40% in the University (external)** Examination, compulsorily, in any course of Part I, II, III & IV papers. Also the candidate who secures **not less than 40%** marks in the external as well as internal (CIA) examinations put together in any course of Part I, II, III & IV shall be declared to have successfully passed the examination in the subject in theory as well as Practicals. There shall be no passing minimum for the CIA, (zero to 25 for theory and zero to 40 for practicals). The candidate who absents himself for CIA programmes, after a repeated chance, will be awarded zero mark in the concerned subject.

7. Instant Examination:

Instant Examinations is conducted for the students who appeared in the final semester examinations. Eligible criteria for appearing in the Instant



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Examinations are as follows:

- a) **Eligibility:** A Student who is having arrear of only one theory paper in the current final semester examination of the UG degree programme alone is eligible to appear for the Instant Examinations.
- b) **Non-eligibility for one arrear paper:** A student who is having more than one arrear paper at the time of publication of results is not eligible to appear for the Instant Examinations.
- c) **Non-eligibility for arrear in other semester:** Student having arrear in any other semester is not eligible and a student who is absent in the current appearance is also not eligible for appearing for the Instant Examinations and those Student who have arrear in Practical /Project are not eligible for the Instant Examinations.
- d) **Non-eligibility for those completed the program:** Students who have completed their Program duration but having arrears are not eligible to appear for Instant Examinations.

8. Revaluation and Photocopy of the Answer Scripts:

- a) **Revaluation:** All current batch Students who have appeared for their Semester Examinations are eligible for Revaluation of their answer scripts. Passed out candidates are not eligible for Revaluation.
- b) **Photocopy of the answer scripts:** Students who have applied for revaluation can collect their answer scripts from the respective colleges after seven days from the date of publication of the results.

9. Distribution

Table - 1(A): The following are the distribution of marks for external and internal for University (external) examination and continuous internal assessment and passing minimum marks for **theory papers of UG programmes.**

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Uni.Exam Total(ESE)	Passing Minimum For Uni.Exam	CIA Total	Passing Minimum For CIA	Total Marks Allotted	Passing Minimum (Uni. Exam + CIA)
75	30	25	0	100	40

Note: ESE - End Semester Examination

Table - 1(B): The following are the Distribution of marks for the Continuous Internal Assessment in the theory papers of UG programmes.

S.N o.	For Theory - UG courses	Distribution of Marks	
		Assignments	Tests
1	Assignment-1 (First 2 Units of the Syllabus)	10	-
2	Test-1 (First 2 Units of the Syllabus for 1 Hour duration)	-	50
3	Assignment-2 (3 rd & 4 th Units of the Syllabus)	10	
4	Test-2 (First 4 Units of the Syllabus for 2 Hours duration)	-	50
5	Assignment-2 (5 th Unit of the Syllabus)	10	-
6	Test-3 (Entire Syllabus for 3 Hours duration)	-	100
	TOTAL MARKS	30	200
	Marks to be converted to	5	20
	Total Maximum Marks for CIA	25	

Note:

Table - 2(A): The following are the distribution of marks for University (external) examinations and continuous internal assessments and passing minimum marks for the **practical courses of UG programmes**.

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Uni. Exam Total(ESE)	Passing Minimum For Uni. Exam	CIA Total	Passing Minimum For CIA	Total Marks Allotted	Passing Minimum (Uni.Exam+C IA)
75	30	25	0	100	40

Table – 2(B): The following are the distribution of marks for the Continuous Internal Assessment in UG practical courses.

S.No.	For Practical - UG courses	Distribution of Marks	
		Assignments	Tests
1	Regular maintenance of the Observation note book-1 (Upto the end of I-Semester)	10	-
2	Test-1 (Upto the end of I-Semester for 2 Hours duration)	-	25
3	Regular maintenance of the Observation note book-2 (Upto the end of II-Semester)	10	
4	Test-2 (Upto the end of II-Semester for 2 Hours duration)	-	25
5	Regular maintenance & proper completion of the Record note book	10	-
6	Test-3 (Entire Syllabus following University examination pattern)	-	25
	TOTAL MARKS	30	75
	Marks to be converted to	10	15
	Total Maximum Marks for CIA	25	

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However, for those students who select "Tamil" under Part IV-(i)(a) & (i)(b), the External examinations shall be conducted by the University and **Continuous Internal Assessment (CIA)** shall be conducted by the teacher concerned as per the prescribed syllabus. The CIA marks shall be furnished to the COE by the respective colleges.

10. Grading:

Once the marks of the CIA and end-semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below:

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course/Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Distinction
75-79	7.5-7.9	D	
70-74	7.0-7.4	A+	First Class
60-69	6.0-6.9	A	
50-59	5.0-5.9	B	Second Class
40-49	4.0-4.9	C	Third Class
00-39	0.0	U	Re-appear
Absent	0.0	AAA	ABSENT

CGPA	GRAD
	E
9.0 and above but below 10.0	O
8.0 and above but below 9.0	D+
7.5 and above but below 8.0	D



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6.5 and above but below 7.5	A+
6.0 and above but below 6.5	A
5.0 and above but below 6.0	B
4.0 and above but below 5.0	C
0.0 and above but below 4.0	U

11. Improvement of Marks in the subjects already passed

Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within the duration of the course upto fifth semester. In case the students wants to improve the sixth semester marks, can appear in the supplementary examinations. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

16. Grievance Redressal Committee

The College shall form a Grievance Redressal Committee for each course in each department with the Course Teachers as the members and the HOD as the convener. This Committee shall solve all grievances relating to the Internal Assessment marks of the students.


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