

Student Examinations Handbook

1. Examination Schedule, Weightage and Duration

- 1.1 The conduction of Examination and awarding grades in a particular course/result processing is fairly process under the supervision of Controller of Examinations (COE).
- 1.2 The following evaluation scheme across all programmes will be implemented and effective from the Academic Year 2024-25:

For Theory Courses

Class Internal Evaluation (CIE-I)	:	16 marks weightage
Mid Semester Exam (MSE)	:	16 marks weightage
Class Internal Evaluation (CIE-II)	:	08 marks weightage
End Semester Exam (ESE)	:	60 marks weightage

For Practical Courses

Class Internal Evaluation (CIE-I)	:	24 marks weightage
Mid Semester Exam (MSE)	:	24 marks weightage
Class Internal Evaluation (CIE-II)	:	12 marks weightage
End Semester Exam (ESE)	:	40 marks weightage

- 1.3 The duration of MSE (Mid Semester Examination) will be 1 hour and 30 minutes, and the duration for ESE (End Semester Examination) will be of 2 hours and 30 minutes (effective from the academic year 2024-25 even semester).
- 1.4 CIE, MSEs and ESEs are scheduled as per the Annual Academic Calendar.
- 1.5 CIE (Continuous Internal Evaluation)-I & II is conducted by the respective department while MSE and ESE Theory exam is conducted by the Examination Department.
- 1.6 The schedule of examinations for all the Courses including Open Electives Courses offered across the specializations and programmes will be sent by the office of COE.
- 1.7 The Programme & Course-wise Examination schedule for MSE and ESE will be informed to the students at least one week prior to the commencement of the examinations by the Office of COE.

2. Mid semester Examination

- 2.1 Only one Mid semester Examination will be conducted for each course as per the Annual Academic Calendar.
- 2.2 **Guidelines for Mid semester Examinations**
 - a. Mid semester Examination will cover the syllabus completed of Unit 3 and Unit 4 (include CO3 and CO4) till date.
 - b. If a student misses MSE, she/he will be awarded '0' Marks under MSE component.

3. End Semester Examination

- 3.1 End Semester Examinations for Main & Back courses are conducted as per the Annual Academic Calendar.
- 3.2 A Special Back Examination (ESE) for all pass-out batches also conducted by the examination department. (Even Semester Back exam in Odd Semester and vice-versa)
- 3.3 **Guidelines for End semester Examinations**
 - a. End semester Examination will cover the whole syllabus (Unit I – V).
 - b. If a student misses ESE, she/he will be awarded 'F' Grade.
 - c. Examination Forms and Admit card will be made available at university ERP portal (TCSiON) in due course of time.

4. Grades Applicable in the End semester Examination

- 4.1 The grade boundaries for the End semester Examination are given below (Applicable from

2023-24 batch onwards) for all programmes:

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

5. Result Declaration

4.1.The Office of COE will declare the results within stimulated timeline after completion of result and approval from relevant authorities.

4.2.The result of a student will be put on hold, based on the instructions of the competent authority, if s/he is having inactive status on ERP or there is a case of disciplinary action pending against him/her.

6. Malpractice

Based on the reports submitted by the Invigilators & Flying Squad, the committee constituted to control the malpractice activities pertaining to the examinations, will recommend a suitable punishment referring to the guidelines framed to control the cases of Malpractice.

S. No.	Types of UM Case	Category	Deduction in			UM Form Attested by
			CIE	MSE	ESE	
UM-I	a) Possession of Mobile phones or any other electronic Gadgets b) Possession of any paper (blank or not relevant to the exam) c) Any written paper/ material found near candidate's seating d) Chatting with other student e) Borrowing stationary, calculator etc. from other students	Moderate	deduct 15% marks in respective course	deduct 15% marks in respective course	deduct 15% marks in respective course	By the room invigilator
UM-II	a) misconduct/misbehaviors with Room Superintends (Invigilators)/Other officials b) Found with examination related materials in mobile phone, paper, body parts, ID cards etc., but did not use it	Severe	deduct 20% marks in respective course	deduct 20% marks in respective course	deduct 30% marks in respective course	By the room invigilator

UM-III	a) Found with examination related materials in mobile phone, paper, body parts, ID cards etc., and was found using it b) Tear the answer book or take away the answer book c) Exchange of Answer script with another student d) Repeated offence as mentioned above, during the same academic Year	Very Severe	Zero marks be awarded in the respective course	Zero marks be awarded in the respective course	Zero marks be awarded in the respective course	By the room invigilator & Flying Squad
UM-IV	a) Threatening Exam officials or fellow students, Impersonation, disrupting Examination b) Carrying of fake identity card	Extremely Severe	Zero marks be awarded in the all the courses of this components	Zero marks be awarded in the all the courses of this components	Zero marks be awarded in the all the courses of this components	By the room invigilator & Flying Squad

- Note: 1. All UM cases shall be forwarded to the Dean Student Welfare (DSW) for necessary disciplinary action.
2. Competent Authority may recommend suitable punishments for the case of indulgence in activities listed/not listed in above mentioned guidelines

7. EVALUATION PROCEDURE

7.1. Grading

The absolute grading system is followed by the University for All Programs. The range of Marks is as follows to award grades:

Grade	:	% Marks Range
O	:	90-100
A+	:	80-89
A	:	70-79
B+	:	60-69
B	:	50-59
C	:	40-49
P	:	35-39
F	:	Below 35

7.2. Letter Grading System

- Letter Grades and Grade points are as shown below for B. Arch, Ph.D. and courses run by FIRE (Faculty of Innovation, Research & Entrepreneurship) (Applicable from 2023-24 batch onwards):

Letter Grade	O	A+	A	B+	B	F
Grade Point	10	9	8	7	6	0

- Letter Grades and Grade points are as shown below for All Master courses Except courses run by FIRE (Applicable from 2023-24 batch onwards):

Letter Grade	O	A+	A	B+	B	C	F
Grade Point	10	9	8	7	6	5	0

- Letter Grades and Grade points are as shown below for All courses under all programme (Except B.Arch., all Master courses & courses run by FIRE) (Applicable from 2023-24 batch onwards):

Letter Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

- Undergraduate students (excluding B.Arch. and FIRE programs) must secure at least 35% marks in both the End Semester Examination and overall to pass any course. Postgraduate students (excluding FIRE program) are required to achieve a minimum of 40% marks in both the End Semester Examination and overall to pass any course. For B.Arch. program students, the passing criteria are set at a minimum of 45% marks in ESE and overall 50% marks required to pass any course. In the FIRE programs at least 50% marks required in both the End Semester Examination and overall to pass any course.
- If a student is not eligible to appear in the End Semester Examination by any means in any course, s/he will be marked as 'F' grade and has to re-register for the course(s) at the next available opportunity.

8. SEMESTER GRADE POINT AVERAGE (SGPA) & CUMULATIVE GRADE POINT AVERAGE (CGPA)

- 8.1. The overall performance of a student will be indicated by two indices: Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA).
- 8.2. SGPA is the weighted average of the grades obtained in a semester.
- 8.3. CGPA is the weighted average of the grades up-to and including any semester. The details of the calculation of SGPA and CGPA are given below.
- 8.4. After the results are declared, grade cards will be issued to each student, which will contain the list of courses for that semester and grades obtained by the student, SGPA of that semester and CGPA up to current semester.
- 8.5. **Calculation of SGPA and CGPA:** Each letter grade is converted into grade points as mentioned above. These grade points (G_i) are weighted with the number of credits (C_i) assigned to the course. The Semester Grade Point Average (SGPA) is the weighted average of Grade Points awarded to a student in a semester. The weighted average of SGPA of all semesters at any point of time is the Cumulative Grade Point Average (CGPA) at that point of time.

<i>Calculation of SGPA</i>	$SGPA = \frac{\sum_i C_i \times G_i}{\sum_i C_i}$	<i>Calculation of CGPA</i>	$CGPA = \frac{\sum_i C_i \times G_i}{\sum_i C_i}$
$SGPA = \frac{C_1G_1 + C_2G_2 + \dots + C_nG_n}{C_1 + C_2 + \dots + C_n}$		$CGPA = \frac{C_1G_1 + C_2G_2 + \dots + C_nG_n}{C_1 + C_2 + \dots + C_n}$	

where (as per teaching scheme & syllabus): C_i is the number of credits of subject i , G_i is the Grade Point for the subject i and $i = 1$ to n , n = number of subjects in a course in the semester

Grade Sheet Sample with SGPA & CGPA calculation:

Code and Name of the Subject		Credit		Grade Point	Grade	T. Grade Point	Status
		Total Credit	Earned Credit				
<u>Theory</u>							
BTXC8A2101	Engineering Chemistry	3.5	3.5	8	B+	28	Pass
BTXC8A2102	Engineering Mathematics	3.5	3.5	9	A	31.5	Pass
BTXCME2108	Engineering Mechanics	3.5	3.5	8	B+	28	Pass
BADCCE2104	Programming in Python	3.0	3.0	9	A	27	Pass
BULCHM2101	Human Values & Professional Ethics	2.0	2.0	9	A	18	Pass
BULEEL2112	Elements of IOT	2.0	2.0	6	C	12	Pass
<u>Practical / Sessional</u>							
BTXC8A2201	Engineering Chemistry Lab	1.0	1.0	10	A+	10	Pass
BTXCME2202	Workshop Practice	1.5	1.5	9	A	13.5	Pass
BTXCME2203	Machine Drawing Lab	1.0	1.0	9	A	9	Pass
BULCHM2201	Human Values & Professional Ethics Lab	1.0	1.0	8	B+	8	Pass
BADCCE2204	Python Programming Lab	1.0	1.0	10	A+	10	Pass
BTXCTX2801	Talent Enrichment Programme (TEP)-II	1.0	1.0	10	A+	10	--

Status: Promoted to next Semester with NIL Backlog(s) / NIL Backlog(s) in Current Semester

Current Semester Record				Cumulative Semester Record			
Credits	Earned Credits	Grade Points	SGPA	Credits	Earned Credits	Grade Points	CGPA
24.00	24.00	205.00	8.54	50.00	50.00	433.50	8.67
$205.00/24.00 = 8.54$				$26.00 + 24.00 \quad 26.00 + 24.00 \quad 228.5 + 205.0 \quad 433.50/50 = 8.67$ I Sem + II Sem I Sem + II Sem			

9. Instructions to the students

- No student will be allowed to enter the examination hall after the commencement of the examination under any circumstances. Likewise, no student is allowed to leave the examination hall before half-an-hour from the scheduled end of the examination (both for Mid-Term and End semester Examinations).
- Student must carry valid proof of ID (Like University ID/Aadhar/PAN/DL etc.) & Admit card issued by the University.
- Student must ensure that the barcode is pasted at the designated place on the answer script by the invigilator. Also must check the entries of barcode relevant to your registration number and course code.
- Enter details on the cover page, only at the space provided for the purpose.
- Students should read the question paper and the instructions carefully before writing the answers.
- Students should write the question number clearly in the left margin of the answer book and also fill the bubble. Rough work done must be crossed out clearly and this will not be read and considered by the examiner.
- Use of washroom will not be allowed except under the emergent circumstances.
- No Supplementary answer-books will be issued, hence; students should write on both the sides of the paper and complete all answers/solutions in one booklet itself.
- Students should not bring any books, notes, slips of papers or any written material to the examination hall, including gadget/device/object like electronic watches with memory, logarithmic/mathematical/statistical/scientific tables, programmable calculators, laptop computers, personal stereo systems, walkie-talkie sets, paging devices, mobile phones etc. of unfair assistance.

- Students must check their pockets, surroundings and ensure that no objectionable materials are present.
- After finishing the exam, student should handover the answer book to the invigilator.
- Students shouldn't look for receiving assistance from other examinees or giving assistance to them (both verbal and non-verbal gestures) in the examination hall on any matter pertaining to the course of the examination.
- Students shouldn't allow any other student to copy from his/her answer books or attempt to copy from the answer books of other candidates.
- Students shouldn't be writing any matter on the body parts (like palm, hand, legs, clothes etc.) relevant to the examination.
- Students shouldn't be using obscene or abusive language in the answer books or writing any appeal in the answer book for more marks or offering inducements/threats to valuers.