



**SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN**  
**(Affiliated to Thiruvalluvar University, Vellore)**  
**KEELALATHUR, GUDIYATTAM-635803.**

**Standard Operation Procedure for Evaluating Continuous Internal Assessment**

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The following is the Standard Operation Procedure to evaluate the students marks on various components (Internal Examination , Assignment and Attendance ) of the 3year UG and 2 year PG programme . This procedure is to be adopted in the academic year 2021-2022.

There are three tests CIA I, CIA II, & CIA III to be conducted in the regular time schedule of completing 30,60 and 90<sup>th</sup> working days related with the academic calender given by the University. The assessment examination will be conducted in forenoon session for UG students and afternoon session for PG students. The evaluation by the internal faculty members of the college.

The First CIA will be conducted after the successful completion of 30<sup>th</sup> working days. The questions will be taken from the 1<sup>st</sup> and 2<sup>nd</sup> Unit of their syllabus.

The Second CIA will be conducted after the successful completion of 60<sup>th</sup> working days. The questions will be taken from the 1<sup>st</sup> and 4<sup>th</sup> Unit of their syllabus.

The Third and Final CIA will be conducted after the successful completion of 90<sup>th</sup> working days. The questions will be taken from the full portion of their syllabus.

The maximum marks & time duration of the CIA will be as follows

- 1) The First CIA will be of 2Hrs time duration with maximum 50 marks.
- 2) The Second CIA will be of 2Hrs time duration with maximum 50 marks.
- 3) The Third CIA will be of 3Hrs time duration with maximum 100 marks.

The answer scripts written by the students will be evaluated within 3days after completion of the examinations. The evaluated papers will be given to the students to know their marks. The students are asked to put their signature in the paper once they get satisfaction about their marks. The assessment marks will be displayed in the department notice board.



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The following table shows to split up the marks of Theory Examination of CIA.

| S.No                 | For Theory - UG courses   | Distribution of Marks |                         |                      |                                |
|----------------------|---|-----------------------|-------------------------|----------------------|--------------------------------|
|                      |   | Assignments           | Tests                   |                      |                                |
| 1                    | Assignment-1<br>(First 2 Units of the Syllabus)                 | 10                    | -                       |                      |                                |
| 2                    | CIA I<br>(First 2 Units of the Syllabus for 1 Hour duration)    | -                     | 50                      |                      |                                |
| 3                    | Assignment-2<br>(3rd & 4th Units of the Syllabus)               | 10                    | -                       |                      |                                |
| 4                    | CIA – 2<br>(First 4 Units of the Syllabus for 2 Hours duration) | -                     | 50                      |                      |                                |
| 5                    | Assignment-3<br>( 5th Unit of the Syllabus)                     | 10                    | -                       |                      |                                |
| 6                    | CIA – 3<br>(Entire Syllabus for 3 Hours duration)               | -                     | 100                     |                      |                                |
|                      | <b>Total Marks</b>  | <b>30</b>             | <b>200</b>              |                      |                                |
|                      | <b>Passing Minimum (Uni.Exam+CIA)</b>                           | <b>5</b>              | <b>20</b>               |                      |                                |
|                      | <b>Total Maximum Marks for CIA</b>                              | <b>25</b>             |                         |                      |                                |
|                      |   |                       |                         |                      |                                |
| 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                             |



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The following table shows to split up the marks of Practical Examination of CIA.

| S.No | For Practical - UG courses                        | Distribution of Marks |           |
|------|---|-----------------------|-----------|
|      |   | Assignments           | Tests     |
| 1    | Assignment-1<br>(First 2 Units of the Syllabus)   | 10                    | -         |
| 2    | CIA- I<br>(First 2 Units of the Syllabus)         | -                     | 25        |
| 3    | Assignment-2<br>(3rd & 4th Units of the Syllabus) | 10                    | -         |
| 4    | CIA- II<br>(3rd & 4th Units of the Syllabus)      | -                     | 25        |
| 5    | Assignment-3<br>( 5th Unit of the Syllabus)       | 10                    | -         |
| 6    | CIA - III ( 5 Unit of the Syllabus)               | -                     | 25        |
|      | <b>Total Marks</b>                                | <b>30</b>             | <b>75</b> |
|      | <b>Marks to be converted to</b>                   | <b>10</b>             | <b>15</b> |
|      | <b>Total Maximum Marks for CIA</b>                | <b>25</b>             |           |

**Note:**

1. CIA Marks are to be converted into 15 marks
  2. Assignment Marks are to be converted into 10 marks
- Total 25 marks

Finally, the internal evaluation marks are to be send to the University before the commencement of Nov/Dec and April / May University Examinations.

The following are the distribution of marks for University (external) examinations and continuous internal assessments and passing minimum marks for the Theory courses of PG programmes.

| Uni. Exam Total(ESE) | Passing Minimum For Uni. Exam | CIA Total | Passing Minimum For CIA | Total Marks Allotted | Passing Minimum (Uni.Exam+CIA) |
|----------------------|-------------------------------|-----------|-------------------------|----------------------|--------------------------------|
| 75                   | 38                            | 25        | 0                       | 100                  | 50                             |

The following are the Distribution of marks for the Continuous Internal Assessment in the theory papers of PG programmes.

| S.No                 | For Theory - PG courses   | Distribution of Marks |                         |                      |                                |
|----------------------|---|-----------------------|-------------------------|----------------------|--------------------------------|
|                      |   | Assignments           | Tests                   |                      |                                |
| 1                    | Assignment-1<br>(First 2 Units of the Syllabus)                 | 10                    | -                       |                      |                                |
| 2                    | CIA I<br>(First 2 Units of the Syllabus for 1 Hour duration)    | -                     | 50                      |                      |                                |
| 3                    | Assignment-2<br>(3rd & 4th Units of the Syllabus)               | 10                    | -                       |                      |                                |
| 4                    | CIA – 2<br>(First 4 Units of the Syllabus for 2 Hours duration) | -                     | 50                      |                      |                                |
| 5                    | Assignment-3<br>( 5th Unit of the Syllabus)                     | 10                    | -                       |                      |                                |
| 6                    | CIA – 3<br>(Entire Syllabus for 3 Hours duration)               | -                     | 100                     |                      |                                |
|                      | <b>Total Marks</b>  | <b>30</b>             | <b>200</b>              |                      |                                |
|                      | <b>Passing Minimum (Uni.Exam+CIA)</b>                           | <b>5</b>              | <b>20</b>               |                      |                                |
|                      | <b>Total Maximum Marks for CIA</b>                              | <b>25</b>             |                         |                      |                                |
|                      |   |                       |                         |                      |                                |
| Uni. Exam Total(ESE) | Passing Minimum For Uni. Exam                                   | CIA Total             | Passing Minimum For CIA | Total Marks Allotted | Passing Minimum (Uni.Exam+CIA) |
| 75                   | 38  | 25                    | 0                       | 100                  | 50                             |

The following are the distribution of marks for the Continuous Internal Assessment in PG 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)                         | -                     | 50         |
| 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)                        | -                     | 50         |
| 5    | Regular maintenance & proper completion of the Record note book                  | 10                    | -          |
| 6    | Test-3 (Entire Syllabus following University examination pattern)                | -                     | 50         |
|      | <b>Total Marks</b>   | <b>30</b>             | <b>150</b> |
|      | <b>Marks to be converted to</b>  | <b>10</b>             | <b>15</b>  |
|      | <b>Total Maximum Marks for CIA</b>   | <b>25</b>             |            |

**Note:**

1. CIA Marks are to be converted into 15 marks
  2. Assignment Marks are to be converted into 10 marks
- Total 25 marks

Finally, the internal evaluation marks are to be send to the University before the commencement of Nov/Dec and April / May University Examinations.



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The following tables show the classification of internal, assignment and attendance marks.

### Internal Marks

| S.No | Component | Portion     | Marks |
|------|-----------|-------------|-------|
| 1    | CIA-1     | Unit 1 & 2  | 50    |
| 2    | CIA-2     | Unit 1 to 4 | 50    |
| 3    | CIA-3     | Unit 1 to 5 | 100   |

### Assignment Mark

| S.No | Component      | Marks |
|------|----------------|-------|
| 1    | Assignment - 1 | 10    |
| 2    | Assignment – 2 | 10    |
| 3    | Assignment – 3 | 10    |

### Question Paper Pattern

The following question paper patterns shall be followed for CBCS pattern syllabus for the candidates admitted from the academic year 2020-2021 onwards.

| External Maximum 75 Marks – wherever applicable (Ext.75 + Int.25 = Total. 100) |  |          |                                 |
|--|--|----------|---------------------------------|
| Section A  | Very short answer questions                                  | 10X 2=20 | 10 questions – 2 from each unit |
| Section B  | Short answer questions of either / or type (like 1a (or) 1b) | 5X5=25   | 5 questions – 1 from each unit  |
| Section C  | Essay-type questions / Problem ( Answer any 3 out of 5)      | 3X10=30  | 5 questions – 1 from each unit  |