SOP FOR STUDENT ASSESSMENT

(Excerpted from Examination Handbook)

1. CUTM EXAMINATIONS

CUTM offers various courses in Certificate, Diploma, UG, PG and PhD level. The programs offered may vary from time to time. For latest offered programs please visit www.cutm.ac.in and for course curriculum/ content please visit courseware.cutm.ac.in

In order to assess the knowledge and academic progress of students, the patterns of examination followed by CUTM are continuous internal examination and external (end-semester) examinations. The assessment is conducted for the following types of subjects being offered by different programmes:

➢ Theory
➢ Practice
➢ Project
➢ Theory + Practice
➢ Theory + Project
➢ Theory + Practice + Project
➢ Practice + Project
➢ Workshop / seminar / internship

Weightage for Internal and External Examination

Subject Type	Component wise weightage in Percentage					
	ITH	ETH	IPR	EPR	IPRO	EPRO
Theory	40	60				
Theory+Practice (BOTH)	40	60	50	50		
Theory+Project (TP)	40	60			50	50
Thoery+Practice+Project (TPP)	40	60	50	50	50	50
Workshop			100			
Practice			50	50		
Project					50	50

*ITH- Internal Theory   *IPR- Internal Practice

*IPRO- Internal Project

*ETH-External Theory   *EPR- External Practice

*EPRO-External Project

The minimum component wise weightage required to pass in a subject is Theory (40%) and Practice (50), Project (50%), Workshop (50%)

If a subject is a combination of components, a student has to secure the minimum pass percentage as a weighted average of all the components.

In each component (theory / practice / project / workshop) up to 2 credits full mark is 50 and above 2 credit it is 100 marks from 2020-21 academic session onwards.

Pass Criteria: In Theory component a student has to secure minimum 40% and In Practice, Project & Workshop type paper a student has to secure minimum 50% marks

➢ At the end of each semester, the provisional semester grade sheets are available to the students in ERP.

➢ At the end of the programme, final consolidated grade-sheet shall be made available to those students who will be fulfilling the eligibility criteria.

1.1 Internal Examinations

The internal mark secured by a student for the subject remains fixed. There is no provision for students to reappear internal examinations and change the score during the duration of the program. Therefore, students should not miss internal examinations. However, for exceptional cases, students may opt to re-register the course in subsequent semesters or take 100%-mark option in external components after completion of the duration of the program.

a. *Internal for Theory Components:*

The courses having theory components will have ONLY TWO internal examinations w.e.f. 2020-21 academic year. The Internal assessments will have 40% weightage. Two Internal assessments will be conducted each with 15% weightage as per the university academic timetable. One will be online examination of multiple choice questions and another will be a presentation. Both these examinations will be conducted and evaluated centrally by the QA cell. The topics for the presentation will be from the syllabus and will be given one week in advance to students by the teaching faculty. The external assessor who will be assessing the presentations will be responsible for the marks. A rubric to assess presentations will be provided. Each student will be given 5 minutes for presentation and 5 minutes for questions by the external assessor. The overall marks obtained will be average of both internals.

The subjects where Theory component is upto 2 credits the internal marks will be 7.5 marks in each internal and above 2 credits the internal marks is 15 marks in each internal test. Assignment and attendance will also be part of the assessment with 10% weightage. The details are indicated in the table below:

SL No	Internal Examinations	Overall Weightage
1	Internal-I : Online Mode	30 %
2	Internal-II : Presentation	
3	Assignments and Attendance • Assignment (Overall weightage 5%) • Attendance (Overall weightage 5%) ▪ 90% and above = 5 ▪ 85% - 89% = 4 ▪ 80% - 84% = 3 ▪ 75% - 79% = 2	10 %
	Total	40 %

Note: The evaluation pattern and external internal weightage for B.Arch will be as per Council of Architecture (COA), B.Pharm and D.Pharm as per PCI norms, B.Sc (Hons) Agriculture and M.Sc (Ag) shall be as per ICAR regulations. Similarly, the assessment framework for RUDM & MBA (ABM) is as per the approved assessment policy for these two programmes.

Internal I: Online Examination: The evaluation will follow MCQ pattern.

Internal II: Presentations

The broad guideline to evaluate the presentations may be as under:

A	Content	03 points
B	Delivery	03 points
C	Organization	03 points
D	Creativity	03 points
E	Length of the Presentation	03 points
	Total Score	15 points

b. **Evaluation of Practice/ Laboratory Components**

The evaluation of the practice component will be carried out 50% by concerned faculty and 50% by the external examiner to be assigned by the QA cell. Rubrics for conduct of internals and externals are as under:

Internals & External

A	Concept	05
B	Planning and Execution / Practical Simulation/ Programming	10
C	Result and Interpretation	10
D	Assignment/ Record/ Report	10
E	Student Conduct	05
F	Viva	10
	Total	50

c. Evaluation of Project Component

The evaluation of the project component will be completed 50% by concerned faculty and 50% by the external examiner to be assigned by the QA cell. Following guideline may be referred during evaluation of internal and external components:

Internal

A	Understanding the relevance, scope and dimension of the project	05
B	Relation to literature/ application	05
C	Methodology	10
D	Quality of Analysis and Results	10
E	Interpretations and Conclusions	10
F	Report	10
	Total	50

External

A	Understanding the relevance, scope and dimension of the project	10
B	Report	20
C	Defence	20
	Total	50

However, there will be three presentations in case of DOMAIN PROJECTS. The presentations will have external evaluators to be appointed by the QA cell in consultation with the Deans. The subject teacher and external evaluator will be responsible to evaluate for 50% of the score each. The final project mark will be an AVERAGE of the 3 presentations.

d. Evaluation of Internship

The evaluation of the internship will be completed 50% by concerned faculty and 50% by the industry guide. Following guideline may be referred during evaluation of internal and external components:

Internal

A	Daily Diary & Log Report	10
B	Weekly Report	20
C	Presentation & Viva	20
	Total	50

External

A	Assessment by Organization / Company	50

e. Evaluation of Workshop Component

The evaluation of the workshop component will be completed 100% by concerned faculty and may be conducted as per the following guideline:

A	Field work & Report	50
B	Presentation & Viva	50
	Total	100

1.2 End Semester Examinations

The semester examinations shall be conducted by the University both in terms of paper setting and evaluation as per the Academic Calendar. There shall be an examination window of 4-5-week duration at the end of each semester to conduct end semester examinations.

a. Question Paper

➢ Question paper pattern and break-up of marks are attached as Annexure - I.

➢ **Question Paper Setter:** A panel of question paper setters to be prepared and approved by the Academic Council. The names in the panel as well as the name of the actual question paper setter are confidential and to be kept in a separate file by Director (E& QA). However, Director (E&QA) has the complete authority to choose a QP setter to make QP available in time.

➢ There should be a balanced mix of internal and external faculties as question paper setter. Eligibility criteria for question paper setter are in Annexure – II.

b. Eligibility to Appear for Examinations

➢ **Subject-wise registration to appear at examinations**: All Students of the University need to register for each of the subjects they are required to study before commencement of a semester. They may consult with the department HOD or Dean to guide them in this process.

➢ **Minimum attendance requirement** for appearing for examinations in all programmes is 75%. However, such minimum eligibility will be calculated for each subject and **NOT** as aggregate. Students will be allowed to appear final examinations subject wise depending on the fulfilment of the minimum attendance criteria. Attendance will include class work, practice work, project work (including internships) in both online/ physical modes. The same attendance rules will be applicable for appearing internal examinations.

➢ Condoning of the minimum attendance either due to medical or any other reasons as allowed by the Deans remains limited to a maximum of 10% and should be exceptional.

➢ **Attendance requirement to appear Examination on Demand:** Students who are debarred from attending the main semester examinations due to shortage of attendance will be allowed to appear for Examination on Demand provided they have 50% or more

attendance in the subject. Students having below 50% attendance will be either allowed to drop the course (if it is not core) or will be asked to re-register for the course again and attend classes. The attendance rule will apply in case of re-registration and as such will be treated as a new registration.

➢ A candidate shall be allowed in a semester examination only after he/ she is issued an Admit Card for the relevant examination by the college.

➢ Students who have been found to indulge in malpractice at examination will be awarded 'M' grade in that subject. The university may take any additional disciplinary action at its discretion. Such candidates will be allowed to appear only in subsequent examinations based on the decision of the University.

➢ A student who is absent in any subject(s) for which he/she has registered will be awarded 'S' grade. He/she is permitted to appear in those subjects in subsequent EODs.

c. Conduct of Examinations

The End-Term Examination shall be conducted by the QA cell at the end of each semester as per window indicated in the Academic Calendar. The examination will be conducted according to the scheme and curriculum prescribed for the respective course. QA cell shall do the following for conduct of the examinations:

➢ Prepare and announce examination schedule based on the registration data.
➢ Appoint competent authority, officials, staff, etc. for the conduct of examination in the respective campuses.
➢ Issue appropriate instructions to have a flawless, unbiased and systematic conduct of examination while at the same time minimizing the scope of use of unfair means, misconduct, etc.
➢ Preparation, printing, packing and dispatching question papers to constituent campuses.
➢ Such other acts required to be performed for the conduct of examination.
➢ Refer Annexure-III, IV & V for conduct of examination, role of examination conducting authority and instructions to candidates respectively.

d. Evaluation

For Evaluating the Answer Books, the following systems or any combination thereof may be opted for, as decided by the competent authority from time to time:

➢ Centralized Evaluation: To be done at QA cell under the supervision of Evaluation Coordinator.
➢ Delegated Evaluation: The Answer Books to be issued to the teachers or persons engaged by the competent authority for the purpose of evaluation. The Evaluated Answer Books along with the marks are to be handed over within a stipulated time to the competent authority.
➢ Any other system as decided by the University from time to time.

2. GRADING SYSTEM

CUTM follows "Absolute" grading system / Grade point or marks scheme applicable for different programs.

Under absolute grading system, a Ten Point grading system on base of 10 shall be followed in CUTM.

Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	'O'	90 and above up to 100	10
Excellent	'E'	80 and above but less than 90	9
Very Good	'A'	70 and above but less than 80	8
Good	'B'	60 and above but less than 70	7
Fair	'C'	50 and above but less than 60	6
Pass	'D'	40 and above but less than 50	5
Failed	'F'	Below 40	2
Malpractice	'M'	-----	0
Absent	'S'	-----	0

N.B. Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical/ Project/ Workshop mode paper.

BSc(AG), MSc(AG) and BSc (Fishery Science) will follow ICAR norms and BPharm and DPharm will follow the PCI norms for grading / assessment respectively.

The GPA for the mixed courses (T-P-P mode) will be a weighted average of the individual marks obtained in a component weighted by the credit of the component. So the GPA is calculated as = (Wt*marks of theory + Wp*marks of practice + Wpr*marks of project)/ (Wt+Wp+Wpr). Here W stands for credit weight. All components will be individually evaluated for 100 marks.

Details of Theory + Practice + Project (Wt*100+Wp*100+Wpr*100), where W stands for the credit weight of the component:

	Theory		Practice		Project	
	Internal	External	Internal	External	Internal	External
Marks for basic Assessment	40	60	50	50	50	50
Total for basic Assessment	Wt*100		Wp*100		Wpr*100	
% to be considered for Award of Grade	Weighted Grade Point					

- All marks obtained are out of hundred
- For instance, a 3-1-1 course will have three times weight for theory marks, 1 weight each for practice and project.

Example: Following example may be referred to have further clarity:

Course Title	Code	Type of Course	T-P-PJ
Building of Cloud Infrastructure	DECT0901	Theory+ Practice+ Project	1-2-2

If a student secures 87 marks in theory, 89 marks in practice and 92 marks in project out of 100 including internal and external, then the award of grade will be as per following method:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Theory Mark (100)	Wt	Wt* Theory	Practical Mark (100)	Wp	Wp* Practical	Project Mark (100)	Wpr	Wpr* Project	Wt*Theory+ Wp*Practical +Wpr*Project (C+F+I)	Total credit (B+E +H)	Wt*Theory+ Wp*Practical+ Wpr*Project /Credit (J / K)	Round up total	Grade
87	1	87	89	2	178	92	2	184	449	5	89.8	90	O

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA / GPA - Semester grade point average / Grade Point Average

CGPA / OGPA - Cumulative grade point average / Overall Grade Point Average

Definition of Terms

- POINT / Grade Point - Integer equivalent each letter grade (a) / Grade Point Awarded.

- CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus (b).

- CREDIT POINT = (b) x (a) for each course item.

- CREDIT INDEX = ∑CREDIT POINT of course items in a Semester.

SEMESTER GRADE POINT AVERAGE / GRADE POINT AVERAGE (SGPA / GPA)

SGPA / GPA = CREDIT INDEX / ∑CREDITS for a Semester

CUMULATIVE GRADE POINT AVERAGE / OVERALL GRADE POINT AVERAGE (CGPA)

CGPA / OGPA = CREDIT INDEX of all previous Semester(s) /

CREDITS of all Previous Semester(s)

Percentage of marks will be CGPA x 10 or OGPA x 10