

CHAPTER - III

Examinations and Evaluation

3.01 Departmental Advisory Committee (DAC)

Each department shall have a *Departmental Advisor Committee* with the *Head of the Department* as its Chairman, all the faculty members of the department as its members, and a senior faculty member from another department as external member. The external member shall be chosen by the Registrar for a period of one year at a time. It shall be the responsibility of the DAC to monitor the progress of the courses of the programme during the semester. The DAC shall meet at least three times during a semester- once before the starting of the classes, once in the middle and once at the end.

3.02 Lesson Plan & Assessment Plan

The teacher(s) who is (are) assigned to teach a course in a semester shall prepare a *lesson plan* and an *assessment plan* for the course which shall be presented before the DAC at its first meeting of the semester. The *lesson plan* shall consist of the hour wise list of the topics to be covered. The *assessment plan* for a course shall specify the evaluation components for the course during the semester with their weights.

3.02.1 Assessment

Continuous evaluation system:

Continuous evaluation refers to the formal and/or informal assessment of students' performance done on a regular basis throughout the session. Comprehensive evaluation at one level means evaluating students' performance/ achievement in both scholastic and non-scholastic areas. At another level it may imply coverage of the entire curricular content. Each class may have a small component of evaluation which the teacher does informally to ensure that what is taught is understood or imbibed by the students. Usually we talk of *formative assessment* and *summative assessment*.

Continuous assessment may have both these components. As the goal of formative assessment is to monitor students' progress, it has to take place regularly—sometimes informally, sometimes formally. Assessment can be truly formative only when students get back the evaluated answer scripts (feedback) within a specified period of time (say, 4 days from the date of the test) so that they can monitor their progress. Summative assessments are generally administered at the end of a unit or course. This means that the class tests held during a semester may have an element of summative assessment as marks or grades awarded in these are taken into consideration for computing results at the end of the term/semester. The exact number of tests and total marks to be assigned to all the tests taken together may be flexible according to the principle of continuous evaluation

3.03.02 There shall be four tests during a semester which will be following types:

(i) Theory: Marks, Duration and time of the tests in a semester:

	Cycle Test-I * (Written)		Cycle Test-II (Written)		SEM End Exam (Written)	
	Marks	Duration	Marks	Duration	Marks	Duration
	30	90 min	30	90 min	70	3 hrs
Time in the semester	Within Fifth Week		Within 10 th week		12 working days	
ODD	Within last week of August		Within last ^t week of October		From 1 st December	
Even	Within 3 rd week of January		Within Last week of February		Within 2 nd Week of April	

* Test -I: Any student securing less than 12 (internal) marks may be allowed to repeat the internal tests only once in a semester on DAC recommendation

- A minimum of 40 percentage in the End Semester examination, (is out of 70),
- A minimum of 40 percentage points in the End Semester examination and two class tests, taken together (i.e out of 100).

Communicative English, Spoken English, or a skill based course) with prior approval of the DAC.

(ii) Practical :For practical courses, the continuous evaluation on practical will be as follows:

(a) P_Test-I (to be completed before Test-II of theory): Viva, total experiments performed by the student and report submission;

Marks-20

(b) P_Test-II(to be completed before Sem end exam of theory) : Practical examination, viva on the syllabus covered from beginning, Report etc.;

Marks-30

(c) For practical courses [say **3-0-1**),(**2-1-1**) etc.]:There will be only one End term examination (Practical examination, viva,report etc.):

Marks-50

A course instructor may add more components in the evaluation systems, if desired.

(iii) Course coverage of theory syllabus shall be as follows:

- a) Cycle Test I : From beginning till Test-I(Unit-1)
- b) Cycle Test II : From beginning till Test-II (Unit-2 till Unit 4)
- c) End SEM Exam : Full Syllabus

(iv) End SEM Exam will be conducted centrally as per existing guidelines. The course instructors shall submit the question papers of the Midterm test to the Head of the concerned Department and those of the End term test to the Dean Academic at least one week before the test.

(v) A course instructor will submit the lesson plan to the DAC prior to the beginning of the session / commencement of classes and the DAC will approve it with any modification, if necessary.

(vi) The Controller of Examinations shall work out the detailed schedule of all tests including cycle tests prior to the beginning of the semester and the schedule shall be required to be reflected in the lesson plans. The schedule of Semester End Exams will also be announced by the office of Controller of Examinations.

(vii) Within 5 days of the ""Last Date"" of each test, Heads/Dean(Ag) of the departments shall send a compliance report on the conduct of tests to the Controller of Examinations by email.

(viii) Preferably two cycle tests will be conducted per day as per schedule.

(ix) Regular class work will be suspended on the days of cycle tests.

3.03.3 The Monitoring Mechanism

- a) The DAC shall approve the Lesson Plan along with the assessment Plan submitted by the subject faculty at the beginning of the semester. The DAC shall ensure conformity to the assessment Plan stated above. Further, the Head/Dean(Ag) of the concerned Department shall ensure the display of marks of each test within a 5 days after the completion of each test by the course instructors. The records of marks will be made available to the Controller of Examinations immediately within one week after any corrections at department level.
- b) In case any deviation is noticed, the HoD shall instruct the concerned instructor in writing to submit the same within 24 hours with a copy endorsed to the registrar. The registrar in turn shall forward to the Controller of Examinations in case such violations are observed.
- c) The Principal School of engineering shall also monitor the progress of the continuous evaluation in regular intervals after every four weeks from the date of commencement of classes.
- d) The Chairperson of the DAC shall take necessary steps for moderation of the question papers by involving the faculty.

3.03.4 Absence of students in examinations:

- a) If a student is absent for any component of assessment test, his/her final evaluation shall be as per his/her performance only. For the concerned student shall be awarded '0' mark for the absent test accordingly.
- b) The student who might not be able to appear in the End Semester Examination for any of the reasons, by way of Regulations on Academic Matters, he/she shall be awarded an 'I' grade and he/she shall be treated as per the existing provisions of the

regulations.

- c) If a student misses out any other components of the internal examinations due to genuine reasons stated in the Regulations on Academic Matters the DAC may make necessary arrangements to make-up such losses by allowing him/her to take not more than one extra tests for the whole semester . Such student shall be required to submit documentary evidence and necessary clearance from the DAC for obtaining permission to take the examinations.

3.04.01 System of evaluation:

- a. Complete internal evaluation shall be done by the faculty members teaching the course.
- b. Under special circumstances, the Head of the Department/Dean (Ag) may assign the responsibility of evaluation of any of the components to any other faculty member(s) with permission from the Registrar.
- c. Relative grading shall be followed for the award of the letter grades as provided in Clause 1.02.18.

3.04.02 Practical Examination:

- a. The concerned course teacher(s) shall conduct the practical examination.
- b. The practical examination shall be conducted before the semester end- theory examinations.

3.04.03 Suspension of classes during examinations:

The classes shall remain suspended during mid-term and semester end- examinations. Classes shall ordinarily be suspended one week prior to the date of commencement of the semester end- theory examinations.

3.04.04 Re-examination: In the event of any kind of breach of these Regulations, the Vice-chancellor may order for holding any of the examinations afresh on the recommendation of the concerned DAC.

3.05 Submission of Internal marks:

The teacher concerned shall submit the internal marks of the students for a course to batch coordinator through the Head of the Department within one week of completion of the end practical examination of the course in the given form.

3.06 Transparency in Internal Marks:

3.06.01 Prior to submission of the marks to the controller of Examinations, within 5(five) days of completion of the end practical examination of the course, the teacher shall display the internal marks on the departmental notice boards for viewing by the students. In case of any discrepancy found or clarification desired in the marks, the students must approach the concerned HOD/faculty member within 24 hours of display of the marks.

3.06.02 The teacher shall make available the details of the marks along with the evaluated answer scripts and shall clarify the queries raised by a student.

3.06.03 The teacher shall make the evaluated answer scripts of the cycle tests, class tests conducted and evaluated assignments available to the student concerned for his perusal. The student shall return these with a signature on each after going through them.

3.06.04 Students Appeal Committee: Each department shall have a *Students Appeal Committee* constituted by the Vice Chancellor with three faculty members of the department. In case a student is not satisfied with the explanation given by the teacher on the marks assigned to him/her in a course, he/she may approach the *students appeal committee* **within a week from the date of declaration of results** with his/her grievance. The committee shall look into all the aspects of evaluation and take the decision on the marks to be awarded. Any such appeal received after this date shall not be entertained.

3.07 Custody of answer scripts:

The evaluated answer scripts bearing the signatures of the students shall be kept in the custody of the Head of the Department/ Dept. Exam Centre till the end of the next semester. After that the same can be handed over to controller of Examinations.

3.08 Absence from examination:

A student's grade in a course shall be marked I if he/ she remains absent from an end-term examination under any of the following circumstances:

- i. Death of a parent/spouse/child/brother/sister/first cousin.
 - ii. His/ her serious ailment requiring bed rest as certified by University/ Government Medical Officer countersigned by the University Medical Officer.
 - iii. He/She is representing College/University/State on official directives of the University authority. The student is away and cannot return to the place of study due to circumstances beyond his/her control. A certificate to this effect from an Executive Magistrate must be produced on return to the place of study.
- The 'I' grade shall be converted to a normal grade as per Clause 1.02.18.

3.09 Academic Probation (Remedial action)

3.09.01 A student shall be placed on Academic Probation under the following situations:

- a. The CGPA of the student falls below the critical limit of 3.0
- b. The student secures an *F* grade in any of the Core Courses.
- c. The student fails to complete the programme in the minimum number of semesters prescribed for that programme.

3.09.02 The Academic Probation Committee (APC) shall prepare a course registration plan for a student for his/her entire remaining duration of the programme once he/she enters probation. Afterwards the APC shall monitor the progress of the student and make changes in the course registration plan as and when appropriate while the student is under probation. The student shall submit this plan containing changes, if any, to Head of the Department every semester while under probation, within the date for withdrawal of the courses.

3.09.03 A student may register the course in which he/she was awarded 'F' grade as a remedial course in the subsequent semester if the APC/Course instructor so advises..

3.09.04 There shall be an Academic Probation Committee (APC) in each Department consisting of the HOD as the Chairman and two Faculty Members of the Department nominated by the Head as Members. This Committee shall monitor the status of the student of the Department under probation and provide counseling.

3.10 Unsuccessful Exit from an Academic Programme:

If a student fails to satisfy the conditions for eligibility for award of degree certificate within the maximum prescribed duration (numbers of semesters) for the programme, he/she shall leave the programme.

A programme shall be deemed viable for a student if the remaining credit required for making himself/herself eligible for award of the degree can be earned in the remaining period (maximum number of semesters) without exceeding the maximum credits allowed per semesters. If a programme becomes unviable for a student in the sense mentioned above, the student shall leave the programme.

3.11 Grade Card and Transcript:

a. After the declaration of results of a semester the Controller of Examinations shall issue a Grade Card to each of the students. The Grade Card shall contain the grades obtained in the different courses registered by him/ her, the SGPA, CGPA and the total credits earned so far.

b. Once a student completes all the requirements of a programme the Controller of Examinations shall issue him/ her a Transcript containing the list of courses completed by him/her with pass grades along with the final grades obtained in each, the total credits earned and the CGPA.

3.12 Eligibility for Award of Degree Certificate

For a student to be eligible for award of the relevant degree certificate for the programme he/ she undergo he/ she must satisfy the following:

a. Must obtain a pass grade in each of the Core Courses of the programme.

b. Must earn the minimum credits under the various categories of courses as specified in the curriculum structure of the programme concerned.

c. Must secure a minimum CGPA of 4.5

3.13 Award of 'Distinction'

A student shall be declared to have completed the programme with ***Distinction*** if he/she secures a CGPA of 8.5 or above after completion of all the courses in the programmes provided he/ she satisfies the following criteria:

a) Must not get an *F* grade in any course during the programme of study.

b) Must not be placed under academic probation during the programme.

c) Must have completed the programme within the specified minimum duration.

3.14 Award of 'Best Graduate':

Every year the undergraduate student securing the highest CGPA among all the students in the university completing their undergraduate degree programmes in that year shall be awarded the ***Best Graduate*** award provided he/ she also secures a ***Distinction***.

3.15 Award of 'Best Postgraduate':

Every year the postgraduate student securing the highest CGPA among all the students in the university completing their postgraduate degree programmes in that year shall be awarded the ***Best Postgraduate*** award provided he/ she also secures a ***Distinction***.
