

**Centre for Distance and Online Education (CDOE)**



**CDOE - REGULATIONS**

**ASSESSMENT AND CERTIFICATION**

**JULY 2024**

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## CDOE, SRMUS REGULATIONS

### Section R.2: Assessment and Certification Norms

#### R.2.1 Assessment:

The assessment is divided into two parts namely, Internal Assessment and End Semester Examination. The theory and practical papers are evaluated out of 100 marks each in which 70% weightage is given to End Semester Examinations and 30% weightage is given to the Internal Assessment (IA).

**R.2.1.1 Assessment Category:** It can be broadly classified into the following categories:

- a. Theory
- b. Practical
- c. Project/Mini Project/Dissertation/internship/Seminar
- d. The Theory, Practical, Projects/Dissertation/internship/Seminar are all will consist of - End Semester Exam and Internal /Continuous Assessments (IA).
- e. The weightage for IA = 30%
- f. The weightage for End Semester Exam (ESE) = 70%
- g. The students must be eligible to appear in the End Semester Exams, (Ref. -R.2.4)

#### R.2.2 Examination and Evaluation:

Ten-point, Letter Grade system is adopted by the University. Each grade indicates the level of performance in the course and the equivalent grade point for the purpose of computing the semester grade point average (SGPA) and the cumulative grade point average (CGPA).

##### R.2.2.1 Marks distribution table:

Course Categories	Internal Assessment (IA) (Continuous Assessment)		End Semester Examinations	Total
	Descriptive	Quiz (MCQ)	Total max. Marks	
Theory Course	15	15	70	100
Practical Course	20	10	70	100
Project/Dissertation/ Internship/Seminar	30		70	100

#### R.2.3 Continuous Assessment (Internal Assessment IA):

The Continuous Assessment (Internal Assessment) is an integral part of the performance evaluation of the students for each course in the program. The students' performance in the continuous assessment is assessed through online Assignments/Quizzes/Practical sessions as the case may be.

**R.2.3.1 Continuous Assessment for Theory Course (Maximum marks 30):**

- i. The students must appear for Quiz (MCQ) and the descriptive part of the internal assessment based on the requirements of the course. The details are given in the respective program guide.
- ii. The students must submit two Assignments per course and the average of those two assignments will be considered for that course internal.
- iii. The Internal Assignment/Assessment (IA) questionnaire will be made available on the University web portal/LMS for the students to access.
- iv. For descriptive part of the Assignments, the students are required to write the answers, and upload the same on the web portal/LMS on or before the specified date as per the instructions provided to them. For the objective part of the Assignments, students are required to attend the question directly on online portal.
- v. The last date of submission of the Assignments will be mentioned in the Assignment, which will be made available on the portal.
- vi. For descriptive part of the Assignments, the students should clearly write their Name, Enrollment Number, Semester, Program name, Course Code and Course Title on the top of the Assignment before uploading the same. The students must ensure that the report is fully complete in all respects before uploading it on the Web portal/LMS.
- vii. The theory descriptive **Assignment must be handwritten**. The Scanned copy of the Assignment answer sheet, which is duly signed by the student along with the student details, should be uploaded on the web portal/LMS in **PDF format as a single file**. The students must ensure that the correct copy of the Assignment is uploaded and must keep the correct copy of the uploaded Assignment for their future reference.

**R.2.3.2 Internal Assessment for Practical Course (Maximum Marks 30): -**

- i. The Continuous Assessment in a Practical course is based on the conduction of Practical (lab work and lab records).
- ii. The practical assessment will include, lab works/records and Objective type questions. The total maximum number of marks for the Continuous Assessment in a practical course is 30 (20 marks for lab works/ records + 10 marks for Quizzes/MCQ).
- iii. More detailed instructions regarding the lab/Practical work will be available in the respective program guide.

**R.2.3.3 Project/Mini Project/Dissertation/Internship/Seminar Continuous Assessment (Out of total 30)**

- i. Continuous Assessment in a **Project/ Mini Project/ Dissertation/ Internship/ Seminar** will be based on the work assigned. A detailed project guideline will be notified by the University and published on the university portal from time to time.
- ii. The students will be required to submit the written report as per the guidelines and within the specified date.
- iii. Students should clearly write their Name, Enrollment Number, Semester, Program Name, Course Code and Course Title on the top of the prescribed

report format along with the signature of the Local Guide (if any) before uploading the same. The students must ensure that the report is fully completed in all respects before uploading on the portal.

- iv. The soft copy of the report which is duly signed by the student and scanned along with the student details should be uploaded **as a single file** on the web portal/LMS in the PDF format. The students must ensure that the correct copy of the report is uploaded and must keep the correct copy of the uploaded report for their reference.
- v. The students must ensure that there is no plagiarism in the report submitted.

#### **R.2.4 Eligibility to appear in the End Semester Examinations:**

- a. Fees must be fully paid.
- b. Course work – Student must have a minimum participation of 75% in all activities of the course prior to the End Semester Exam. And course IA must be completed before the university's notified last date to be eligible to appear in the **End Semester Examinations (ESE)** of each course.

#### **R.2.5 Appearing for Backlog Courses (Procedure in Event of Failure):**

The students require to appear in the backlog papers in the End Semester Examinations must fill the online examination form by paying exam fee as notified by the university. However, students who have not completed the internal assessment (i.e.,) absent in IA must also fill in online application along with the fees from time to time. The e-Hall ticket/Admit Card will be made available on the web portal for the students to download. The “Exam date sheet” along with the detailed instructions will be notified on the University web portal in advance.

#### **R.2.6 End Semester Examinations Credit and Grade Point System of Evaluation:**

End Semester Examinations are conducted through proctored online examination system as per UGC-DEB guidelines.

##### **R.2.6.1 End Semester Examinations (ESE):**

The mark distribution tables for theory, practical, Project and Seminar papers are given in the section R.2.2.1.

- i. End Semester Examinations (ESE) for **Theory/ practical/ Dissertation/ Project/ Internship** papers are conducted by the University at the end of each semester through Proctored Online Examinations.
- ii. **Practical/Mini Project/Dissertation/Project/Internship/ Seminar:** The students are required to make a PowerPoint presentation of their work (report/prototype) before the examiners through online and also submit the project/ dissertation/ Seminar/Internship report to the University. The details in this regard will be provided in the project guidelines. The student must ensure no that there is no plagiarism in the report submitted. The students must ensure that there is no plagiarism in the report submitted.

**R.2.6.2 Minimum marks to Obtain Pass Grade:**

Following Criteria should be satisfied to obtain Pass Grade in a paper:

1. **Pass Grade criteria for UG courses:** The student must score 40% or above marks in the End Semester Exam and Internal Assessment (IA) combined (ESE + IA greater than or equal to 40%) to obtain a pass grade in the given paper. Kindly note that the IA submission is mandatory, without completing the IA students are not eligible to write the exam for the given course.
2. **Pass Grade criteria for PG courses: The following conditions to be satisfied to obtain a pass grade in the given paper.**
  - i. The student must score 50% or above marks in the Internal Assessment (IA)
  - ii. The student must score overall 50% or above marks in Internal Assessment (IA combined with End Semester Exam (ESE + IA greater than or equal to 50%)

Kindly note that the IA submission is mandatory, without completing the IA, students are not eligible to write the exam for the given course.

**R.2.6.3 Letter Grading System:**

Ten-point Letter grades will be awarded to the students as indicated below. Each letter grade indicates the level of performance in the course and grade point is used to compute the SGPA and CGPA. Marks so obtained shall be out of 100 will be converted to grades as per the following table provide the range of marks for each grade.

**Table R.2.6.3a: Letter Grading System for PG Programs** (IA: - Internal Assessment; ESE: - End Semester Exam) based on Absolute marks

Letter Grade	Grade Points (P)	Mark Range (IA + ESE)
O(Outstanding)	10	95-100
A+(Excellent)	9	90-94
A (Very Good)	8	85-89
B+(Good)	7	75-84
B (Above Average)	6	65-74
C(Average)	5	55 - 64
P (Pass)	4	50 - 54
F(Fail)	0	It is mandatory to score 50% marks in IA and overall 50% marks to obtain pass grade. If the criteria are not satisfied then it will be declared as fail (F) for PG program courses due to insufficient marks.
Ab (Absent)	0	Failure due to non-appearance in Assessments
N	0	Not eligible to appear in the exam

**Table R.2.6.3b: Letter Grading System for UG Programs**

Letter Grade	Grade Points (P)	Normalized Mark Range
O(Outstanding)	10	95-100
A+(Excellent)	9	85-94
A(Very Good)	8	75-84
B+(Good)	7	65-74
B (Above Average)	6	55-64
C(Average)	5	45-54
P(Pass)	4	40 - 44
F(Fail)	0	<b>Less than 40%</b> combined marks scored will be declared as <b>F (Fail) for UG</b> program courses due to insufficient marks
Ab (Absent)	0	Failure due to non-appearance in Assessments
N	0	Not eligible to appear in the exam

**Explanation of Grades**

- Pass Grades are those letter grades other than F/ ab /N as shown in the above tables.
- 'F' stands for Fail Grade due to Poor performances
- 'Ab' Grade given when a student is "absent" in the course Assessments.
- The "N" Grade given to those students who is not eligible to appear in the End Semester Examination of the given course.
- A student must repeat all compulsory courses in which she/he obtains *F, Ab or N* grades, until a passing grade is obtained. The courses with Grades *F, Ab or N* are not included in the calculation of the CGPA. However, these are included in the calculation of the SGPA.

**R.2.6.4 Award of Class**

**R.2.6.4a Distinction for PG programs:** Class/Distinction will be awarded to the students after successful completion of their **PG program** as per the norms stipulated in the following table:

Class/Distinction Award (For PG)		
Category	CGPA	Class
Students who successfully complete the PG Program within the minimum or maximum duration of the program	$5.0 \leq x < 5.5$	Third Class
	$5.5 \leq x < 6.0$	Second Class
	$6.0 \leq x \leq 8.0$	First Class
	Greater than 8.0 (with 'F' or 'Ab' in any Semester)	First Class

Students who successfully complete the PG Program within the minimum duration of the program	Greater than 8.0 (without 'F' or 'Ab' or withdrawal in any semester)	First Class with Distinction
<b>Note:</b> - One must obtain pass grade (O to P) to award class.		

**R.2.6.4b Distinction for UG programs:** Class/Distinction will be awarded to the students after successful completion of their **UG program** as per the norms stipulated in the following table:

<b>Class/Distinction Award (For UG)</b>		
Category	CGPA	Class
Students who successfully complete the UG Program within the minimum or maximum duration of the program	$4.0 \leq x < 5.0$	Third Class
	$5.0 \leq x < 6.0$	Second Class
	$6.0 \leq x \leq 8.0$	First Class
Students who successfully complete the UG Program within the minimum duration of the program	Greater than 8.0 (with 'F' or 'Ab' in any Semester)	First Class
	Greater than 8.0 (without 'F' or 'Ab' or withdrawal in any semester)	First Class with Distinction
<b>Note:</b> - One must obtain pass grade (O to P) to award class.		

**R.2.6.5** All the even and odd End Semester Examinations are conducted separately. For End Semester Examinations, each paper will be given two slots for the student to select, provided number of regular students appearing in that paper is more than 1000. The details will be notified in the examination's notification from time to time.

## R.2.7 SGPA and CGPA (Semester and Cumulative Grade Point Average):

**Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

- (i) **SGPA (Semester Grade Point Average):** The SGPA is the weighted average of all the grades awarded to the student in the semester.

$$SGPA = \frac{\sum_{j=1}^n C_j P_j}{\sum_{j=1}^n C_j},$$

Where,

$C_j$  = Number of credits earned in the  $j^{th}$  course of a semester for which SGPA is to be calculated.

$P_j$  = Grade point earned in  $j^{th}$  course, and

$j$  = 1, 2, 3...  $n$  represent the number of courses in which a student is registered in the concerned semester.

- (ii) **CGPA (Cumulative Grade Point Average):** - The CGPA is the weighted average of all the grades awarded to the student since his/her entry into the university up to and including latest semester.

$$CGPA = \frac{\sum_{j=1}^n C_j P_j}{\sum_{j=1}^n C_j},$$

Where,

$C_j$  = Number of credits earned in the  $j^{th}$  course, up to the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned in  $j^{th}$  course. A grade lower than  $D$  (i.e. grade point  $\leq 4$ ) in a course shall not be taken into account.

$j$  = 1, 2, 3...  $n$  represent the number of courses in which a student was registered and obtained a grade not lower than  $D$  up-to the semester for which CGPA is to be calculated.

### **R.2.8 Promotion to Next Semester and program maximum duration:**

Students can carry forward all courses to his/her next semester. However, for the award of Degree they must complete (pass) all the subjects/courses of the program within the maximum duration of the program.

### **R.2.9 The maximum duration of the program:**

It will be as per the UGC-DEB regulation 2020, notified on 4<sup>th</sup> September, 2020 which is as follows or as per the UGC-DEB notification issued from time to time.

“The maximum duration for completion and award of degree at the undergraduate and postgraduate levels or post graduate diploma in Open and Distance Learning mode and Online mode shall be double the minimum duration of the respective programs as per items (i) and (ii).” Refer UGC-DEB regulation 2020, Part III, section 13. (A) (2). Iii). Hence, the maximum duration of the program is =  $(n*2)$ ; where, ‘ $n$ ’ stands for minimum duration of the program.

### **R.2.10 End Semester Examinations Theory Examinations Question paper pattern:**

The semester end theory question paper will cover the entire syllabus and will have TWO sections (A and B).

**R.2.10.1 The section - A** will consist of total 10 Multiple Choice Questions (MCQ) / fill in the blank/one-liner type questions and each question will carry 2 marks. All questions of Section A are compulsory. The total maximum marks is 20 for Section-A.

**R.2.10.2 Section - B** will consist of seven questions out of which FIVE questions are to be answered by the students. The total maximum mark is 50 for Section-B. All questions carry equal marks. Further instructions will be available in the question paper.

### **R.2.11 End Semester Examination Practical Examinations Question paper pattern:**

The end semester practical exam will have TWO sections (A and B).

**R.2.11.1 The section A** will consist of total 10 Multiple Choice viva Questions (MCQ / fill-in-the blank/ one-liner type questions) and each question will carry 2 marks. All questions of Section A are compulsory. The total maximum marks is 20 for Section-A.

**R.2.11.2 Section - B** will consist of FIVE a practical/virtual lab question out of which student needs to perform/conduct virtual lab for any two full questions. The total maximum marks are 50 for Section-B. All questions carry equal marks. Further instructions will be available in the program guide.

### **R.2.12 Project/Mini Project/Dissertation/Internship/Seminar End Semester Examinations (Out of total 70)**

- i. End Semester Exams of a **Project/Mini Project/Dissertation/Internship/Seminar** will be conducted by the University
- ii. Kindly refer Section 2.6.1 Subsection (ii).
- iii. The students must ensure that there is no plagiarism in the report submitted.

### **R.2.13 Answer script review:**

If any student wishes to apply for review of results, he/she must apply for the same **within 15 (fifteen) days** from the date of declaration of the results. However, students wishing to apply for review the answers script, must pay the answer script review fees **which is notified by the University from time to time**. The COE shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

## **R.2.14 Credit Transfer and Student Mobility**

### **R.2.14.1 Case-1: Campus mode to online mode**

Student who are studying in campus mode and requesting transfer to online mode for the same program (From same University campus program to Online program or from other University to SRMUS Online programs) is called **“Campus Mode to Online Mode” transfer.**

### **R.2.14.2 Case-2: Online mode to online mode**

Students transfer request from other University online mode programs to same program in SRMUS Online mode are called as **“Online Mode to Online Mode” transfer.**

### **R.2.14.3 Case-3: Online mode to Campus mode**

Students transfer request from online mode programs to same program in Campus mode are called as **“Online mode to Campus mode” transfer.**

### **R.2.14.4 Case-4: Equivalence Committee**

For both the above cases, the equivalence committee shall check the curriculum, syllabi, and transcripts and submit the recommendations on the equivalence of credit transfer of some or all their prior courses completed successfully in their previous mode of study for consideration and approval to the authorities. Based on the recommendations of the equivalence committee, the students will be appropriately informed and his/her transfer request shall be processed further provided the student shall necessarily fulfill all requirement needed for the credit transfer. The credit transfer fee will be as per the notification of the University.

## **R.2.15 Semester Registration**

- a. The process of signing up for the next higher semester is called semester-registering. The students need to pay the prescribed semester fees before for semester registration.
- b. Semester Registration will be done by the admission office -CDOE SRMUS.
- c. For a student to continue the course of study he/she has to complete semester registration for the program.

**R.2.16 Academic dishonesty:** When a student is found responsible for a violation of CDOE of conduct pertaining to academic dishonesty (Malpractice in End Semester Examinations), the Office of Controller of Examinations will initiate action based on the pre-approved university procedures. Appropriate penalty or punishments will be awarded to the student. The matter will be informed to the students.

**R.2.17 Revision of Regulation and Curriculum:** The Academic Council of the University reserves the right to revise, or change or amend the regulations, the scheme of examinations, curriculum and syllabi from time to time. This will be notified accordingly on the University portal. The students required to follow the latest revisions.

**R.2.18 End Semester Examinations Notification: Detail notification with regarding** End Semester Examination shall be made available on the University website/announcement and University ERP/LMS. The e-Hall ticket for the same will be made available on the web portal for the students to download.

**R.2.19 University eID Card and e-Hall ticket:** It is compulsory for the students to carry University eID Card and e-Hall ticket of the relevant End Semester examinations (Even for Proctored online exams) while appearing in the examination. The eID Card and e-Hall ticket will be made available on university portal/ERP for the students to download.

**R.2.20 Scheme & Syllabus to backlog in examinations:** Whenever a student needs to appear in End Semester backlog exams then, she/he had to do so in the recent scheme/syllabus which is in practice.

**R.2.21 Announcement of End Semester Examination Results:** The End Semester Examination Results will be announced on the university website/exam section. No separate intimation will be sent to the students in this regard.

**R.2.22 Award of Degree:**

- a. The degree will be awarded only after clearing all the courses of a program with the requisite minimum grades/marks/credits within the specified program duration as applicable for that program specified by the university.
  - b. The degree will be awarded only up on successful completion of the program during/after the convocation. The electronic provisional degree certificate will be made available on the University Portal for the students to download for free of cost. However, hard copy of provisional/degree certificate can be obtained by the student from the university by filling online request form by paying fee as prescribed by the university from time to time.
- a) **Duplicate Degree Certificate:** In case of loss of the degree certificate, Students can

obtain the duplicate degree certificate as per the norms notified by the university from time to time by applying for same with prescribed fee and all necessary documents. The students can contact the university through **studentcare.online@srmus.edu.in** or can connect to student care number **+91 96006 19641** for support.

**R.2.23 Grade Card:** The electronic Grade Card will be available on the University Portal for the students to download for free of cost after declaration of results. However, a hard copy of Grade Card can be obtained by the student from the university by filling online request form by paying fee as prescribed by the university from time to time.

b) **Duplicate Grade Cards:** In case of loss of Grade Card, Students can obtain duplicate Grade Card as per the norms notified by the university from time to time by applying for same with prescribed fee and submitting all necessary documents. Students can contact the university through **studentcare.online@srmus.edu.in** or can connect student care number **+91 96006 19641** for support.

**R.2.24 Postal delay/transit loss:** The University shall not be responsible for any postal delay or transit loss.

**R.2.25 Non fulfillment of course requirements:** If a student is unable to clear all the courses of a program within the specified maximum duration, he/she will not be awarded any degree and he/she will have no claim against the university for the degree/ diploma/ certificate or otherwise.

**R.2.26 University e-Identity Card:** The student eID card will be available free of cost on the university online portal (Student Dashboard) students to access the University facility after confirmation of his/her admission. Students must take the print of the ID card and get it laminated.

1. Students shall carry their University ID Card at all times, while appearing University Exams/ or on the campus. And shall have to produce the same when asked for.
2. The Identity Card is valid for the duration of the program of study, in which he/she taken admission.

### **R 2.27 Learning Support:**

a) **Learning Material:** Once the admission is completed the students can avail the learning material from the **university LMS portal**. The University will also provide Online counselling sessions for the benefits of the students.

- b) **Learning Management System (LMS):** The University provides learning support via the online portal/Learning Management System. Student will be provided with his/her login credential to his/her program after the confirmation of admission and can get access for the Study Material/video session/e-books/announcements/quiz etc.
- c) **Program Guide:** Program wise details regarding internal assessments, course work details, assignment, course delivery etc will be provided in the respective programs' Program Guide of each program.

## **R. 2.28 OTHER IMPORTANT INSTRUCTIONS:**

- a) Students are required to arrange their own computer/laptop with latest windows OS, internet, webcam and other necessary accessories which are essential for Online Programs.
- b) Students are required to keep themselves well versed and updated with the University Rules & Regulations in force, including any amendments issued for the same, if any, the same shall be available on the University website. The university shall not be responsible for intimating every student individually in any manner.
- c) Students are required to inform the university about any changes made at any point of time in their permanent/ correspondence address, Telephone No. / Mobile No. / e-mail etc, and ensure up-dation in the university record(s).
- d) Students are required to behave in a disciplined and dignified manner in the university real and virtual campus.
- e) Students are required to behave very decently towards other students, staff, teacher, and visitors etc. The students are advised not to involve in any antisocial activities. The students are advised not to use drug or alcohol in the University real or virtual Campus or during proctored exam. Any act of misbehaviour will not be taken seriously.
- f) Projects, dissertation, thesis, research work, software products, patents, copyright, etc. development or carried out during the study will be considered as university property. It can be used by the University for any purpose it desires, and consent/ permission of the student will not be required for that purpose.
- g) All the announcements/ notifications/ communications related to the University will be published on the University website and will be deemed to have been served on all the students. No paper correspondence will be issued.
- h) The university reserves the right to make amendments/changes in the date, and timing in admission, Examination or for any other purpose as and when deemed necessary.

- i) Ragging is criminal offense. Any act, whether individual or collective, done intentionally or otherwise that violates or disturbs an individual in any illegitimate way is considered as ‘Ragging’ and is dealt strictly as per order of Hon’ble Supreme court.
- Following is considered as act of ragging.
  - Involve physical assault or threat or use of physical force.
  - Violate the dignity of women students. Expose students to ridicule and contempt their self-esteem; entail verbal abuse, aggression & indecent behaviour.