



THENI KAMMAVAR SANGAM COLLEGE OF ARTS AND SCIENCE (Co-Ed)

Approved by Govt. of Tamil Nadu | Affiliated to Madurai Kamaraj University

KODUVILARPATTI, THENI- 625 534.

04546 - 250882, 8925192579, www.tkscas.com, tkscas@gmail.com



Standard Operating Procedure for Evaluating Continuous Internal Assessment

The following is the Standard Operating Procedure to evaluate the student's 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 2025-2026.

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

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

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

The Third and Final CIA will be conducted after successful completion of 90th 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/Peer team teaching/ Seminal (First 2 Units of the Syllabus)	5	-		
2	CIA I (First 2 Units of the Syllabus for 1 Hour duration)	-	50		
3	Assignment/Peer team teaching/ Seminal (3rd & 4th Units of the Syllabus)	5	-		
4	CIA – 2 (First 4 Units of the Syllabus for 2 Hours duration)	-	50		
5	Assignment/Peer team teaching/ Seminal (5th Unit of the Syllabus)	5	-		
6	CIA – 3 (Entire Syllabus for 3 Hours duration)	-	100		
	Total Marks	15	200		
	Passing Minimum (Uni.Exam+CIA)	15	10		
	Total Maximum Marks for CIA	25			
Uni. Exam Total(ESE)	Passing Minimum For Uni. Exam	CIA Total	Passing Minimum For CIA	Total Marks Allotted	Passing Minimum (Uni.Exam+CIA)
75	27	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 (First 2 Units of the Syllabus)	15	-
2	CIA- I (First 2 Units of the Syllabus)	-	25
3	Assignment-2 (3rd & 4th Units of the Syllabus)	15	-
4	CIA- II (3rd & 4th Units of the Syllabus)	-	25
5	Assignment-3 (5th Unit of the Syllabus)	15	-
6	CIA - III (5 Unit of the Syllabus)	-	25
	Total Marks	45	75
	Marks to be converted to	15	10
	Total Maximum Marks for CIA	25	

Note:

1. CIA Marks are to be converted into 10 marks
 2. Assignment Marks are to be converted into 15 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/Seminal/Attendance (First 2 Units of the Syllabus)	15	-		
2	CIA I (First 2 Units of the Syllabus for 1 Hour duration)	-	50		
3	Assignment/Seminal/Attendance (3rd & 4th Units of the Syllabus)	15	-		
4	CIA – 2 (First 4 Units of the Syllabus for 2 Hours duration)	-	50		
5	Assignment/Seminal/Attendance (5th Unit of the Syllabus)	15	-		
6	CIA – 3 (Entire Syllabus for 3 Hours duration)	-	100		
Total Marks		45	200		
Passing Minimum (Uni.Exam+CIA)		15	10		
Total Maximum Marks for CIA		25			
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
	Total Marks	30	150
	Marks to be converted to	15	10
	Total Maximum Marks for CIA	25	

Note:

1. CIA Marks are to be converted into 10 marks
 2. Assignment Marks are to be converted into 15 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	5
2	Peer team teaching	5
3	Seminar	5

Question Paper Pattern

The following question paper patterns shall be followed for CBCS pattern syllabus for the candidates admitted from the academic year 2025-2026 onwards.

External Maximum 75 Marks – wherever applicable (Ext.75 + Int.25 = Total. 100)			
Section A	Choose the correct answer	10X 1=10	10 questions – 2 from each unit
Section B	Short answer questions of either / or type (like 1a (or) 1b)	5X7=35	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