

1.Examination /Evaluation System

The evaluation system of the University shall be oriented in a way so as to encourage the academic qualities listed in section 1 above. The University follows a continuous evaluation policy. This is to train the student to put in sustained and disciplined work over the entire period of study. Teacher may decide on the evaluation components subject to general guidelines of the University

As a general guideline, there shall be three written examinations i.e. Mid Term I, Mid Term II, and an End Term Examination for theory courses. The end semester exam should be in range of maximum 35-50% marks.

The written examinations shall be conducted under arrangement of the Controller of Examination. General Guidelines as following shall be adopted:

1.1 Faculty Assessment:

All theory courses shall have teacher's assessment component, the weightage of which shall be decided by the teacher. The Assessment can be structured by the concerned faculty and conducted continuously during the semester. Teachers Assessment (TA) may be based on Assignments, Quizzes, Homework, and Tutorials etc. awarded by the Course Coordinator/respective faculty.

1.2 Practical Courses: The examination/evaluation criteria of the practical courses shall be decided by the respective course coordinator and wherever required on the availability of the external experts/visiting faculty. Faculty may set/design the practical exercises out of any marks but the overall weightage shall be in pre-defined percentage, which the concerned faculty/course coordinator shall announce in the first class of the semester and upload on the LMS. Methodology for evaluation of Lab component may include day to day work, lab records, quantity/quality of work and Viva/Seminar/Practical as may be decided.

1.3 Mid /End Semester Examination:

These examinations shall be conducted under Controller of Examination. The examination dates and schedule shall be released by the University's Controller of Examination.

1.4 Similar division of marks may be created for special courses like Capstone Projects, seminars; term papers, internship, etc by respective schools. but same shall also be predefined.

1.5 Division of marks

Each course shall be evaluated out of some total of 100 Marks. Faculty may set the papers out of

any marks but the overall weightage shall be in pre-defined percentage which the concerned faculty/course coordination shall announce in the first class of the semester and also load on the LMS.

1.6 Grading System for Courses:

- (i) Students obtaining grades A to D shall be declared pass. Students failing to meet the minimum cut off marks in the subject will be awarded F grade.
- (ii) The grades shall be decided on the aggregate of evaluation of all the components as per defined weightage
- (iii) The grading shall be based on relative grading method as decided by the coordinator for the course.

1.7 Grading for failing to meet Attendance Requirement.

- (i) A student is required to attend all the classes.
- (ii) If the attendance profile of a student is unsatisfactory (as given in the rules in subsequent paragraphs), he/she will be debarred. Any student, who has been awarded X grade because of being debarred due to attendance shortage, shall not be allowed to take the Supplementary Examination. The student shall have to register for the course in the regular semester when offered as a back-log course.

2. Make Up Examinations (For Mid Term only)

A student may apply for a makeup examination where he/she is not able to attend the examination schedule due to reasons of personal medical condition or compassionate reason like death of a very close relative. No other contingencies are acceptable. Except in case of medical emergency, a student needs to seek advance approval from appropriate authority before missing the Examination. Following rules shall govern the makeup examinations:

2.1 Theory Courses.

(i) A student missing Mid Term Examination only shall be required to take a make-up Examination. No makeup examination is allowed for end semester examination and policy for same is laid down separately

(ii) The students must put-up the request for make-up Examination along with the medical documents to prove the genuineness of the case (for having missed the Examination) within 5 days of last date of Examination.

(iii) The students who miss the Examination due to medical reason must attach the opinion of the University Medical Officer (UMO) after showing all medical documents to him/her.

(iv) The genuineness shall be reviewed and approved by the Vice Chancellor, whose decision shall be final.

(v) The make-up Examination shall be held between Mid Term & End Semester Examination and the dates shall be notified in the academic calendar.

(vi) In case a student misses the make-up Examination also, then no further chance will be provided.

(vii) The duration of Examination shall be as decided by the Faculty/course coordinator.

(viii) Genuine approved cases shall be notified by the Registrar based on the requests received and only such students shall be allowed to take make-up Examination in the subjects where approval has been granted.

(ix) The date sheet need not be taken out as the makeup examination shall be conducted under arrangement concerned faculty, who after evaluation and sharing the evaluated answer sheet with student shall submit marks to the Registrar.

2.2 Makeup of End Semester Examination

It is mandatory to appear at the end semester major examination to obtain any grade for a course. A student who misses the end semester major examination shall follow a similar procedure as outlined above, to obtain approval of the Vice Chancellor to prove genuineness of the case. The student whose case is approved as genuine shall be awarded “I” Grade in the semester results in the given subject. The student shall be allowed to appear in the supplementary examination of the said subject. However, the grades shall be worked out by computing the marks obtained by students in Mid Term Exams, TA, Lab and supplementary examination (equated to the weightage of end semester examination). The total marks shall be compared with the marks of the class as in the regular semester for award of grade.

2.3 Missing Component exam of Laboratories/Projects

If a student misses out the any component of examinations or the events for the Labs/ projects/ viva/scheduled examination which is part of teacher’s assessment on specified dates they must put up the request, to the HOD for Lab and supervisor for Project courses to allot alternate date(s). The requests shall be put up by the HODs/ supervisors to the Dean (ECSE), who shall verify the case and provide alternate date(s), if considered genuine. Dean may seek views from the UMO in cases of medical reasons. The decision of Dean shall be final.

2.4 Makeup of End Semester Viva of Projects

It is mandatory to appear in the final Viva examination to obtain any grade for a project course.

In case of a student missing the same for genuine reasons; similar method as given for written examination of theory courses shall be followed.

2.5 Procedure to be adopted by students in case of missing any of the specified Examination(s).

Following procedure shall be adopted for establishing genuineness of the case.

(A) Action by the student (Medical Cases)

(i) They should report absence from the Examination(s) by fastest possible means to the Registrar/Controller of Examination. It could be email or written communication by speed post or sent by hand through any means. In case of Hosteller’s, if a student falls sick while residing in the hostel, he/she should seek advice of the University Medical Officer.

(ii) The said report should preferably be sent prior to the Examination, but not later than 5 days after the last date of the said Examination.

(iii) The student should on rejoining

(a) Report to the University Medical Officer with complete medical documents to include referral/Prescription slip of the doctor specifically indicating the disease and medicine prescribed, investigation/Lab reports and discharge slip in case of admission should be provided,

(b) Obtain his/her views on the genuineness of the case on the proforma available with the Medical Officer and submit the documents along with the proforma with remarks of the University Medical Officer to the Registrar/Controller of Examination, not later than 5 days after the last date of Examination.

(iv) In case of delay beyond 5 days is anticipated the student should arrange for the medical documents to be sent to the University Medical Officer by hand through a friend / relative etc. and get the said genuineness proforma filled-up and deposit the same with the Registrar/Controller of Examination.

(v) No request later than 5 days after the last date of Examination shall be accepted for reasons of ignorance or any other reasons.

(B) Action by students (any other reason)

In case the student must miss Examination due to genuine reason other than medical, prior written sanction of Vice Chancellor and in his absence Dean (ECSE) is mandatory. No post facto requests shall be accepted in any case. The approval should be deposited with the Registrar /Controller of Examination before the examination.

(C) **Approving genuineness** in each case is prerogative of the Vice Chancellor and student shall have no right to appeal on the same. Therefore, student should not assume that reporting sick and obtaining the slip for rest etc. from the Medical Authorities including University Medical Officer is an adequate reason to exempt them from the examination.

3. Supplementary Examination

3.1 The supplementary examinations shall be held for each commiserating semester in January for Odd semester and June/July for Even semester, respectively. A student may avail second chance of supplementary examination i.e. in semester immediately succeeding first supplementary exam.

3.2 Eligibility: Student with 'F' grade is eligible to appear in the Supplementary Examination/second supplementary chance.

3.3 Conduct

- (i) Supplementary Examinations shall be held twice in an Academic Session i.e. in Jan (For odd semester immediately preceding the examination and Even semesters for 2nd supplementary chance). Similar procedure shall be followed for supplementary and 2nd supplementary examination of Even semester. The dates shall be announced in the Academic Calendar. The supplementary examination shall be conducted under COE. The list of eligible students shall be circulated by registrar, to enable registration by students.
- (ii) The Supplementary Examination shall be of the same duration as end term examination.
- (iii) The Supplementary Examinations will cover, the entire syllabus, covered in the semester.

3.4 Grading in supplementary Examination

Grade shall be determined based on marks obtained by the students in the Supplementary Examination of the subject only. The maximum grade awarded for the supplementary Examination shall be up to D Those students who get F grade will have

- (i) option to appear in 2nd supplementary examination in ensuing semester or
- (ii) register afresh in the courses, whenever next available in the regular semester. The students who take supplementary examination as make up for the end semester major examination shall be awarded regular grades as out lined above.

3.5 Supplementary for Projects.

There shall be no supplementary examinations for the projects, except make up examination for missing the final viva as per rules outlined above.

3.6 Treatment of failed students

If a student fails in the both the Supplementary Examinations, he/she shall have to reregister for the subject, in the immediately following corresponding regular semester, where the subject is on offer.

4. Provision for Summer Term

To assist the students in clearing the backlog courses, an additional Summer Term may be run by the University, if required, as per the details below.

(i) Parameters:

(a) Duration - Normally 5-6 weeks

(b) Registration for summer courses - Schedule shall be announced by Registrar in consultation with the Dean.

(c) Examinations and Marks -Maximum of two written examination, TA and Lab as required

(d) Maximum number of courses allowed to be registered by a student -2

(e)When a student registers for the project course he/she is not entitled to register for any other course.

(f)Student awarded fail grade or debarred from appearing in end semester examination in Spring (Even) Semester, will also be eligible to opt for Summer Term.

(g)Due to limited duration of summer semester, late registration shall be allowed up to maximum of 2 days with approval of Dean (ECSE)

(h)Courses offered initially for the summer term may be withdrawn at the discretion of the University, if the registration in the course is less than 5 students up to 3 days prior to start of the summer term.

(i)The student can register only for the courses which are on offer. The courses shall be decided by the Dean (ECSE) in consultation with HODs and then notified well in advance.

(j)Attendance for registered students is mandatory. Attendance rules, as for normal semester,

shall apply for the summer semester also. No deviations in this regard shall be made.

(k) Fee structure shall be notified as approved by the management.

5. General Rules: Examinations

(a) **Showing the Answer Scripts.** The answer scripts of all written Examinations i.e. Mid Terms or end semester examination or any other written work conducted by a teacher shall be shown to the students on a prior announced date and time. Students desirous of seeing the marked answer scripts of end Semester Examination, has to ensure their presence before results are declared, as per dates notified in the Academic Calendar.

(b) Marks/Answer Sheets of all other tests shall also be shared with the students and thus, there shall be no scrutiny of grades. However, before the grades are forwarded to Registrar/Controller of Examination, they should be displayed provisionally and time given to students, to discuss the same with respective course coordinators/faculty. Changes, if any due to computational errors only, should be incorporated only after approval of Chairman, Grade Moderation Committee of the University before final results are forwarded to the Registrar/Controller of Examination.

(c) No appeal shall be accepted for scrutiny of grades.

(d) Examination Fee for Supplementary. A fee of Rs.1000/- per course or as decided by the Management from time to time will be charged from the students.

