

**M.G.R. COLLEGE, HOSUR**

**EXAMINATION AND EVALUATION POLICY**

**EXAMINATION**

Our college adheres to the policy of Periyar University since it is affiliated with it. The end-semester examinations are conducted in our College as per the guidelines and Time table provided by Periyar University. For Undergraduate courses, there shall be six examinations in the first year, two in the second year, and two in the third year. The Syllabus has been divided into six semesters. Examinations for I, III, and V semesters will be held in November/December and for II, IV, and VI semesters will be held in April/May.

For PG courses there shall be four examinations - two in the first year and two in the second year. The Syllabus has been divided into four semesters. Examinations for I and III semesters will be held in November/December and for II and IV semesters will be held in April/May.

If any Candidates failing in any subject/subjects will be permitted to appear for such failed subject/subjects at subsequent examinations.

The practical examinations are also conducted as per the guidelines and schedule provided by Periyar University. The Departments having Mini projects, individual Research Projects, and internship training in their syllabus should undergo the project work/ internship training and dissertation should be submitted and their report shall be evaluated in the Viva –Voce examination conducted before the examiners at the end of the final semester.

A candidate shall be declared to have passed the examination, if he /she secures not less than 40% marks in each paper/ practical UG Course, and 50% of the marks in each paper / practical for the PG Course.. Candidates who do not secure the required minimum marks for a pass in a paper / practical shall be required to appear for and pass the same at a subsequent appearance. For practical, the minimum for a

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pass includes the record notebook marks. There is no passing minimum for the record notebook. However, submission of a record notebook is a must.

Candidates who secured not less than 60% of the aggregate marks in the whole Examination shall be declared to have passed the examination in First Class. Candidates secured above 50% and less than 60% shall be declared to have passed in Second Class. Candidates who obtain 75% and above in the aggregate shall be declared to have passed the examination in First Class with Distinction provided they pass all the examinations in the prescribed period at first appearance.

Candidates who pass all the examinations prescribed for the course in the first instance and within a period of the duration of the course from the year of admission to the course only are eligible for University Ranking.

The maximum duration for completion of the UG Programme shall not exceed twelve semesters and the PG Programme shall not exceed eight semesters.

## **EVALUATION**

### **Methods of Evaluation and Assessment for UG Courses**

<b>Methods of Evaluation</b>		
<b>Internal Evaluation</b>	Continuous Internal Assessment Test (Unit tests and Model Exams)	25 Marks
	Assignments	
	Attendance and Class Participation	
<b>External Evaluation</b>	<b>Total</b> End Semester Examination	75 Marks
		<b>100 Marks</b>



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## Methods of Evaluation and Assessment for PG Courses

Methods of Evaluation		
<b>Internal Evaluation</b>	Continuous Internal Assessment Test (Unit tests and Model Exams)	25 Marks
	Assignments	
	Seminars	
	Attendance and Class Participation	
<b>External Evaluation</b>	End Semester Examination	75 Marks
<b>Total</b>		<b>100 Marks</b>

Evaluation of the performance of students in end semester examination is based on a ten-point scale grading system as given below

Ten Point Scale			
Grade 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	0.0	U	Re-appear
ABSENT	0.0	AAA	Absent



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**PATTERN OF QUESTION PAPER (FOR MAJOR, ELECTIVE AND EDC)**

Maximum–75 marks

Duration–3 hours

**Section–A (1x15=15marks)**

Answer all the questions

(Multiple Choice Questions-Three questions from each unit)

**Section –B (2x5 = 10 marks)**

Answer any two questions (One question from each unit)

**Section–C (5x10=50 marks)**

Answer all the questions (Either or Choice-Two questions from each unit)

**PATTERN OF QUESTION PAPER (FOR PRACTICAL)**

Internal–40 marks (includes Attendance, Observation, and Performance in the laboratory)

External–60 marks

The question paper should contain two experiments with either or choice. The first experiment is Major which has 25 marks and the second experiment is Minor question which has 20 marks. The mark distribution is as follows

S. No	Content	Experiment I	Experiment II
1	Principle	5	5
2	Procedure	5	5
3	Table/Graph	5	0
4	Observation /Calculation	5	5
5	Result	5	5
6	Spotters	5	5
7	Record	5	5
8	Viva	5	5

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## FOR RESEARCH

S.No.	Particulars	Marks	Examiners
1	Dissertation	30%	Internal Examiner
		30%	External Examiner
2	Viva-voce	20%	Internal Examiner
		20%	External examiner

Methods of Assessment	
<b>Recall(K1)</b>	Simple definitions, MCQ, Recall steps, Concept definitions
<b>Understand/ Comprehend (K2)</b>	MCQ, True/False, Short essays, Concept explanations, Short summary or overview
<b>Application (K3)</b>	Suggest ideas/concepts with examples, Suggest formulae, Solve problems, Observe, Explain
<b>Analyze(K4)</b>	Problem-solving questions, Finishing a procedure in many steps, and Differentiate
	Between various ideas, Map knowledge
<b>Evaluate(K5)</b>	Longer essay/Evaluation essay, Critique or justify with pros and cons
<b>Create(K6)</b>	Check knowledge in specific or off-beat situations, Discussion, Debating or Presentations



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## Internal Evaluation - Assessment Rubrics

### 1. Assignment

Criteria/Recommended Scores	Excellent 5	Very Good 4	Good 3	Satisfactory 2
<b>Introduction of the of given topic and significance</b>	In-depth knowledge about the topic	Comprehension of the topic	Adequate knowledge of the Topic	Inadequate Knowledge of the topic
<b>Body of the content and flow of content</b>	Main idea is focused and supported with Detailed information	Main idea is clear and supported with general information	Main idea is fairly clear and supported with limited information	Main idea is not clear and random collection of information
<b>Relevance to the content</b>	Relevant and comprehensive information to substantiate the topic given with current updates and Case studies	Relevant information supported with strong evidences	Relevant information with sufficient supporting evidences	Relevant information with insufficient supporting evidence
<b>Conclusion, Reference and recent updated &amp; Supportive materials</b>	Strong conclusion exhibiting in-depth knowledge on the subject. More than 15 references and pictures/paper clippings	Recognizable conclusion with supportive suggestions and Reference 5-10 without / with paper clippings	Inadequate conclusion Less than 5 References without supportive evidences	Absence of conclusion No originality, No reference and Supportive evidences
<b>Grammar/Spelling</b>	Use of precise and descriptive language with no grammar or spelling errors	Use of descriptive language with 2 or 3 grammar or spelling errors	Use of some descriptive language with 4 or 5 grammar or spelling errors	Simple sentences with grammar or spelling errors




  
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## 2. Seminar

<b>Criteria/ Recommended Scores</b>	<b>Excellent 5</b>	<b>Very good 4</b>	<b>Good 3</b>	<b>Satisfactory 2</b>
<b>Content of Topic</b> <b>1. Write-up</b> <b>2. Sequence</b> 3. <b>Supportive Literature</b> <b>4. Journal Reference</b>	Relevant content with an excellent sequence with more than 15 references(Journal and Book) Schematic diagram	Relevant content with Very good sequence 5 to 10 Journal & Book references	Relevant content adequate sequence less than 5 references	Satisfactory content and flow of sequence and no reference
<b>Presentation Skills</b> <b>1. Mode of delivery</b> <b>2. Communication Skill</b> <b>3. Teaching aid used</b> <b>4. time management</b>	Exemplary communicative skills, multiple teaching aids/ modules complete within a given time	Very good communication skills, usage of board and ITC, tools, Complete within time.	Moderate communicative skills use either of the teaching aid (Board/ ITC) satisfactory	Poor communicative skills and time management.
<b>Interactive Skills</b> <b>1. Body language</b> <b>2. Eye contact</b> <b>3. Voice</b> <b>4. Poise</b>	Exemplary body language, eye contact, poise loud voice	Very good body language, eye contact, poise, voice	Moderate time management, language, and confidence level, satisfactory eye Contact voice	Poor body language, rarely maintaining eye contact and audible voice
<b>Feedback</b> <b>1. Level of confidence in answering, clearing doubts</b>	Exemplary confidence level cleaning doubts with example	Very good confidence level and able to clear doubts	Moderate confidence level and ability to clear double with less clarity	Demonstrate poor confidence level not able to clear doubts
<b>Closure</b>	Summarise and closing remarks capture the attention of the audience and set the pace with the impact	Define summary and closing remarks	Closing remark with good pace and attention of an audience	Satisfactory closing remark without a proper conclusion

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### 3. Practical

<b>Criteria/Recommended Scores</b>	<b>Excellent 5</b>	<b>Very Good 4</b>	<b>Good 3</b>	<b>Satisfactory 2</b>
<b>Instructions followed</b>	Strictly follows the routine procedures with an analytical approach	Follows procedures included in the routine procedures	Adopts the routine procedures abruptly	Erratically adopts the routine procedures
<b>Techniques / Skills Following SOPs</b>	Understand the principles and perform the experiments on their own	Replicates recorded experiments without assistance	Able to interpret and obtain the results only with assistance	Cannot replicate experiments or understand properly. Needs additional assistance.
<b>Organization</b>	Plans and carries out the work efficiently. Exhibit innovative ideas in their practical work and present them with novelty	Plans and carries out the work efficiently.	Plans and carries out the work satisfactorily.	Work in a disorganized manner.
<b>Presentation submission of record</b>	Punctual in the submission of record work in an exemplary manner	Punctual in the submission of Record in a satisfied manner	Not very punctual but maintains a fairly good record	Not punctual and submit Incomplete record
<b>Initiative and Creativity</b>	Gather remarkable materials/literature and carry out the experiments innovatively. Able to translate ideas and exemplary presentation	Can work independently without assistance. Able to translate ideas with good presentation.	Works satisfactorily with assistance Satisfactory translation of ideas and presentation	Requires motivation and assistance to complete the work Minimal translation of ideas and unsatisfactory presentation.



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