

## **STUDENT ASSESSMENT**

The student assessment shall consist of two components in all the theory/ practical courses: Continuous Internal Evaluation (CIE) and Semester End Examination (SEE).

All theory and practical courses shall carry 100 marks (CIE+SEE) each (with the audit courses having only the CIE).

### **1.1 Continuous Internal Evaluation (CIE)**

**a) CIE for theory courses:** The cumulative evaluation of performance shall be for a total of 50 marks. A maximum of 30 marks for tests and 20 marks for activities shall be allotted (from 2021-22 admitted batch). However, in case of courses which need special provisions, the evaluation scheme approved by the concerned BoS shall be adopted. The scheme of evaluation and the rubrics shall be submitted by the faculty offering the course to the HoD before commencement of the course. The lesson plan and the scheme of evaluation shall be shared with the students.

In case of theory courses, continuous evaluation has been given more importance in NEP 2020, the minimum

marks to be secured in CIE to appear SEE shall be respectively 12 and 8 in tests and activities respectively.

Three tests shall be conducted each for maximum of 20 marks. The total marks secured by students shall be reduced proportionately to 30 marks. A minimum of two activities shall be conducted in each course for 20 marks.

- b) CIE for practical courses:** CIE consists of performance evaluation in each class and record writing for a total of 40 Marks. Activities relevant to laboratory courses shall be evaluated for 10 Marks. (Total 50 marks).
- c) CIE for drawing courses:** CIE consists of regular evaluation of drawing sheets for a total of 30 Marks and a minimum of two tests for 20 Marks. (Total 50 marks).
- d) CIE for mini projects, internship, industrial training, certification courses/ workshop and Seminars** shall be made known to the students at the beginning of the semester.
- e) Eighth Semester projects** evaluation is to be carried out in three stages: Synopsis evaluation for 10 marks, Mid-term evaluation for 15 marks and Semester end internal evaluation for 25 marks. Semester End Examination involving external examiner is for 50 marks.

Synopsis evaluation: on or before the end of 2nd week of 8th Semester, approval of the synopsis and evaluation for 10 marks by the concerned Project guide and Project coordinator/HoD to record the marks at the department level.

Mid-term evaluation: during the 8th week for 15 marks, to be done by a jury consisting of Project Coordinator, Project Guide, HoD. or his nominee. The official record of marks is to be maintained.

Semester end internal evaluation: to be completed by at least one week before the end of term days for 25 marks. The jury constituted for this purpose must consist of Project Guide, Project Co-ordinator, HoD. or his nominee and staff members of related specialization. 10 marks in this evaluation shall rest with the Project guide and remaining 15 marks is to be averaged out upon evaluation by the individual members of jury, made upon presentation of the project along with due demonstrations.

Project work demonstration during SEE for 50 marks is to be made compulsorily in case of all the projects as applicable.

### **1.2 Semester End Examination (SEE)**

SEE shall consist of a written or practical examination conducted at the end of the semester and shall be based on the entire course contents. The mode of SEE and marks assigned shall be made known to the students by the course instructor at the beginning of the semester.

#### ***Eligibility to attend SEE:***

The eligibility criteria to attend the SEE in a course are:

- Attendance shall not be less than 85%.
- CIE marks shall not be less than 40% (minimum of 12 marks from tests and 08 marks from activities).

A student not fulfilling one or both above criteria in a course shall be assigned “F” grade and will have to re-register for that course either during the supplementary semester or any subsequent semesters whenever the course is offered. In case of an elective course, the student may re-register either for the same elective course or choose another elective from the same pool of electives.

## 2. Passing standards

The Passing standards are :

<i>Evaluation method</i>	<i>Passing standard</i>
Continuous Internal evaluation (CIE) for theory courses	(Score $\geq$ 40% in tests ) and (Score $\geq$ 40% in Activities ) Tests – 30 marks Activities – 20 marks
Continuous Internal evaluation (CIE) for laboratory/project/internship courses	Score $\geq$ 40%
Semester End Examination	Score $\geq$ 35%
Overall Score for passing $\geq$ 40%	

## 3 Grading system

The performance evaluation is carried out separately (i) for each course in terms of letter grades, (ii) for all courses in a semester in terms of SGPA and (iii) for all semesters at a given point of time during the program, in terms of CGPA.

Absolute Grading system on 10-point scale is followed in the evaluation of student's performance in a course.

**LETTER GRADES:** Letter grade is basically a qualitative measure (an alphabet/letter) giving the performance of a student, such as, Outstanding (O), Excellent (A+), Very Good (A), Good (B+), Above Average (B), Average (C), Pass (P) and Fail (F), based on the score. This is arrived at after the student's performance in a course, which includes both CIE and SEE.

**GRADE POINTS:** Depending on the letter grades assigned, a student earns certain grade points. In the 10-point grading system, that is followed, the grade points earned for different letter grades are mentioned below.

<b>Grade</b>	<b>Grade Points</b>	<b>Marks</b>	<b>Performance</b>
<b>O</b>	10.0	90 – 100	Outstanding
<b>A+</b>	9.0	80 – 89	Excellent
<b>A</b>	8.0	70 – 79	Very Good
<b>B+</b>	7.0	60 – 69	Good
<b>B</b>	6.0	55 – 59	Above Average
<b>C</b>	5.0	50-54	Average
<b>P</b>	4.0	40-49	Pass
<b>F</b>	0	00 – 39	Fail
<b>I</b>	-	-	Incomplete
<b>W</b>	-	-	Withdrawal
<b>X</b>	-	-	Transitional
<b>Y</b>	-	-	Satisfactory (for Audited Courses)
<b>N</b>	-	-	Not satisfactory (for Audited Courses)

**Grade F :** Awarded to a student in a given course who:

- (i) fails to get the minimum of 40% marks in CIE
- (ii) fails to get 35% marks in SEE
- (iii) fails to get overall (CIE+SEE) 40%
- (iv) fails or does not register for the expected courses in the immediate make-up SEE
- (v) does not attend SEE without justifiable reasons or make-up SEE. All the I and X grades are deemed to be F grade, if a student fails in such course(s) in the immediate make up SEE or does not attend the makeup SEE at all.

**Grade I :** Awarded to a student having satisfactory attendance and meeting passing requirements in CIE, but remains absent from SEE for reasons acceptable to the GRC, like illness or accident which disable the student from attending the SEE, a calamity in the family at the time of SEE which requires the student to be away from the college.

**Grade W :** Awarded to a student who withdraws from a course before the prescribed date. Such students should have satisfied minimum attendance criterion. The total number of courses that can be withdrawn is subjected to minimum credits per semester criterion.

**Grade X :** Awarded to a student having high CIE rating ( $\geq 90\%$ , i.e. total CIE marks is  $\geq 45$ ) in a course, but SEE performance is observed to be poor, which could result in an overall 'F' grade in the course. This is not applicable for backlog courses.

**Grade Y :** Awarded to a student who satisfies the attendance and other class room requirements of mandatory audit courses.

**Grade N :** This is awarded to a student who does not satisfy attendance and other class room requirements of mandatory audit courses. In such cases, the student should earn Y grade by re-registering for the course.

***Diminishing Grade rule :*** Further, if a student fails in any course and gets a pass in the same taking attempts, the grade obtained will be reduced by one level when the course is cleared, subject to the minimum of E grade. This rule will not apply for I grade which gets converted to any successful grades in the immediate make up examination. For example, the diminishing grade for the obtained grades S, A, B, C, D and E, will be A, B, C, D, E and E respectively.

#### **4 Paper seeing and Challenge Revaluation**

##### **4.1 Paper Seeing:**

Paper seeing facility is provided, before the announcement of the final results of SEE or Make-Up Examinations Guidelines for Paper seeing:

- The Dean (Exams) shall announce the date and time of seeing the Answer Scripts by the students after the announcement of the provisional examinations result.
- The students are allowed for paper seeing only their valued answer scripts on the specified date and time, course wise as per norms.
- The concerned faculty member shall show the answer scripts to the students on the scheduled date/time. Faculty/student shall not be allowed to do any corrections/modifications during paper seeing.

- The students shall put forth the grievances if any, through an application to the Department Academic Committee.
- There is no revaluation of the answer scripts, however challenge valuation is allowed as per norms.
- The Department Academic Committee shall hold a meeting to address the grievances submitted by the students and submit a report to the Dean (Exams).
- The Decision of the Dean (Exams) on this matter is final and binding.

#### **4.2 Challenge Valuation:**

A student with grievance(s) after paper seeing can apply for Challenge Valuation with a prescribed fee within two days from the announcement of paper seeing results. The Dean (Exams) shall arrange for a challenge valuation by a subject expert(s). The rules of challenge valuation applicable for award of marks are as under:

If the decrease in the challenge valuation marks is by any margin, then the original marks corresponding to the first evaluation marks is awarded to the student.

- i. If the increase in the challenge valuation marks is less than or equal to fifteen, then the valuation marks corresponding to the challenge valuation marks is awarded to the student.
- ii. If the increase in the challenge valuation marks is more than fifteen, then the answer script will be sent for third valuation and the average of the best two marks shall be awarded.

**Refund of Challenge Valuation Fee** In case of an improvement in marks after challenge valuation is greater than 15 the refund of the challenge valuation fee is made as per college norms (against an application). This is not just based on the change of grade.

#### **4.3 Make up Examination.**

A student with I or X grade may take a make-up examination which will be held as per the dates notified (normally within 10 days after the announcement of the SEE results). The grade 'X' is awarded to a student having high CIE rating ( $\geq 90\%$ , i.e. total CIE marks is  $\geq 45$ ) in a course, but SEE performance is observed to be poor, which could result in an overall 'F' grade in the course.

The Schedule of examination

The Controller of Examinations will announce the Timetable for all Examinations.

ACADEMIC YEAR				
ODD Semester		EVEN Semester		Supplementary Semester once in TWO YEARS
SEE	Makeup Exam	SEE	Makeup Exam	

## 5 MALPRACTICE ENQUIRY COMMITTEE (MEC)

### Constitution of Malpractice Enquiry Committee:

Chairman	Principal /Chief Superintendent of Examination or his Nominee
Convener	Dean -Exams
Members	Dean-AA, Dean-SA, Concerned HoD, and Faculty nominated by Chairman

The functions of MEC:

- Conduct enquiry of students involved in malpractice in CIE and SEE.
- Deliberate and decide on the quantum of punishment depending upon the gravity of the offence.
- The general punishment for all cases of malpractice shall be awarding of F grade in the corresponding course, denial of permission to take up the immediate make up SEE, allowing the student to re-register for the same course only during the next year, i.e., after a break of one year, etc