

Academic Evaluation of Courses

University follows a continuous academic evaluation procedure. Academic evaluation composes of internal evaluation and end semester examination.

Academic evaluation procedure and corresponding weights are as follows:-

a) For theory courses

The maximum marks for internal evaluation: 50

The maximum marks for end semester examination: 100

Internal evaluation marks are awarded as follows.

- i) Two internal tests of 1 hour duration conducted by the college: 40 (20 marks for each test)
- ii) Tutorials/Assignments/Mini Projects carrying 10 marks.

(Internally by the College) :10

All the above evaluations are mandatory requirements to earn credits.

Students who have missed either the first or the second test can register with the

consent of the faculty and the Head of the Department (HOD) concerned for a re-test which will be conducted soon after the completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans. Those who have missed both the tests are not eligible to appear for the end semester examination.

However, if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 40 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

b) For Laboratory /Practical /Workshop courses

- i) Practical records /Outputs 60 marks (Internally by the College)
- ii) Regular class Viva 10 marks (Internally by the College)
- iii) Final practical exam 30 marks (Internally by the College)

All the above assessments are mandatory to earn credits. If not, the student has to complete the course/assessments during his free time in consultation with the faculty members. On completion of these, grades will be assigned. In case the Practical / Laboratory/ Workshop courses are not

completed in the semester, grade I (incomplete) will be awarded against the course and the final grade will be given only after the completion of the course/ assessments.

c) Comprehensive Examination

As students appear for placements from seventh semester onwards, comprehensive examination is to be completed in the sixth semester. This examination consists of two parts. Part one a written test and the other an oral one. The written examination will be of an objective type of 1 hour duration and will have 50 marks and will be conducted by the concerned department.

Chairman of the oral examination board will be a senior faculty in the department and the members include two other faculty members of the department and an external expert from another academic institute or an industry. Oral examination will carry 50 marks.

Comprehensive examination may be conducted any time during the 6 th semester.

d) Seminar

Each student has to give a seminar on a professional topic of current interest in consultation with the faculty member in charge of the seminar in the Department.

Students have to prepare a detailed report on the topic of the seminar and submit it to the teacher concerned. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. All students in the class have to attend the seminar without fail. Evaluation will be based on the report, seminar presentation as well as on the ability of the student to answer the questions put forward.

Faculty member in charge of the seminar and another faculty member in the department nominated by the Head of the Department are the evaluators for the seminar. Distribution of marks for the seminar is as follows.

Marks for the report : 30%

Presentation : 40%

Ability to answer questions on the topic : 30%

e) Design Project

Each student or a group of students has to take up a design project. The project topic could be arrived at in consultation with any faculty member in the department.

The Evaluation of the project will be done in two stages. Two project progress evaluations each carrying 20 marks and a final report evaluation and presentation of the project for 60 marks.

The project supervisor and two other faculty members from the same or any other department, nominated by the Head of the Department form the evaluation board.

f) Final Semester Project

Students, either individually or in a small batch not exceeding four, have to do a project approved by their faculty supervisor.

Evaluation scheme is given below:-

- i) Two progress assessments : 20% by the faculty supervisor/s
- ii) Final Project Report : 30% by the Assessment Board
- iii) Project presentation and Viva : 50% by the Assessment Board

If the project work is not completed satisfactorily, the student has to put in more work and appear again for assessment on a specified date, not earlier than one month after the first evaluation. If the student fails in the project, a fresh registration for the project for one semester is mandatory.

M. Tech ASSESSMENT PROCEDURE

1. In the first, second and the third semesters, all the courses to be credited are evaluated through continuous internal assessment and end semester examinations. For all lecture based courses in the first semester (except the Programme Electives and Research Methodology & IPR) and for all lecture based courses in the second semester (except the Programme Electives and Industry/Interdisciplinary Elective), the end semester examination will be conducted by the University. For Programme Electives, Industry/Interdisciplinary Elective, Research Methodology & IPR, laboratory Part I and II, Miniproject, Open Elective and dissertation/research project Part I, the end semester examination will be conducted by the respective Colleges. Dissertation/ research project Part II will be evaluated through continuous internal assessment and external assessment.

2. The maximum marks allotted for all lecture based courses for continuous internal assessment is fixed as 40 and for the end semester examination as 60, unless otherwise specified in the curriculum. The assessment marks for all courses are listed in the curriculum.

3 Students registered for a course have to attend the course regularly, meet the attendance requirements and undergo the entire evaluation procedure for the completion of the course. Credits for the courses are deemed to be earned only on getting a P grade (Pass) in the composite evaluation.

4 Continuous Internal Assessment (CIA): The marks awarded for the continuous internal assessment shall be on the basis of the day-to-day work, micro project, course based project/task,

seminar, data collection/interpretation, preparation of review articles, quizzes, periodic tests, etc. The faculty member (s) concerned shall carry out the continuous assessment for the course allotted to him/her. The CIA marks for individual courses shall be computed by giving weightage to the parameters as specified in the curriculum.

5 The CIA marks obtained by the student for all courses in a semester are to be published in the department notice board as stipulated in the academic calendar. Anomalies if any shall be rectified by the Institution. A copy of the CIA marks uploaded to the University shall be kept in the department for scrutiny and reference.

6 The marks obtained for the ESE for a programme elective course shall not exceed 20% over the average ESE mark % for the core courses. ESE marks awarded to a student for each programme elective course shall be normalized accordingly. For example if the average end semester mark % for a core course is 40, then the maximum eligible mark % for a programme elective course is $40+20 = 60$ %. The normalisation shall not be applicable for Research Methodology & IPR, Industry/Interdisciplinary Elective and Audit Course.

7 CIA mark percentage for a course shall not exceed 30% over the End Semester Examination mark % of that course. CIA marks awarded to a student for each course shall be normalized accordingly. For example if the end semester mark % for a course is 40, then the maximum eligible CIE mark % for that course is $40+30 = 70$ %. The normalisation will not be done in the cases of internship and dissertation/research project phase 2.

.8 The end semester examinations shall be held twice in a year: April/May session (for even semesters) and November/December session (for odd semesters). However, the end semester examinations of the third/fourth semester shall be conducted in both the sessions.

9 The eligibility criteria for registering to the end semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the end semester examination for any course is 75%. Students who get scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave as per clause number 4. Leave of absence for all these activities is limited to 25 % of the academic contact hours for the course. Students who do not meet these eligibility criteria are ineligible (identified by FE grade) to appear for the ESE.

10 On medical ground the Principal can relax the minimum attendance requirement to 65%, to register for the end semester examination. This is permitted for one or more courses registered in the semester. The Principal shall keep all records which led to the decision on attendance, for verification by the Academic Auditor. However this concession is applicable to any one semester during the entire programme.

11 The Principal of the Institution is authorized to grant attendance relaxation (duty leave) to the students for organizing extra/co-curricular activities, up to a maximum of 5%. Students should produce required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extra/co-curricular activities, as the case may be, within ten days of the event, for awarding the relaxation. The documents thus produced shall be forwarded to the Principal with due recommendation of the Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered.

12 The students with courses having FE grade shall register for the courses again during the succeeding semesters in which the courses are offered. However, for the third semester students having FE grades can register for the courses in the next immediate chance, if offered by their institute.

13. Students, who have completed a course but could not write the end semester examination, shall be awarded 'AB' Grade, provided they meet other eligibility criteria (.9). They shall register (exam registration) and appear for the end semester examination at the next available opportunity and earn credits without having to register (course registration) for the course again.

14 A student should obtain a minimum of 45% marks in the end semester examination and a minimum of 50 % of the total mark (CIA marks + ESE marks) (See Table 3) to be eligible for grading a course as Pass. The students who have not scored a minimum of 45% marks in the end semester examination and minimum of 50 % of the total mark (CIA marks + ESE marks) will be considered to have failed in the course and an F grade will be awarded.


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