

**Guidelines for Examination**  
**Continuous Internal Assessment (CIA)**  
**and**  
**End Semester Examination (ESE)**

The assessment pattern of various courses consists of Continuous Internal Assessment (CIA) for 40 % conducted by the College and End Semester Examinations (ESE) for 60% conducted by the University.

**Continuous Internal Assessment (CIA)** is a process of evaluating students' progress throughout the semester. Internal assessment is often used to:

- Provide feedback to students on their progress throughout the semester or year.
- Identify students who may need additional support.
- Encourage students to engage with the material and participate in class activities.
- Promote a more holistic approach to learning.

Continuous Internal Assessment (CIA) consists of modules such as Department Activity, Model Test and Class Presentation. For Department Activity module, students are encouraged to creatively display the subject knowledge learnt in class room. The activities include exhibition, case study, Poster making, Viva Voce, short film making, puppetry, etc. Students are evaluated for creativity, working in group, communication skills and application of theory learnt in class. Model Test is for 2

hours 30 minutes, in the pattern of AKU End Semester Exams. For Class Presentation Module, students are given topics to prepare and present before the class. The evaluation criteria are subject knowledge, answering questions, Communication skill and personality. This way CIA modules are designed for each semester to make teaching - learning – evaluation activity purposeful.

The objectives, tentative dates, rules and regulations and weightage of marks for each CIA module is explained to students at the beginning of the semester during the orientation programme. Later at the commence of every CIA module detailed information is shared with the students in their WhatsApp group and the same is displayed on the student notice board. The college handbook also has the tentative examination calendar.

### **Practical / OJT / VIVA / Internship**

**Practical:** The students will give 2 Practical Tests before they appear for End Semester Practical Examinations. Practical Test 1 will be conducted at the time of Model Test and practical Test 2 will be conducted after the completion of entire syllabus. The marking will be of the ratio 40:60. The practical test will be conducted for 90 minutes. Students need to maintain lab manual and submit it at the time of both CIA and End Semester Examination. The lab manual should have details of the number of practicals done, date, procedure, sample data or any formula used and the output. The evaluation criteria for practical exam will be, Lab Manual (20%),

Written Work during exam (20%), Typing /Execution (40%) and Result / Output (20%)

**OJT / VIVA / Internship:** There will be a review 1 and review 2 and Final submission OJT / VIVA / Internship papers. Review meetings will be conducted to assess the progress of the students and marks will be awarded accordingly. Review 1 (20%), Review 2 (20%) and Final Submission (60%) of the marks

**Only those students who have got minimum 75% class attendance will be allowed to register for End Semester Examination.**

### **Marks for Attendance**

96% - 100%	05 Marks
91% - 95%	04 Marks
86% - 90%	03 Marks
81% - 85%	02 Marks
76% - 80%	01 Mark

### **Re-test**

Internal examinations are compulsory for all students. They are usually held throughout the semester. Candidates who do not appear for the CIA due to valid reasons and have taken prior approval are given a chance to repeat it. The permission is granted by the Controller of Examination (COE) in consultation with the Vice-Principal/Principal, only in the rarest cases, based on the

attendance and valid supporting documents for the absence. Re-test will be considered for serious health reasons, death of a family member, any competitive exam scheduled on that day, etc. No Re-test is allowed for students who are caught using unfair means.

The written application for Re-test should contain the following details such as student name, department number, stream, date of application, the CIA module, name of the paper, reason for absence, supporting documents attached and signature of parent. No application will be accepted after the examination or application submitted with insufficient details will be rejected right away for Re-test.

There will be a reduction of 20% in the weightage of marks for Re-test. Students absenting for the CIA due to deputation on university/college-sponsored/permitted programmes, with prior information to the Office of Examinations, are exempted from the deduction in the weightage of marks.

- The duration of Model Test is two and a half hours.
- In case of Re-test, the duration of the Model Test is for two hours only.
- College uniform shall be followed during the examination days.

### **Evaluation and Results**

- Evaluation of answer scripts in CIA is centralized.
- The subject professors will evaluate Model Test

answer sheets within the stipulated time.

- The Model Test answer sheets will be shown to students in their respective class room.
- Model Test results are announced within 15 days from the date of the last examination.
- There is no pass mark in the CIA. If a student gets low marks in CIA, s/he needs to score more marks in End Semester Examination to pass the subject .

At the end of every semester compiled marks of Continuous Internal Assessment will be shared with students in their ERP platform. The same will be displayed on the notice board. Students will be given 3 days to report any error or discrepancy in internal marks to the CoE. No correction is possible once it is uploaded to the university portal.

### **Parents - Professors Meet**

The college will organise a Parent - Professors Meet after the evaluation of Model Test. All parents/guardians are expected to be present for this meeting to interact with subject professors and know about the progress of their wards. All parents/guardians must meet the Co-ordinator/ Vice Principal/ Principal if their ward fails in more than one subject.

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## **END SEMESTER EXAMINATIONS (ESE)**

The End Semester Examination for theory and practicals are conducted by the University. The ESE for the theory is generally conducted for 60 marks. The duration of an ESE is for three hours. However, duration and maximum marks, may vary for certain programmes. For courses with independent practical /projects, the assessment pattern may vary from programme to programme. Possession of College ID card and admit card with the timetable issued by the University is compulsory for taking the University examination.

### **Eligibility for Admission to the ESE**

- A student must have at least 75% of the overall attendance at the end of the semester.
- The College is satisfied with the character and conduct of the student.

### **Procedures related to End Semester Examinations**

The process of filing the examination form for the End Semester Examination is centralised by the University. Students can directly fill the examination form. Incorrect entries by students result in time being wasted for correction of such entries. Therefore, students are advised to fill the form carefully taking into consideration aspects

such as Programme, Semester, and exam course codes, as per University Notification.

Students who have filled the University Examination form must submit it to the college office on or before the prescribed date along with the examination fee. The college office will notify the dates and timings of submission examination form.

The College Office verifies the form and approves it. If there are discrepancies in the data filled by the student and the data available with the college office, such discrepancy would be communicated to the students.

The University generates the admit cards and sends them to the college.

Students must obtain the Admit Card in print from the College. The College Office will notify the dates and timings of distribution of the Admit Card with the signature of the Principal.

### **Supplementary Examinations**

1. A student who fails in any one or more courses of the ESE in any semester is permitted to appear for the supplementary examinations in the subsequent semester.
2. A repeating student is permitted for a maximum of only two available chances.

3. The maximum duration to complete a programme is two years beyond the prescribed minimum duration of the programme.

A student seeking to appear for the repeat examination shall apply through their student login within the last date notified for submission of applications.

All the notifications regarding supplementary examinations will be provided by the University, at least 15 days before the commencement of the examinations.

Students who are in the final semester of the programme and have a backlog of the courses in the penultimate semester may take up a special supplementary examination held at the end of the sixth semester.

4. Final year students failing in the final semester courses can repeat those courses in the special supplementary examination which will be held immediately after the announcement of results.

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## Method of Converting percentage marks to grades

<b>% of marks obtained</b>	<b>Letter Grade</b>
90% and above	A+
80% to less than 90%	A
70% to less than 80%	B
60% to less than 70%	C
50% to less than 60%	D
35% to less than 50%	P
<35% for theory and <40% for sessional/practical	F

## Grading of performance in examinations

<b>Performance</b>	<b>Letter Grade</b>	<b>Grade Point per Credit</b>
Excellent	A+	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0

## Awarding of Degree

A student is required to spend 30 hours during the period of three years in involving herself/ himself in social work in order to raise the social consciousness of the students and make a small contribution to society. This could be in a village/ NGO/Charitable Institutions or through NSS/Adult Literacy Programme, etc. A declaration letter from the College regarding the completion of required number of hours to the University is a must.

Semester Grade Point Average (SGPA) shall be calculated as under

$$SGPA = \frac{\Sigma \text{Semester (Course credits x Grade point) for all courses}}{\Sigma \text{Semester (Course credits)}}$$

Cumulative Grade Point Average (CGPA) which shall be calculated as follows:

$$CGPA = \frac{\Sigma \text{All Sem (Course credits x Grade point) for all courses}}{\Sigma \text{All Sem (Course credits)}}$$

# Success

requires

training, discipline and hardwork.

## **Examination: Rules and Procedures**

### *Rules and Procedures to be followed during the Examinations*

If an examination begins at 9:00 AM

1. Examination Halls will be opened at 08:40 AM.
2. Students are to be seated at their respective seats before 08:55 am.
3. At 08:55 am the doors of the examination halls will be closed and no late comers will be allowed to come inside the halls.
4. At 08:56 am the prayer announcement will begin.
5. At 09:00 am, after a short prayer the examination starts.
6. At 09:15 am the main gate of the College will be closed so that no one enters the premises for examination.
7. At 09:15 am the doors of the examination halls will be opened for letting in the late comers carrying a permission slip signed by the Controller of Examinations / Vice-Principal / Principal.
8. A candidate will be marked absent, if s/he is late for 2 days.
8. Once inside the examination hall, no one will be permitted to take a washroom break for the entire duration of the examination.
9. A student can submit the answer sheet and leave the examination hall after 2 hours (11:00 AM).
10. If a student is caught with unfair means, his or her paper will be cancelled.

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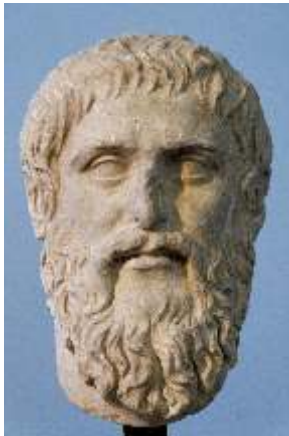
## Misconduct during the Examinations

1. The following are considered to be acts of misconduct during the examinations:
  - a. Talking / whispering / gesturing / gesticulating to another examinee.
  - b. Exchange of question papers with another examinee.
  - c. Asking time or borrowing stationery / water bottles from other examinees without the permission of the invigilators.
  - d. Writing/scribbling on question papers / desks / chairs / palm
  - e. Rearranging/moving chairs/desks from their original positions.
2. If any student is found to be indulging in any misconduct (not limited to the ones listed above), then the student will be penalized for it and the nature and quantum of penalty will be at the sole discretion of the invigilators/CoE/Vice-principal/Principal.
3. The following are considered as unfair means during the examinations:
  - a. Using any sort of information storage system - paper chits, pages, booklets, mobiles (for text, messages, voice calls, or accessing the Internet/Web), pagers, electronic diaries/ notepads, hearing or visual aids (apart from what is medically prescribed) etc. - during the examinations for any purpose whatsoever.

4. If any student is caught using any unfair means (not limited to the ones listed above), then for the first instance, the student will not be allowed to take the examination of that particular paper and will be awarded zero (0) marks in that particular course. There will be no re-examination during that semester.
5. If the student is caught a second time using the unfair means, then the entire examination - all papers including the ones s/he may already have appeared in - will be cancelled and the student will be debarred from taking any examinations during that semester. The student will be awarded zero (0) marks for all papers in that semester. There will be no re-examination during that semester.

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“ For a man to conquer himself is the first and noblest of all victories. ”



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