

Controller of Examinations

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Assessment Guidelines for 2015-16 academic year Intake

A. UG (FT/PT)

I. Theory LTP 3:0:0 and 3:1:0

F:S = 50:50 (Formative versus summative)

S.No	Task	Notes	%	Duration	Venue	Time Tabling and supervision	Authority
1	CA 1 (Class Test- Descriptive 10 + MCQ online 5)	Will be conducted during 37 th -42 th working day of a semester (Unit I and II)	15	2 Hours	Department	Class Advisor	HoD
2	CA 2 (Class Test- Descriptive 10 + MCQ online 5)	Will be conducted during 73 th -78 th working day of a semester (Unit III and IV)	15	2 Hours	Department	Class Advisor	HoD
3	CA 3 such as Seminar, Assignment, Quiz, case study, critique, debate, demonstration, drawing, sketch, essay, exhibition, interview, journal / literature review, model, oral examination, presentation, portfolio, practicum, problem solving, projects, reflection, reports, self assessment, etc.	0 to 82 Days (Minimum 5 to Maximum 8 CA 3 assessment) Example 5 x4 = 20	20	*	*	Course teacher	HoD
4	CA 4- End Semester Pattern (MCQ – 20% + Descriptive 80%)	After 90 Days (Equal weightage to all portions)	50	3 Hours	University Classrooms	Chief Superintendent	CoE

* Choice left to the Course teacher

For S.No. 3 Rubrics should be given to the students on the first day along with course plan.

S.No 1 to 4 should be mapped to

Method: D= Direct I= Indirect

Domain: C= Cognitive P= Psychomotor A= Affective

Usage Type: F= Formative S= Summative

Bloom's level: K= Knowledge C= Comprehension A= Application ASE= Analysis or Synthesis or Evaluation

II. Laboratory L:T:P 0:0:1 and 0:0:2 F:S = 70:30 (Formative versus summative)

S.No.	Task	Notes	%	Duration	Venue	Time Tabling and supervision	Authority
1	CIA -1 (Based on observation Note and rubrics designed by lab teacher)	Assessment in every 15 days	30	-	-	Lab course Teacher	HoD
2	CIA-2 (Lab Mid Exam)	After 45 – 50 Days	30	2 Hours	Respective labs	Class Advisor	HoD
3 a. ^{\$}	CIA -3 or EA-1- Product/Simulation /Design/Programme /Process	After 45 Days (Formative)	10	-	Respective labs/in-Situ/etc.,	Lab instructor/ Lab Course teacher	HoD
3b. ^{\$}		After 90 days (Summative)	10				
4	EA-2 End semester exam (External Assessment)	After 90 Days	20	3 Hours	University Labs	Time tabling by HoD and Assessment by Internal and External	CoE

S.No 1 to 4 should have Rubrics and should be mapped to

Method: D= Direct I= Indirect

Domain: C= Cognitive P= Psychomotor A= Affective

Usage Type: F= Formative S= Summative

Bloom's level: K= Knowledge C= Comprehension A= Application ASE= Analysis or Synthesis or Evaluation

^{\$} Marks will be entered together

III Theory cum Laboratory : 3:0:1, 3:1:1 and 2:1:1

Assessment to be done as I and II. The entry as two components. The examination software will take the respective weightage as given below.

Note: Theory part : Lab part = 3:0:1(75:25), 3:1:1(75:25) and 2:1:1 (50:50) (Note: Course teacher can suggest any change if required)

IV Theory cum Laboratory L:T:P 2:0:1 F:S = 60:40 (Formative versus summative)

S.No	Task	Notes	%	Duration	Venue	Time Tabling and supervision	Authority
1	CA-T 1 (Class Test- Descriptive 10) (MCQ online -5)	Will be conducted during 37 th -42 th working day of a semester (Unit I and II)	15	2 Hours	Department	Class Advisor	HoD
2	CA-T 2 (Class Test- Descriptive 10) (MCQ online -5)	Will be conducted during 73 th -78 th working day of a semester (Unit III and IV)	15	2 Hours	Department	Class Advisor	HoD
3	EA-T 3- End Semester Pattern (MCQ – 20% + Descriptive 80%)	After 90 Days (Equal weightage to all portions)	20	2 Hours	University Classrooms	Chief Superintendent	CoE
4	CA-L 1 (Lab Mid Exam)	After 45 – 50 Days	15	2 Hours	Respective labs/in-Situ/etc.,	Class Advisor	HoD
5	CA-L 2 (Based on observation Note and rubrics designed by lab course teacher)	Assessment in every 15 days	15	-	-	Lab Course teacher	HoD
6	EA-L 3 End semester exam (External Assessment)	After 90 Days	20	3 Hours	University Labs	HoD and Lab Course Teacher	HoD

For S.No. 5 Rubrics should be given.

S.No 1 to 6 should be mapped to

Method: D= Direct I= Indirect

Domain: C= Cognitive P= Psychomotor A= Affective

Usage Type: F= Formative S= Summative

Bloom's level: K= Knowledge C= Comprehension A= Application ASE= Analysis or Synthesis or Evaluation

Note: MCQ online is removed. Product/process design is removed

V Theory cum Laboratory : L:T:P 1:0:2 F:S = 60:40 (Formative versus summative)

S.No	Task	Notes	%	Duration	Venue	Time Tabling and supervision	Authority
1	CA-T 1 (Class Test- Descriptive 10)	Will be conducted after 45-50 working days	15	2 Hours	Department	Class teacher	HoD
2	CA-T 1 (Class Test- Descriptive 10)	Will be conducted after 90 working days	10	2 Hours	Department	Class teacher	HoD
3	CIA-L 1 (Lab Mid Exam)	After 45 – 50 Days	15	2 Hours	Respective labs/site/etc.,	Class Teacher	HoD
4	CIA-L 2 (Based on observation Note and rubrics designed by lab teacher)	During 1- 90 Days	10	-	-	Lab Course Teacher	HoD
5	CIA or EA – L 3- Product/Simulation /Design/Programme /Process (CIA/EA to be decided by the course teacher)	After 45 Days (Formative)	20	-	Respective labs	Lab Course Teacher	HoD
		After 90 Days (Summative)	10				
6	EA-L 4 End semester exam (External Assessment)	After 90 Days	20	3 Hours	University Labs	HoD and Lab Course Teacher	HoD

For S.No. 4,5 Rubrics should be given.

S.No 1 to 6 should be mapped to

Method: D= Direct I= Indirect

Domain: C= Cognitive P= Psychomotor A= Affective

Usage Type: F= Formative S= Summative

Bloom's level: K= Knowledge C= Comprehension A= Application ASE= Analysis or Synthesis or Evaluation

Note: Theory part : Lab part = 25:75

III. Project

Projects are reviewed in phases and each phase has a percentage of contribution towards final marks. The details are given below.

R-I	R-II	R-III	R- IV	R- V	
15% (EA) (after 45 days)	15%(EA) (After 90 days)	15%(EA) (After 20 days)	15%(EA) (After 50 days)	40%(EA) Summative (After 90 Days)	60:40 (Formative: Summative)
2	2	2	2	4	Total 12 credits
Project – Phase I (2credits)		Project – Phase II (10 Credits)			

Note: Phase I and Phase II to be evaluated on a continuous basis and final credits will be awarded in the 8th semester.

Clear and distinct Rubrics will be provided

Minimum 1 and Maximum 3 students per batch.

EA- External Assessment is a Internal examiner and an External examiner joint assessment. The external member can be from different University or different department (allied) of PMU.

BSc Ed

2:1:0, 3:2:0, 5:2:0, 6:2:0 – Follow serial Number I

0:0:1, 0:0:3 – Follow serial number II

1:0:1, 3:0:2, – Follow serial Number III Theory part : Lab part = 50:50

1:0:2 – Follow serial Number V

6:0:2, 5:0:2, 4:0:2 – Follow serial Number IV

- The days during which the assessment will be done proportionally as per the minimum working days given by NCTE which is 125 per semester.**
- CA based on observation note and Product/Process/Simulation/Program will be different and will be based on course teachers discretion**

For B.Ed

- All theory subjects has L:T:P 3:1:X, 4:1:X, 2:1:X where “X” is practical part where X can be either 1 or 0. Therefore the assessment follow Serial Number I.**
- However for practical part (X) it is a “Record Note” based assessment which is summative in nature. Rubrics has to be provided and depends on the subject.**
- The days during which the assessment will be done proportionally as per the minimum working days given by NCTE which is 100 per semester.**

Theory Exams PG/Ph.D/M.Phil Coursework (FT/PT)

A. PG (FT/PT)

I. Theory L:T:P 3:0:0 and 3:1:0

F:S = 50:50 (Formative versus summative)

S.No	Task	Notes	%	Duration	Venue	Time Tabling and supervision	Authority
1	CA 2 such as Seminar, Assignment, case study/method study/project study, demonstration, drawing, sketch, essay, exhibition/Showcase, interview, journal, laboratory/practical, literature review, model, presentation, portfolio, practicum, problem solving, projects, reflection, reports, self assessment, research paper, thesis and workshop, etc.	0 to 75 Days (Minimum 5 and maximum 8)	30	-	-	-	Course Teacher
2	CA 1 Real time evaluation (Course Specific)	45 to 80 Days	20	-	Department	Class teacher and Course Teacher	HoD
3	CA 3- End Semester Pattern (MCQ – 20% + Descriptive 80%)	After 90 Days (Equal weightage to all portions)	50	3 Hours	University Classrooms	Chief Superintendent	CoE

Note: Every student should secure minimum 30% to register for End semester examination.

For S.No. 1,2 Rubrics should be given.

S.No 1 to 3 should be mapped to

Method: D= Direct I= Indirect

Domain: C= Cognitive P= Psychomotor A= Affective

Usage Type: F= Formative S= Summative

Bloom's level: K= Knowledge C= Comprehension A= Application ASE= Analysis or Synthesis or Evaluation

II. Laboratory :**L:T:P 0:0:1 and 0:0:2****F:S = 70:30 (Formative versus summative)**

S.No.	Task	Notes	%	Duration	Venue	Time Tabling and supervision	Authority
1	CIA-1 (Real Time Evaluation)	45 to 82 Days	30	2 Hours	Respective labs	Class Teacher	HoD
2	CIA -2 (Based on observation Note and rubrics designed by lab teacher)	Every fortnight	30	-	-	Lab course Teacher	HoD
3	CIA -3 or EA-1- Product/Simulation /Design/Programme /Process (CIA/EA to be decided by the course teacher)	After 45 days	10	-	Respective labs	Lab course Teacher	HoD
		After 90 Days (Summative)	10				
4	EA-2 End semester exam (External Assessment)	After 90 Days	20	3 Hours	University Labs	Time tabling by HoD and Supervision by External	CoE

S.No 1 to 4 should have Rubrics and should be mapped to

Method: D= Direct I= Indirect

Domain: C= Cognitive P= Psychomotor A= Affective

Usage Type: F= Formative S= Summative

Bloom's level: K= Knowledge C= Comprehension A= Application ASE= Analysis or Synthesis or Evaluation

III Theory cum Lab based subjects : 3:0:1, 3:1:1 and 2:1:1

Assessment to be done as I and II. The entry as two components. The examination software will take the respective weightage as given below.

Note: Theory part : Lab part = 3:0:1(75:25), 3:1:1(75:25) and 2:1:1 (50:50) (Note: Course teacher can suggest any change if required)

IV Theory cum Laboratory L:T:P 2:0:1

F:S = 60:40 (Formative versus summative)

S.No	Task	Notes	%	Duration	Venue	Time Tabling and supervision	Authority
1	Real Time Evaluation- T	During 1- 90 Days	30	-	-	Course Teacher	HoD
2	CA-T - End Semester Pattern (MCQ – 20% + Descriptive 80%)	After 90 Days (Equal weightage to all portions)	20	2 Hours	University Classrooms	Chief Superintendent	CoE
3	CA-L 1 (Based on observation Note and rubrics designed by lab teacher)	During 1- 90 Days	30	-	-	Lab Course Teacher	HoD
4	CA-L 2 End semester exam (Internal Assessment)	After 90 Days	20	3 Hours	University Labs	HoD and Lab Course Teacher	HoD

For S.No. 1,3 and 4 Rubrics should be given.

S.No 1 to 4 should be mapped to

Method: D= Direct I= Indirect

Domain: C= Cognitive P= Psychomotor A= Affective

Usage Type: F= Formative S= Summative

Bloom's level: K= Knowledge C= Comprehension A= Application ASE= Analysis or Synthesis or Evaluation

Note: MCQ online is removed. Product/process design is removed

Note: Theory part : Lab part = 50:50

V Theory cum Laboratory: 1:0:2**F:S = 60:40 (Formative versus summative)**

S.No	Task	Notes	%	Duration	Venue	Time Tabling and supervision	Authority
1	Real Time Evaluation- T	During 1- 90 Days	15	2 Hours	Department	Class teacher	HoD
2	CA-T 1 (End of the semester) (Class Test- Descriptive 10)	Will be conducted after 90 working days	10	2 Hours	Department	Class teacher	HoD
3	CIA-L 2 (Based on observation Note and rubrics designed by lab teacher)	During 1- 90 Days	15	-	-	Lab Course Teacher	HoD
4	CIA or EA – L 3- Product/Simulation /Design/Programme /Process (CIA/EA to be decided by the course teacher)	During 0-45 Days	30	-	Respective labs	Lab Course Teacher	HoD
		After 90 Days	10				
5	EA-L 4 End semester exam (External Assessment)	After 90 Days	20	3 Hours	University Labs	HoD and Lab Course Teacher	HoD

For S.No. 3,4 Rubrics should be given.

S.No 1 to 5 should be mapped to

Method: D= Direct I= Indirect

Domain: C= Cognitive P= Psychomotor A= Affective

Usage Type: F= Formative S= Summative

Bloom's level: K= Knowledge C= Comprehension A= Application ASE= Analysis or Synthesis or Evaluation

Theory part : Lab part = 25:75

VI Project

Projects are reviewed in continuous basis. The details are given below.

R 0	R-I	R-II	R-III	R- IV	R- V	
15 th Day	15% (EA) (after 45 days)	15%(EA) (After 90 days)	15%(EA) (After 20 days)	15%(EA) (After 50 days)	40%(EA) Summative (After 90 Days)	60:40 (Formative: Summative)
0	3	3	4	4	6	Total 20 credits
(6credits) 3 rd semester			(14 Credits) 4 th semester			

**Note: There is no Phase I and Phase II
Clear and distinct Rubrics will be provided**

End of 3rd semester a publication in national/international conference/workshop is mandatory and IPR/Product/Patent is desirable

M.Tech(Integrated nano Tech)/MCA/MSc(S/W)/M.Phil/MBA/MSW research work with thesis

R 0	R-I	R-II	Pre Thesis Presentation [#]	R-III
15 th Day	30% (EA) (after 40 days)	30%(EA) (After 60 days)	After 75 days	40%(EA) (After 90 days)
0	3	3	0	4

[#]To the department and research scholars(UGC Norms-2011)

A publication in national/international conference/workshop is mandatory

Legend: CA: Continuous assessment CIA: Continuous Internal Assessment EA: External Assessment

L – Laboratory T – Theory

Course teacher : Staff who handles that particular subject. The word subject is referred as course

Assessment and Evaluation plan for a particular course:

1. This has to be given in the course plan. Choosing assessment tools(whenever choices are given) and designing rubrics is the choice of the course teacher.
2. Course outcomes should be mapped to assessment tasks. This is macro level. An example is shown below.

	Course outcomes (COs)			
assessment tasks	1	2	3	4
1	✓	✓	✓	
2	x	✓	x	✓
3	✓	x	✓	✓
4	x	✓	x	x

3. Each task should have rubrics which will tell the % of learning outcome assessed. This is micro level.
4. The assessment methods(tools) will give you the data and summing up will help in judgement(Evaluation) on the outcomes achieved. After evaluation decision making is done (example changing of Teaching Learning to achieve the outcomes)
5. All Rubrics should be approved by the HoD and Dean
6. Even Mid and End semester written exams and the questions has to be mapped to course outcome.

	Course outcomes (COs)			
Q.No.	1	2	3	4
1	%	%	%	%
2	%	%	%	%
3	%	%	%	%
4	%	%	%	%
5	%	%	%	%

7. A custom based software or a simple spread sheet will give the Course Outcomes achievement during or end of the course.
8. EA- External Assessment is a Internal examiner and an External examiner joint assessment. The external member can be from different University or different department (allied) of PMU.

Controller of Examinations

Vice Chancellor