VIVEKANANDA COLLEGE

THIRUVEDGAM WEST, MADURAI -625 234

FIRST CIA EXAMINATIONS - SEPTEMBER 2020

GUIDELINES FOR STAFF MEMBERS

1. QUESTION SETTING FOR CIA EXAMINATIONS:

UG PROGRAMMES

FOR ALLIED, CORE AND ELECTIVE PAPERS:

PART – A	10 Multiple Choice Questions	(1 MARKS)	10 X 1 = 10
PART – B	5 Out of 7 Answers In One Or Two Lines	(2 MARKS)	5 X 2 = 10
PART – C	3 Out of 5 Short Answer Questions	(6 MARKS)	3 X 6 = 18
PART – D	1 Out of 2 Answers in Detail Questions	(12 MARKS)	1 X 12 = 12

TOTAL – 50 MARKS

FOR SKILL BASED PAPERS:

PART - A	5 Multiple Choice Questions	(1 MARKS)	5 X 1 = 5
PART - B	2 Out of 4 Answers In One Or Two Lines	(2 MARKS)	2 X 2 = 4
PART - C	1 Out of 2 Short Answer Questions	(6 MARKS)	1 X 6 = 6
PART - D	1 Out of 2 Answers in Detail Questions	(10 MARKS)	1 X 10 = 10

TOTAL – 25 MARKS

PG COURSES

PART – A-	5 Multiple Choice Questions	(1 MARKS)	5 X 1 = 5
PART – B-	5 Out of 7 Very Short Answer Questions	(2 MARKS)	5 X 2 = 10
PART – C	3 Out of 5 Short Answer Questions	(5 MARKS)	3 X 5 = 15
PART – D-	2 Out of 3 Answers in Detail Questions	(10 MARKS)	2 X 10 = 20

TOTAL – 50 MARKS

2. UPLOADING OF QUESTION PAPERS BY COURSE TEACHERS:

1. Question papers with rubric templates must be uploaded to the ERMS by the respective course handling teachers on or before the given due date in the circular.

2. All the staff must have their official email id on the end of the question paper.

3. CONDUCT OF THE FIRST CIA EXAMINATIONS:

1. The Internal Examination Committee will conduct the First CIA using CIA Google Classrooms for the respective departments for all the UG First year, Second Year, Third year and PG students.

2. Student attendance must be taken by the respective course teacher using the attendance sheet given at 10.00 am before the starting time of the exam in the CPE LAB (VISHNU BUILDING).

3. Posting of CIA Question Papers in the CIA Exam Google classroom in PDF format will be done by the respective Internal Exam Committee staff, 15 minutes before the start time of the each examination. (Posting of Question Paper @ 10.15 am)

4. Disabling of the question paper from CIA Exam Google Classroom to be at 12.30 pm.

5. Respective course teacher must verify and check the scanned PDF document of the answer scripts posted by the students in the online CIA exam google classroom from 12.30 pm – 2.00 pm

6. It is the responsibility of the course teachers to maintain the copies of the answer scripts for audit purpose.

7. HODs and course teachers are advised to monitor the proper conduct of the CIA Exams.

8. The course teachers must evaluate the answer scripts and upload the marks in the ERMS on or before the 15.10.2020

9. Respective course teachers must submit a hardcopy of the entered foil card as in the template given in the ERMS to their respective HoDs.

10. A file with mark entered foil cards must be maintained by the Heads of the departments and submitted to the internal Exam committee.

11. The hard copy of the written answers scripts must be received from the students in person on the specified dates given:

    12th & 13th October, 2020 – All First Year UG & PG students (9.30 am – 4.00 pm)

    14th & 15th October, 2020 – All Second Year UG & PG students (9.30 am – 4.00 pm)

    16th & 17th October, 2020 – All Third year students (9.30 am – 4.00 pm)

12. All the course teachers should conduct mock test.

13. The respective staff from the Internal Examination Committee will be coordinating with the respective departments for the smooth conduct of the CIA Examinations to be held from 28th September 2020 to 7th September 2020:

NAME OF COORDINATING FACULTY	DEPARTMENT
Sri. G.Balaji – Asst. professor, CS **Mob. No. - 98942 77021**	1. Computer Science 2. Physics
Sri. C.Ranjithkumar – Asst. Professor, CS **Mob. No. – 96009 97946**	3. Botany 4. Zoology
Sri. S.Muthuganesh – Asst Professor, CS **Mob. No. – 96888 99972**	5. Commerce 6. Commerce(CA)
Sri. S.Sundarraj – Asst. Professor, CS **Mob. No. – 91591 79125**	7. History 8. Mathematics
Sri. P.Gopinath – Asst. Professor, CS **Mob. No. – 90033 08390**	9. Economics 10. Chemistry

14. In case of any clarifications or queries related to the conduct of the CIA examinations the respective departments can contact the respective internal exam staff coordinators.

CONTROLLER OF CIA EXAMINATIONS

PRINCIPAL