

# EXAMINATION SYSTEM

## Internal Assessment Tools & End Semester Examination

Continuous Internal Assessment (CIA) and model examinations will be conducted in the departments and HoD or senior member appointed by the HoD will be Chief Superintendent. The stationeries will be provided by the CoE office.

Model Question papers have to be submitted to the CoE for end semester exams. The department will preserve the answer scripts until the audit is done. Questions are directly related to COs and hence random generation of questions cannot be done.

For CIA, model Exams and End Semester Examinations Question paper patterns given by COE shall follow. However, for selected subjects, the QP pattern will be different as approved by the Dean of the faculty concerned. Students who are representing the PMIST with prior permission from HoD, Faculty Dean, and Dean(Academic courses) will be given retest for CIA and model exams. Norettest will be conducted for whatsoever other reasons may be. No Hall ticket is needed for writing CIA and model exams.

### Assessment Pattern

	Theory CIA	Practical CIA	Theory ESE	Practical ESE	Total CIA	Total ESE	ESE Passing Min (%)		Overall Passing Min (%)	
							E	NE	E	NE
Theory	40	-	60	-	40	60	40	35	50	40
Practical	-	75	-	25	75	25	40	35	50	40
Theory Cum Lab	20	20	60		40	60	40	35	50	40
Lab Cum Theory	25	50		25	75	25	40	35	50	40
Skill Based Elective	100				100		40	35	50	40
PG Programme	50	-	50		50	50	40	40	50	50

- There is no passing minimum for Internal Assessment
- E - Engineering & All PG Programmes
- NE - Non – Engineering Programs

CIA T	%	CIA	%	CIA	%	CIA	%	Total
I Test	90	Notes	10					100
II Test	70	Notes	10	MCQ	20			100
III Test	70	Notes	10			Quiz/Seminar	20	100
Convert the Total marks 300 to (CIA) 40 Marks								
End Semester 60 Marks								

### **Assessment for Seminar / Professional Practices**

The Seminar / Professional Practices / Case study / Mini-Project shall carry 100 marks and shall be evaluated through continuous assessment only.

Every student is expected to present a minimum of 2 presentations / demonstration per semester before the evaluation committee and for each presentation / demonstration, marks can be equally apportioned.

The three-member committee consisting of one coordinator and two members appointed by the Head of the Department will evaluate the performance of the student in above activities at the end of the semester, the marks can be consolidated and taken as the final mark.

The evaluation shall be based on the seminar paper / report (40 marks), presentation / demonstration (40 marks) and response to the questions asked during presentation / demonstration (20 marks). The final marks obtained by each student in all the above activities should be consolidated and submitted by the concerned Head of the Department to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester. The consolidated final mark obtained by each student is reduced to 20 marks

### **Assessment for Industrial / Practical Training / Internship / Summer Project**

The Industrial / Practical Training shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of the Industrial / Practical Training / Internship / Summer Project, the student shall submit a certificate from the organization where the student has undergone training and a brief report about the training. The evaluation will be made based on this report (40 marks), presentation (30 marks) and a Viva-Voce Examination (30

marks). The viva- voce examination will be conducted by a three-member committee constituted by the Head of the Department. The committee comprises of one expert from an industry / organization and two members (a coordinator and a member) from the Department. Certificates (issued by the Organization) of the student along with his/ her mark statement should be submitted by the concerned Head of the Department to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester.

### **Assessment of semester long industrial project / internship**

The Viva-voce examination for semester long industrial project or internship shall be based on the report submitted by the student regarding the work carried out in the industrial project or internship. The students must produce an attendance certificate at the time of reviews. The report shall be certified by a mentor from the industry, supervisor and HoD.

Projects / internships undertaken externally should have an internal guide and an external guide. Both guides are expected to interact regularly monitoring the progress of the student. For the reviews the external guide should be present at least in online mode to assess and award marks to the student. In the beginning of the project, the internal guide should ensure that the work to be carried out is up to the standard as well as not attracting any IPR issues with the external organization so that the work could be published.

The end semester examination must be conducted in physical mode with the mentor from the industry present physically or through online.

If the project report or report of industrial project or internship is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of report with due approval obtained from the Head of the Department. If the report is not submitted even beyond the extended time, then the student(s) is deemed to have failed in the Project Work and the student must redo the course again.

### **Assessment for Value Added Courses**

The one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. One or two assessments shall be conducted during the semester by the department concerned. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, faculty handling the course (if available), coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to

the students by the above committee based on their relative performance. Certificates issued by the Industry if any along with the student's mark / grade statement should be submitted by the concerned Head of the Department to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester.

### **Assessment for Online Courses**

Students may be permitted to credit online courses (NPTEL / SWAYAM) with the approval of the Head of the Department and Dean (Academic Courses), subject to a maximum of six credits.

On successful completion of the online course, the candidate must submit the copy of the certificate and the grade card (if applicable) to the Head of the Department.

The Head of the Department shall form a team of faculty members to recommend the credit and grade to be awarded to the candidate by mapping the score earned by the student and results shall be submitted to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations for further processing with due approval from Dean (Academic Courses).

If the grade card is not submitted by the student, the HoD shall recommend the same to the Controller of Examination through Dean (Academic Courses) to conduct end semester examination on the online course.

### **Open Elective**

As per the UGC / AICTE norms the students will be permitted to select the open elective subjects from third to seventh semester. The department will offer various options and the students are free to choose the subjects. The subject code for the open electives will be confirmed by the CoE office.

### **Guidelines for integrating online courses with curriculum**

The Credits earned by the students of all programmes in MOOC course and Ph.D course work subjects (provisions given by the Ph.D. Regulation 2016) can be taken as online courses through Coursera, EdX, NPTEL, MOOC etc. The credit they earned is integrated to her/his GPA.

**Notes:**

- i. From 2022 onwards all PG students should study at least one online course per year.
- ii. The grade given by the agency will be taken as such without any modification. If the grade is not given and marks are provided, they will be converted to grades using absolute grading method of the PMIST.
- iii. If certification is not provided or exam not conducted, then the candidate has to undertake examination following PMIST procedures coordinated by the HoD of that department.
- iv. Attendance grade of "O" will be given for such subjects.
- v. Subject code as given by the agency will be considered as such. The details of the agency which conducted such course will be printed in the grade sheet.

If a student (Bachelors, Masters or Ph.D. programme) prefers online course for a particular course conducted in regular mode during the semester it may be allowed, provided, the online course should have at least 90% of the syllabus of that particular course. The grading, Subject Code and attendance regulations for this case follow academic Regulations 2024.

**Attendance requirement for End Semester Examinations:**

1. A student shall normally be permitted to appear for the End Semester Examinations, if he / she has gained 75% attendance in a course.
2. If a student has attendance between 65% and 75% in any course during the current semester and provides valid reasons (participation in college / university / national / international level competitions / NSS / NCC / NSO / YRC / RRC / internships with prior approval) supported by all necessary documents, he or she may be permitted to appear for the current End Semester Examinations.
3. If a student has attendance between 65% and 75% in any course during the current semester and provides valid reasons (hospitalization / accidents / specific illness / unforeseen incidents) supported by all necessary documents, he or she may be permitted to appear for the current End Semester Examinations by paying IQs. 1,000/- per course as condonation fee.

**End Semester Examination**

The Question Paper for conducting ESE are set by the respective Course Teachers, vetted by Subject Experts and then kept under the custody of CoE Office. Centralized Exams are conducted under the overall supervision of Chief Superintendent, Additional Chief Superintendent and other supporting staff. Immediately, after exams, the answer papers are

transmitted to the valuation hall. The Camp Officer and his team monitor the valuation process, and the marks scored by the students are uploaded into the exam portal directly. The outcome of Evaluation is presented to PAC/ Moderation cum Result Processing Board for declaration of results with the consent of Hon'ble Vice Chancellor.

### **Credit Transfer Facility**

Students are permitted to optionally enroll and study a maximum of three off-campus courses in physical / online / hybrid mode under each UG programme with the approval of Department Advisory Committee and Dean (Academic Courses) as per the Regulations. The successful completion of these courses through any of the above modes shall be considered in lieu of professional elective / open elective courses of curriculum as approved by Department Advisory Committee.

Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL.

Students are also permitted to enroll and undergo courses in online mode at Universities in India / Abroad. Further, the students are permitted to study courses of a particular semester in a University / Institution based on MoU. The marks / credits earned by the student shall be transferred based on the decision of the Credit Equivalence Committee constituted by Dean (Academic Courses) and approved by the institute.

### **Result Publication**

Results of the end semester examinations are published within 10 days from the last day of the examination. The results are uploaded in PMIST website. The grade sheet for final year students will be distributed within 10 days after publication of results.

### **Transparency / Photocopy of Answer Scripts / Revaluation Rules**

After Publication of the results, the Re-appear student may apply for photo copy of the valued answer scripts through the Head of the department and Dean of the faculty by getting concurrence and by paying the prescribed fee within ten days from the day of publication of the result.

The students are also permitted for revaluation of their answer scripts, if recommended by the HoD and Course teacher after paying the prescribed fee within a week from receiving the photocopy of the answer scripts. The results of revaluation will be published within 10 days.

## Letter Grades

<ul style="list-style-type: none"> <li>UG Programme in Humanities, Sciences and Management</li> </ul>				<ul style="list-style-type: none"> <li>UG/PG/Ph.D. in Architecture, Engineering and Technology</li> <li>PG/ Ph.D. programmes of Arts, Science and Humanities</li> </ul>			
Grade Letter	Grade Point	Performance	Actual Marks (A) Proposed	Grade Letter	Grade Point	Performance	Actual Marks (A) Proposed
O	10	Outstanding	$A \geq 91$	O	10	Outstanding	$A \geq 91$
A+	9	Excellent	$81 \leq A < 91$	A+	9	Excellent	$81 \leq A < 91$
A	8	Very Good	$71 \leq A < 81$	A	8	Very Good	$71 \leq A < 81$
B+	7	Good	$61 \geq A < 71$	B+	7	Good	$61 \geq A < 71$
B	6	Above Average	$55 \leq A < 61$	B	6	Above Average	$55 \leq A < 61$
C+	5	Average	$45 \leq A < 55$	C	5	Pass	$50 \leq A < 55$
C	4	Pass	$40 \leq A < 45$	U	0	Reappear /Absent	Less than 50
U	0	Reappear /Absent	Less than 40	W	0	Withdrawal	
W	0	Withdrawal					

## Classification of Degree

### UG programme in Humanities, Sciences and Management / Education

Range	Classification
$CGPA \geq 7.50$ and passed in first attempt	First Class with Distinction
$7.50 > CGPA \geq 6.00$	First Class
$6.00 > CGPA \geq 5.00$	Second Class
$CGPA < 5.00$	Third Class

### For UG in B.Tech, B.Arch& All PG Programmes

Range	Classification
$CGPA \geq 9.00$ and passed in first attempt & earn extra 10 credits	First Class with Honours
$8.00 \geq CGPA$ and passed in first attempt.	First Class with Distinction
$CGPA \geq 6.50$	First Class
$CGPA < 6.50$	Second Class

**Note:** \*The student has to earn extra 10 credits (Minimum three courses) through MOOC/ SWAYAM (Study Webs of Active -Learning for Young Aspiring Minds) / platform/Minor course/Research paper/patent i.e. he/ she should gain around 160 credits.

### **Honours Qualification**

Students should have obtained a CGPA  $\geq 8.0$  at the end of the eighth semester and have satisfied additional credits consideration prescribed for “Honours” degree.

### **Minor Qualification**

All the students who successfully complete the additional courses as prescribed i.e., specialization in a specific domain offered by other departments and satisfied the requirement shall be eligible for the award of “Minor” degree.

### **Degree with specialization**

All the students who successfully complete the additional courses as prescribed, which are in the same programme domain (vertical) and satisfy the requirement shall be eligible for the award of B.Tech. degree with Specialization in that domain.

### **Eligibility for the award of Degree**

A student shall be declared to be eligible for the award of the Degree, provided the student has:

- i. Undergone the prescribed programme of study by earning the minimum total number of credits specified in the curriculum of the relevant programme of study within a maximum duration limit.
- ii. Presentation and publishing of research articles is desirable for students as outlined below:

**All UG Programs:** 1 article (1 paper publication in national journal / conference ISBN publication)

**All PG Programs:** 1 publication in national journal/ conference / ISBN publication

### **Accommodating Advanced Learners**

Students who have secured a CGPA of more than 8.00 up to 4th semester examinations (UG Engineering) are permitted to complete their subjects of 8<sup>th</sup> semester in 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> semesters respectively. However, the CGPA of the above courses will be taken into account only in the 8th semester.



### **Provision for Withdrawal from the End Semester Examinations**

A student may, for valid reasons (medically unfit / unexpected family situation / Sports approved by the Director, Sports and HoD) and on prior application, be granted permission to withdraw from appearing for one examination of one course or two or more consecutive examinations of different courses in the end semester examination. Permission cannot be given to withdraw from the examinations in a non-consecutive sequence.

Such withdrawal shall be permitted only once during the entire period of study of the degree programme.

Withdrawal application is valid only if the student is otherwise eligible to write the examination and if it is made within 10 days prior to the commencement of the end-semester examination and recommended by the HoD and approved by the Dean (Academic Courses). Notwithstanding the requirement of mandatory 10 day notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case. Withdrawal shall not be construed as an appearance for the eligibility of a student for First Class with Distinction. This provision is not applicable to those who seek withdrawal during VIII semester.

Withdrawal from the end semester examination is NOT applicable to arrear courses of previous semesters.

The student shall appear for the end semester examination with respect to the withdrawn courses during the examination conducted in the subsequent semester and need not re-appear for the continuous assessment examination.

Withdrawal from the continuous assessment examination is not permitted.

Withdrawal is not permitted to the student who has not satisfied the conditions for appearing in the end semester examination.

### **Re-Do rules**

Students who have secured overall attendance less than 65 % should re-do such subject along with their juniors by paying the prescribed fee.

### **Supplementary Examination**

If a student fails to secure a pass in a course, the student shall register and appear for the end semester examination in the subsequent semester or appear for the supplementary examination. In such a case, the Continuous Assessment marks obtained by the student in the

first appearance shall be retained and considered valid for one subsequent arrear attempt. However, from the third attempt onwards, if a student fails to obtain pass marks i.e., (Continuous Assessment + End Semester Examination), then the student shall be declared to have passed the examination if he / she secures a minimum of 50 percent of marks prescribed for the end semester examinations alone

A minimum of 50 percent of marks prescribed for the end semester examination should be scored in the supplementary examination(s) to declare the result as having passed the course and acquired the relevant number of credits.

### **Fast Track Exam**

For final year students who have arrears in the final semester shall apply for fast track exam by paying the prescribed fee. Such exam will be conducted within 10 days after the publication of results. This facility enables the students to complete the programme within the stipulated period.

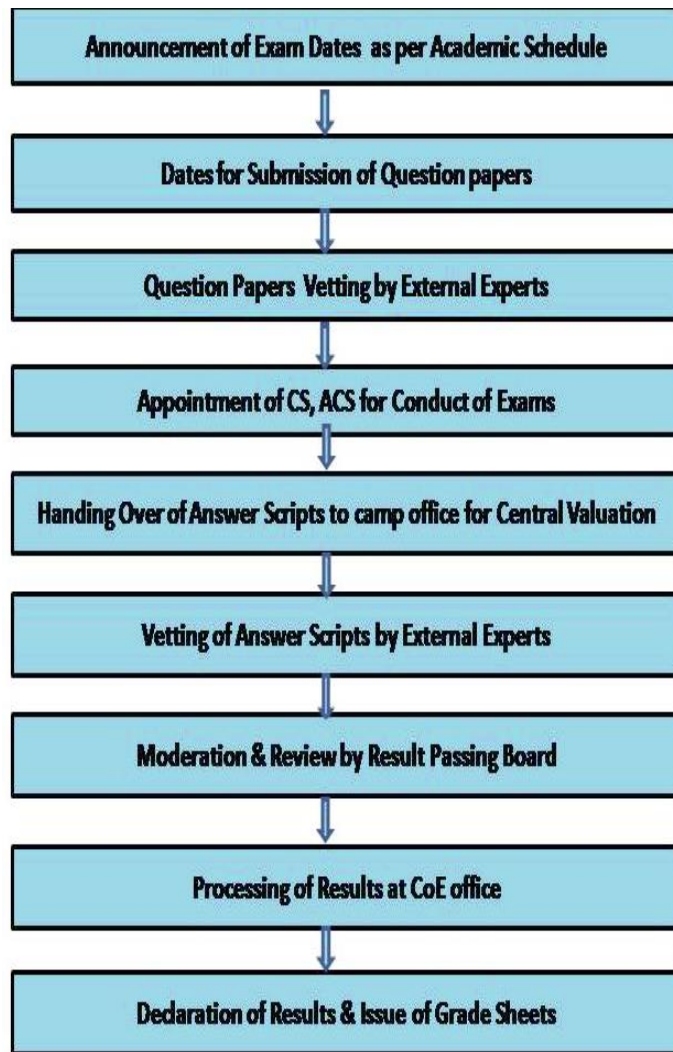
### **Issue of Grade Sheet**

After the publication of the results, individual grade Sheet for each semester will be issued, through the Dean of the Faculty concerned.

### **Students Grievances Redressal mechanism**

Students who have any kind of grievances relating to Examinations may contact the CoE or may drop their complaints in the Grievances redressal box installed in the Front side of the Exam office. In addition, they also can post their Grievances through online at [www.pmu.edu](http://www.pmu.edu). The complaints will be collected at periodical interval and suitable solutions are arrived at. In this regard, Students may also contact the Staff in charge of that portfolio. Students may also send their grievances via mail.

### **Examination Process Flow**



### **CGPA to percentage conversion**

To get the percentage of marks, one has to multiply the CGPA by 10