

R.9 Credit System and Mode of Evaluation

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1 Introduction

The Institute implemented the credit system along with continuous assessment since it became a Deemed University in 2009. Since then, several changes have been made in the curricula and in the evaluation system from time to time with the approval of the statutory bodies.

This is the revised document for the evaluation system and will be applicable to students enrolled from the academic year 2023-24. Previous R.9 approved by the academic council on December 28, 2023 will be applicable to students enrolled prior to the academic year 2023-24.

2 Type of Course

In general, a certain quantum of work is measured in terms of **credits** laid down as the requirement for a particular degree. The student acquires credits by passing courses every semester, the amount of credit associated with a course being dependent upon the number of hours of instruction per week in that course.

There are mainly **Four** types of courses in the Institute:

- (1) Type-I: Theory courses
- (2) Type-II: Laboratory courses
- (3) Type-III: Co-curricular activities (Yoga, NSS etc), ability enhancement (communication skills, languages etc.), value enhancement courses etc.
- (4) Type-IV: Experiential learning (field and community engagement projects etc), internships/on-job-training etc.

Type-I courses consist of lecture (L) and tutorial (T) hours. Type-II and Type-III consist of practical (P) hours.

3 Course Credits

The number of credits (C) for a course is dependent on the number of contact hours of instruction in that course as follows:

- (1) 15 contact hours of Type-I course = 1 credit.
- (2) 30 contact hours of Type-II and Type-III courses = 1 credit
- (3) At least one week of Type-IV courses = 1 credit.

Credits will be assigned to In-plant training, Seminars, Projects, Co-Curricular Activities, and other mandatory course requirements also and these will be mentioned in the respective syllabi. The institute may also offer an additional few (3-5) mandatory Non-credit Courses as value added courses. A student is required to earn credits as

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mentioned in the syllabus.

4 Evaluation

4.1 Weightage for Different Components of Assessments

The marks allotted for evaluation to all subjects would be 100, irrespective of the number of credits for a particular subject. The weightage of different modes of assessments shall be as under.

Course Type	In-Semester evaluation		End-Semester - Exam	Components of continuous mode
	Continuous mode	Mid Semester-Exam		
Type-I	20%	30%	50%	Quizzes, class tests (open or closed book), home assignments, group assignments, <i>viva-voce</i> presentations
Type-II	50%		50%	Attendance, <i>viva -voce</i> , journal, assignments, projects, experiments, class tests etc
Type-III	100%			Attendance, Level of participation and skills acquired
Type-IV	100%			Reports, Oral presentations, worksheets, observation notes, survey from student's and employer's perspective etc.

4.2 In-Semester Evaluation:

- a. It is expected that the teacher would conduct at least two assessments under the continuous mode in a Semester of which at least one should be before mid-semester.
- b. The teacher will announce at the beginning of the respective course the method of assessments under the continuous mode and the allocation of marks.
- c. In-semester performance of all students should be displayed and sent to the academic office by the teacher at least one week before the end-semester examination.
- d. For the theory courses, there will be one mid-semester examination for each course to be held as per the schedule fixed in the Academic Calendar.
- e. All mid semester examinations for courses with 2 or 3 credits will be of one hour duration and for four credit courses it will be for 2 hours duration.

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- f. The continuous assessment answer books shall be shown to the student from time to time throughout the semester, as and when the evaluations are conducted by the subject teacher.
- g. The mid semester examination answer books shall be graded by the subject teacher and returned to the students within a period of 15 days from the date of the examination.

4.3 End-Semester examination:

- a. The end semester examination will cover the full syllabus of the course and will be conducted as per the institutional timetable at the end of each semester.
- b. End semester examination for the courses with 2 to 3 credits will be for 2 hours duration and for courses with 4 credits will be for 3 hours duration.
- c. The end semester answer books shall be graded by the subject teacher within a period of **15 days** from the date of the examination. The subject teacher shall conduct an “open house session” with the candidates registered for the course, wherein, the registered candidates can see the assessment of their answer books by the subject teacher. After conducting such a session and making changes in the marks, if any, the subject teacher shall send the marks to the Academic Office. **No revaluation** of answer books of these examinations will be allowed.

4.4 Evaluation of Laboratory Courses

The evaluation of Type-II (laboratory courses) would be done in the following manner.

Continuous Assessment		End Term Examination	
Parameter	Marks	Parameter	Marks
Completion of all experiments (based on grades in laboratory log books), computer programs, drawings	20	Satisfactory Performance of Experiments, computer programs, drawing (s)	30
Submission of fair Journal	10		
Quality of Flow Diagram Results, Graphs, Comments, Conclusions	10	Quality of Flow diagram Results, Graphs, Comments/Conclusions	10
Viva(s)	10	Viva	10

4.5 Type III Courses Evaluation

4.5.1 Format of Evaluation of Co-Curricular Activities Like Yoga/Music/Fine Arts etc.

The following format of evaluations can be used for evaluating courses such as Co-Curricular Activities Like Yoga /Music/Fine Arts etc.

Student's Name:

Roll Number:

Course:

Sem & Academic Year

Instructor's Name:

Instruction to Instructor: Please evaluate the student on following Parameters:

	Insufficient opportunity to observe. (1 Point)	Needs Improvement (2 Points)	Satisfactory (3 Points)	Good (4 Points)	Excellent (5 Points)
Attendance in the Activities					
Participation in activities					
Initiative and Motivation					
Eagerness to Learn					
Proficiency Attained					
Overall Personality Development achieved					

Total points earned out of 30: _____

Grades: 28 – 30 Points: O grade

25 – 27 Points: A+ grade,

22 – 24 Points: A grade,

19 – 21 Points: B+ grade,

16 – 18 Points B grade,

13 – 15 Points: C grade,

10 – 12 Points: P grade,

Below 10 Points: F grade

Signature of the Instructor

Date:

4.5.2 Format of Evaluation of Co-Curricular Activities like: NSS /Community Projects etc

The following format of evaluations can be used for evaluating students in courses such as Co-Curricular Activities Like NSS, Community Services/Projects etc

Student's Name:

Roll Number:

Course:

Sem & Academic Year:

Instructor's Name:

Instruction to Instructor: Please evaluate the student on following Parameters:

	Insufficient opportunity to observe (1 points)	Needs Improvement (2 Point)	Satisfactory (3Point)	Good (4 Point)	Excellent (5 Point)
Attendance in the Activities					
Participation in activities					
Initiative and Leadership Skills					
Interpersonal Skills					
Teamwork					
Communication Skills					

Total points earned out of 30: _____

Grades: 28 – 30 Points: O grade,

25 – 27 Points: A+ grade,

22 – 24 Points: A grade,

19 – 21 Points: B+ grade,

16 – 18 Points B grade,

13 – 15 Points: C grade,

10 – 12 Points: P grade,

Below 10 Points: F grade

Signature of the Instructor

Date:

4.6 Type IV Courses Evaluation

At the end of every in-plant or on-job training, students will have to submit (i) a written report of the work carried out and (ii) evaluation of the student from the Industry Mentor. After coming back to the Institute, the student would have to present the work carried out to a committee of two faculty members of the Institute appointed by the Head of the concerned department. The presentation would be evaluated by the committee and students will be given grade for the in-Plant or on-job training based on the following parameters.

4.6.1 Format of Evaluation by Industry Mentor

Student's Name:

Roll Number:

Course:

Sem & Academic Year

Name and Designation of the Mentor:

Name and Address of Organization / Place of Internship:

Email: Phone:

Internship Duration:

Start Date:

End Date:

Instruction to Mentor: Please evaluate the student on the following Parameters.

Parameters	Insufficient opportunity to observe (1 points)	Needs Improvement (2 Point)	Satisfactory (3Point)	Good (4 Point)	Excellent (5 Point)
General Behavior: Ethics and Attendance					
Oral and Written Communication Skills					
Interpersonal Skills					
Technical Knowledge					
Professional Skills: Initiative and Motivation					
Managerial Skills: Time and Resource					

Total points earned out of 30: _____

Grades: 28 – 30 Points: O grade,

19 – 21 Points: B+ grade,

10 – 12 Points: P grade,

25 – 27 Points: A+ grade,

16 – 18 Points B grade,

Below 10 Points: F grade

22 – 24 Points: A grade,

13 – 15 Points: C grade,

Any Other Remarks:

Signature of the Mentor:

Date:

4.6.2 Format of Evaluation by Internal Faculty Members

Student's Name:

Roll Number:

Course:

Sem & Academic Year

Name and Designation of the Mentor:

Name and Address of Organization / Place of Internship:

	Item	Marks out of 100
Report	Background of Project	/05
	(i) Technical work done (ii) Experiment performed. (iii) Mathematical modelling if any (iv) Design (v) Techno-economic feasibility (vi) Analysis of data	/30
	Conclusions	/10
	Writing skills including formatting as per given instructions	/05
	Presentation	Presentation based on the work performed and its analysis. Presentation skill
Industry Mentor	Marks given by industry mentor	/30
	Total	/100

4.7 Subject Passing and Failing

- (a) The candidates who obtain 40% and more marks of the total marks of a subject head shall be deemed to have **passed** the respective subject head.
- (b) The candidates who obtain marks less than 40% of the total marks of a subject head shall be deemed to have **failed** in the respective subject head.

4.8 Letter Grades

1. The performance of a student shall be documented by a **Letter grade**. Each letter grade has a **Grade point** associated with it. The Grades and Grade Points shall be assigned to each head of passing and both will be indicated in the mark-list of the semester examination.
2. The total marks (in-semester + end-semester) of a candidate in a subject head are

converted into a letter grade, based on the either relative or absolute performance of the student.

Letter Grade	Grade Point	Remarks
O (Outstanding)	10	
A+ (Excellent)	9	
A (Very Good)	8	
B+ (Good)	7	
B (Above Average)	6	
C (Average)	5	
P	4	
F	0	The candidate will be allowed to take end-semester repeat or subsequent examination as per the rules in section 6.
AB	0	If the candidate has an attendance of less than 75%, she/he will be marked absent for the whole subject, even if she/he might have appeared for the continuous assessment and mid-semester examinations. Candidates will be debarred from appearing for the end semester exam and will be considered as absent for that particular subject. She/he will be have to repeat the whole subject.
I	0	The candidate has kept term for the subject head, has taken all the internal examinations with satisfactory performance, but has failed to take the end-semester examination or repeat examination due to genuine reasons. (As mentioned in the section 6) The candidate will be allowed to take end-semester repeat or subsequent examinations as per rule mentioned in section 6.0 of this regulation.
XX	0	Grade XX in a course is awarded if the candidate indulges in a misconduct or uses unfair means in any of the examination, or in-semester assessments etc., of a nature serious enough to invite disciplinary action in the opinion of the teacher/invigilator.

- Grades **F**, **I** and **XX** are placeholders only and do not enter into CPI/SPI calculations directly. These grades get converted to one of the regular grades after the end-semester examination.
- For granting class and calculating percentage marks secured by the candidate, CGPA will be multiplied by 9.5. Class will be assigned based on the CGPA as per the following table:

CGPA	Assigned Class
$CGPA \geq 7.00$	First Class with Distinction.
$6.0 \leq CGPA < 7$	First Class
$5.0 \leq CGPA < 6$	Second Class
$4.0 \leq CGPA < 5$	Pass Class

- The grade **I** will not be continued beyond the permissible number of end-

semester/repeat examinations as per the NEP 2020 guidelines.

6. The award of the **XX** grade above shall be done by Disciplinary Action Committee (DAC).
7. The name and roll number of the students to be awarded the **AB** grade should be communicated by the teacher to the Academic office as per academic calendar before the last date of submission of the application for the end-semester examination.

4.9 Awarding Grades

The grading scale ranks the students on a statistical basis on the basis of the overall performance of the students of a given class in the given subject head. Therefore, statistical data on students' performance is a prerequisite for applying the grading system. While assigning grades in a given subject head, it is essential to know the (i) **average mark (AM)** obtained by the students *who have passed the subject head* and (ii) **highest mark (HM)** obtained in the *same subject head*.

1. If the average mark (AM) obtained by the students who have passed the subject head is $<60\%$, the interval AM shall be awarded grade B and the other grades shall be decided as follows:
 - a. Grades O, A+, A, and B+ shall be decided between the AM and HM by dividing the range in equal intervals.
 - b. Grades C and P shall be decided between the AM and the minimum marks required for passing the subject head (i.e. 40%) by dividing the range in equal intervals.
2. If the average marks (AM) obtained by the students who have passed the subject head is such that $60\% \leq AM < 70\%$, the interval AM shall be awarded grade B+ and the other grades shall be decided as follows:
 - a. Grades O, A+ and A shall be decided between the AM and HM by dividing the range in equal intervals.
 - b. Grades B, C and P shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the range in equal intervals.
3. If the average marks (AM) obtained by the students who have passed the subject head is such that $70\% \leq AM < 80\%$, the interval AM shall be awarded grade A and the other grades shall be decided as follows:
 - a. Grades O and A+ shall be decided between the AM and HM by dividing the range in equal intervals.
 - b. Grades A, B+, B, C and P shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the

range in equal intervals.

4. If the average marks (AM) obtained by the students who have passed the subject head is such that $80\% \leq AM < 90\%$, the interval AM shall be awarded grade A+ and the other grades shall be decided as follows:
 - a. Grade O shall be decided between the AM and HM by dividing the range in equal intervals.
 - b. Grades A, B+, B, C and P grades shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the range in equal intervals.

5. If the average marks (AM) obtained by the students who have passed the subject head is such that $AM \geq 90\%$, the interval AM shall be awarded grade O and the other grades shall be decided as follows:
 - a. A+, A, B+, B, C and P grades shall be decided between the AM and minimum marks required for passing the head (i.e. 40%) by dividing the range in equal intervals.

4.10 Absolute Grading

Absolute grading is to be awarded for subjects under the following cases:

1. Subject in which candidate works under the supervision of a guide on a project involving work in individual capacity or working in a small group. The subjects where such work is involved are, for example, Seminar, Home Paper, Literature Review, Critical Review, Research Project, In-Plant Training, Summer Project, On-Job Training, etc. Grades are awarded directly on the basis of marks secured by the student in such a subject head, as per the following table.

2. Subject in which the registered candidates are less than 15 in number. In such cases, calculation of Average Marks (AM) intervals and intervals for awarding grades higher than AM and lower than AM becomes statistically inaccurate. In such cases, grades are awarded directly on the basis of the marks secured by the student in such a subject head, as per the following table.

	Letter Grade	Grade Points
Marks secured $\geq 90\%$	O	10
$80\% \leq$ Marks secured $< 90\%$	A+	9
$70\% \leq$ Marks secured $< 80\%$	A	8
$60\% \leq$ Marks secured $< 70\%$	B+	7
$55\% \leq$ Marks secured $< 60\%$	B	6
$50\% \leq$ Marks secured $< 55\%$	C	5
$40\% \leq$ Marks secured $< 50\%$	P	4
Marks secured $< 40\%$	F	0

4.11 Pass Class Grades

If a student has attended minimum required number (75%) of classes and has appeared in in-semester and end-semester examinations in a particular subject and has failed in the subject and has also failed in a subsequent repeat end semester examination may be awarded a **Pass Class (P)** with grade point 4 if the candidate appears and passes a basic level of assessment of that subject. This exam may be conducted as Multiple-Choice Question (MCQ) and or Multiple Select Question (MSQ) type in online mode. Students may avail this online examination on multiple occasions. However, this option will not be applicable to a student who gets a grade 'XX' in a subject as mentioned in 3.8.

5 Calculation of SGPA and CGPA

1. **Semester Grade Point Average (SGPA):** The performance of a student in a semester is indicated by **Semester Grade Point Average (SGPA)**, which is a weighted average of the grade points obtained in all the courses taken by the student in the semester and scaled to a maximum of 10. (SGPA is to be calculated up to two decimal places.)

A Semester Grade Point Average (SGPA) will be computed for each semester as follows:

$$SGPA = \left(\frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i} \right)$$

where 'n' is the number of subjects for the semester,

- 'c_i' is the number of credits allotted to a particular subject, and
- 'g_i' is the grade-points awarded to the student for the subject based on his performance as per the above table.
- SGPA will be rounded off to the second place of decimal and recorded as such.

2. **Cumulative Grade Point Average (CGPA):** An up-to-date assessment of the overall performance of a student from the time he entered the Institute is obtained by calculating **Cumulative Grade Point Average (CGPA)** of a student. The CPI is weighted average of the grade points obtained in all the courses registered by the student since he entered the Institute. CGPA is also calculated at the end of every semester (up to two

decimal places).

Starting from the first semester at the end of each semester (S), a Cumulative Grade Point Average (CGPA) will be computed as follows:

$$CGPA = \left(\frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i} \right)$$

Where

- 'm' is the total number of subjects from the first semester onwards up to and including the semester S,
- 'c_i' is the number of credits allotted to a particular subject, and
- 'g_i' is the grade-points awarded to the student for the subject based on his performance as per the above table.

CGPA will be rounded off to the second place of decimal and recorded as such.

3. The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester/beginning of the next semester.

4. When a student gets the grade 'AB', 'F', 'I' or 'XX' in any subject head during a semester, the SGPA and CGPA from that semester onwards will be tentatively calculated, taking only 'zero' grade point for each such 'AB', 'F', 'I' or 'XX' grade. When 'AB', 'F', 'I' or 'XX' grade(s) has/have been substituted by better grades after the repeat examination or subsequent semester examination, the SGPA and CGPA will be recomputed and recorded.

6 Repeat Examinations

Repeat end semester examination is a special feature of the examinations at the Institute. It provides an avenue for the students who do not perform well in the main semester examination.

1. For those candidates who fail in a subject head or are eligible for appearing at the repeat examination, **Repeat End-Semester Examination (for odd and even semesters)** will be conducted during summer vacation, that is at the end of the even semester. In case it is not feasible to conduct the repeat exams for the even semester in the summer vacation, it may be conducted during the inter-semester break of the immediately following academic year.
2. For each regular semester examination, one repeat semester examination shall be provided.

3. A repeat semester examination shall be equivalent in all respect to the corresponding regular semester examination.
4. The rules for the conduct of the repeat examination shall be the same as the regular semester examination.
5. The marks obtained by candidates in the in-semester examinations (continuous assessment and mid-semester) will be carried forward in such cases.
6. If a student fails to appear in the end semester examination in any subject due to valid reasons as mentioned on 6.2, **one grade lower** rule as mentioned in 6.1 will not be applicable.

6.1 Grading the performance in the Repeat Examination:

The grades will be assigned as per 4.9 and 4.10 above. However, for a candidate taking any repeat examination or a subsequent regular semester examination shall be awarded **one grade lower** than that decided on the basis of the actual marks obtained; provided 'P' grade obtained in such an examination shall remain 'P'. For reference see the table below.

Grade obtained in repeat or subsequent end- semester examination	Grade to be assigned	Grade point
O	A+	9.0
A+	A	8.0
A	B+	7.0
B+	B	6.0
B	C	6.0
C	P	5
P	P	4
F	F	0

6.2 Repeat Mid Sem Examination

Repeat Mid-semester examination is permitted only in the case of unforeseen absenteeism of a candidate in the Regular Mid-Sem examination. No candidate can claim to remain absent from the Regular Mid-Sem examination and ask for a Repeat Mid-sem examination for the purpose of not losing the mid-semester examination. The cases which merit consideration for Repeat Mid Semester examination can include only the following cases:

1. Hospitalization – Sufficient evidence of grave nature of illness should be provided in terms of:
 - a. Medical Certificate on Official letter head stating the cause for being bed-ridden and/or hospitalization and signed by the Chief Medical Officer or

equivalent authority of the hospital or Registered Medical Practitioner who treated the illness, as the case may be

AND

- b. Affidavit stating the precise reason for inability to attend the regular mid-semester examination. The affidavit must be signed by the student and witness-signed by Parents / local Guardian and also signed by the Chief Medical Officer or equivalent authority of the hospital or Registered Medical Practitioner who treated the illness, as the case may be

OR

2. Immediate Family Bereavement (Parent / sibling / spouse) – candidate must submit relevant death certificate.

The candidate should inform the Head of the Department or Dean (A.P.) as soon as possible by telephone / fax / email immediately and the necessary hard copies of the documents should be submitted by the candidate to Dean (A.P.) forwarded through Head of the Department within one week of joining the Institute.

6.3 Repeat Practical Examination

Repeat examination in a practical subject is permitted only under following cases:

1. Candidate has obtained 50% marks in Continuous assessment and appeared for the regular end semester practical examination and failed,
2. Candidate has obtained 50% marks in Continuous assessment and could not appear for the regular end semester practical examination due to valid medical reason or family bereavement mentioned in para 6.2.

7 Conversion of CGPA into Percentage

As per AICTE Rule, the following conversion formula may be used for converting CGPA into percentage mark:

$$\% \text{ Mark} = \text{CGPA} \times 9.5$$

Illustration: If CGPA is 8.50, then it is equivalent to $8.50 \times 9.5 = 80.75\%$ mark.

8 Passing of a Semester examination

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A candidate shall be declared as '**PASSED**' any semester examination if he/she has

1. Passed all the courses by securing grades P or higher all the course.
2. Paid all the Institute dues.
3. Has no case of indiscipline pending against him/her.

9 Eligibility for the Award of a Degree

A candidate shall be declared eligible for the award of a degree, if he/she has cleared all the semester examinations.

10 Allowed to Keep Terms (ATKT)

In view of the new education policy and self-paced learning, students will be allowed to keep terms in type-I subjects only at all levels with the following conditions.

1. Unless the student has passed in all the subjects in Semester-I and II, he/she will not be eligible to get admission in Semester-V.
2. Unless the student has passed in all the subjects in Semester-III and IV, he/she will not be eligible to get admission in Semester-VII.

11 Repeating a Subject

1. A student is required to repeat the course of a subject head under the following situations:
 - a. A student who gets an **AB or XX** grade in a Type-I courses, or
 - b. A student who has got F grade in Type-II, III and IV courses.
2. In case, the course has changed, the candidate will be asked to appear for an equivalent subject(s).

12 Improvement of performance

If a candidate wishes to improve his/her grades of a particular semester, then he/she will be allowed to do so under the following conditions:

1. Grade improvement is allowed only in Type-I courses. There is no provision for Grade improvement in Type-II, Type-III and Type-IV Courses.
2. For the purpose of Grade improvement candidates can appear in the End Semester Examination by only paying the required examination fees.

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3. Candidate needs to appear in the end semester examination of all the Type-I courses that he/she had registered in that particular semester.
4. The grade improvement in end semester examination can only be taken only once in the immediately subsequent year, by appearing for the regular end semester examination.
5. If a student wants to improve his grades in the mid-semester examination, then the candidate needs to register for the entire course by paying an appropriate course fee and attending all such in-semester examinations.
6. The grade improvement in the mid-semester examination can only be taken only once in the immediately subsequent year, by appearing for the in-semester examination.
7. The following will be applicable for considering improved grades.
 - a. If the result of the examination repeated is better than the previous one, the previous result shall be declared null and void.
 - b. If the result of the examination repeated is worse than the previous one, the result of the subsequent examination shall not be declared.

13 Exit Policies

The exit policies will be applicable as per the NEP 2020 guidelines.