

R.5.0 Assessment Procedure/Evaluation Procedure

R.5.1 The complete academic performance of a student is evaluated in-house by the concerned teacher / department except in the case of project work where an external examiner shall be nominated for the viva voce.

R.5.2 The student's performance in each course, in general, is evaluated based on *in-semester continuous assessment*, internal assessment and *end-semester examination*.

An *in-semester continuous assessment* (also known as comprehensive assessment) (**CSE**) is spread through the duration of course and is done by the teacher teaching the course with a weight age of 20 %. The assessment is done through various means including:

- | | |
|----------------------|--------------------------------------|
| 1. Attendance | 8. Projects |
| 2. Tutorials | 9. Field visits |
| 3. Assignment | 10. Seminars |
| 4. Surprise Test | 11. Group discussions/activities etc |
| 5. Class Test | 12. Open Book Test |
| 6. MCQ based quizzes | 13. Take Home Exam |
| 7. Presentations | |

An *in-semester internal assessment* (**I.A.**) is spread through the duration of course and is done by the teacher teaching the course with a weight age of 30 %. The assessment is done through various means including:

- Written tests (Mid Sem. Exam)
- Class Test
- MCQ based quizzes
- Presentations
- Projects
- Field visits
- Seminars
- Group discussions/activities
- Open Book Exam
- Take Home Exam

The end-semester examination shall have assessment from the following perspective with respect to all courses:

- Evaluation with respect to remembering.
- Evaluation with respect to knowledge.
- Evaluation with respect to Understanding.
- Evaluation with respect to skill.
- Evaluation with respect to Applications
- Higher Order Thinking Skills

R.5.3 The assessment method is further detailed below:

(a) Course without any practical component- Theory courses

Assessment tool	Weightage	Remarks
Mid Sem Exam	30%	Duration – 60 minutes
1. Attendance 2. Tutorials 3. Assignment 4. Surprise Test 5. Class Test 6. MCQ based quizzes 7. Presentations 8. Projects 9. Field visits 10. Seminars 11. Group discussions/activities etc 12. Open Book Test 13. Take Home Exam	20 %	As decided and announced by the teacher concerned in the class at the beginning of the course.
Total in-semester assessment	50%	
End semester Examination	50%	Duration – 3 hours

(b) Course with theory and practical component

- (i) The theory and practical portions shall be assessed separately for 100 marks each for theory and 50 / 25 marks each for practical. Grading shall be done for this consolidated mark.
- (ii) Assessment method for theory component is same as detailed in R 5.3 (a).
- (iii) Assessment for practical component is as given below:

Assessment tool	Weightage	Remarks
Carrying out laboratory work and submission of record	50%	Assessment components: 1. Every experiment will carry marks for observation, collection of data, analysis, interpretation, inference and prompt submission of record of work done. 2. Marks for model examination (if any) or for tests or for quizzes etc. 3. Assignment tutorials and Regularity in attendance.
End semester examination	50%	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination else "Ab" grade will be awarded.

(c) Course with only practical component**(i) Laboratory courses**

Assessment tool	Weightage	Remarks
Carrying out laboratory work and submission of record	50%	Assessment components: 1. Every experiment will carry marks for observation, collection of data, analysis, interpretation, inference and prompt submission of record of work done. 2. Marks for model examination (if any) or for tests or for quizzes etc. 3. Assignment tutorials and Regularity in attendance.
End semester examination	50%	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination else "Ab" grade will be awarded.

(ii) Final semester project work

projects as far as possible should be socially relevant and product oriented. projects can be carried out by individual students or by a group of students with a maximum of four students in a group.

The assessment method for the project work consists of in-semester and end semester evaluations as detailed below:

Assessment	Weightage	Weightage
In - Semester Evaluation (CE)		
Review I	Review of the project base on 1. day to day work 2. Quantity of Quality work 3. Punctuality & Regularity 4. Mid-term seminar on the project work for 20 minutes by the students. 5. Any other component to be decided and announced by the teachers.	15%
Review II		15%
Review III		20%
End Semester Evaluation (ES)		
Project report	Quantity of Quality of project report work	20%
Viva Voce	Based on performance of vivo voce	30%

R.5.4 The assessment process for courses like NCC/NSS/NSO/YOGA, Industrial Training and Personality Development courses which form part of the curriculum, shall be decided by the Course Coordinator at the commencement of the semester and communicated to all concerned.

R.5.5 Whenever there is a deviation from procedures stated under 5.3, as warranted by the unique nature of the course, the same will be specified by the concerned Course Coordinator and approved by the concerned Director & Provost.

R.6.0 Course Wise Grading of Students

R.6.1 Letter Grades and Grade Points (GP) : for **Under Graduate Program and M.Sc.**

Based on the aggregate of marks obtained through internal assessment and external assessment, each student is awarded a final letter grade at the end of

the semester, in each Course. The letter grades and the corresponding grade points, as recommended by UGC, are as follows:

for **Under Graduate Program, Diploma and M.Sc.**

Letter Grade	Grade Points	Normalized Mark range
O (outstanding)	10	90-100
A+ (Excellent)	9	80-89
A (Very Good)	8	70-79
B+ (Good)	7	60-69
B (Above Average)	6	50-59
C (Average)	5	40-49
D (Pass)	4	35-39
F (Fail)	0	<35 Failure due to insufficient marks in the course OR Failure due to non-appearance in examination (Ab-Absent) For M.Sc.: <40 Failure due to insufficient marks in the course OR Failure due to non-appearance in examination (Ab-Absent)
I (Incomplete)	0	Failure due to insufficient attendance in the course./ Not submitted Term work

Passing Criteria for Practical/Viva/Term-work:

- For all UG/Diploma/M.Sc. Programs passing criteria is **40%** of total marks of Practical/ Term work/Viva.

Letter Grades and Grade Points (GP) for Post Graduate Program

Letter Grade	Grade Points	Normalized Mark range
O (outstanding)	10	95-100
A+ (Excellent)	9	90-94
A (Very Good)	8	80-89
B+ (Good)	7	70-79
B (Above Average)	6	60-69
C (Pass)	5	50-59
F (Fail)	0	<50 Failure due to insufficient marks in the course OR Failure due to non-appearance in examination (Ab-Absent)
I (Incomplete)	0	Failure due to insufficient attendance in the course/ Not submitted Term work

Passing Criteria for Practical/Viva/Term-work:

- For PG Course programs passing criteria is **50%** of total marks of Practical/ Term work/Viva.

For non credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

R.6.2 A student is considered to have successfully completed a course and earned the credits if he / she secured a letter grade other than **F or Ab or I** in that course. **A letter grade F or Ab or I in any course implies a failure in that course.**

R.6.3 A course successfully completed cannot be repeated.

R.13.2 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

(i) The SGPA will be calculated according to the formula

$$SGPA = \frac{\sum_{i=1}^n C_i \times (GP)_i}{\sum_{i=1}^n C_i}$$

Where C_i = credit for the i^{th} course, $(GP)_i$ = the grade point obtained for the i^{th} course (refer R.6.1), n = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F grades.

(ii) For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_{i=1}^r S_i \times (SGPA)_i}{\sum_{i=1}^r S_i}$$

where S_i = Sum of credits in i^{th} semester, $(SGPA)_i$ = Semester Grade Point Average earned in i^{th} semester and r = number of semesters and the sum is over all the semesters under consideration.

(iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

And example of these calculation is given below :

I Semester

Subject Code	Credits	Grade Awarded	Earned Grade Credits	Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
01MA0101	4	C+	4	5	20
01EE0101	4	D	4	4	16
01GS0101	4	A+	4	9	36
01SL0101	3	B+	3	7	21
01EE0102	4	C+	4	5	20
01ME0101	1	D	1	4	4
01PE0101	3	A	3	8	24
Credits Registered in the I semester (total of column 2)			=	23	
Earned Credits in the I semester (total of column 4)			=	23	
Point secured in the I semester (total of column 6)			=	141	
SGPA (I semester)		=	6		
CGPA (I semester)		=	6		

II Semester

Subject Code	Credits	Grade Awarded	Earned Grade Credits	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
01MA0102	3	C+	3	5	15
01EC0101	1	D	1	4	4
01EN0101	1	A+	1	9	9
01CI0101	3	B+	3	7	21
01ME0103	4	C+	4	5	20
01CE0101	4	D	4	4	16
01CR0101	4	A	4	8	32
01MA0103	3	C+	3	5	15
Credits Registered in the II semester (total of column 2)			=	23	
Earned Credits in the II semester (total of column 4)			=	23	
Point secured in the II semester (total of column 6)			=	132	

SGPA (II semester) = **5.7**

CGPA (II semester) = **(141+132) / (23+23) = 5.9**

R.13.3 Conversion of grades into percentages

The performance of the student is measured in terms of CGPA (on a 10 point scale) as defined above. However, on request from the Indian Industry and overseas institutes querying on percentage obtained by students, a mathematical formula for conversion of GPAs to equivalent percentage has been adopted and same is approved by the Academic council of the University.

Formula for conversion of equivalent percentage of CGPA as follows :

Percentage marks = (CGPA - 0.5*) X 10.

*

R.13.4 Class/Distinction will be awarded to the students after they successfully complete the programme as per the norms stipulated in the following table:

Category	CGPA	Class / Distination
Students who successfully complete the programme.	Below 5.5	Pass
	5.5 and above	Second Class
	6.5 and above	First Class
	7.1 and above	First Class with Distinction