

ADDENDUM TO THE ORDINANCE UNDER NEP 2020

ASSESSMENT AND EVALUATION PATTERN FOR PG PROGRAM

w.e.f. 2023-24

ASSESSMENT PATTERN FOR EACH COURSE TYPE WOULD BE AS FOLLOWS:

MAJOR MANDATORY AND MAJOR ELECTIVE COURSES

- **For MSc – Each Mandatory Course and Elective Course of 4 credits** will be divided into 3 credits for Theory and 1 credit for Practical. The assessment pattern will be as follows:
 - Theory - 75 marks, Practical – 25 marks
 - The Theory component will comprise of 50 marks for Semester End Examination (SEE) of 2 hours; and 25 marks Continuous Assessment (CA)
 - The Practical Component will comprise of 25 marks for Semester End (Practical) Examination (SEE) of 1.5 hour; and 25 marks for Continuous Assessment (CA). The latter will consist of 20 marks based on continuous assessment of practical conducted during regular turns and 5 marks for VIVA. Timely completion and submission of journal is compulsory for a student to be allowed to appear for Semester End Practical Exam.
 - Total marks obtained out of 50 in Continuous Assessment + SEE for practical, will then be converted to out of 25

- **For MCOM - Each Mandatory Course and Elective Course of 4 credits** will be assessed for Theory component of 100 marks which will be as follows:
 - The Theory component will comprise of 50 marks as Semester End Examination (SEE) of 2 hours; and 50 marks as Continuous Assessment (CA)

- **For all PG programs 2 Major Mandatory credits requirement will be completed via MOOCs/ Other method approved by the department**
 - The PG department will define the learning areas for enrolment to online courses.
 - Learners are expected to enroll in online courses offered by SWAYAM/ NPTEL+ or any other as recommended by the PG department.
 - MOOCs will be for a minimum of 8 weeks duration (if Swayam) or as deemed fit by the department based on the number of learning hours of engagement.
 - MOOCs which have internal and course end assessment modules that provide a quantifiable metric of the learning outcome, will be graded according to the final scores in the course completion certificate according to the table given below.
 - MOOCs that do not have built-in assessment modules will be evaluated by the department through quizzes etc. and graded according to the table given below.
 - The courses which have a formative continuous assessment through weekly assignments, quizzes etc. and wherein the proof of assessment is available, the score can be considered for 25% of the credits for the course. The remaining 75% will be

based on assessment done by the department through evaluation methods decided and communicated to the learners.

- The courses which only have formative assessment or which do not have any built-in assessment modules will be evaluated by the department in a 75:25 pattern. 25% of the credit will be based on the evaluation of skills through assignments/ projects pertaining to the course and 75% will be based on a summative assessment of learning. Grading will be done according to the table given below:

Percentage of marks	Grade
Between 80 and 100	O (Outstanding)
Between 70 and 79	A ⁺ (Excellent)
Between 60 and 69	A (Very Good)
Between 55 and 59	B ⁺ (Good)
Between 50 and 54	B (Above Average)
Between 45 and 49	C (Average)
Between 40 and 44	D (Pass)
Less than 40	F (Fail)

RESEARCH METHODOLOGY COURSE

- **For 4 credits of Research Methodology (RM) course for all PG programs**
- Each of the four modules of Research Methodology course will be evaluated for 25% of the total credit assessed in a continuous mode of evaluation.
- Each module can be evaluated based on a summative assessment via quizzes, problem solving, worksheets, short practical or on the basis of case studies, skill-based assignments etc. communicated to the students well in advance.
- The cumulative score obtained by the learner across the four modules will be graded according to the following table:

Percentage of marks	Grade
Between 80 and 100	O (Outstanding)
Between 70 and 79	A ⁺ (Excellent)
Between 60 and 69	A (Very Good)
Between 55 and 59	B ⁺ (Good)
Between 50 and 54	B (Above Average)
Between 45 and 49	C (Average)
Between 40 and 44	D (Pass)
Less than 40	F (Fail)

FIELD PROJECT

- **4 credits of Field Project (FP)** for all PG programs will be based on summative assessment of learning with focus on outcomes.
- 50% of the marks will be given by the faculty in-charge on the basis of the report submitted, field notes, journals and diaries maintained by the students.
- 50% of the marks will be based on summative evaluation designed to assess the students on the theoretical framework, quantitative data collected and analysis.
- The cumulative score obtained by the learner across the assessment modules will be graded according to the following table:

Percentage of marks	Grade
Between 80 and 100	O (Outstanding)
Between 70 and 79	A ⁺ (Excellent)
Between 60 and 69	A (Very Good)
Between 55 and 59	B ⁺ (Good)
Between 50 and 54	B (Above Average)
Between 45 and 49	C (Average)
Between 40 and 44	D (Pass)
Less than 40	F (Fail)

ON JOB TRAINING

- **For 4 credits of On Job Training (OJT)**
- The selection of the institute for OJT must be made by the learner with approval/sanction given by the PG department.
- The duration of OJT required to earn 4 mandatory credits should be a 6-8 weeks or 30-40 working days.
- The hours of active engagement to earn the credits should be between 240 to 320 hours where such a quantifiable metric is available.
- The PG department will assess the learning outcomes from OJT as follows:
 - 50% of the credit will be awarded for the final presentation and submission of the internship report.
 - 20% of the credit will be awarded for the maintenance and submission of a daily learning record in the form of an internship diary.
 - 30% of the credit will be based on feedback from the supervisor at the interning institute.
 - The cumulative score obtained by the learner across the assessment modules will be graded according to the following table:

Percentage of marks	Grade
Between 80 and 100	O (Outstanding)
Between 70 and 79	A ⁺ (Excellent)
Between 60 and 69	A (Very Good)

Between 55 and 59	B+(Good)
Between 50 and 54	B (Above Average)
Between 45 and 49	C (Average)
Between 40 and 44	D (Pass)
Less than 40	F (Fail)

ON JOB TRAINING (For Industry aligned PG Courses)

➤ **For 22 credits of On Job Training (OJT)**

- For industry aligned PG programs (TCS) with a rigorous internship component built in within the program structure, learners are expected to undertake an internship across semester IV for all the 22 learning credits.
- The duration of OJT required to earn 22 mandatory credits should be 3-4 months (12-16 weeks) of fulltime engagement.
- Sample Rubrics

Full time Industry Internship project Evaluation Rubrics and Marks bifurcation:

S. No	Evaluators	Marks (Total Marks: 500)
Internal and External Evaluation (Total 200 marks)		
1	Evaluation by Faculty mentor (Internal)	100 marks
2	Evaluation by Industry mentor (External)	100 marks
Academician, Internal Faculty, Industry Person - Final Report cum Presentation Evaluation (Total 300 marks)		
3	Evaluation by Internal Faculty	100 marks
4	Evaluation by Academician	100 marks
5	Evaluation by Industry Person	100 marks

Format for Evaluation (Rubrics) by Industry Mentor

S. No	Attribute	Marks (total 100)
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1	Attendance and general behavior	10
2	Relation with workers and supervisors	10
3	Initiative and efforts in learning, work interest, independent, self-reliant and responsible	10
4	Knowledge and skill improvement	10
5	Time utilization and professional attitude	10
6	Technical knowledge and expertise, problem analysis skills	30
7	Quality of work done	20
	Total	100

- **Format for Evaluation (Rubrics) by Faculty Mentor**

Sr.	Attribute	Marks (total 100)
1	Attendance and general behavior	10
2	Learning aptitude, work interest	10
3	Initiative and efforts in learning	10
4	Knowledge and skill improvement	20
5	Technical knowledge and expertise, problem analysis skills	20
6	Creativity/ originality/ innovativeness	10

7	Criticism acceptance	10
8	Meeting Deadlines	10
	Total	100

Evaluation by Internal faculty/ academician/ industry expert

Sr.	Attribute	Marks (total 100)
Presentation		40
1	Delivery/ presentation skills/ Organization/ professionalism	20
2	Detailed knowledge of projects	20
Documentation		40
1	Detailed explanation of the projects with dummy data if applicable	30
2	System Design/ Data representation	10
Viva		20

The cumulative score obtained by the learner across the assessment modules will be graded according to the following table:

Percentage of marks	Grade
Between 80 and 100	O (Outstanding)
Between 70 and 79	A ⁺ (Excellent)
Between 60 and 69	A (Very Good)
Between 55 and 59	B ⁺ (Good)
Between 50 and 54	B (Above Average)
Between 45 and 49	C (Average)

Between 40 and 44	D (Pass)
Less than 40	F (Fail)

RESEARCH PROJECT

- **10 credits of Research Project (RP)** will be divided into 6 credits for the Project dissertation/implementation submitted and 4 credits for Literature Review. The rubric* for marking of the dissertation will be shared by the department with the students. Viva voce will be conducted by a panel which would include internal and external experts.
- **4 credit - Literature review:**
 - The evaluation of students will be based on the different aspects of research including but not restricted to submission of outline, final submission of review in a specified format and a predefined number of references, mentor feedback and presentation of findings etc.
 - All review submissions will undergo a plagiarism check and must contain less than 20% plagiarism. Submissions exceeding this limit will not be evaluated.
- **6 credit - Research project:**
 - Students will need to submit a proposal highlighting the area of research and the methodology
 - Students will be assigned a faculty mentor who will guide the student with the Research Project after the proposal has been approved by the department
 - Students will strictly follow all timelines set by the department with respect to submission of abstract, literature review etc
 - Students will show the progress on a weekly basis to the faculty mentor and make the necessary revisions based on suggestions given
 - Faculty mentors will maintain a detailed record of the weekly progress made by the students
 - Cumulative score of the student will be graded according to the table given below:

*Sample Rubric for Research Project:

OUTSTANDING ('O' GRADE): <ul style="list-style-type: none"> • Is original/ persuasive/ creative • Is well written & organized • Is thoroughly researched • Has rich data from multiple sources 	GOOD ('B' GRADE): <ul style="list-style-type: none"> • Shows ability to research • Is written well but lacks originality • Has a narrow scope • Uses standard methods of analysis
VERY GOOD ('A' GRADE): <ul style="list-style-type: none"> • Is well written • Has some original ideas • Demonstrates understanding of subject • Is well researched 	AVERAGE ('C' GRADE): <ul style="list-style-type: none"> • Is not very well organized and written • Arguments are weak • Understanding of concept is lacking • Research is not thorough

- The grading pattern for the cumulative assessments for Research Project component will be as follows:

Percentage of marks	Grade
Between 80 and 100	O (Outstanding)
Between 70 and 79	A ⁺ (Excellent)
Between 60 and 69	A (Very Good)
Between 55 and 59	B ⁺ (Good)
Between 50 and 54	B (Above Average)
Between 45 and 49	C (Average)
Between 40 and 44	D (Pass)
Less than 40	F (Fail)

PATTERN OF SEMESTER END EXAM (SEE) AND CONTINUOUS ASSESSMENT (CA):

- SEE will be based on a mix of long and short answer type questions based on Higher Order Thinking Skills (HOTS) aligned with Bloom’s Taxonomy
- At least 2 internal assessments must be carried out during a semester for each course
- One or more of the following methods of assessment should be used - quiz based, objective type, puzzle, group presentation, group or individual projects, debate, model making, poster making, role play, case studies or any other creative mode of assessment
- The faculty has to share the rubrics for the format(s) chosen for CA with the students by displaying it in Google classroom

PASSING NORMS:

- To pass a course a student has to score a minimum of 40% of the total marks assigned to the course in Theory and Practical (wherever applicable)
- To pass, a student also has to score a minimum of 40% of the total marks assigned to each component .i.e. the student has to score 40% or more in each - CA, Practical, and SEE – separately
- **A student failing in any one of the components of a course would be declared as ‘not passed’ or ‘failed’ for the same and would earn no credits for that course**
- If a student has scored 40% or more in any component of assessment, the marks will be carried forward and added to the marks obtained in the supplementary exam of the component he/ she had failed in
- In a course in which only grades are assigned, to pass a student must earn at least a ‘D’ grade and earn the credits for that course

SUPPLEMENTARY EXAMINATION:

- For students failing in any of the following courses either because of not scoring the minimum marks/ grades or because of absence, the **supplementary examination/**

assessment would be conducted with the regular examination in the next academic year according to the table below:

COURSE TYPE	CA	PRACTICAL	SEE
Major (Mandatory)	50 marks exam by dept	50 mark practical exam by dept-to be converted to 25	50 marks college exam
Major (Elective)	50 marks exam by dept	50 mark practical exam by dept-to be converted to 25	50 marks college exam
Research Methodology			100 marks college exam

- For students failing in the **Field Project** because of not scoring the minimum marks/ grades or because of absence, the department will give an assignment/ project for the student to earn the 4 credits
- The students who do not secure the passing grade in MOOCs or On Job Training because of not scoring the minimum marks or because of absence, will need to do another MOOC/ OJT in order to earn the necessary credits
- For Research Project the students' dissertations would be marked as
 - Acceptable without revision
 - Acceptable with minor revisions
 - Acceptable with major revisions
 - Not acceptable
- In case the project needs minor or major revisions the mentor will guide the student and assign a timeline for completion and grade it once revised project is submitted
- In case the project is remarked as 'not acceptable' a second reviewer will assess the project.
 - In case the second reviewer also finds it 'not acceptable' the student will have to redo the project.
 - In case the second reviewer finds the project acceptable without revision/ with minor revision/ with major revision, then the student would get graded as mentioned above

ADDITIONAL EXAMINATION:

- A student, who has been absent for any one or more examinations under any component of assessment, will not be allowed to take additional examination unless the student qualifies under any one of the categories mentioned hereunder:
 - Representing the College at the University level for sports or cultural activity during the period of the examination
 - Participating in NCC/ NSS camp organized by the College during the period of the examination
 - Hospitalization of the student during the examination period

- Bereavement of an immediate family member, either immediately prior, or during on-going examination
- The application regarding the same should be submitted within the timeline specified by the exam unit along with the required documentary proof. Late applications will not be accepted. Final decision regarding the eligibility of the student for taking the additional exam would be taken by the concerned committee and the head of the institution.

GRACING NORMS:

Earned Grace Marks Criteria:

In the situation that a student requires an increment in marks either to pass the Course or to improve the grade obtained, the following norms will be followed to decide the merit of the case:

- A student will be entitled to **ten Earned Grace Marks**, which shall be added to his/her even Semester marksheet for the said academic year if he/ she:
- a. Has completed NCC training program during the said academic year provided it is duly certified by the Associate N.C.C. officer of the College and the Head of the Institution.
 - b. Has participated in the NSS program and has satisfactorily completed a minimum of 120 hours of social service encompassing the time spent in at least two projects of different nature and provided it is authenticated by the NSS Program Coordinator and duly certified by the Head of the Institution.
 - c. Is either (a) member of such team(s) which have reached the Quarter final stage at Inter-Collegiate sports competition conducted by either the University or any Government authorized sports agency; or (b) has secured one of the eight places in order of merit in an individual sports event conducted by the University; or (c) has represented the University in sports events either at the Inter- State, Zonal or at the National/International level in the same academic year, and provided it is recommended by the Head of the concerned section and certified by the Head of the Institution.
 - d. These ten earned grace marks can be applied as per the following specifications listed hereunder
 1. The earned grace marks are to be applied before the procedure of general gracing.
 2. If a student does not clear one or more components of a course, the benefit of grace marks shall be granted to the extent of 8% of

the maximum marks allotted to the said component of assessment (CA/SEE/ Practical) of that course.

3. A student whose total marks in a course falls short of securing an 'A+' or 'O' grade can earn grace marks which can be no more than 4% of the total marks of the said course. The total gracing marks under this ordinance cannot exceed 2% of the total marks of the examination.
4. **Grade improvement gracing is applicable only for those students who have passed all the courses without using any gracing**
5. If the benefit of grace marks is not availed in any of the above-mentioned specifications, a value of 0.1 will be added in the final grade to the CGPI. However, if the benefit has been availed for passing a said Course or Courses, the same may be proportionately deducted from the total grade point e.g. 0.01 shall be deducted from the final grade, for every one mark that has been awarded to enable passing a said Course or Courses.
6. Grace marks awarded for any one of the above activities will not be further eligible to be counted for the award of scholarships, prizes, medals or any other such award.
7. Rules related to gracing under the above-mentioned activities shall be applied first, and the same will be reflected separately in the Grade card of the student using 'at the rate of' sign (@).

General Grace Marks Criteria:

In the situation a student requires an increment in marks either to pass the Course or to improve the Grade obtained, but does not qualify under the purview of "Earned Grace marks", the following norms will be followed to decide the merit of the case:

➤ Grace Marks for Passing a course:

1. The provision of benefit of total grace marks will be up to a maximum of 2% of the grand total per Semester e.g If the grand total is 400 the total grace marks that a student can get is 8.
2. The benefit of grace marks shall be granted to the extent of 8% of the maximum marks allotted to the component of assessment (CA/SEE/ Practical) of that course in which the student has not passed.

3. Grace Marks availed for passing a said Course or Courses as the case may be, will be reflected in the Grade Card using the 'dollar' sign (\$).

➤ **Grace Marks for students with learning disability:**

- Students with learning disability can get a maximum grace of 20 marks for passing in different Courses. It will be reflected in the Grade card using the 'similarity' sign (~)

➤ **Grace Marks for Improvement of Grade:**

- a. **Higher Grade per Course:** A student whose total marks in a Course falls short of securing an 'A+' or 'O' grade can earn grace marks which can be no more than 4% of the total marks of the said Course. The total gracing marks under this ordinance cannot exceed 2% of the total marks of the examination.
- b. **Grade improvement gracing is applicable only for those students who have passed all the courses without using any gracing**
- c. Grace Marks availed for securing a higher grade in a said Course or Courses as the case may be, will be reflected in the Grade Card using the 'asterisk' sign (*).
- d. **Higher Grade in a Program:** A student who passes in all Courses in a said examination without having availed the benefit of Grace marks, but whose total number of marks fall short of securing either an 'A+' or 'O' grade by such marks which is not more than 1% of the aggregate marks of that examination, or up to 10 marks, whichever is less, shall be given the benefit of the required marks to get the next higher grade as the case may be.
- e. Grace Marks availed for securing a higher grade in a program as the case may be, will be reflected in the Grade Card using two 'asterisk' signs (**).

➤ **Condonation**

In the event that a student is **unable to secure the passing marks in only one Course but has passed in all other Courses without availing the benefit of grace**, his/her deficit of marks in such a Course maybe condoned by not more than 2% of the total marks of the examination. A student can get a maximum of 6 marks on a component of 50 marks and a maximum of 3 marks on a component of 25 marks.

Condonation of deficit marks will be reflected in the Grade Card using 'hash tag' sign (#).

GRADE CARD

The College follows a **10-Point Grading Scale**, consisting of a Semester Grade Point Performance Index (SGPI) and a final Cumulative Grade Point Performance Index (CGPI). Grade cards will be issued each Semester. Following is the Grading Scale for the same:

Percentage of marks	Grade	Grade Point
Between 80 and 100	O (Outstanding)	10
Between 70 and 79	A ⁺ (Excellent)	9
Between 60 and 69	A (Very Good)	8
Between 55 and 59	B ⁺ (Good)	7
Between 50 and 54	B (Above Average)	6
Between 45 and 49	C (Average)	5
Between 40 and 44	D (Pass)	4
Less than 40	F (Fail)	0
Absent	F (Fail)	0

Earning Credits

A student will be considered to have completed a Course successfully and earned the credits if he/she is able to secure any Letter Grade in the range 'O' to 'D'. The Letter 'F' in any Course implies the inability of the student to clear the said Course and hence no Credits will be earned.

Computation of SGPI and CGPI

The College adopts the following procedure to compute the Semester Grade Point Performance Index (SGPI) and the Cumulative Grade Point Performance Index (CGPI) as per the recommendations of UGC:

- a. SGPI of kth Semester (Semester 1 to Semester 6) is denoted by S_k and is the ratio of sum of the product of the number of Credits and Grade points, to the total number of Credits of all Courses which have been registered by the student, i.e.,

$$S_k = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of Credits of the i^{th} Course, G_i is the Grade points scored by the student in the i^{th} Course, and 'n' is the number of Courses in that semester.

- b. CGPI is calculated in the same manner by taking into consideration all the Courses 'm' over all the Semesters of a Program,

$$CGPI = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

- c. The SGPI and CGPI shall be rounded off to 2 decimal points.

PROMOTION RULES:

All students will be automatically promoted to the next semester. However, if a student plans to exit at the end of a year he or she would have to clear all courses and earn the required number of credits according to the UGC guidelines.

PLEASE NOTE: Students will be finally awarded credits on the basis of the fulfilment of total contact hours assigned for each course.