

**CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT
ANDHRA PRADESH**

EXAMINATION & EVALUATION POLICY



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CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT

Tekkali Village, Nellimarla Mandal, Vizianagaram, Andhra Pradesh, INDIA-535003

1. Grading System & Degree Requirement

The University has ten points grading system as below.

1.1 Categorization of Grades and Their Correlation

This section gives the details of the Grading system being followed by the University.

Qualification	Grade	Score on 100 Percentage Point	Point
Outstanding	‘O’	90 & above up to 100	10
Excellent	‘E’	80 & above but less than 90	9
Very Good	‘A’	70 & above but less than 80	8
Good	‘B’	60 & above but less than 70	7
Fair	‘C’	50 & above but less than 60	6
Pass	‘D’	40 & above but less than 50	5
Failed	‘F’	Below 40	2
Malpractice	‘M’	---	0
Absent	‘S’	---	0

N.B. Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical / Sessional /Project.

1.2 Definition of Terms

The terms used in the above table are defined as follows:

- a) Point – Integer equivalent of each letter grade
- b) Credit – Integer signifying the relative emphasis of individual Subject item(s) in a semester as indicated by the course structure and syllabus
- c) Credit Point – (b) multiplied by (a) for each Subject item
- d) Credit Index – Sum of Credit Points, [i.e. Sum of (c)] of Subject items in a semester
- e) Grade Point – (c) / (d)
- f) Grade Point Average – Represented by Grade Point Indices as per section 1.4.3.
 - Semester Grade Point Index (SGPI)
 - Cumulative Grade Point Index (CGPI)

1.2.1 Grade Point Index

The formulas for calculating the SGPI and CGPI are as follows:

$$SGPI = (\text{Credit Index}) / (\text{Sum of Credits for a Semester})$$

$$CGPI = (\text{Sum of Credit Index of all previous Semester}) / (\text{Credits of all previous Semesters}) \text{ up to a semester}$$

2. Examination Policy

The section on Examination Policy gives specific guidelines, rules of the Examination and expected Examination Code of Conduct.

2.1 Eligibility for Examinations

The eligibility criteria for appearing in the examinations of CUTM are as follows:

- A student has to maintain overall 75% attendance to be able to write all papers at end-semester examinations in a semester. The attendance is considered from the date of commencement of classes as per academic calendar of the university and is calculated based on the total number of working days available in a semester.
- The schedule of classes shall be notified through a time table before the beginning of the classes in the Semester. Attendance record will be compiled at the time of each class test and the students with poor attendance will be informed through notification. The guardian may be informed through a letter/SMS. Letters will be issued to the student and the guardian before he/she is debarred for appearing at University examination due to shortage of attendance. Examination Section shall be informed about the list of eligible/ineligible students for the Examination. Dean will monitor students' attendance.
- Concessions: A student who has been absent for short periods on health ground or due to participation in cultural, sports and other academic/official assignments in the interest of students, with prior written permission of the Dean/Head of the Department shall be permitted a concession of 10% in attendance (i.e. will be eligible for appearing in examination with a minimum of 65% attendance).
- A student will be allowed to appear in the Semester Examination in those theory subjects where his/her attendance is not less than 75% in case he/she does not have 75% overall attendance.

- A candidate shall be allowed in a Semester Examination only after he/she is issued an Admit Card for the relevant examination by the University through the Examination Section of the College.
- Students who have been found to indulge in malpractice during examination will be awarded 'M' grade in that subject. The University will take appropriate disciplinary action, as per rule.
- A student who is absent in any subject(s) for which he/she has registered will be awarded 'S' grade. He/she is permitted to appear in those Subjects in subsequent semester examinations after compensating for the course work missed and obtaining due permission from the respective College and University.
- A student may register to appear in a semester examination which she/he has not passed, with appropriate fee.

2.2 Evaluation System

The University has a continuous evaluation system for each type of Subjects (Theory, Practice, Project, Theory + Practice, Theory + Project, Practice + Project, Theory + Practice + Project, workshop & internship). For this purpose the university holds the following examinations.

- End Semester Examinations at the end of the Odd and Even Semester course work.
- Examination on Demand (EOD) to be notified from time to time. In general, there will be two EOD's in each semester, in addition to a special EOD towards the end of Academic Year.

2.2.1. The Assessment Criteria of Internal and External Examinations for various types of subjects are as follows:

a. Evaluation for Theory papers (T, TP & TPP)

i. End semester theory examinations (50% weightage):

- a. Duration – 3 hrs
- b. Full Mark – 100. During result processing, it will be proportionately added.
- c. Distribution of marks (should cover all COs)
 - 10 short questions x 2 marks = 20 mark
 - 5 long questions x 12 marks = 60 marks
 - 4 short notes x 5 marks = 20 marks

ii. **Continuous assessments:** Details are as indicated in the table below:

SL No	Continuous Assessment	Score
1	Individual / Group Presentation <i>Rubric is as under:</i> <ul style="list-style-type: none"> • Content & creativity – 05 • Presentation & Discussion – 05 	10
2	Mid-semester (Written Examination) <i>Mark Distribution:</i> <ul style="list-style-type: none"> • 5 short questions x 1 marks = 5 marks • long questions x 5 marks = 10 marks • 2 short notes x 2.5 marks = 5 marks 	20
3	Assignment (2 assignments x 5 marks each)	10
4	Learning Record (<i>Based on the parameters indicated in the learning record format, course faculty to evaluate and award score</i>)	10
Total		50

Note: The evaluation pattern and external internal weightage for different programs under School of Pharmacy & Life Sciences as per PCI norms, School of Forensic Sciences as per NFSU, MSSSOA shall be as per ICAR regulations.

b. Evaluation of Practice/ Laboratory Components

The evaluation of the practice component will be carried out 50% by concerned faculty and 50% by the external examiner and will be conducted as per the present policy. Details are as under:

Internal

A	Concept	10
B	Planning & Execution/ Practical/ Simulation/ Programming	10
C	Result and Interpretation	10
D	Record/ Report	10
E	Viva	10
Total		50

External

A	Execution & Result	20
B	Record of Applied and Action Learning	10
C	Viva	20
	Total	50

c. Evaluation of Project Component

The evaluation of the project component will be completed 50% by concerned faculty and 50% by the external examiner and will be conducted as per the present policy. Following guideline may be referred during evaluation of internal and external components:

Internal

A	Understanding the relevance, scope and dimension of the project	10
B	Methodology	10
C	Quality of Analysis and Results	10
D	Interpretations and Conclusions	10
E	Report	10
	Total	50

External

A	Understanding the relevance, scope, and dimension of the project	10
B	Report	20
C	Viva	20
	Total	50

d. Evaluation of Internship

The evaluation of the internship will be completed 50% by concerned faculty and 50% by the industry guide. Following guideline may be referred during evaluation of internal and external components:

Internal

A	Daily Diary & Log Report	20
B	Periodical (Weekly/Monthly) Report	10
C	Presentation & Viva	20
	Total	50

External

A	Completion of the task / project assigned	30
B	Feedback of the industry supervisor	20

e. Evaluation of Workshop Component

The evaluation of the workshop component will be completed 100% by concerned faculty as per the present policy. Following guideline may be referred during evaluation:

A	Critical Thinking/ Simulation/ Field work & Report	50
B	Presentation & Viva	50

- All Internal marks will be recorded in ERP and uploaded to EMS.
- Grading pattern to be followed as specified in the Subject Depository.

2.2.2 PASS CRITERIA

Student has to get Pass mark in all individual components of each subject.

- A. **Theory papers:** Students must secure a minimum of **30% in individual components** (both continuous assessment & end-semester theory) **along with 40% in aggregate**
- B. **Theory & practice papers:**
- a. Theory component: minimum of 30% in individual components (both continuous assessment & end-semester theory) along with 40% in aggregate
 - b. Practice component: minimum of 50% marks both in internal & external
- C. **Theory & project type papers:**
- a. Theory component: minimum of 30% in individual components (both continuous assessment & end-semester theory) along with 40% in aggregate
 - b. Project component: minimum of 50% marks both in internal & external
- D. **Theory, practice & project type papers:**
- a. Theory component: minimum of 30% in individual components (both continuous assessment & end-semester theory) along with 40% in aggregate
 - b. Practice component: minimum of 50% marks both in internal & external
 - c. Project component: minimum of 50% marks both in internal & external

E. Practice & project type papers:

a. Practice component: minimum of 50% marks both in internal & external

b. Project component: minimum of 50% marks both in internal & external

F. Workshop or Internship type papers: 50% in aggregate

Note: For further clarity, refer to the example given below table.

	Theory			Practice		Project		Full Mark	Result
	Full Mark	Full Mark	Full Mark	Full Mark	Full Mark	Full Mark	Full Mark		
	50	100	150	50	50	50	50		
	CA	ESTH	CA+ESTH	IPR	EPR	IPRO	EPRO		
Pass Criteria	30% (15)	30% (30)	40% (60)	50% (25)	50% (25)	50% (25)	50% (25)		
Subject Type									
Theory	15	30	45					150(×100)	Fail
Theory+Practice	15	30	45	25	25			250(×100)	Fail
TPP	15	30	45	25	25	25	25	350(×100)	Fail
Theory+Project	15	30	45			25	25	250(×100)	Fail
Theory	20	40	60					150(×100)	Pass
Theory+Practice	35	29	64	25	25			250(×100)	Fail
TPP	10	50	60	25	25	25	25	350(×100)	Fail
Theory+Project	15	45	60			25	25	250(×100)	Pass
Practice				25	25			100(×100)	Pass
Project						25	25	100(×100)	Pass
Workshop				50				100	Pass

- In case, a student gets” F” grade in theory course, he/ she will only appear for External component as the internal marks are locked. But, in case of combination courses, the student will have to appear for all the external components (theory + practice + project), even if the student has cleared in some/ failed in some of the components.

- Registration of a paper having pre-requisite condition indicates that, a student will only be allowed to register provided he/she has cleared the pre-requisite paper at the time of registration.
- A student may apply for rechecking and photocopy as per the norms.
- A student can appeal against the rechecking result(s) with a fee of Rs 5000/- per paper. The fee will be refunded to the student in case the revised result (marks) is 10% or more than the earlier rechecked marks.

2.2.2. Examination & evaluation systems for Back Papers

1. Back paper (Theory)

- a. Option 1: Students can re-register back paper subject during a semester (if it is offered in that semester), attend all class appear internal examination and end semester examination by paying requisite registration fee per subject. The previous internal/external marks will be invalid. The student will be evaluated and grades will be awarded as per the marks scored in the current session.
- b. Option 2: Student can appear EOD for external component only. This external mark along with previous internal marks scored by student will be considered for final grade. No scope for change in internal marks.

2. Back Paper (Lab/Practice/Workshop)

- a. Option 1: Student can re-register back paper during a semester (if it is offered in that semester) by paying requisite registration fee per subject. The previous internal/external marks will be invalid. The student will be evaluated and grades will be awarded as per the marks scored in the current session.
- b. Option 2: Student can re-register for summer course, conduct all Lab experiments and appear internal & external examination by paying requisite registration fee per subject. The previous internal/external marks will be invalid. The student will be evaluated and grades will be awarded as per the marks scored in the current session. Student has to pay exam fee as applicable.

3. Back Paper (T+P+P/T+P/P+P/Project)

- a. Option 1: Student can re-register during a semester (if it is offered in that semester) by paying requisite registration fee per subject. Student has to attend required theory class, conduct all Lab experiments/ does project, appear internal examination and end semester examination. The previous internal/external marks will be invalid. The student will be evaluated and grades will be awarded as per the marks scored in the current session.
- b. Option 2: Student can appear EOD for external components for Theory/Practice/Project only to clear back paper. The previous internal marks will be considered for final grade. No scope for change in internal marks.

2.2.3. Assessments of Projects, Internships & Seminars (In Domains & CBCS all)

a. Projects:

There will be Process and Output of the Project. Process will be dealt and marks will be given by Internal Faculty/ Guide. Output will be evaluated by External Examiner (External Examiner + Faculty committee of the Dept.). Internal Evaluation is 50% and External Evaluation is 50%.

Process will include Literature review, design/ techniques to be decided, Experiment/ testing/ simulation, Attendance, Observations/ viva.

Output will include Report, Product, Presentation etc.

Note: The project report can be of a new project/product development or working with continuing project/production. Students need to prepare a report based on the followings; new product development (if any): Product details, product feature, product design /drawing, scope, commercial production process, costing of product, use of product, equipment's used for production, safety and security measures, raw materials required, inventory management systems and quality standards & practice etc.

In case of operation & maintenance project student has to prepare report on O&M Role and Responsibilities, operation sequence and procedures, production control procedures, Input /Output procedures, Diagnostics and problem handling procedure, Maintenance procedures, Inventory Management, safety, testing, maintenance contracts, operation maintenance records, etc.

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Internships:

- I. Student to maintain Log report/ daily report signed by company person in the field - 10% weightage
- II. Weekly Report submission (log report to be a part of the report) – 20% weightage
- III. Assessment Form will provide by university to be filled in by the company/ organisation where internship is done - 50% weightage
- IV. Presentation and Viva at Department level – 20% weightage.

b. Seminars:

- I. Report – 40% weightage
- II. Presentation --- 30% weightage
- III. Attendance & Participation in seminar talks given by other students for the course --- 30% weightage.

3. General

- 3.1** The academic regulations should be read as a whole for the purpose of interpretation.
- 3.2** In case of doubt or ambiguity in the interpretation of the above regulations, the decision of the Vice-Chancellor is final.
- 3.3** The University may change or amend the academic regulations at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University.
