

7. EXAMINATION, EVALUATION AND GRADING

7.1 There shall be University examinations at the end of each semester. A candidate who fails to register for University Examination shall not be permitted to move to next semester

7.2 **Practical** examinations shall be conducted by the University at the end of each semester. If necessary, it shall be conducted before the End Semester Evaluation.

7.3 **External Viva-voce**, if any, shall be conducted along with the practical examination/project evaluation.

7.4 **Evaluation** - The evaluation scheme, for each course of all semesters shall contain two parts:

i) Continuous Evaluation (CE), ii) End Semester Evaluation (ESE)

20% weightage shall be given to the Continuous Evaluation (CE) and 80% weightage shall be for the End Semester Evaluation (ESE) for the first six semesters.

20% weightage shall be given to the Continuous Evaluation (CE) and 80% weightage shall be for the End Semester Evaluation (ESE) for Seventh to Tenth Semesters.

There shall be a University examination at the end of each semester. Each written course carrying 50 Marks is divided into 40 Marks for written examination and 10 Marks for internal assessment from I to VI Semesters.

For semesters from VIIth to Xth, each course carrying 100 Marks is divided into 80 Marks for written examination and 20 Marks for internal.

7.5 Continuous Evaluation (CE)

The continuous evaluation shall be based on a pre-determined transparent system involving any of the three components. For theory course: written test, assignments, seminars, Viva etc. For practical course lab involvement, records, Practical test etc. The three components and their respective weightages shall be as prescribed in the scheme and syllabus by the Board of Studies concerned. Attendance **shall not be** a component for Continuous Evaluation (CE) for 1 to 6 semesters.

Internal Assessment Marks for the CE from first to Sixth Semester in each written paper shall be distributed as follows:

- a) Test Paper – 5 Marks (Average of two test papers)
- b) Assignment – 2.5 Marks
- c) Seminar – 2.5 Marks

Internal Assessment Marks for the CE from Seventh to Tenth Semester in each written paper shall be distributed as follows:

- a) Attendance – 3 Marks (1.5 Marks for 75% of attendance and additional 0.5 Marks for every 5% attendance above 75%)
- b) Test Paper – 10 Marks (Average of two test papers)
- c) Assignment – 4 Marks
- d) Seminar / Debate – 3 marks

The marks for internal assessment shall be awarded by the Teacher in charge of each paper, countersigned by the HOD and Principal and forwarded to the University before the commencement of the written examination. A statement containing the marks awarded to every student as internal assessment in each paper shall also be published.

To ensure transparency of the evaluation process, the continuous evaluation marks awarded to the students in each component of each course in a semester shall be notified on the notice board at least three days before the commencement of End Semester Evaluation. There shall not be any chance for improvement for Continuous Evaluation. Only the total CE marks awarded to a candidate in each course need be sent to university by the Principal of colleges concerned. The College shall maintain the academic record of each student registered for the course, with the details of the marks awarded to each component of Continuous Evaluation of courses with the signatures of the students, course teacher and HOD which shall be preserved in the college for a period of six years from the last date of the End Semester Examination of the semester concerned and shall be made available to the University for inspection as and when required. Complaints if any with regard to the Continuous Evaluation shall be submitted by the student to the Course Teacher first. If the student feels that justice is denied, she/he can submit appeal to Head of the Department and thereafter to the Principal of the College. The Department Council/ College Council shall consider the complaint and ensure that assessments are done by the teacher in a just and fair manner. In case the student is not satisfied with the decision at the college level, further appeal/complaints may be submitted by the student to the Controller of Examinations, Kannur University for being placed before the University Level Committee for consideration.

7.6. **End Semester Evaluation (ESE)**

The End Semester Evaluation of theory courses are to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by

examiners appointed by the University based on a well-defined Scheme of valuation and answer keys provided by the University. After the End Semester Evaluation only marks are to be entered in the answer scripts. Marks secured for End Semester Evaluation only need be communicated to University. **All other calculations including grading are done by the university.** The End Semester Evaluation of practical courses shall be conducted by two examiners (one internal and one external) appointed by the University. All question papers shall be set by the university.

7.7 Project/Dissertation Work

Students have to submit a Project at the end of VI and X Semester.

The project VI Semester should be based on field visit conducted to Institutions and Places related to the Discipline. All students are to carry out a project work either individually (X Semester) or in a group (VI Semester) of not more than Two, under the supervision of a Teacher. The project work may commence in the V semester and IX semester respectively. The report of the project shall be submitted to the College in duplicate before the completion of the VI and X semester.

As part of the course, instructed to conduct a compulsory field visit to intuitions and places related to the Discipline. The report of the field visit should be submitted to the Head of the Department.

The Board of Examiners appointed by the University shall evaluate the report of the Dissertation/project work. The viva-voce based on the project report shall be conducted individually.

The maximum marks for the evaluation of the project shall be 100 marks is divided into 80 Marks for ESE examination and 20 Marks for internal assessment for VI Semester. The maximum marks for the evaluation of the project shall be 100 marks is divided into 75 Marks for ESE examination and 25 Marks for internal assessment for X Semester.

Minimum Pass percentage of project evaluation is same as the pass percentage of other courses)

The distribution of marks among the components of project evaluation. Are as follows

VI Semester

SLNo	Description	Max. Marks	
		ESE	CE
1	Introduction(Statement of the problem,	05	2

	objectives and significance of the study)		
2	Review of literature and discussion of research methodology	10	2
3	Content analysis (Chapters)	10	2
4	Discussion of findings and conclusion	15	2
5	Language, style and Grammar	05	1
6	Bibliography	05	1
7	Project Presentation	15	5
8	Viva Voce based on project	15	5
	Grand Total	80	20

X Semester

SLNo	Description	Max. Marks	
		ESE	CE
1	Introduction(Statement of the problem, objectives and significance of the study)	05	2
2	Review of literature and discussion of research methodology	05	3
3	Content analysis (Chapters)	10	3
4	Discussion of findings and conclusion	15	5
5	Language, style and Grammar	05	1
6	Bibliography	05	1
7	Project Presentation	15	5
8	Viva Voce based on project	15	5
	Grand Total	75	25

The component for the project evaluation may be modified by concerned Board of Studies concerned.

Attendance is considered for CE in VII to X semesters. Attendance component need not to be included in the CE marks distribution for Project also.

7.8 Improvement

i) Improvement of courses in a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year along with subsequent batch. If the candidate fails to appear for the improvement examination after registration, or if

there is no change in the results of the improvement examination, the mark/grade obtained in the first appearance will be retained. Candidates may be permitted to cancel their improvement registration/appearance if applied before the publication of results, and after that application for cancellation shall not be permitted. To avoid a situation of undergoing two courses of study during the same academic year, those candidates who intend to avail improvement chance after successful completion of the Programme, shall surrender their Grade Cards and submit their Transfer Certificate to the University along with application for registration for examination. Transfer Certificate shall be returned to the students after releasing the hall tickets and fresh Grade Card shall be issued incorporating the improvement results.

ii) There shall be no improvement chance for continuous evaluation, project/viva voce/practical. The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination. In an instance of inability of obtaining a minimum pass marks, the project work shall be re- done and the report may be re-submitted along with subsequent exams, through parent department.

There shall be no supplementary examinations. For reappearance/improvement the students shall appear along with students of subsequent admissions as and when the examinations are conducted by the University.

8. GRADING

8.1 Indirect Grading System based on the scale specified is used to evaluate the performance of students.

8.2 Indirect grading system shall be adopted for the assessment of a student's performance in a course(both CE and ESE) Each course is evaluated by assigning marks with a letter grade (A⁺, A, B, C, D, E and F) to that course by the method of indirect grading. Mark system is followed instead of direct grading for each question. For each course in the semester, letter grade, grade point and percentage of marks are introduced in the indirect grading system with scale as per guidelines given below:

% of Marks (CE+ESE)	Grade	Interpretation
90 and above	A⁺	Outstanding
80 to below90	A	Excellent

70 to below 80	B	Very Good
60 to below 70	C	Good
50 to below 60	D	Satisfactory
40 to below 50	E	Pass
Below 40	F	Failure

- 8.3 Evaluation (both CE and ESE) is carried out using Mark system. The grading on the basis of a total CE and ESE marks will be indicated for each course. Each letter grade is assigned a 'Grade point' (GP) which is a point given to a grade on the scale as envisaged under clause 8.2 and is obtained using the formula:

$$\text{Grade Point} = (\text{Total marks awarded} / \text{Total Maximum marks}) \times 10.$$

- 8.4 'Credit point' (CP) of a course is the value obtained by multiplying the grade point (GP) by the credit (C) of the course

$$\text{CP} = \text{GP} \times \text{C}$$

A minimum of grade point 4 is needed for the successful completion of a course.

- 8.5 A candidate securing not less than 40% of aggregate marks of a course with not less than 40% in End Semester Evaluation (ESE) shall be declared to have passed the course. A minimum of grade point 4 with letter grade E is needed for the successful completion of a course.
- 8.6 Appearance for Continuous evaluation (CE) and End Semester Evaluation (ESE) are compulsory and no grade shall be awarded to a candidate if she/he is absent for CE/ESE or both.
- 8.7 After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$\text{SGPA} = \frac{\text{Sum of the Credit Points of all courses in a semester}}{\text{Total Credits in that semester}}$$

Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total

number of credits in that semester. SGPA determines the overall performance of a student at the end of a semester.

For the successful completion of a semester, a student should pass all courses in that semester. However, a student is permitted to move to the next semester irrespective of SGPA obtained. SGPA shall be rounded off to three decimal places.

- 8.8 The **Cumulative Grade Point Average (CGPA)** of the student is calculated at the end of each semester. The CGPA of a student determines the overall academic level of the student in each stage of the programme. CGPA can be calculated by the following formula:

$$\text{CGPA} = \text{Sum of Credit Points of all completed semesters} / \text{Total Credits acquired}$$

CGPA shall be rounded off to three decimal places.

- 8.9 At the end of the programme, the over all performance of a candidate is indicated by the Overall Grade Point Average. **Overall Grade Point Average (OGPA)** of the student is calculated at the end of the programme. The OGPA of a student determines the overall academic level the student in a programme and is the criterion for classification and ranking the students. OGPA can be calculated by the following formula

$$\text{OGPA} = \text{Sum of Credit Points obtained in all semesters of the programme} / \text{Total Credits.}$$

If the candidate is taking exit option the total credits for the programme (BSc) is 120. If the candidate gets admission through lateral entry, the total credits for the programme (MSc) is 80, otherwise the total credits for the programme (Integrated MSc) is 200 (120 + 80)

OGPA shall be rounded off to three decimal places.

An overall letter grade for OGPA for the entire programme shall be awarded to a student after completing the entire programme successfully. Over all letter grade based on OGPA and conversion of Grades into classification shall be in the following way.

Grade range OGPA	Overall Letter Grade	Classification
9 – 10	A+	First class with Distinction
8 - 8.999	A	

7 - 7.999	B	First class
6 - 6.999	C	
5 - 5.999	D	Second class
4 - 4.999	E	Pass
Below 4	F	Fail

- 8.10 The Percentage of marks based on OGPA is calculated by multiplying them by 10.
Percentage in two decimal places = [OGPA in three decimal places] x 10%
- 8.11 Those candidates who pass all the courses prescribed for a programme shall be declared to have successfully completed the programme and eligible for the degree. Minimum OGPA required for the successful completion of the degree programme is 4. In the event a candidate fails to secure pass in any course in a semester, consolidation of SGPA and CGPA will be made only after obtaining pass in the failed course in the subsequent appearance.
- 8.12 A student who fails to secure a minimum mark for a pass in a course is permitted to write the examination along with the subsequent batch.
- 8.13 **Moderation:** Moderation shall be decided by the concerned Board of examiners subject to the Statistics of marks made available from the Examination branch and as per the prescribed guidelines.
- 8.14 **Revaluation:** In the new system revaluation is permissible. The prevailing rules and regulations of revaluation are applicable to this programme also.

9. PUBLICATION OF RESULTS

The results of the Tenth semester examination shall be published only after the candidate has passed all the previous semester examinations.

10. GRADE CARD

- 10.1 The University shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:
- Name of University
 - Name of college
 - Month and Year of examination
 - Title of the Programme