CONTINUOUS ASSESSMENT

PREAMBLE:
Grades will be awarded on the basis of continuous assessment made during the semester as per the guidelines issued from time to time by the VC’s office. These continuous assessment components are periodic tests, internal examinations, homework, assignments, term paper, seminars, course related projects, etc.

A course instructor who handles a class does the assessment on his/her own but will be subjected to academic audit.

The salient features of the continuous assessment are:
- There will be regular periodic evaluation of each student by number of pre-notified components
- Absence from these or late submissions will result in loss of marks.
- There will be no minimum for any components or for the total
- Each set of students studying under one course teacher in one time slot will be considered separately.
- The marks obtained in all components will be added and statistical method (Relative grading) will be used to award the grades as given in the policy.
- There will not be any scheduling of any component by administration, the faculty in consultation with the students will conduct the assessment.
- End semester examination / Viva are mandatory.

THEORY COURSES:

Attendance:

i. Students who are physically present in a class only should be marked present, students not present in the class for whatever reason should not be marked present.

ii. Course-wise minimum attendance to attempt the periodic tests will be 50% physical attendance in the number of lectures handled by the faculty for which the test is conducted.

iii. At the end of the semester if the student does not have a minimum physical attendance of 70%, he/she would be automatically de-registered in that course.

iv. At the end of the semester, the attendance correction for all kinds of official duties [OD] will be effected only for those who have 70% physical attendance.

v. The attendance marks will be awarded as per the course-wise OD corrected attendance. 
   >95% 3 marks / <95 & >90  2 marks / <90 & >85 1 mark
vi. The overall attendance for each course will be obtained by attendance correction for medical leaves [ML].

vii. If any student does not have > 85% overall attendance at the end of the semester, they will not be permitted to write the end semester examination and will be de-registered in that course.

viii. Student will be awarded 1 mark if their counseling session attendance is more than 90%

Periodic Tests (UG & PG)

i. The internal assessment slot for a particular course will be automatically registered according to the lesson plan uploaded by instructor.

ii. The faculty would have to inform students the date / timing / venue of the test three days in advance.

iii. The student would be eligible to appear for the test only if they have a physical attendance of 50% in the number of lectures handled by the faculty for which the test is conducted.

iv. The faculty will prepare a scheme of valuation, value the script, give to the students, explain the valuation, make corrections if any, collect the script, enter the marks in “MyKarunya”

v. The corrected answer scripts are to be submitted for audit as per the policy.

vi. Retest is not permitted. Students who are on OD during a test will be proportionately compensated as per their performance in other tests. Marks to be awarded for the test on OD will be the average of other tests.

Periodic Tests - UG

i. After completion of 10 classes of instruction, the faculty will assess the students of a class.

ii. Faculty would have to upload in “My Karunya” a minimum of 30 multiple choice questions, 1 correct answer and 5 incorrect answers. The questions should be a judicious mix of theoretical and analytical types. Five (A to E) different questions @ 20 marks each should also be uploaded.

iii. The student will obtain one foolscap 4 page answer script to the question which they have to answer. The student will have a total of 50 minutes including the time given for the quiz.
iv. The system will generate personalized question paper for each student. The student will have to answer a 20 mark question (Code A to E) within the first 30 minutes. The faculty would have to collect the answer scripts at the end of 30 minutes.

v. The student would have to answer the 20 personalized multiple choice questions for the next 20 minutes.

vi. Best 4 periodic tests will be considered, totalled and calculated for 56 marks

**Periodic Tests - PG**

i. After completion of 15 classes of instruction, the faculty will assess the students of a class in their courses

ii. Three periodic tests will be conducted for PG students for 40 marks each

iii. The faculty members handling the course will upload 4 questions of 20 marks each in “MyKarunya”, from the topics taught. System will generate a personalized question paper with two questions each for every student. The test shall be conducted for 2 hours.

iv. The marks obtained in each test will be halved and cumulatively added for 60 marks.

**Quality Assessment:**

i. QA will be given for a course which does not have a tutorial credit and will be given a maximum of 10 marks.

ii. The Course Teacher will decide on any two components for this assessment; it can be a seminar / assignment / design / product development / minor project / case study / term paper, etc.

iii. The quality assessment component and their weightage by which the students are going to be assessed by the course teacher will be clearly spelled out to the students in the beginning of the semester itself.

iv. Students are not permitted to just download materials from Internet and submit them as Assignment, Project or Term Paper for Quality Assessment. Students should prepare handwritten / typed reports based on the understanding of concept, technology, etc.

v. The quality assessment will be reviewed by the HoD/Director at the end of the semester.
Tutorials (Applicable for UG only)

i. This will be applicable only to the courses which have a tutorial credit

ii. The students attending a course under a faculty in a slot will be divided such a way a maximum of 25 students will be assigned to a faculty for conducting the tutorial and will be registered (lab mode) accordingly

iii. The tutorial questions and keys will be framed by the course teacher and communicated to teachers handling the tutorials.

iv. The students are required to maintain a separate notebook for each tutorial class.

v. The faculty will assess the tutorial work at the end of every tutorial period and record the marks

vi. The marks obtained by each student in all tutorials will be added and calculated for 10 marks.

End Semester Theory Examination:

1. The end semester examinations are to be scheduled between 93rd working day and 100th working day, ‘A’ slot on 93rd day, ‘B’ slot on 94th day and so on.

2. The hall allocation and seating arrangements for conducting the tests will be automatically generated and displayed. The course faculty has to download this information and conduct the exam as per the scheme.

3. The students registered for the same course code will appear for a common end semester exam.

4. The faculty members handling the UG course will upload 20 questions of 20 marks each, choosing 4 questions from topics covered for each internal test. The faculty members handling the PG course will upload 12 questions of 20 marks each, choosing 4 questions from topics covered for each internal test. All the students registered for a slot will appear for the exam simultaneously.

5. The system will generate five different sets (A to E) of question papers, choosing one question from each topic covered for each internal test for UG and choosing two questions from each topic covered for each internal test for PG.

6. An hour before, 5 set of question papers will be available for printing, each paper having the student register number.

7. The student will be supplied with one foolscap 20 page answer script with code A to E corresponding to the question which they have to answer.
8. The UG students would have to answer any 4 questions out of 5 questions and PG students would have to answer any 5 questions out of 6 questions.

9. The exam duration shall be for 2 hours for UG students and 3 hours for PG students.

10. The faculty will prepare a scheme of valuation, value the script and enter the marks in “My Karunya”

11. The answer scripts are to be submitted for audit as per the policy

12. The marks obtained will be calculated for 30 marks

LABORATORY COURSES:

Practical:

1. The faculty will prepare a list of experiment and get the approval of HoD / Director and notify the same before the commencement of the semester.

2. The list will consist of 12 experiments for a 2 credit lab (one session per week) or 6 experiments for a 1 credit lab (one session per 2 weeks)

3. At the end of every class the faculty will evaluate the work done during the session (based on observation note) for 20 marks and enter the same in myKarunya.

4. The student would have to submit the record note at the beginning of the ensuing class and faculty will evaluate the same for 10 marks and enter the same in myKarunya.

5. No student will be permitted to do 2 experiments in the same class.

6. The marks obtained by the students will be calculated for 60 marks.

7. There will be a comprehensive viva for 10 marks after completion of the prescribed experiments

8. No student will be allowed to appear for end semester examination regular as well as supplementary without the certified record book.

End Semester Practical Examination:

1. The faculty after ensuring that the students have completed atleast 10 / 5 experiments will conduct the examination in the regular lab class
2. A student should have completed a minimum of 8 / 4 experiments to appear for the end semester examination. The list of eligible students will be generated by the system.

3. Faculty who conducted the practical will inform HoD / Director for appointing an expert from KU.

4. The faculty and the expert appointed by the HoD / Director will conduct the end semester examination for 30 marks

INDUSTRIAL TRAINING / MINI-PROJECT / PART-SEMESTER PROJECT AND FULL-SEMESTER PROJECT:

Assessment will be as per the scheme given in the CBCS policy

1. There will be periodic review of the progress by the panel assigned by the HoD / Director

2. This assessment will be for 70 marks as per the policy

3. Faculty who are associated with this activity along with an expert from KU to be appointed by the Director will conduct the end semester viva for 30 marks