



EXAM MANUAL 2023-24



SRMUH DELHI NCR, SONEPAT

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The SRM Educational Group as a community have over 80,000 students and 4,500 staff spreading over seven campus in India. The SRM Group has earned the best teaching quality rating and a strong research record and offer a wide range of undergraduate, postgraduate and doctoral programs in Engineering & Technology, Management Studies, Medicine and Health Sciences, Law, and Science & Humanities.

SRM University Delhi-NCR Sonapat is recognized by UGC, AIU & other government affiliates, and has been established under Haryana Private Universities Act 2006 as amended by Act 8 of 2013. Approved by UGC u/s 2(f) of UGC Act, 1956.

Vision

SRM University Delhi-NCR, Sonapat, Haryana aims to emerge as a leading world-class university that creates and disseminates knowledge upholding the highest standards of instructions in Medicine & Health Sciences, Engineering & Technology, Management, Law, Science and Humanities. Along with academic excellence and skills, our curriculum imparts integrity and social sensitivity to mould our graduates who may be best suited to serve the nation and the world.

Mission

- *To create a diverse community campus that inspires freedom and innovation.*
- *Promote excellence in educational and skill development processes.*
- *Continue to build productive international alliances.*
- *Explore optimal development opportunities available to students and faculty*
- *Cultivate an exciting and rigorous research environment*

Foreword



Swami Vivekananda ji, the great saint of India, said: “Education is the manifestation of the perfection already present in man”. But one needs a right place, guidance and opportunity to grow and come out with full potential. If a person avails the proper opportunity at the right time and place under the right guidance, he can “learn, leap and lead”, and convert his potential into success so as to fulfil his dream. I am indeed

very happy to introduce the SRM Group of Institutions to you, whose insignia inscribes “learn, leap and lead”.

With New Education Policy-2020 in place, SRMUH is committed to provide outcome based learning and pedagogy, extensive use of ICT to the learners, holistic approach of interdisciplinary curriculum, research oriented programs with mandatory internships, hands on project based academic activities, continuous formative assessments leading to develop good human beings capable of rational thoughts and action, compassion and empathy, courage, scientific temper, creativity and imagination with ethical values.

Professor (Dr.) Paramjit S. Jaswal

Vice-Chancellor, SRM University Delhi-NCR, Sonapat, Haryana

Assessment & Evaluation is a continuous process, for learning and to establish mastery on a particular subject/ course/ programme.

Manual is an effort in that direction. It defines the rules, regulations, roles, responsibilities of the people involved, protocols, and procedures to be followed and various steps that have to be taken at all the levels associated with the conduct and result declaration, of the examinations of the SRM University, Delhi-NCR, Sonapat, Haryana.

Controller of Examinations (CoE):

- The Controller of Examinations shall be the overall In-charge for planning, conduct and administering of the Examination system. He shall be responsible for the timely conduct of examinations in a disciplined, efficient and transparent manner. He will issue and maintain all notifications, circulars and instructions related to the examinations.
- The CoE shall be responsible for all arrangements connected with the conduct of examinations, including examination rooms, seating, answer books, question papers, display & record of results.
- The CoE will be responsible for the declaration of the results.
- The CoE will submit a '*Report on Examination*' after each Test to include (but not limited to) attendance, Unfair means cases, Invigilation and overall conduct of the examination, highlighting any noteworthy occurrence.

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1. System of Examinations:

Semester System: The courses of study for the examination of a course shall extend over a period as prescribed in ordinance comprising of two semesters in each academic year.

2. Assessment, Evaluation & Result Declaration

SRM University has an established examination system governing the assessment and evaluation across all the programme(s) of the university.

Continuous efforts were made, for the following reform(s) across Assessment & Evaluation & result declaration, in the Academic year 2023-24, with complete focus on outcome based learning, to positively construct overall experience of student learning, during academic journey at SRMUH:

- Increased Transparency – Complete details of score in Result – Formative/ Summative (Internal/ End Term)
- LLM 1 Year- Trimester to semester system (Twice Assessment in an academic year)

Faculty of Engineering & Technology

(CSE/CE/ECE/EEE/ME/BME)

Batch 2022-23 (Onwards)

The breakup of Continuous Evaluation (Internal) and End Semester Evaluation marks are as under:

S. No	Course	Continuous Evaluation (Internal)	End Semester
1	Professional (PC) : Theory	40	60
2	Professional Electives –Programme Specific Electives-Theory	40	60
3	Open Electives-Theory	40	60
4	Humanities & Social Sciences including Management Courses (HSS)-Theory	40	60
5	Practical /Workshop - Practical	60	40
6	Skill Enhancement Courses (SEC)	70	30
7	Technical Enhancement Courses (TEC)	70	30
8	Live Projects & Industry Visits (LP/IV) and Internship	60	40
9	Dissertation/Project	60	40

Note: Marks are in percentage

Different parameters for CONTINUOUS EVALUATION

Theory Papers of 40 Marks

S. No.	Parameters	Numbers	Marks
1	Mid Semester Tests (MST)	2	20 (10 marks each)
2	Assignments	3 (Minimum)	10
3	Assignment based presentation/ Project Based presentation/ Presentation	1 (Minimum)	5
4	Class Test/ Quizzes/ Surprise Tests/ Class Participation		5
TOTAL			40

Practical/Workshop Papers of 60 Marks

Each experiment would be evaluated out of 10 (Ten) marks and average of all the experiments conducted should be taken and marks may be calculated /awarded out of 60.

S. No.	Parameters	Marks
1	Conducting experiment	3
2	Written test on already defined questions	2
3	Viva Voce	3
4	Lab record	2
TOTAL		10

End Semester Practical/Workshop Papers of 40 Marks

S. No.	Parameters	Marks
1	Conducting experiment & validation	15
2	Write up	10
3	Viva Voce	10
4	Lab record	5
TOTAL		40

Soft Skills 70:30 Marks

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for all the 4 courses are as under:

1. Effective Communication Skill Course

Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Verbal Communication Skills	Speech Activity	15	Written Test	10
2	Non Verbal Communication Skills	Role Play	15		
3	Listening Skills	Oral Assessment	10		
4	Reading Skills		10	Viva	20
5	Written Skills	Written	10		
6	Visual Communication	Assignment	10		
TOTAL			70		30

2. Teamwork & Interpersonal Skills

Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Team Management	Role Play / Group Activity	10	Written Test	10
2	Time Management		10		
3	Leadership		10		
4	Stress Management	Assignment	10	Viva	20
5	Emotional Intelligence	Written Test	10		
6	Critical Thinking		10		
7	Problem Solving	Case Story Telling	10		
TOTAL			70		30

3. Teamwork & Interpersonal Skills

Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Presentation Skills	Presentation Activity	20	Written Test	10
2	Story Telling Skills	Speech Activity	15		
3	Corporate Culture Etiquettes	Assignment	10		
4	Debate/Extempore	Speech Activity	15	Viva	20
5	Art of Creating Impression		10		
TOTAL			70		30

4. Writing Skills & Interpersonal Skills: Strategies

Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Email Writing	Written Assignment	10	Written Test	10
2	Resume Writing		10		
3	Cover Letter Writing		10		
4	Group Discussion	Group Discussion Activity	15	Viva	20

5	Interview Skills	Mock Interview Activity	15		
6	Negotiation Skills	Role Play	10		
TOTAL			70		30

EVALUATION PARAMETER FOR SUMMER INTERNSHIP PROJECT

(SIP) 60:40 Marks

1. Evaluation Parameter for Formative Assessment (Summer Internship Project)

Continuous Assessment will perform by respective faculty & Industry coordinators within stipulated time period. Evaluation Parameter classified as follows:

S. No.	Basis of Evaluation Parameter with Time frame	Marks
1.	Synopsis Presentation (Week 1 st)	20
2.	Relevance and linkage of the Identify issue with functional area of discipline (Week 1 st)	10
3.	Survey of Literature (Week 2 nd)	10
4.	Research Methodology & Data collection(3 rd to 4 th Week)	10
5.	Overall understanding of the area of study(3 rd to 4 th Week onwards)	10
	Total Marks	60

2. Evaluation Parameter for End Term Assessment (Summer Internship Project)

S. No.	Basis of Evaluation Parameter	Marks
1.	Quality Of Content Design	10
2.	Identification of Contemporary Issue	10
3.	Innovation in learning Process	10
4.	Presentation of Content & Delivery Mechanism	10
	Total Marks	40

LIVE PROJECTS & INDUSTRIAL INTERNSHIPS (60:40 Marks)

Industrial Internship Continuous Assessment & Evaluation Details					
Assessment tool	Use of Technology/ Identification of Projects	Project Presentation	Viva -voce	Project Report	Total
Weightage	10	20	15	15	60

YOGA (60:40 Marks)

Continuous Evaluation Parameters & Marks Distribution (60)				
Internal	MCQ Based Test	Assignment	Skill Performance	Total
I	10	5	5	20
II	10	5	5	20
III	10	5	5	20
Total				60

End Semester Evaluation Parameters & Marks Distribution (40)				
MCQ Based Test	Assignment	Skill Performance	Viva-Voce	Total
10	10	10	10	40

Faculty of Science & Humanities

(Physics/Chemistry/Mathematics/ Food Technology/Environmental Science/
Biotechnology/Microbiology/ CS/ English & Foreign Language/Economics/ Political Science/
Psychology)

Batch 2022-23 (Onwards)

The breakup of Continuous Evaluation (Internal) and End Semester Evaluation marks are as under:

S. No.	Course	Continuous Evaluation (Internal)	End Semester
1	Core Courses (CC) : Theory	40	60
2	Discipline Specific Course (DSC) : Theory	40	60
3	Open/Generic Electives (OE/GE) : Theory	40	60
4	Practical /Workshop - Practical	60	40
5	Skill Enhancement Courses (SEC)	70	30
6	Technical Enhancement Courses (TEC)	70	30
7	Live Projects & Industry Visits (LP/IV)	60	40
8	Summer Internship Programme (SIP)	60	40
9	Dissertation/Project	60	40

Note: Marks are in percentage.

DIFFERENT PARAMETERS FOR CONTINUOUS EVALUATIONS AY 2021-22 (Onwards)

1. Theory Papers (40:60 Marks)

S. No.	Parameters	Numbers	Marks
1	Mid Semester Tests (MST)	2	20
2	Assignments	3 (Minimum)	10
3	Assignment based presentation/Project Based presentation/Presentation	1 (Minimum)	5
4	Class Test/Quizzes/Surprise Tests/Class Participation		5
	TOTAL		40

2. Practical/Workshop Papers (60:40 Marks)

Each experiment would be evaluated out of 10 (Ten) marks and average of all the experiments conducted should be taken and marks may be calculated /awarded out of 60

S.No.	Parameters	Marks
1	Conducting experiment	3
2	Written test on already defined questions (3 to 4 questions)	2
3	Viva Voce	3
4	Lab record	2
TOTAL		10

3. End Semester Practical/Workshop Papers (40:60 Marks)

S.No.	Parameters	Marks
1	Conducting experiment & validation	15
2	Write up	10
3	Viva Voce	10
4	Lab record	5
TOTAL		40

4. Soft Skills (70: 30 Marks)

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for all the 4 courses are as under:

I. Effective Communication Skills Course

Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Verbal Communication Skills	Speech Activity	15	Written Test	10
2	Non Verbal Communication Skills	Role Play	15		
3	Listening Skills	Oral Assessment	10		
4	Reading Skills		10	Viva	20
5	Written Skills	Written Assignment	10		
6	Visual Communication		10		

TOTAL			70		30
II. Teamwork & Interpersonal Skills					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Team Management	Role Play / Group Activity	10	Written Test	10
2	Time Management		10		
3	Leadership		10		
4	Stress Management	Assignment	10	Viva	20
5	Emotional Intelligence	Written Test	10		
6	Critical Thinking		10		
7	Problem Solving	Case Story Telling	10		
TOTAL			70		30
III. Teamwork & Interpersonal Skills					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Presentation Skills	Presentation Activity	20	Written Test	10
2	Story Telling Skills	Speech Activity	15		
3	Corporate Culture Etiquettes	Assignment	10		
4	Debate/Extempore	Speech Activity	15	Viva	20
5	Art of Creating Impression		10		
TOTAL			70		30

IV. Writing Skills & Interpersonal Skills: Strategies					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Email Writing	Written Assignment	10	Written Test	10
2	Resume Writing		10		
3	Cover Letter Writing		10		
4	Group Discussion	Group Discussion Activity	15	Viva	20
5	Interview Skills	Mock Interview Activity	15		
6	Negotiation Skills	Role Play	10		
TOTAL			70		30

5. SUMMER INTERNSHIP PROJECT (60: 40 Marks)

3. Evaluation Parameter for Formative Assessment (Summer Internship Project)

Continuous Assessment will perform by respective faculty & Industry coordinators within stipulated time period. Evaluation Parameter classified as follows:

S. No.	Basis of Evaluation Parameter with Time frame	Marks
1.	Synopsis Presentation (Week 1 st)	20
2.	Relevance and linkage of the Identify issue with functional area of discipline (Week 1 st)	10
3.	Survey of Literature (Week 2 nd)	10
4.	Research Methodology & Data collection(3 rd to 4 th Week)	10
5.	Overall understanding of the area of study(3 rd to 4 th Week onwards)	10
	Total Marks	60

4. Evaluation Parameter for End Term Assessment (Summer Internship Project)

S. No.	Basis of Evaluation Parameter	Marks
1.	Quality Of Content Design	10
2.	Identification of Contemporary Issue	10
3.	Innovation in learning Process	10
4.	Presentation of Content & Delivery Mechanism	10
	Total Marks	40

6. LIVE PROJECTS (60: 40 Marks)

S. No.	Parameters	Numbers	Marks
1	Use of Technology/ Identification of Projects		10
2	Project Presentation	2 Minimum	20
3	Viva -voce	2 Minimum	15
4	Project Report		15
	TOTAL		60

7. Technical Skills (70: 30 Marks)

S. No.	Parameters	Numbers	Marks
1	Written Test & Evaluation	2 Minimum	20
2	Student's Activity	2 Minimum	20
3	Surprised Test		5
4	Class Participation		5
5	Training Record File		20
	TOTAL		70

Faculty of Science & Humanities

(Agriculture Science)

Batch 2022-23 (Onwards)

The breakup of Continuous Evaluation (Internal) and End Semester Evaluation marks are as under:

S. No.	Course	Continuous Evaluation (Internal)	End Semester
1	Core Courses (CC) : Theory	50	50
2	Discipline Specific Elective (DSE) : Theory	50	50
3	Open/Generic Electives (OE/GE) : Theory	50	50
4	Practical /Workshop - Practical	50	50
5	Skill Enhancement Courses (SEC)	70	30
6	Technical Enhancement Courses (TEC)	70	30
7	Live Projects & Industry Visits (LP/IV)	60	40
8	Summer Internship Programme (SIP)	50	50
9	Dissertation/Project	50	50

DIFFERENT PARAMETERS FOR CONTINUOUS EVALUATIONS

1. Theory Papers (50:50 Marks)

S.No.	Parameters	Numbers	Marks
1	Mid Semester Tests (MST)	2	25
2	Assignments	3 (Minimum)	10
3	Assignment based presentation/Project Based presentation/Presentation	1 (Minimum)	5
4	Class Test/Quizzes/Surprise Tests/Class Participation		10
	TOTAL		50

2. Practical/Workshop Papers (50:50 Marks)

Each experiment would be evaluated out of 10 (Ten) marks and average of all the experiments conducted should be taken and marks may be calculated /awarded out of 50.

S.No.	Parameters	Marks
1	Conducting experiment	3
2	Written test on already defined questions (3 to 4 questions)	2
3	Viva Voce	3
4	Lab record	2
TOTAL		10

3. End Semester Practical/Workshop Papers (50:50 Marks)

S.No.	Parameters	Marks
1	Conducting experiment & validation	20
2	Write up	10
3	Viva Voce	10
4	Lab record	10
TOTAL		50

4. Soft Skills (70: 30 Marks)

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for all the 4 courses are as under:

V. Effective Communication Skills Course

Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Verbal Communication Skills	Speech Activity	15	Written Test	10
2	Non Verbal Communication Skills	Role Play	15		
3	Listening Skills	Oral Assessment	10		
4	Reading Skills		10	Viva	20
5	Written Skills	Written Assignment	10		
6	Visual Communication		10		
TOTAL			70		30

VI. Teamwork & Interpersonal Skills					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Team Management	Role Play / Group Activity	10	Written Test	10
2	Time Management		10		
3	Leadership		10		
4	Stress Management	Assignment	10	Viva	20
5	Emotional Intelligence	Written Test	10		
6	Critical Thinking		10		
7	Problem Solving	Case Story Telling	10		
TOTAL			70		30

VII. Teamwork & Interpersonal Skills					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Presentation Skills	Presentation Activity	20	Written Test	10
2	Story Telling Skills	Speech Activity	15		
3	Corporate Culture Etiquettes	Assignment	10		
4	Debate/Extempore	Speech Activity	15	Viva	20
5	Art of Creating Impression		10		
TOTAL			70		30

VIII. Writing Skills & Interpersonal Skills: Strategies					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Email Writing	Written Assignment	10	Written Test	10
2	Resume Writing		10		
3	Cover Letter Writing		10		
4	Group Discussion	Group Discussion Activity	15	Viva	20
5	Interview Skills	Mock Interview Activity	15		
6	Negotiation Skills	Role Play	10		
TOTAL			70		30

5. SUMMER INTERNSHIP PROJECT (60: 40 Marks)

Continuous Assessment will perform by respective faculty & Industry coordinators within stipulated time period. Evaluation Parameter classified as follows:

S. No.	Basis of Evaluation Parameter with Time frame	Marks
1.	Synopsis Presentation (Week 1 st)	20
2.	Relevance and linkage of the Identify issue with functional area of discipline (Week 1 st)	10
3.	Survey of Literature (Week 2 nd)	10
4.	Research Methodology & Data collection(3 rd to 4 th Week)	10
5.	Overall understanding of the area of study(3 rd to 4 th Week onwards)	10
	Total Marks	60

5. Evaluation Parameter for End Term Assessment (Summer Internship Project)

S. No.	Basis of Evaluation Parameter	Marks
1.	Quality Of Content Design	10
2.	Identification of Contemporary Issue	10
3.	Innovation in learning Process	10
4.	Presentation of Content & Delivery Mechanism	10
	Total Marks	40

6. LIVE PROJECTS (60: 40 Marks)

S. No.	Parameters	Numbers	Marks
1	Use of Technology/ Identification of Projects		10
2	Project Presentation	2 Minimum	20
3	Viva -voce	2 Minimum	15
4	Project Report		15
	TOTAL		60

7. Technical Skills (70: 30 Marks)

S. No.	Parameters	Numbers	Marks
1	Written Test & Evaluation	2 Minimum	20
2	Student's Activity	2 Minimum	20
3	Surprise Test		5
4	Class Participation		5
5	Training Record File		20
	TOTAL		70

Faculty of Tourism Hotel Management and Catering Technology

Batch 2022-23 (Onwards)

The breakup of Continuous Evaluation (Internal) and End Semester Evaluation marks are as under:

S.No.	Course	Continuous Evaluation (Internal)	End Semester
1	Core Courses (CC) : Theory	40	60
2	Discipline Specific Course (DSC) : Theory	40	60
3	Open/Generic Electives (OE/GE) : Theory	40	60
4	Practical /Workshop - Practical	60	40
5	Skill Enhancement Courses (SEC)	70	30
6	Technical Enhancement Courses (TEC)	70	30
7	Live Projects & Industry Visits (LP/IV)	60	40
8	Internship Programme (IP)	60	40
9	Dissertation/Project	60	40



Note: Marks are in percentage.

Internal Continuous and End-Term Examination, Assessment and Evaluation Rubrics

- Internal Continuous Assessment & Evaluation of Theory Marks Distribution will be as follows:

Internal Continuous Assessment and Evaluation of Theory Subjects				
Assignments Minimum 2	MST –I	Assignment Based Presentation/Project Base Presentation/Presentation	Class Test/Surprise Test/ Quizzes/ Participation in Class	MST-II
10 Marks	10 Marks	05 Marks	05 Marks	10 Marks
Total Marks				40

- Internal Continuous Assessment & Evaluation of Lab Marks Distribution will be as follows:

Name of the exam	Number of Assessment	Weight-age per exam	Total Weight-age (throughout semester)	Method	Remarks
Continuous Internal, Assessment and Evaluation	5	20 	100	Lab 	Average of all labs conducted may be taken and marks may be awarded out of sixty 60 marks.

Conducting Lab	Written Test of Already Defined Questions	Verbal (Viva-Voce)	Lab Records
6 Marks	4 Marks	6 Marks	4 Marks
Activity to be performed by the student as per the instruction given by the concerned faculty during the exam. .	Already defined questions must be circulate to the students.	Six to Eight Practical base questions	Full marks for up to date entry of notes in the Practical Note Book as per the instruction of Concerned faculty.

3. End-Term Practical Examination, Assessment & Evaluation of Labs Marks Distribution will be as follows:

End-Term Assessment and Evaluation of Labs				
Conducting Lab and Validation	Grooming	Write-up	Verbal (Viva-Voce)	Lab Records
10 Marks	05 Marks	10 Marks	10 Marks	05 Marks
Total Marks				40

End-Term Practical Assessment & Evaluation

Students will be evaluated in their **End-Term Practical Exam** on the basis of the following components.

End-Term Practical Exam				
Conducting Lab and Validation	Grooming	Write-up	Vice-Voce	Lab Record
(10 Marks)	(05 Marks)	(10 Marks)	(10 Marks)	(05 Marks)
Practical task to be performed by the student as per the instruction given by the concerned faculty during the assessment.	Well ironed uniform, ID Card, Properly Shaved, Hair Cut, nail trimmed etc.	Students must write minimum two pages on the given topic by the external or internal examiner.	6-8 Practical base questions to judge the technical knowledge of the students.	Full marks for up to date entry of notes of concerned subject in the Journal as per the instruction of Concerned faculty.

Industrial Training Assessment & Evaluation Process

1. Internal and End-Term Examination, assessment & evaluation weight-age to be **60-40**.

Total **FOUR** numbers of Internal Continuous Assessments will be conducted throughout the training schedule.

Internal Continuous Assessment and Evaluation (IT)			
Internal Assessment & Evaluation -I	Internal Assessment & Evaluation -II	Internal Assessment & Evaluation -III	Internal Assessment & Evaluation -IV
Log Book-15 Viva-Voce-10	Log Book-15 Viva-Voce-10	Log Book-15 Viva-Voce-10	Log Book-15 Viva-Voce-10
25 Marks	25 Marks	25 Marks	25 Marks
TOTAL			100 Marks

Student will be assessed & evaluated on the basis of the following criteria.

- **Log book**-Students will have to fill up their log books on a weekly basis and get them signed by their supervisors of the particular section/department of the hotel in which he/she completed his/her training)
 - **VIVA-VOCE**- It will be based on the observation made by the students while doing their training in any particular department.
- Assessment should be taken when student finishes his training in a particular section /department of hotel.
- Students will share a pdf of their log book to **T&P coordinator** after completing their training in any section/department of the hotel.
- As per the convenience of the students, a **VIVA** will be conducted by the concerned department (Food Production, Food and Beverage Service, Front Office, Housekeeping and Others) faculty or as directed by exam coordinator to know the learning outcome of the students.
- **60% of Internal Continuous Assessment & Evaluation marks will be considered while calculating final marks of the students at the end of the semester.**

2. End-Term External Industrial Training Assessment and Evaluation Process

Students will be assessed & evaluated in their **IT Report Presentation** on the basis of the following components.

IT REPORT PRESENTATION											
Evaluation Rubrics											
IT Report and Grooming (60 Marks)			IT Report Presentation (20 Marks)				VIVA-VOCE (20 Marks)				
Performance Appraisal Form (PAF)	Grooming	IT Report Assessment	Content of the PPT	Structure of the PPT	Visual/ Graphics	Time Management	Technical Knowledge	Communication	Presentation Skills	Attitude /Behavior	Total
20 Marks	10 Marks	30 Marks	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks	100 Marks

- 40% of External IT marks will be considered while calculating final marks of the students at the end of the semester

ASSESSMENT& EVALAUATION PROCESS OF LIVE PROJECTS

- Formative – Summative assessment & evaluation weight-age to be **60-40**.
- Total **TWO** numbers of Internal Continuous Assessments will be conducted

Internal Continuous Assessment and Evaluation					
Internal Assessment and Evaluation -I (To check the progress report after 5 days of commencement of project work)			Internal Assessment and Evaluation -II (To check the progress report after 10 days of commencement of project work)		
Data Collection Status (Content for the project)	Photographs/ Charts etc.	Viva-Voce	Data Collection Status (Content for the project)	Photographs/ Charts/previous records, etc.	Viva-Voce
10 Marks	10 Marks	10 Marks	10 Marks	10 Marks	10 Marks
Total		30 Marks	Total		30 Marks

- Student will be assessed and evaluated on the basis of the following criteria.
 - **Data Collection Status**-Students will have to show the content that they have written/collected for the project so far.
 - **Photographs/Charts, etc.:** Students will have to show the additional data (Photographs/ Chart, etc.) that they will use them to make their project more presentable.
 - **Viva-Voce:** It will be done to check the knowledge of the students based on the data collected so far by them on the given topic.

End-Term Assessment & Evaluation of Live Project

- During the final assessment students have to submit a hard copy of the project.
- The power point presentation has to be given by the students after submission of their project.
- Final presentation and Viva-Voce of the students will be done in front of evaluation team.
- Students will be evaluated on the basis of the following components.

LIVE PROJECT			
Evaluation Rubrics			
Project	Presentation	Knowledge on Project Topic	Total
15 Marks	10 Marks	15 Marks	40 Marks

Specification of Live Project: -

1. University Name, Logo, Topic, Submitted by (Students Name, Year, Batch, Semester, and Roll Number) and Submitted to (Institute Name) First Title Page must be in this series and Coloured as well.
2. Font Style must be "Times New Roman"
3. Font size of Main Heading must be 14 and Sub Headings 12.
4. Spacing from all side must 1.5.
5. Photo Graphs and Chart should be coloured and in front of the content.
6. Distribute your text evenly between the Margins.
7. Alignment of your Headings and Sub Headings with the left margin.
8. Project must be minimum 20 Pages (A4 Size) with Spiral Binding.
9. Hard and Soft copy of the project must be submit to the department.
10. Power Point Presentation of the Project with 8-10 Slides only. Title Page must be same as in project.
11. Maximum presentation time is 15 minutes only for each students.

Skill Enhancement Courses

1. Effective Communication Skills

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for Effective Communication Skills Course

Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Verbal Communication Skills	Speech Activity	15	Written Test	10
2	Non-Verbal Communication Skills	Role Play	15		
3	Listening Skills	Oral Assessment	10		
4	Reading Skills		10	Viva	20
5	Written Skills	Written Assignment	10		
6	Visual Communication		10		

2. TEAM WORK & INTERPERSONAL SKILLS

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for Teamwork & Interpersonal Skills

Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Team Management	Role Play / Group Activity	10	Written Test	10
2	Time Management		10		
3	Leadership		10		
4	Stress Management	Assignment	10	Viva	20
5	Emotional Intelligence	Written Test	10		
6	Critical Thinking		10		
7	Problem Solving	Case Story Telling	10		

3. PRESENTATION & SPEAKING SKILLS

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for Presentation & Speaking Skills					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Presentation Skills	Presentation Activity	20	Written Test	10
2	Story Telling Skills	Speech Activity	15		
3	Corporate Culture Etiquettes	Assignment	10		
4	Debate/Extempore	Speech Activity	15	Viva	20
5	Art of Creating Impression		10		

4. PROFESSIONAL WRITING SKILLS & INTERPERSONAL SKILLS: STRATEGIES

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for Professional Writing Skills & Interpersonal Skills: Strategies					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Email Writing	Written Assignment	10	Written Test	10
2	Resume Writing		10		
3	Cover Letter Writing		10		
4	Group Discussion	Group Discussion Activity	15	Viva	20
5	Interview Skills	Mock Interview Activity	15		
6	Negotiation Skills	Role Play	10		

Faculty of Management

Batch 2022-23 (Onwards)

The breakup of Continuous Evaluation (Internal) and End Semester Evaluation marks are as under:

S.No.	Course	Continuous Evaluation (Internal)	End Semester	Remarks
1	Core Courses /General and Environment Related/Convergence Courses : Theory	40	60	
2	Discipline Specific Course (DSC)/Industry Sponsored Courses : Theory	40	60	
3	Open/Generic Electives /Functional Area /Functional Area(Technology)Electives(OE/GE/FE) : Theory	40	60	
4	Practical /Workshop - Practical	60	40	
5	Skill Enhancement Courses (SEC)	70	30	
6	Technical Enhancement Courses (TEC)	70	30	
7	Live Projects & Industry Visits (LP/IV)	60	40	
8	Summer Internship Programme (SIP)	60	40	
9	Dissertation/Project	60	40	

Note: Marks are in percentage.

Different Parameters for Continuous Evaluation

4. Internal Continuous Assessment & Evaluation of Theory Courses Marks (Continuous evaluation 40) Distribution will be as follows for following category of courses:
 - a. Core Courses /General and Environment Related/Convergence Courses: Theory
 - b. Discipline Specific Course (DSC)/Industry Sponsored Courses: Theory
 - c. Open/Generic Electives /Functional Area /Functional Area (Technology) Electives (OE/GE/FE): Theory

Internal Continuous Assessment and Evaluation of Theory Courses				
Assignment (at least Three Assignment should be submitted)	MST- I*+MST-II* (Written Test)	*Quiz/ Role Play/ Debate/ Mock Interview/ Group Discussion	* Project based /Case Studies presentation	*Class test/surprise test/class Participation
10 Marks	15 Marks	05 Marks	05 Marks	05 Marks
Total Marks				40

- * Faculties will circulate one assignment from each unit of syllabus and the question of assignments should be based on lower order thinking skill (LOTS) to higher order thinking skill (HOTS). Questions of assignment should be based on Standard question bank of respective subjects.
- * Case Studies and Project will be based on nature of subject and it should be group presentation for participative learning. Topic of case studies/ project will be share in department. Every class will classify in groups of two to three students and these groups will participate for assessment of case studies/ project.
- * Quiz / Role play /Debate/ Mock Interview should be elaborated and all the activities will attach basic parameter for assessment. Topic of activity should be communicated to department in advance which is associated with proper allocation of marks and topic among all students.
- * MST-I will cover First two unit of syllabus and based on Lower order thinking skill (LOTS).
- * MST-II will cover third & fourth unit of syllabus and based on Higher order thinking skill (HOTS).
- * To boost up the attendance in class, webinar, values-based activities and assess the behaviour of students in class. Faculty will submit the necessary evidences for allocating of marks.

5. Practical /Workshops

Practical/Workshop Papers of 60 Marks

Each experiment would be evaluated out of 10 (Ten) marks and average of all the experiments conducted should be taken and marks may be calculated /awarded out of 60.

S. No.	Parameters	Marks	Remarks
1	Conducting experiment	3	
2	Written test on already defined questions	2	
3	Viva Voce	3	
4	Lab record	2	
TOTAL		10	

End Semester Practical/Workshop Papers of 40 Marks

S. No.	Parameters	Marks	Remarks
1	Conducting experiment & validation	15	
2	Write up	10	
3	Viva Voce	10	
4	Lab record	5	
TOTAL		40	

6. Skill Enhancement Courses (SEC)

a. Effective Communication Skill Course

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for Effective Communication Skills Course					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Verbal Communication Skills	Speech Activity	15	Written Test	10
2	Non Verbal Communication Skills	Role Play	15		
3	Listening Skills	Oral Assessment	10		
4	Reading Skills		10	Viva	20
5	Written Skills	Written Assignment	10		
6	Visual Communication		10		
		Total	70		30

b. Teamwork and Interpersonal skills

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for Teamwork & Interpersonal Skills					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Team Management	Role Play / Group Activity	10	Written Test	10
2	Time Management		10		

3	Leadership		10		
4	Stress Management	Assignment	10	Viva	20
5	Emotional Intelligence	Written Test	10		
6	Critical Thinking		10		
7	Problem Solving	Case Story Telling	10		
		Total	70		30

c. Presentation and speaking skills

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for Teamwork & Interpersonal Skills					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Presentation Skills	Presentation Activity	20	Written Test	10
2	Story Telling Skills	Speech Activity	15		
3	Corporate Culture Etiquettes	Assignment	10		
4	Debate/Extempore	Speech Activity	15	Viva	20
5	Art of Creating Impression		10		
	Total		70		30

d. Professional writing and Interpersonal skills: Strategies

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for Professional Writing Skills & Interpersonal Skills: Strategies					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Email Writing	Written Assignment	10	Written Test	10
2	Resume Writing		10		
3	Cover Letter Writing		10		
4	Group Discussion	Group Discussion Activity	15	Viva	20
5	Interview Skills	Mock Interview Activity	15		
6	Negotiation Skills	Role Play	10		
		Total	70		30

7. Technical Enhancement Courses (TEC)

S.No.	Parameters	Numbers	Marks
1.	Written test and evaluation	Minimum 2	20
2.	Student's activity	Minimum 2	20
3.	Surprise test		5

4.	Class participation		5
5.	Training record file		20
	Total Marks		70

8. Live Projects and Industry Visits

Live Projects and Industry Visit Continuous Assessment & Evaluation Details					
Assessment tool	Use of Technology/ Identification of Projects	Project Presentation	Viva -voce	Project Report	Total
Weightage	10	20	15	15	60

9. Summer Internship Programme (SIP)

Evaluation Parameter for Formative Assessment (Summer Internship Project)

Continuous Assessment will perform by respective faculty & Industry coordinators within stipulated time period. Evaluation Parameter classified as follows:

S. No.	Basis of Evaluation Parameter (Continuous Assessment)	Marks
1.	Synopsis Presentation (After Weeks 1 st & 2 nd)	20
2.	Project relevance & linkage with functional area of the management (Week 3 rd)	10
3.	Survey of Literature (Week 4 th)/ Literature Review	10
4.	Research Methodology & Data collection (5 th Week to 6 th Week)	10
5.	Overall understanding of the area of study (6 th Week onwards)	10
	Total Marks	60

Evaluation Parameter for End Term Assessment (Summer Internship Project)

S. No.	Basis of Evaluation Parameter	Marks
1.	Project report quality & Content Design	10
2.	Identification of Contemporary Issue	10
3.	Innovation in learning Process	10
4.	Presentation of content and delivery mechanism	10
	Total Marks	40

Faculty of Finance & Commerce

Batch 2022-23 (Onwards)

The breakup of Continuous Evaluation (Internal) and End Semester Evaluation marks are as under:

S.No.	Course	Continuous Evaluation (Internal)	End Semester	Remarks
1	Core Courses /General and Environment Related/Convergence Courses : Theory	40	60	
2	Discipline Specific Course (DSC)/Industry Sponsored Courses : Theory	40	60	
3	Open/Generic Electives /Functional Area /Functional Area(Technology)Electives(OE/GE/FE) : Theory	40	60	
4	Practical /Workshop - Practical	60	40	
5	Skill Enhancement Courses (SEC)	70	30	
6	Technical Enhancement Courses (TEC)	70	30	
7	Live Projects & Industry Visits (LP/IV)	60	40	
8	Summer Internship Programme (SIP)	60	40	
9	Dissertation/Project	60	40	

Note: Marks are in percentage.

Department of Commerce

Different parameters for CONTINUOUS EVALUATIONS

Theory Papers-Formative Assessment of 40 Marks

Evaluation Plan for Formative Assessment

Internal Assessment will classify as follows:

MST-I* (Written Test)	MST-II* (Written Test)	*Assignment (at least Three Assignment should be submitted)	*Case Studies/ Project based, Group Presentation	*Quiz/ Role Play/ Debate/ Mock Interview/ Group Discussion Class Participation,	Total
10 Marks	10 Marks	10 Marks	5 Marks	5 Marks	40 Marks

- * Faculty will circulate one assignment from each unit of syllabus and the question of assignments should be based on lower order thinking skill (LOTS) to higher order thinking skill (HOTS). Questions of assignment should be based on Standard question bank of respective subjects.
- * Case Studies and Project will based on nature of subject and it should be group presentation for participative learning. Topic of case studies/ project will be share in department. Every class will classify in groups of two to three students and these groups will participate for assessment of case studies/ project.
- * Quiz / Role play /Debate/ Mock Interview should be elaborated and all the activities will attach basic parameter for assessment. Topic of activity should be communicated to department in advance which is associated with proper allocation of marks and topic among all students.
- * MST-I will cover First two unit of syllabus and based on Lower order thinking skill (LOTS).
- * MST-II will cover third & fourth unit of syllabus and based on Higher order thinking skill (HOTS).
- * To boost up the attendance in class, webinar, values based activities and assess the behaviour of students in class. Faculty will submit the necessary evidences for allocating of marks.

Practical/Workshop Papers of 60 Marks

Each experiment would be evaluated out of 10 (Ten) marks and average of all the experiments conducted should be taken and marks may be calculated /awarded out of 60.

S.No.	Parameters	Marks	Remarks
1	Conducting experiment	3	
2	Written test on already defined questions (3 to 4 questions)	2	
3	Viva Voce	3	
4	Lab record	2	
TOTAL		10	

End Semester Practical/Workshop Papers of 40 Marks

S.No.	Parameters	Marks	Remarks
1	Conducting experiment & validation	15	
2	Write up	10	
3	Viva Voce	10	
4	Lab record	5	
TOTAL		40	

Soft Skills Courses 70: 30 Marks

Internal (Continuous Assessment & Evaluation) & End Term (Assessment & Evaluation) for all the 4 courses are as under:

IX. Effective Communication Skills Course(Semester-II)

Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Verbal Communication Skills	Speech Activity	15	Written Test	10
2	Non Verbal Communication Skills	Role Play	15		
3	Listening Skills	Oral Assessment	10		
4	Reading Skills		10	Viva	20
5	Written Skills	Written Assignment	10		
6	Visual Communication		10		
TOTAL			70		30

X. Teamwork & Interpersonal Skills(Semester-III)					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Team Management	Role Play / Group Activity	10	Written Test	10
2	Time Management		10		
3	Leadership		10		
4	Stress Management	Assignment	10	Viva	20
5	Emotional Intelligence	Written Test	10		
6	Critical Thinking		10		
7	Problem Solving	Case Story Telling	10		
TOTAL			70		30

XI. Presentation & Speaking Skills (Semester-IV)					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Presentation Skills	Presentation Activity	20	Written Test	10
2	Story Telling Skills	Speech Activity	15		
3	Corporate Culture Etiquettes	Assignment	10		
4	Debate/Extempore	Speech Activity	15	Viva	20
5	Art of Creating Impression		10		
TOTAL			70		30

XII. Writing Skills & Interpersonal Skills: Strategies (Semester-V)					
Unit No.	Unit Name	Internal Assessment Parameter	Internal Marks (70)	End Term Assessment Parameters	End Term Marks (30)
1	Email Writing	Written Assignment	10	Written Test	10
2	Resume Writing		10		
3	Cover Letter Writing		10		
4	Group Discussion	Group Discussion Activity	15	Viva	20
5	Interview Skills	Mock Interview Activity	15		
6	Negotiation Skills	Role Play	10		
TOTAL			70		30

(SIP) 60: 40 Marks

EVALUATION PARAMETER FOR SUMMER INTERNSHIP PROJECT (SIP)

12. Evaluation Parameter for Formative Assessment (Summer Internship Project)

Continuous Assessment will perform by respective faculty & Industry coordinators within stipulated time period. Evaluation Parameter classified as follows:

S. No.	Basis of Evaluation Parameter with Time frame	Marks
1.	Synopsis Presentation (Week 1 st)	15
2.	Relevance and linkage of the Identify issue with functional area of discipline	10

	(Week 1 st)	
3.	Survey of Literature (Week 2 nd)	10
4.	Research Methodology & Data collection(3 rd to 4 th Week)	15
5.	Overall understanding of the area of study(4 th Week onwards)	10
	Total Marks	60

13. Evaluation Parameter for End Term Assessment (Summer Internship Project)

S. No.	Basis of Evaluation Parameter	Marks
1.	Quality Of Content Design	10
2.	Identification of Contemporary Issue	10
3.	Innovation in learning Process	10
4.	Presentation of Content & Delivery Mechanism	10
	Total Marks	40

LIVE PROJECTS (60: 40 Marks)

Industrial Internship Continuous Assessment & Evaluation Details					
Assessment tool	Use of Technology/ Identification of Projects	Project Presentation	Viva -voce	Project Report	Total
Weightage	10	20	15	15	60

EVALUATION PARAMETER FOR PROJECT WORK (PW)

1. Evaluation Parameter for Project Work- Formative Assessment

Continuous Assessment will perform by respective faculty within stipulated time period.

Evaluation Parameter classified as follows:

S. No.	Basis of Evaluation Parameter with Time frame	Marks
1.	Synopsis Presentation (3 rd Week of VI th Semester)	15
2.	Relevance and linkage of the Identify issue with functional area of discipline (5 th Week of VI th Semester)	10
3.	Survey of Literature (6 th Week of VI th Semester)	10
4.	Research Methodology & Data collection(6 th to 8 th Week)	15
5.	Overall understanding of the area of study(8 th Week onwards)	10
	Total Marks	60

Evaluation Parameter for Project Work- End Term Assessment

S. No.	Basis of Evaluation Parameter	Marks
1.	Quality Of Content Design	10
2.	Identification of Contemporary Issue	10
3.	Innovation in learning Process	10
4.	Presentation of Content & Delivery Mechanism	10
	Total Marks	40

Faculty of Law

B.A.LL.B. (H), B.B.A.LL.B (H), LL.B. (H)

Assessment and Evaluation Plan

S. No.	Course	Continuous Assessment & Evaluation		End Semester Evaluation	Remarks
		Assessment Parameters	Evaluation		
1	All Major/Minor/ Programme Specialization Electives / Programme Specific Electives/Open Electives	1. Assignments (2) 2. Project 3. Assignment Presentation/ Project Presentation/ Presentation 4. Mid Term Written Exam (I) 5. Mid Term Written Exam (II) 6. Class/Seminar/Webinar /Quiz Participation	5 Marks 5 Marks 5 Marks 10 Marks 10 Marks 05 Marks Total-40 Marks	60 Marks	
2	Clinical Courses				
	Drafting, Pleading & Conveyancing (DPC)	1. Drafting Exercise (10) 2. Pleading Exercise(10)	20 Marks 20 Marks Total-40 Marks	50 Marks + 10 Marks (Viva-Voce) Total-60 Marks	Will be taught by Practicing Lawyer/Rtd. Judge

	Alternative Dispute Resolution (ADR)	1. Negotiation 2. Mediation 3. Arbitration & Conciliation 4. Field Visits	10 Marks 10 Marks 10 Marks 10 Marks Total-40 Marks	50 Marks + 10 Marks (Viva- Voce) Total-60 Marks	Will be taught by Practicing Lawyer/Rt d. Judge
	Moot & Pre-Trials and Internship	Two Mock Trials (On Constitutional Law and Criminal Law 1. Case Analysis 2. Written Submission 3. Examination-in-Chief 4. Cross Examination 5. Final Arguments 6. Performance as Witness	10 Marks 10 Marks 05 Marks 05 Marks 05 Marks 05 Marks Total-40 Marks	30 Marks (Memorials* &Pleadings**) + 30 Marks (Internship Project & Viva Voce***) Total-60 Marks	Will be taught by Practicing Lawyer/ Rtd. Judge
	Professional ethics & professional accounting system	1. Assignment based on Professional Ethics (4) 2. Case Study (4)	20 Marks 20 Marks Total-40 Marks	50 Marks + 10 Marks (Viva- Voce) Total-60 Marks	Will be taught by Practicing Lawyer/ Rtd. Judge
3	Skill Enhancement Courses (SEC)		70	30	
4	Technical Enhancement Courses (TEC)		70	30	
5	Dissertation		120	60	

***Parameters for the Memorial Evaluation –**

S.NO.	ASSESSMENT CRITERIA	MARKS ALLOCATED
1	Table of Contents & Formatting	2
2	Index of Authorities	2
3	Questions Presented (Legal Issues)	2
4	Statement of Facts	2
5	Summary of Pleadings	2
	TOTAL	10

****Parameters for Evaluation of Oral Pleading Skills**

S.NO.	ASSESSMENT CRITERIA	MARKS ALLOCATED
1	Knowledge of Law & Facts	03
2	Use of Legal Authorities	02
3	Response to Questions	05
4	Organization of Arguments and Clarity of Thoughts	03
5	Argumentative Skills and Creativity	05
6	Court Mannerisms	02
	TOTAL	20

***** INTERNSHIP PROJECT & VIVA-VOCE**

S.NO.	ASSESSMENT CRITERIA	MARKS ALLOCATED
1	Weekly Internship Report <ul style="list-style-type: none"> • Research Skills • Attendance record • Regularity in maintenance of the diary • Organization of the information 	05
2	Internship Diary <ul style="list-style-type: none"> • Organizational Skills • Depth of knowledge • Research Skills. • Adequacy & quality of information recorded 	10
3	Firm's Report <ul style="list-style-type: none"> • As per the norms of the concerned organization 	05
4	Viva- Voce	10
	TOTAL	30

LL.M. (2023-24)

Assessment and Evaluation Plan

ASSESSMENT AND EVALUATION SCHEME COURSE CATEGORY WISE

Sl. No.	Course Category	Category Abbreviation	Continuous Assessment (Formative Evaluation)	End Term Assessment (Summative Evaluation)
A.	Program Core Courses	PCC	40	60
B.	Program Specialisation electives	PSPE	40	60
C.	Non- Teaching Credit Course 1. Synopsis 2. Dissertation	NTCC	60	40

S.NO.	Continuous Assessment (Formative Assessment) Components	Internal Marks (40)
1	MST (subjective pen-paper based exam to assess the knowledge and understanding)	10
2	Teaching Assignment	20
3	Research Paper / Case Study/ Project (<i>evaluation of writing skills – critical thinking and problem solving</i>)	10

NOTE: Faculty to develop the Assessment Rubrics for Sl. No. 2 and 3. Faculty is free to devise new tools/methods of continuous assessment in discussion with the Head of the Department. The Continuous Assessment Method shall be declared to the students at the beginning of the semester through the approved Course Plan.

Sl. No.	Course	Assessment Parameters	Continuous Evaluation Scheme (60 Marks)	End Term (40 Marks)
1.	Synopsis	As per Rubrics	60	40
2.	Dissertation	As per Rubrics	60	40

SYNOPSIS RUBRICS

Sl. No.	Criteria (Continuous Evaluation)		Criteria (End Term Evaluation)	
1.	Introduction to the Topic/ Research Methodology	10	Presentation of Synopsis	20
2.	Literature Review	20	Viva Voice	20
3.	Statement of Problem	10		

4.	Research Objectives/ Hypothesis	10		
5.	Citation /Originality/Plagiarism	10		
Marks	Continuous Evaluation	60	End Term Evaluation	40
Total Marks				100

DISSERTATION RUBRICS

Sl. No.	Criteria (Continuous Evaluation)		Criteria (End Term Evaluation)	
1.	Content (Includes criteria's evaluated in Synopsis)	20	Presentation of Dissertation	20
2.	Writing and Structure	10	Viva Voice	20
3.	Citation and Referencing	10		
4.	Research Paper Publication related to topic	10		
5.	Conference/Seminar attended related to topic	10		
Marks	Continuous Evaluation	60	End Term Evaluation	40
Total Marks				100

3. Question Paper (QP)/ Paper -Setting:

Two sets of exam papers are created by designated authors, strictly following the following guidelines:

1. Question paper are prepared in reference with Blooms Taxonomy (LOTS/ HOTS), conforming to learning outcomes of the subject.
2. Distribution of marks: (Suggestive Only)
 - a. 30% of easy questions (Low level)
 - b. 40% of Moderate questions (Medium Level)
 - c. 30% of difficult questions (High Level)
3. Evaluation scheme (Marking Scheme), answer key, blue print and rubrics (if possible) based on the examination question paper.
4. Papers should be typed/printed in the format as:
 - a. Font style: Times New Roman
 - b. Font size: 12
 - c. Line spacing: 1.5
 - d. Header portion should be in font size 14 with bold letters.
 - e. Paper size: A4
5. Examination papers must be typed under secure conditions with disks, pen drive and master copies kept locked away after use.
6. Instructions to examinee should be clear and unambiguous. Instructions to the examinee should be correctly specified on first page of the question paper.
7. Include clear and unambiguous instructions regarding the permission to use Codes/Handbooks/Charts/Monographs etc. mentioning clearly the details about them.
8. Question paper must be prepared covering entire syllabus in accordance with weightage to all the units, as reflected in the syllabus.
9. The final copy is free of typographical errors. The marks for the whole paper add up to the total number of marks specified in the syllabus.

10. Each page must be numbered clearly. (e.g.) Page 1 of 2, at the middle bottom of the page.
11. The name of examination, subject and subject code as given in the heading should be carefully checked from the syllabus.
12. Abbreviation of all kinds should be avoided, except those in special subjects.

The question paper(s) received from the respective paper setters are received processed and stored securely maintaining full confidentiality warranted of an examination system.

Moderation of question paper(s):

Moderation is the process by which the examination department ensures the consistency, in accordance with the guidelines. All exam papers are further reviewed/ validated by experts/ peers/ HoD/ Dean (s) on the following parameters:

S. No	Description (Review of assessment/ exam paper)	Set A Yes/No	Set B Yes/No
1	It is as per format shared by exam dept.		
2	It has clear & correct instructions		
3	It has all questions mapped to Learning outcomes, as detailed in syllabus		
4	It is clear in terms of subject code, title, maximum marks, duration of exam		
5	It has questions representing all modules/units, of the subject (syllabus)		
6	It is balanced in terms of difficulty level (Blooms Taxonomy)		
7	It has well defined marking scheme		
8	It has unbiased evaluation criterion/answer key/ Marking Scheme		
9	It has been tested for duration (allocated time)		
10	It has $\leq 30\%$ similar question (s), across both sets		

4. Grading System & Award of Degree

a) Grading System:

For the award of grades in a subject, all component-wise evaluation is done in marks. The marks are converted to grades. The grading system reflects a student's proficiency in the course. The grade awarded to a student in a course/subject, based on continuous formative and summative assessment.

b) Grades and Grade Points:

Corresponding to each course registered, a student obtains a letter grade at the end of the Semester (i.e. at the end of the Semester, irrespective of his presence/absence in the examination). There are Nine (09) types of grades awarded in SRM University Delhi - NCR Sonapat, Haryana to the students as mentioned in the following table:

c) Range of Marks for Grade/Points

Range	90-100	80-89	70-79	60-69	50-59	40-49	0-39	Incomplete	Withdrawn
Grade	S	A	B	C	D	E	F	I	W
Point	10	9	8	7	6	5	0	0	0

Calculation of SGPA and CGPA

$$\text{SGPA} = \Sigma (C_i \times GP_i) / \Sigma C_i$$

$$\text{CGPA} = \Sigma (C_i \times GP_i) / \Sigma C_i$$

Where, C = Credit of the Subject

GP = Grade Points obtained for the course

Σ = Sum of all subject appeared in the semester concerned for SGPA

Sum of all subject appeared across all the semesters for CGPA

d) Successful candidates shall be classified in division, as under:

- First Division with distinction- Those who have obtained 75% or more Marks/Equivalent Grade/Higher Grade.
- First Division- Those who have obtained 60% or more marks but less than 75% marks/Equivalent Grade
- Second Division- Those who have obtained 50% or more marks but less than 60% marks
- Passed not less than 50%

e) The Academic Promotion Policy for students w.e.f Academic Year 2021-2022 onwards, will be as under-

Student will have to have zero (0) arrear/ backlog, in the respective programme, to become eligible, to be promoted, to the next semester

- 2 year programme- At the end of 3rd semester, to be promoted to 4th semester
- 3 year programme- At the end of 5th semester, to be promoted to 6th semester
- 4 year programme- At the end of 7th semester, to be promoted to 8th semester
- 5 year programme- At the end of 9th semester, to be promoted to 10th semester

In case of any unresolved grievance of the student (if any), a committee consisting of the following shall consider the same and the report of the said committee, shall be considered as final and binding.

- Dean Academic Affairs (Chair)
- Dean of respective Department
- Head of respective Department
- CoE/ Exam Department – Convener

- **Unable to pass* the subject due to poor score in internal/formative assessment, then**
 - End term score of the 3rd attempt and onwards/last attempt (to graduate – N^*+2+1), to be scaled to 100% and considered final
 - N-Actual duration of the programme/years
 - Poor Score implies < 50%.
 - End term score of the 3rd Attempt/ Last attempt (to graduate - N^*+2+1), to be scaled to 100% and considered final
 - N- Actual duration of the programme/ years

f) CGPA to % calculator

To convert CGPA into percentage (approximate/ notional), multiply CGPA by 10

g) Maximum duration to graduate

- $N+2+1$ Years
- N = Actual Programme Duration

h) Awarding Degree

The overall performance/ final CGPA (Cumulative Grade Point Average) is calculated, at the completion of programme, taking into account, grades and credits earned, by student in all subject (s)/ course, up to last Term/Semester

After the successful completion of all examination of all terms and the declaration of result thereof the students will be awarded degree certificate.

5. NEP2020

Proposed Exit Policy/ Rules

Faculty of Management & Commerce

National Education Policy-2020 (NEP-2020) A.Y 23-24 Onwards

Undergraduate Programme in Commerce/Business Administration/Business Administration- Business Analytics

Duration/ Timeline for Exit

Exit	Minimum Credits	Nomenclature
One Year	46	Under Graduate Certificate in (Stream Name)*
Second Year	94	Under Graduate Diploma in (Stream Name)**
Third Year	146	B.Com./B.B.A/B.B.A-B.A in (Programme Name) #
After Four Year	182	B.Com./B.B.A/B.B.A-B.A.(Honours/Honours with Research) (Programme Name) ##

*Under Graduate Certificate in Commerce/Business Administration/Business Administration in Business Analytics

** Under Graduate Diploma in Commerce/Business Administration/Business Administration in Business Analytics

Bachelor of Commerce (B.Com.)/ B.B.A (Bachelor of Business Administration) / B.B.A-B.A (Bachelor of Business Administration in Business Analytics)

Bachelor of Commerce (B.Com.)(Honours/Honours with Research)/ B.B.A (Bachelor of Business Administration) (Honours/Honours with Research)/B.B.A-B.A (Bachelor of Business Administration in Business Analytics) (Honours/Honours with Research)

Expected learning outcome(s): NEP 2020 heralds a new era in the Indian education system, focusing on holistic development, multidisciplinary learning, flexibility, technology integration, teacher empowerment, and assessment reforms. It paves the way for a student-centred, inclusive, and future-ready education system.

- I. After completion of one year, a student earn undergraduate certificate in the Stream. Students who exit after one year with a certificate can choose to continue their studies, pursue employment, or explore other opportunities, such as vocational training or entrepreneurship. The certificate can serve as valuable credential, demonstrating students' skills and knowledge acquired in the first year of study.
- II. After completion of two years, a student earn undergraduate diploma in the stream. Students who exit after two years with a diploma can choose to continue their studies, pursue employment, or explore other opportunities, such as vocational training or entrepreneurship. The diploma can serve as valuable credential, demonstrating students' skills and knowledge acquired in the first two years of study.
- III. After completion of three years, a student earn a degree in the programme. Students who exit after three years with a degree can choose to continue their studies, pursue employment, or explore other opportunities, such as vocational training or entrepreneurship. The degree can serve as valuable credential, demonstrating students' skills and knowledge acquired in the first three years of study.
- IV. On completion of four years, a student has option of Degree (Honours) or Degree (Honours with Research) in the Programme.
 - a. Four Years Degree (Honours), students can continue further higher studies, pursue employment or explore other opportunities such as vocational training or entrepreneurship.
 - b. Four Years Degree (Honours with Research), students can directly move to Ph.D. programme, pursue employment or explore other opportunities like entrepreneurship.

Faculty of Science & Humanities

National Education Policy-2020 (NEP-2020) AY 23-24 Onwards

Undergraduate Programme in Physics/Chemistry/Mathematics/Food Technology

Duration/ Timeline for Exit

Exit	Minimum Credits	Nomenclature
One Year	46	Under Graduate Certificate in (Stream Name)*
Second Year	95	Under Graduate Diploma in (Stream Name)**
Third Year	145	B.Sc. in (Programme Name) #
After Four Year	181	B.Sc.(Honours/Honours with Research) (Programme Name) ##

*Under Graduate Certificate in Physics/Chemistry/Mathematics/Food Technology
 ** Under Graduate Diploma in Physics/Chemistry/Mathematics/Food Technology
 # Bachelor of Science (B.Sc.) in Physics/Chemistry/Mathematics/Food Technology
 ## Bachelor of Science (B.Sc.) (Honours/Honours with Research) in Physics / Chemistry /
 Mathematics / Food Technology.

1. **Expected learning outcome(s):** NEP 2020 heralds a new era in the Indian education system, focusing on holistic development, multidisciplinary learning, flexibility, technology integration, teacher empowerment, and assessment reforms. It paves the way for a student-centred, inclusive, and future-ready education system.
 - I. After completion of one year, a student earn undergraduate certificate in the Stream. Students who exit after one year with a certificate can choose to continue their studies, pursue employment, or explore other opportunities, such as vocational training or entrepreneurship. The certificate can serve as valuable credential, demonstrating students' skills and knowledge acquired in the first year of study.
 - II. After completion of two years, a student earn undergraduate diploma in the stream. Students who exit after two years with a diploma can choose to continue their studies, pursue employment, or explore other opportunities, such as vocational training or entrepreneurship. The diploma can serve as valuable credential, demonstrating students' skills and knowledge acquired in the first two years of study.
 - III. After completion of three years, a student earn a degree in the programme. Students who exit after three years with a degree can choose to continue their studies, pursue employment, or explore other opportunities, such as vocational training or entrepreneurship. The degree can serve as valuable credential, demonstrating students' skills and knowledge acquired in the first three years of study.
 - IV. On completion of four years, a student has option of Degree (Honours) or Degree (Honours with Research) in the Programme.
 - (a) Four Years Degree (Honours), students can continue further higher studies, pursue employment or explore other opportunities such as vocational training or entrepreneurship.
 - (b) Four Years Degree (Honours with Research), students can directly move to Ph.D. programme, pursue employment or explore other opportunities like entrepreneurship.

Undergraduate Programme in English/ Psychology/ Political Science/ Economics

Duration/ Timeline for Exit

		ENGLISH	PSYCHOLOGY	POLITICAL SCIENCE	ECONOMICS
Exit Pattern	Timelines for Exit	At the end of Semester II, IV, VI, VIII	At the end of Semester II, IV, VI, VIII	At the end of Semester II, IV, VI, VIII	At the end of Semester II, IV, VI, VIII
Total Minimum Credits earned at the end of the Academic year	Year I	21+25= 46	21+25=46*	21+25 = 46	21+25 = 46
	Year II	23+26= 95	46*+23+26=95*	46+ 23+26 =95	46+ 23+26 =95
	Year III	26+24= 145	95*+26+24=145*	95+26+24=145	95+26+24=145
	Year IV	20+16= 181	145*+20+16=181	145 + 20+ 16 = 181 Or 145 + 18+ 18 = 181	145 + 20+ 16 = 181 Or 145 + 18+ 18 = 181
Nomenclature of certificate/diploma at the end of the year	Year I	Certificate	Certificate	Certificate	Certificate
	Year II	Diploma	Diploma	Diploma	Diploma
	Year III	Degree	Degree	Degree	Degree
	Year IV	Honours/ Research	Honours/ Research	Honours/ Research	Honours/ Research

Expected learning objectives at the exit	Year I	Ability to solve well-defined problems in English Literature	Ability to acquire basic professional skills pertaining to psychological testing, assessment and counseling as well as methods including data analysis and computer knowledge related to their area of specialization.	Ability to understand fundamental theories and issues in Political Science	Ability to understand how markets for goods and services function and how income is generated and distributed.
	Year II	Ability to solve broadly-defined problems in English literature	An inquisitive nature with the ability to connect psychological issues to personal experiences using critical thinking, empathy, and appropriate methods.	Ability to develop a broader understanding of theories and contemporary global issues in Political Science.	Ability to understand how the economy is influenced by economic policy, technological advances and demographic conditions and to keep them updated with current affairs including Economic Survey, Budget and RBI's Bi-monthly Monetary Policy.

	Year III	Ability to solve complex problems that are ill-structured requiring multidisciplinary skills to solve them	Ability to develop curious disposition that connects and relates psychological challenges to individual experiences using analytical reasoning and effective strategies for resolution.	Ability to develop a complex understanding of theories and contemporary global issues in Political Science.	Will be able to apply economics concepts in decision-making and problem-solving.
	Year IV	Experience of workplace problem-solving in the form of Internship or Research Experience preparing for Higher Education or Entrepreneurship Experience	Skilled in working independently and collaboratively, effectively. Engaging with clients and stakeholders to assess social issues and dynamics, committed to promoting health and well-being at individual, organizational, community, and societal levels.	Experience of workplace problem-solving in the form of Internship or Research Experience preparing for Higher Education or Entrepreneurship Experience	Will be able to demonstrate economic theories and their relevance, econometrics models, quantitative techniques and applied research in a wide variety of fields within economics.