

MES KALLADI COLLEGE, MANNARKKAD (AUTONOMOUS)

EXAMINATION MANUAL 2026

**Effective from 2026 Admission Onwards**

## ASSESSMENT AND EVALUATION

1. The assessment shall be a combination of continuous comprehensive assessment and an end-semester evaluation.
2. Continuous Comprehensive Assessment shall comprise two sub-components, namely Formative Assessment and Summative Assessment. The course instructor is empowered to adopt an appropriate combination of assessment methods from the prescribed list under each category, based on the specific requirements of the course.

### 3. **Formative Assessment:**

Formative assessment refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or course. It is to encourage students to build on their strengths rather than fixate or dwell on their deficits. Formative Assessment can help clarify and calibrate learning expectations for both students and parents. It will help students become more aware of their learning needs, strengths, and interests so they can take greater responsibility over their own educational growth. Formative assessment will be prerogative of the course coordinator based on specific requirement of the student. Suggestive methods of formative assessment are as follows:

- (i) Practical Assignment,
- (ii) Observation of practical skills,
- (iii) Viva voce,
- (iv) Quiz,
- (v) Interview,
- (vi) Oral presentations,
- (vii) Computerized adaptive testing,
- (viii) In-class discussions,
- (ix) Instructor-created exams,
- (x) Seminar presentations,
- (xi) Clicker question,
- (xii) Low-stakes group work,
- (xiii) Group Tutorial work,
- (xiv) One-minute reflection writing assignments,
- (xv) Home assignments,
- (xvi) Self and peer Assessments,

- (xvii) Any other method as may be required for specific course / student as implemented by the instructor.

#### 4. Summative Assessment:

Summative assessment is employed to evaluate students' learning outcomes, skill acquisition, and academic achievement at the end of a defined instructional period, such as the completion of a project, unit, course, or semester. It typically includes instruments such as class tests, assignments, or project work to determine the extent to which the intended learning outcomes have been achieved. The course instructor shall maintain systematic records of all assessment evidence, and the awarded marks shall be displayed on the college notice board prior to the commencement of the end-semester examinations.

The methods of summative evaluation may include, but are not limited to:

- (i) Written test
- (ii) Open-book test
- (iii) Laboratory report
- (iv) Problem-based assignments
- (v) Individual project report
- (vi) Case study report
- (vii) Team project report
- (viii) Literature survey
- (ix) Standardized test
- (x) Any other pedagogical approach specifically designed by the instructor for the course.

5. A 4-credit course will be evaluated for 100 marks and a 3-credit course for 75 marks.
6. 30% weightage shall be given for continuous comprehensive assessment. The remaining 70% weight shall be for the end-semester evaluation.
7. In the case of a 4-credit course with only theory component, the evaluation will be in 100 marks, out of which 30 marks will be by continuous/internal evaluation and 70 marks will be by external evaluation.
8. In the case of a 3-credit course with only theory component, the evaluation will be in 75 marks, out of which marks will be by continuous/internal evaluation and 50 marks will be by external evaluation.
9. In the case of a 4-credit course with only theory component and with five modules, out of the 30 marks by continuous/internal evaluation, 10 marks will be for the open-ended module and 20 marks will be for the other four modules. The 70 marks of the external evaluation will be based on the four modules other than the open-ended module.

10. In the case of a 3-credit course with only theory component and with five modules, out of the 25 marks by continuous/internal evaluation, 5 marks will be for the open-ended module and 20 marks will be for the other four modules. The 50 marks of the external evaluation will be based on the four modules other than the open-ended module.
11. In the case of a 4-credit course with 3 credits for theory component and 1 credit for practical / practicum component, there can be four modules based on theory and one module on practical component. Out of the total evaluation of 100 marks, 20 marks will be for the practical / practicum component and it will be based on continuous / internal evaluation, and an end-semester examination and viva by internally appointed teachers of the Department Council. The 20 marks of the practical component will be considered as part of the internal evaluation. Out of the remaining 80 marks for the theory component, 10 marks will be by continuous/internal evaluation and 70 marks will be by external evaluation.
12. In the case of a 3-credit course with 2 credits for theory component and 1 credit for practical / practicum component, there can be four modules based on theory and one module on practical component. Out of the total evaluation of 75 marks, 15 marks will be for the practical / practicum component and it will be based on continuous/internal evaluation, and an end-semester examination and viva by internally appointed teachers of the Department Council. The 15 marks of the practical component will be considered as part of the internal evaluation. Out of the remaining 60 marks for the theory component, 10 marks will be by continuous/internal evaluation and 50 marks will be by external evaluation.
13. In Semesters I, III, V, and VII, the end-semester examinations shall be conducted by the college using question papers provided by the CoE. The evaluation of answer scripts in these odd semesters shall be carried out by the concerned departments under the supervision of the CoE. In Semesters II, IV, VI, and VIII, the end-semester examinations shall be conducted with question papers provided by the CoE, and the evaluation of answer scripts shall be undertaken through a centralized evaluation system under the supervision of the CoE.
14. The general schemes of the question papers for the end-semester examination of the theory part of a course are given below
15. Question Paper type I is for Major and Minor courses with 4-credits for each course. Scheme of Examinations is the following: The question paper for the external examination shall be of 70 marks and the internal evaluation shall be of 30 marks. Duration of each external examination is 2 hrs. The students can answer all the questions in Sections A & B, but there shall be ceiling in each of these sections. Only one out of two questions need to be answered in Section C.
16. Question paper type II is for General Foundation Courses with 3-credits for each course. Scheme of Examinations is the following: The question paper for the external examination shall be of 50 marks and

the internal evaluation shall be of 25 marks. Duration of each external examination is 1.5 hrs. The students can answer all the questions in Sections A & B, but there shall be ceiling in each of these sections. Only one out of two questions need to be answered in Section C.

17. Practical examinations shall be conducted at centres notified from time to time. The nature and scope of work for the practical examinations shall be prescribed by the Chairperson of the Board of Examiners. Upon completion of all practical examinations, the relevant records, including answer scripts and mark registers, shall be forwarded to the Chairperson of the Board of Examiners for scrutiny. Revaluation is not permitted for practical examination answer scripts; however, a provision for scrutiny shall be available.
18. The comprehensive viva voce examination shall be conducted as per the notifications issued from time to time by the CoE Office, in accordance with the guidelines prescribed by the Board of the concerned subject. The examination shall assess the student's understanding of theoretical principles, concepts, developments, and applications, covering all topics included across all semesters, and evaluation shall be carried out at the time of the viva.
19. Twenty percent of the total marks for each course shall be based on Continuous Assessment (CA), which shall be added to the Semester-End Examination (SEE) marks by the CoE. The CA marks/grades, duly signed, shall be displayed on the Department notice board for at least three days for complaints and, if none are received, uploaded to the website as per the CoE schedule, with a printout also displayed. A certified copy shall be forwarded to the Controller of Examinations by the Head of the Department/Tutor/faculty in charge of the course, confirming verification, and no changes in CA marks/grades shall be permitted after the publication of results.
20. The course teacher(s) shall maintain the academic records of each student registered for the course. The Controller of Examinations shall have the authority to call for such records and, if necessary, moderate the continuous evaluation in specific cases.
21. A student shall be permitted to avail improvement for a particular semester only once, in the succeeding year after the successful completion of that semester, and may improve a maximum of two courses. The internal marks already obtained shall be carried forward for the determination of the revised grade/marks in the improvement examination.
22. If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the grade/ marks obtained in the first appearance will be retained.
23. A student who fails to secure a minimum grade for a pass in a course is permitted to write the supplementary examination along with the next junior batch.

24. Improvement and supplementary examinations cannot be done simultaneously. That is, if a student has failed in one or more courses in a semester, he/she should first appear for the supplementary examinations of these courses and secure a pass. A student shall be eligible to improve any courses in a semester only after the successful completion of all the courses in that semester. The improvement chance should be availed in the succeeding year itself.

**\*\*Evaluation – Valuation of Answer Scripts\*\***

1. Valuation of answer scripts shall be conducted through valuation camps immediately after the examinations; home valuation may be permitted as decided by the Controller of Examinations (CoE). The Head of the Department or an Associate Professor appointed by the CoE shall serve as the Chairperson of the Board of Examiners. Examiners shall be appointed by the Chairperson from a panel approved by the CoE, and external examiners shall be faculty members of recognized educational institutions.
2. There shall be double valuation for all postgraduate examinations and single valuation for all undergraduate examinations.
3. The Chairperson shall be assisted by Chief Examiners and Additional Examiners. One Chief Examiner shall be appointed for every 1–5 examiners; if fewer than five examiners are available, the Chairperson shall act as the Chief Examiner. Chief Examiners shall recheck all answer scripts and revalue at least 20% of the scripts randomly.
4. Examiners shall prepare and submit duly countersigned mark sheets or generate mark barcodes to be affixed on answer scripts; marks shall be decoded into candidate score sheets using computer software.
5. Each examiner shall prepare two copies of the mark books—‘Original’(to the Chief Examiner /Chairperson) and ‘Duplicate’ (to the CoE by registered post)—duly signed on all pages. Non-compliance may result in withholding of remuneration.
6. Mark books shall be submitted within the stipulated time fixed by the Chairperson in consultation with the CoE. Delays may result in deduction of remuneration.
7. The Chairperson shall scrutinize and approve the marks awarded and forward the mark books to the CoE along with relevant remarks or suggestions within the prescribed time.
8. The Board of Examiners may award moderation marks in cases where there is a deviation from the prescribed syllabus or standard in the question paper.
9. Suspected cases of malpractice shall be promptly investigated and reported to the CoE through the Chairperson with supporting evidence; penalties shall be determined based on the evidence provided. Any attempt to influence examiners in the valuation process shall be reported immediately to the CoE.

In cases of double valuation, marks shall be entered only on the designated sheets:

- a) The first valuation shall be done by an internal examiner and the second by an external examiner, with the final mark being the average of the two, rounded to the next higher integer.
- b) If the variation exceeds 15%, a third valuation shall be conducted, and the final mark shall be the average of the third valuation and the nearest of the first two.
- c) If the third valuation is equidistant from the first two, the third valuation mark shall be treated as final, with no further revaluation.

10. Valued answer scripts of all Semester-End Examinations (UG and PG) shall be preserved by the CoE for a period of one year from the date of publication of results.

11. **Revaluation:** If a student applies for revaluation of a course, the revised external marks along with the internal marks shall be considered for finalizing the result, and the aggregate grade shall be reflected accordingly; any change in grade after revaluation shall be awarded to the candidate. Students may also apply for photocopies of answer scripts of external examinations, and applications for photocopy, scrutiny, or revaluation shall be submitted within ten days of the publication of results, with the prescribed fee as determined by the College in accordance with the University fee order.

### **Practical / Practicum Examination**

1. Continuous evaluation of practical by the teacher-in-charge shall carry a weightage of 50%.
2. The end-semester practical examination and viva-voce, and the evaluation of practical records shall be conducted by the teacher in-charge and an internal examiner appointed by the Department Council.
3. The scheme of continuous evaluation and the end-semester examination and viva- voce of practical courses shall be as given below:

**Table-1: Evaluation of Practical / Practicum Component in a Course**

| <b>Evaluation of Practical Component of Credit-1 in a Course</b>  | <b>Weightage</b> | <b>Marks for Practical in</b> |                        |
|---|------------------|-------------------------------|------------------------|
|   |                  | <b>4-Credit Course</b>        | <b>3-Credit Course</b> |
|   |                  | <b>20 Marks</b>               | <b>15 Marks</b>        |
| Continuous evaluation of practical/exercise performed in practical classes by the students  | 50%              | 10                            | 8                      |
| End-semester examination and viva-voce to be conducted by teacher-in-charge along with an additional examiner arranged internally by the Department Council | 35%              | 7                             | 5                      |
| Evaluation of the Practical records submitted for the end semester viva-voce examination by the teacher-in-charge and additional examiner                   | 15%              | 3                             | 2                      |

4. The process of continuous evaluation of practical courses shall be completed before 10 days from the commencement of the end-semester examination.
5. Those who passed in continuous evaluation alone will be permitted to appear for the end-semester examination and viva-voce.

## Internal Evaluation of Theory Part of a Course

Internal Evaluation of theory part of a course shall have the following components:

**Table-2: Internal Evaluation of Theory Part of a Course**

| Components of Internal Evaluation of Theory Part of a Course | Internal Marks for the Theory Part of |                        |                       |                |                                  |                       |                       |                |
|--|---------------------------------------|------------------------|-----------------------|----------------|----------------------------------|-----------------------|-----------------------|----------------|
|  | 4-credit Course (Total 30 Marks)      |                        |                       |                | 3-credit Course (Total 25 Marks) |                       |                       |                |
|  | Theory Only                           |                        | Theory + Practical    |                | Theory Only                      |                       | Theory + Practical    |                |
|  | 4 Theory Modules (20)                 | Open-ended Module (10) | 4 Theory Modules (10) | Practical (20) | 4 Theory Modules (20)            | Open-ended Module (5) | 4 Theory Modules (10) | Practical (15) |
| Test paper/ Mid-semester Exam                                | 10                                    | 4                      | 5                     | -              | 10                               | 2                     | 5                     | -              |
| Seminar/ Viva/ Quiz  | 6                                     | 4                      | 3                     | -              | 6                                | 2                     | 3                     | -              |
| Assignment   | 4                                     | 2                      | 2                     | -              | 4                                | 1                     | 2                     | -              |

## Evaluation of Project

1. The evaluation of project work shall be done internally through continuous assessment mode by a committee internally constituted by the Department Council. 30% of the weightage shall be given through this mode.
2. The remaining 70% shall be awarded by the external examiner appointed by the University.

3. The scheme of continuous evaluation and the end-semester viva-voce of the Project shall be as given below:

**Table-3: Evaluation of Project**

| <b>Components of Evaluation of Project</b>  | <b>Weightage</b> | <b>Marks for the Research Project (Honours with Research)</b> | <b>Marks for the Optional Project (Honours)</b> |
|---|------------------|---|---|
|   |                  | <b>12 Credits / 300 Marks</b>                                 | <b>8 Credits/ 200 Marks</b>                     |
| Continuous evaluation of project work through interim presentations and reports by the committee internally constituted by the Department Council | 30%              | 90  | 60  |
| End-semester viva-voce examination to be conducted by the external examiner appointed by the university   | 50%              | 150   | 100   |
| Evaluation of the day-to-day records and project report submitted for the end semester viva-voce examination by the external examiner             | 20%              | 60  | 40  |

**Evaluation of Internship**

1. The evaluation of internship shall be done internally through continuous assessment mode by a committee internally constituted by the Department Council.
2. The scheme of continuous evaluation and the end-semester viva-voce examination based on the submitted report shall be as given below:

**Table-4: Evaluation of Internship**

| <b>Components of Evaluation of Internship</b>   | <b>Weightage</b> | <b>Marks for Internship 2 Credits/ 50 Marks</b> |
|---|------------------|---|
| Continuous evaluation of internship through interim presentations and reports by the committee internally constituted by the Department Council | 50%              | 25  |
| End-semester viva-voce examination to be conducted by the committee internally constituted by the Department Council                            | 35%              | 17  |

|  |     |   |
|--|-----|---|
| Evaluation of the day-to-day records and final report submitted for the end semester viva-voce examination by the committee internally constituted by the Department Council | 15% | 8 |
|--|-----|---|

- The Board of Study may decide to make the institutional visit by the students a requirement for the completion of the Internship. In such cases, a weightage of 10% (5 marks) shall be allocated for institutional visit, and the continuous evaluation of Internship shall have a weightage of 40% (20 marks).

### LETTER GRADES AND GRADE POINTS

- Mark system is followed for evaluating each question.
- For each course in the semester letter grade and grade point are introduced in 10- point indirect grading system as per guidelines given below.
- The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester.
- The Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.
- Only the weighted grade point based on marks obtained shall be displayed on the grade card issued to the students.

**Table-5: Letter Grades and Grade Points**

| Letter Grade       | Grade Point | Percentage of Marks (Internal & External Put Together) | Class |
|--------------------|-------------|--|-------|
| O<br>(outstanding) | 10          | 95% and above  |       |

|                      |   |  |                                    |
|----------------------|---|--|------------------------------------|
| A+<br>(Excellent)    | 9 | Above 85% and below 95%  | First Class<br>with<br>Distinction |
| A<br>(Very good)     | 8 | 75% to below 85%   |                                    |
| B+<br>(Good)         | 7 | 65% to below 75%   | First Class                        |
| B<br>(Above average) | 6 | 55% to below 65%   |                                    |
| C<br>(Average)       | 5 | 45% to below 55%   | Second Class                       |
| P<br>(Pass)          | 4 | 35% to below 45% aggregate (internal and external put together)<br><br>with a minimum of 30% in external valuation | Third Class                        |
| F<br>(Fail)          | 0 | Below an aggregate of 35%<br><br>or below 30% in external evaluation   | Fail                               |

|             |   |  |      |
|-------------|---|--|------|
| Ab (Absent) | 0 |  | Fail |
|-------------|---|--|------|

- When students take audit courses, they may be given pass (P) or fail (F) grade without any credits.
- The successful completion of all the courses and capstone components prescribed for the three-year or four-year programme with 'P' grade shall be the minimum requirement for the award of UG Degree or UG Degree (Honours) or UG Degree (Honours with Research), as the case may be.

### Computation of SGPA and CGPA

- The following method shall be used to compute the Semester Grade Point Average (SGPA):

The SGPA equals the product of the number of credits ( $C_i$ ) with the grade points ( $G_i$ ) scored by a student in each course in a semester, summed over all the courses taken by a student in the semester, and then divided by the total number of credits of all the courses taken by the student in the semester,

i.e.  $SGPA (S_i) = \sum_i (C_i \times G_i) / \sum_i (C_i)$  where  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course in the given semester.

Sum of the credit points of all the courses in a semester

SGPA = Total credits in that semester

**Table-6: Illustration –Computation of SGPA**

| Semester | Course   | Credit | Letter | Grade | Credit Point   |
|----------|----------|--------|--------|-------|----------------|
| I        | Course 1 | 3      | A      | 8     | 3 x 8 = 24     |
| I        | Course 2 | 4      | B+     | 7     | 4 x 7 = 28     |
| I        | Course 3 | 3      | B      | 6     | 3 x 6 = 18     |
| I        | Course 4 | 3      | O      | 10    | 3 x 10 = 30    |
| I        | Course 5 | 3      | C      | 5     | 3 x 5 = 15     |
| I        | Course 6 | 4      | B      | 6     | 4 x 6 = 24     |
|          | Total    | 20     |        |       | 139            |
|          | SGPA     |        |        |       | 139/20 = 6.950 |



1. The Cumulative Grade Point Average (CGPA) of the student shall be calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students.

CGPA for the three-year programme in VMFYUGP shall be calculated by the following formula.

$$CGPA = \frac{\text{Total Credit Points in six semesters}}{133}$$

CGPA for the four-year programme in VMFYUGP shall be calculated by the following formula.

$$CGPA = \frac{\text{Total Credit Points in eight semesters}}{177}$$

2. The SGPA and CGPA shall be rounded off to three decimal points and reported in the transcripts.
3. Based on the above letter grades, grade points, SGPA and CGPA, the University shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

## GRADE CARD

1. The University shall issue by online grade/ marks card to the students on completion of each semester, which shall contain the following information:
  - i. Name of University
  - ii. Name of College
  - iii. Name and Register Number of the student
  - iv. Title of the Programme
  - v. Semester concerned
  - vi. Code number, Title and Credits of each Course opted in the semester
  - vii. Letter grade in each course in the semester
  - viii. The total credits, total credit points and SGPA in the Semester (corrected to three decimal places)
2. In the case of the students who opt to switch the Major and Minor courses at the end of second semester, the course codes of the discipline-specific courses (Major/ Minor) mentioned in the grade cards issued in the first two semesters shall be provisional. The grade cards thus issued shall be revised on demand with the new course codes. Only the revised course codes shall be given in the final grade card.
3. The final Grade card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The following details will be shown in the final grade card:
  - i. Name of University
  - ii. Name of College
  - iii. Name and Register Number of the student
  - iv. Title of the Programme
  - v. The academic pathway of the student

- vi. Code number, Title, Credits and Grade Point of each Course opted
- vii. The total credits, total credit points and SGPA (corrected to three decimal places) of each semester
- viii. CGPA (corrected to three decimal places), calculated on a 10-point scale.
- ix. Percentage of marks (corrected to two decimal places)

- x. Overall letter grade of the student for the entire programme.
- xi. CGPA and percentage of marks separately for Major course, Minor courses, Internship, General Foundation Courses and Project (if applicable).
- xii. The elective courses opted by the student.
- xiii. Specialisation of the student (if applicable)
- xiv. Audit courses passed
- xv. Details of credits earned by the student through online/ additional courses

### **Meeting of Pass Board**

When tabulation of an examination is completed, the CE shall convene a meeting of the Pass Board constituted by the CE for each subject.

1. There shall be a separate Pass Board for every subject for UG and PG for a semester. The Board shall consist of the Chairman and one senior most examiner of the subject. The meeting of the Pass Board shall be held to finalize the results of PG and UG examinations.

2. The Chairman shall be given a consolidated statement of marks/ grades of all candidates by the CE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration. It shall be competent for the Board to call for any answer book which they consider as demanding revaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes great disparity in the marks for the different papers of a candidate.

3. It shall be competent for the Pass Board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council.

4. The minutes of the Board shall be put up for approval by the CE. The minutes shall be recorded and signed by the members present and the Chairman of the Board in the minutes

book available with the office of the CE. The minutes of the meetings of the Pass Boards shall contain the following details:

- (a) Time, day, date, venue and place of the meeting
- (b) Names and signatures of the members present
- (c) A brief statement regarding consideration and approval of the results
- (d) The percentage or marks of moderation, if any, recommended by the Board
- (e) Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
- (f) Any other remarks relevant to the conduct and results of the examination
- (g) The concluding time of the meeting
- (h) Signature of the Chairman.
- (i) The minutes book shall be kept under safe custody of the CE.

