

Examination and Evaluation Policy

1. Examination

- i. The examination process for each semester will be administered by the Office of the Controller of Examinations (CoE) in accordance with the syllabi endorsed by the board of studies (BOS). Each course will be assigned credits based on the approved course structure. Students are required to register in all specified courses, including the 'project semester/alternative semester' outlined in the scheme.
- ii. The examinations i.e. mid semester test (MST) and end semester examination (ESE) are scheduled for each semester on dates specified in the academic calendar.
- iii. There is a provision of make-up mid semester exam and supplementary examination for the students to pass the subject. For makeup mid semester exams, a capping of 75% of the total secured marks will be in place. The process to clear backlog course is mentioned in process to clear backlog(s).
- iv. To qualify for the end-semester examinations in any course(s), a student must have to maintained a minimum attendance of 75% of total scheduled classes, encompassing lectures, tutorials, and practical sessions. Falling short of the prescribed attendance will result in an automatic "X" grade for the course(s). Cases of attendance shortage will be handled by the heads/Dean and will be for forwarded to program office.
- v. The distribution of weightage between the MST, ESE and other assessments conducted throughout the semester for various courses will be as approved by examination committee.

2. Evaluation

- i. The course coordinator shall be designated by the Heads of Department/School for each course.

For each theory course, the course coordinator assisted by Instructor(s) of the course will set the question paper for all examinations. The instructor(s) along with the tutors, if any, will evaluate the answer books

For theory component of a course, the course coordinator assisted by instructors/tutors will award the marks through continuous evaluation of the students during the semester as well as in the end semester examination.

Practical component of the course (laboratory/design/drawing/workshop) , the marks will be awarded by the course coordinator of the course assisted by the team of instructors/tutors through continuous evaluation of the students during the Semester and final performance as well.

Project evaluation committee will do the evaluation of project semester/survey camp/vocational training/seminar/project etc. as per the guidelines issued by the university.

The course coordinator assisted by instructors will compile all the marks and will award the grades and upload on the ERP portal within 15 days from the day of conduct of exam of that course and then the BoE will finalize grade assigned by instructor and declare the grades.

- ii. At the end of the semester, the students will be awarded a letter grade in each registered course for the semester depending on the total score of various assessment components (MST, ESE etc.). A relative grading method will be the mode of grading.

Academic Performance	Grade	Grade Point
Outstanding	O	10
Excellent	A+	9
Very Good	A	8
Good	B+	7
Above Average	B	6
Average	C	5
Pass	P	4
Fail	F	0
Absent	Ab	0
Inadequate Attendance	X	-

A+, A, B+, B, C+ C and P are grades: These grades are the pass grades.

F, Ab, X Grades: Courses receiving F grade will be categorized as backlog courses.

F Grade: Awarded when a student has attended a minimum of 75% of lectures, tutorials, and practicals (as per the teaching load of the course) but fails in the evaluation process (< 35%). F grade will also be given to students, who score ≥ 35 % but fails to secure aggregate 30 % in MST + ESE.

F Grade: A failing grade that requires the student to re-register for the course when it is next offered.

X Grade: A failing grade resulting from detention(s) due to attendance shortage. A student receiving an 'X' grade must register for the course again when it is offered in subsequent semester(s). Students allowed to drop a semester will also be assigned 'X' grades for the courses in the dropped semester.

Ab Grade: Awarded when a student is unable to participate in the ESE due to valid medical reasons, supported by proof validated by the Deans. Such students are granted one chance in the immediate next supplementary exam to clear the Ab grade. Failure to do so will result in zero marks in the ESE, and a corresponding grade will be assigned. If the student's medical condition persists and prevents participation in the supplementary exam, a request can be submitted to the Dean before the exam, allowing for one more chance in the subsequent supplementary exam to clear the 'Ab' grade.

Semester Grade Point Average (SGPA) (Si) = $\sum(C_i \times G_i) / \sum C_i$; where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by student in the i^{th} course.

Cumulative Grade Point Average (CGPA) = $\sum(C_i \times S_i) / \sum C_i$; where S_i is the SGPA of the i^{th} Semester and C_i is the total number of credits in that semester / trimester

Formula for conversion of CGPA to percentage of marks is (10 x C.G.P.A).

- iii. The Dean will grant approval for the registration of students with backlog course(s) in each semester. In cases where necessary, students may be permitted to undertake an equivalent course (in lieu of the backlog course) with the approval of Dean.
- iv. **Backlog Clearance Procedure:** Students with backlog courses may choose from the following options to clear their backlog:
 - a. Re-register for the course when it is next offered in subsequent semester(s).
 - or
 - b. Register and participate in a supplementary examination conducted immediately after the ESE on a specified date. The student is not required to attend any classes, but a designated course instructor will conduct the examination and guide the student through the process.

The Dean is authorized to allocate courses (backlogs from previous semesters) to final-year students who have received an 'F' grade, if it facilitates their timely completion of the degree."

- v. **Grading for the supplementary exam will follow these guidelines:**
 - a. The supplementary exam will be considered as a re-conduct of the ESE for the respective course in the just-concluded semester.

- b. Grades will be assigned by substituting the end semester marks with the marks obtained in the supplementary exam.
- c. Candidates holding an 'F' grade can receive a maximum 'P' grade.
- d. The grade cutoffs from the exam conducted in the just-concluded semester will be considered for awarding grades.

An examination fee, to be communicated by the Registrar will be applicable for the supplementary exam.

vi. Summer Term Guidelines:

Final-year students who have obtained 'F,' 'Ab' or 'X' grades, may enroll in a maximum of three backlog courses during the summer term, subjected upon availability of faculty to teach.

In exceptional cases, the Dean may allocate a maximum of four courses to students during the summer term. This flexibility applies to situations where students have four backlogs remaining for degree completion or if a student falls short of a 7 CGPA and wishes to take an improvement exam. Dean has the authority to make final decisions regarding course allocation for final-year students in special cases such as constraints on the number of backlogs with remaining time to complete the degree, placement issues, etc.

Students with a C, P are permitted to take the subjects for improvement in a semester/summer term, subject to faculty availability. Dean has the final say in course allotment for improvement.

Regular classes will be conducted during the summer term if there are five or more students in a course. If the number of students is less than five, the course will be offered as a self-study course. Students with 'F' 'Ab' or 'X' grades cannot take a course as a self-study course. An instructor will be appointed, and all evaluation components will be completed in each case.

The number of contact hours per course per week will be double during summer term.

The schedule of the summer term, fees, and other relevant conditions will require approval from the competent authority.

Semester examination results will be declared by the Registrar's office after grade finalization by the Board of Examinations/Dean.

At the end of each semester, students will receive a grade card from the Registrar's office, indicating the grades secured in each course and the latest CGPA.

Once grades are submitted, any corrections thereafter will only be made with the approval of the Vice Chancellor.

Year Progression

After completion of 4 semester, a student must have secured a minimum 4.0 CGPA or 50% of the total credit till 4th semester. If a student fails to achieve both the criterion, then he must repeat the second year. However, a final decision on the year progression will be dealt by the competent authority in special cases.