



**SRM**  
UNIVERSITY  
DELHI-NCR, SONEPAT

# SRMUH DELHI NCR, SONEPAT

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## EXAMINATION MANUAL 2021-22

**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:**

The following two systems of examination are followed at SRMUH:

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

**Trimester System:** The duration of study for the examination of a course shall extend over a period as prescribed in ordinance comprising of three trimesters in each year. **(LLM- One Year Programme)**

## **2. Assessment & Evaluation**

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 across Assessment & Evaluation in the Academic year 2020-2021 with complete focus on outcome based learning to positively construct overall experience of student learning, during academic journey at SRMUH:

- Standardization of assessment/ evaluation, across multiple programme(s)
- Mapping of Questions/ Assignments/ assessments with learning outcomes (Blooms Taxonomy)
- Revised weightage of formative assessment
- Continuous evaluation- Uniform distribution of LAC across semester/ subject
- Revised Academic promotion policy (AY 21-22) for the batch 2021-2022 (Onwards)

**Faculty of Engineering & Technology**  
**(CSE/CE/ECE/EEE/ME/BME)**

**AY: 2021-22**

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

<b>S. No</b>	<b>Course</b>	<b>Continuous Evaluation ( Internal)</b>	<b>End Semester</b>
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 AY 2021-22

**Theory Papers of 40 Marks**

<b>S. No.</b>	<b>Parameters</b>	<b>Numbers</b>	<b>Marks</b>
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
<b>TOTAL</b>			<b>40</b>

### Practical/Workshop Papers of 60 Marks

Each experiment to 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
<b>TOTAL</b>		<b>10</b>

### 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
<b>TOTAL</b>		<b>40</b>

### 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		
5	Written Skills	Written Assignment	10	Viva	20
6	Visual Communication		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		
<b>TOTAL</b>			<b>70</b>		<b>30</b>

## 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		
<b>TOTAL</b>			<b>70</b>		<b>30</b>

### **EVALUATION PARAMETER FOR SUMMER INTERNSHIP PROJECT**

**(SIP) 60:40 Marks**

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

Continuous Assessment of student progress to be conducted by respective faculty & Industry coordinators within a stipulated time period. Evaluation Parameter classified as follows:

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

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

<b>S. No.</b>	<b>Basis of Evaluation Parameter</b>	<b>Marks</b>
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
	<b>Total Marks</b>	<b>40</b>

**LIVE PROJECTS & INDUSTRIAL INTERNSHIPS (60:40 Marks)**

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

**YOGA (60:40 Marks)**

<b>Continuous Evaluation Parameters &amp; Marks Distribution (60)</b>				
Internal	MCQ Based Test	Assignment	Skill Performance	Total
I	10	5	5	20
II	10	5	5	20
III	10	5	5	20
<b>Total</b>				<b>60</b>

<b>End Semester Evaluation Parameters &amp; Marks Distribution (40)</b>				
MCQ Based Test	Assignment	Skill Performance	Viva-Voce	Total
10	10	10	10	<b>40</b>

**Faculty of Science & Humanities**

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

**AY: 2021-22**

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

<b>S. No.</b>	<b>Course</b>	<b>Continuous Evaluation ( Internal)</b>	<b>End Semester</b>
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**

**1. Theory Papers (40:60 Marks)**

<b>S. No.</b>	<b>Parameters</b>	<b>Numbers</b>	<b>Marks</b>
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
	<b>TOTAL</b>		<b>40</b>

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

Each experiment to 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 Parameter s	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>II. Teamwork &amp; Interpersonal Skills</b>					
	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		
	<b>TOTAL</b>			<b>70</b>		<b>30</b>

	<b>III. Teamwork &amp; Interpersonal Skills</b>					
	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		15	Viva	20

	5	Art of Creating Impression	Speech Activity	10		
	<b>TOTAL</b>			<b>70</b>		<b>30</b>

<b>IV. Writing Skills &amp; Interpersonal Skills: Strategies</b>					
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		
<b>TOTAL</b>			<b>70</b>		<b>30</b>

## **5. SUMMER INTERNSHIP PROJECT (60: 40 Marks)**

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

Continuous Assessment of student progress to be conducted 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 <sup>st</sup> )	20
2.	Relevance and linkage of the Identify issue with functional area of discipline (Week 1 <sup>st</sup> )	10

3.	Survey of Literature (Week 2 <sup>nd</sup> )	10
4.	Research Methodology & Data collection(3 <sup>rd</sup> to 4 <sup>th</sup> Week)	10
5.	Overall understanding of the area of study(3 <sup>rd</sup> to 4 <sup>th</sup> Week onwards)	10
	<b>Total Marks</b>	<b>60</b>

#### 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
	<b>Total Marks</b>	<b>40</b>

#### 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
	<b>TOTAL</b>		<b>60</b>

#### 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
	<b>TOTAL</b>		<b>70</b>



**Faculty of Science & Humanities**

**(Agriculture Science)**

**AY: 2021-22**

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

<b>S.No.</b>	<b>Course</b>	<b>Continuous Evaluation (Internal)</b>	<b>End Semester</b>
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 AY 2021-22**

**1. Theory Papers (50:50 Marks)**

<b>S.No.</b>	<b>Parameters</b>	<b>Numbers</b>	<b>Marks</b>
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
	<b>TOTAL</b>		<b>50</b>

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

Each experiment to 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		

<b>TOTAL</b>			<b>70</b>		<b>30</b>
<b>VI. Teamwork &amp; Interpersonal Skills</b>					
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		
<b>TOTAL</b>			<b>70</b>		<b>30</b>

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

<b>VIII. Writing Skills &amp; Interpersonal Skills: Strategies</b>					
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		
<b>TOTAL</b>			<b>70</b>		<b>30</b>

#### 5. SUMMER INTERNSHIP PROJECT (60: 40 Marks)

Continuous Assessment of student progress to be conducted 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 <sup>st</sup> )	20
2.	Relevance and linkage of the Identify issue with functional area of discipline (Week 1 <sup>st</sup> )	10
3.	Survey of Literature (Week 2 <sup>nd</sup> )	10
4.	Research Methodology & Data collection(3 <sup>rd</sup> to 4 <sup>th</sup> Week)	10
5.	Overall understanding of the area of study(3 <sup>rd</sup> to 4 <sup>th</sup> Week onwards)	10
	<b>Total Marks</b>	<b>60</b>

**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
	<b>Total Marks</b>	<b>40</b>

**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
	<b>TOTAL</b>		<b>60</b>

**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
	<b>TOTAL</b>		<b>70</b>

## Faculty of Tourism Hotel Management and Catering Technology

**AY: 2021-22**

The bifurcation 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 to 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
<b>Total Marks</b>				<b>40</b>

- 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,	5	20	100	Lab	Average of all labs conducted may be

Assessment and Evaluation					taken and marks may be awarded out of sixty 60 marks.
<b>Conducting Lab</b>	<b>Written Test of Already Defined Questions</b>		<b>Verbal (Viva-Voce)</b>		<b>Lab Records</b>
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 based 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:

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

**End-Term Practical Assessment & Evaluation**

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

<b>End-Term Practical Exam</b>				
<b>Conducting Lab and Validation</b>	<b>Grooming</b>	<b>Write-up</b>	<b>Vice-Voce</b>	<b>Lab Record</b>
(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 based 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.
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### 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 to 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	
<b>Log Book-15</b> <b>Viva-Voce-10</b>	<b>Log Book-15</b> <b>Viva-Voce-10</b>	<b>Log Book-15</b> <b>Viva-Voce-10</b>	<b>Log Book-15</b> <b>Viva-Voce-10</b>	
<b>25 Marks</b>	<b>25 Marks</b>	<b>25 Marks</b>	<b>25 Marks</b>	
<b>TOTAL</b>				<b>100 Marks</b>

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

- **Log book**-Students 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**- To be based on the observation made by the students while doing their training in any particular department.
- Assessment to be taken when student finishes his training in a particular section /department of hotel.
- Students to 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 examination policy, a **VIVA** to 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 evaluate 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 to 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)				
Perfor man ce Appra isal Form( PAF)	G r o o m i n g	IT Re por t Ass ess me nt	Conte nt of the PPT	Struct ure of the PPT	Vis ual / Gra phi cs	Ti me Ma nag em ent	Tec hni cal Kn owl edg e	Co m mu nic ati on Skil l	Pres ent atio n Skill s	Atti tud e /Be havi or	Tot al
20 Marks	10 Ma rks	30 Mark s	5 Marks	5 Marks	5 Mark s	5 Mark s	5 Mark s	5 Mark s	5 Marks	5 Marks	100 Mark s

- 40% of External IT marks **to 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 submit the content that they have written/collected for the project so far.
  - **Photographs/Charts, etc.:** Students will have to submit the additional data (Photographs/ Chart, etc.) that they will use them to make their project more presentable.
  - **Viva-Voce:** To be conducted 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 presented by the students after submission of their project.

- Final presentation and Viva-Voce of the students will be conducted in presence of evaluation team.
- Students will be evaluated on the basis of the following components.

<b>LIVE PROJECT</b>			
Evaluation Rubrics			
<b>Project</b>	<b>Presentation</b>	<b>Knowledge on Project Topic</b>	<b>Total</b>
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 a minimum of 20 Pages (A4 Size) and submitted in spiral bound copy.
9. Hard and Soft copy of the project must be submit to the department.
10. Power Point Presentation of the Project of 8-10 Slides only. Title Page must be same as in project.
11. Maximum time for presentation is 15 minutes 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		
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**Faculty of Management**

**AY: 2021-22**

The bifurcation 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 AY 2021-2022**

4. Internal Continuous Assessment & Evaluation of Theory Courses Marks (Continuous evaluation 40) Distribution to be as follows:
  - 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/surpris e test/class Participatio n
10 Marks	15 Marks	05 Marks	05 Marks	05 Marks
<b>Total Marks</b>				<b>40</b>

- \* Faculty members to 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 Projects to be based on nature of subject and it should be a group presentation for participative learning. Topic of case studies/ projects to be shared by the department. Every class to be divided in groups of two to three students and these groups will participate for assessment of case studies/ projects.
- \* Quiz / Role play /Debate/ Mock Interview should be incorporated and all the activities to be considered for assessment. Topic of activity should be communicated to students by the department in advance which is associated with proper allocation of marks and topic among all students.
- \* MST-I to cover first two units of syllabus and to be based on Lower Order Thinking Skill (LOTS).
- \* MST-II to cover third and fourth units of syllabus and to be based on Higher Order Thinking Skill (HOTS).
- \* To encourage student attendance in class, participation of students in webinar, values-based activities and assessment of behaviour of students in class to be considered for



grading. Faculty to submit the necessary evidences for allocation of marks for the aforementioned categories.

#### 5. Practical /Workshops

##### **Practical/Workshop Papers of 60 Marks**

Each experiment to 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.

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

##### **End Semester Practical/Workshop Papers of 40 Marks**

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

## 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		
		<b>Total</b>	<b>70</b>		<b>30</b>

### 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		
		<b>Total</b>	<b>70</b>		<b>30</b>

**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		
	<b>Total</b>		<b>70</b>		<b>30</b>

**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		
		<b>Total</b>	<b>70</b>		<b>30</b>

**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
			<b>70</b>

## 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 of student progress to be conducted by respective faculty and 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 <sup>st</sup> & 2 <sup>nd</sup> )	20
2.	Project relevance & linkage with functional area of the management (Week 3 <sup>rd</sup> )	10
3.	Survey of Literature (Week 4 <sup>th</sup> )/ Literature Review	10
4.	Research Methodology & Data collection (5 <sup>th</sup> Week to 6 <sup>th</sup> Week)	10
5.	Overall understanding of the area of study (6 <sup>th</sup> Week onwards)	10
	<b>Total Marks</b>	<b>60</b>

Evaluation Parameter for End Term Assessment (Summer Internship Project)

<b>S. No.</b>	<b>Basis of Evaluation Parameter</b>	<b>Marks</b>
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
	<b>Total Marks</b>	<b>40</b>

**Faculty of Finance & Commerce**

**AY: 2021-22**

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

<b>S.No.</b>	<b>Course</b>	<b>Continuous Evaluation ( Internal)</b>	<b>End Semester</b>	<b>Remarks</b>
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 Evaluation **AY 2021-22**

### Theory Papers-Formative Assessment of 40 Marks

#### Evaluation Plan for Formative Assessment

Internal Assessment will classify as follows:

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

- Faculty to 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 Projects to be based on nature of subject and it should be in the form of a group presentation for participative learning. Topic of case studies/ projects to be shared in department. Every class to classify in groups of two/three students and these groups are to participate in assessment of case studies/projects.
- Quiz / Role play /Debate/ Mock Interview to be conducted and all the departments to describe the basic parameters for assessment. Topic of activity and allocation of marks should be communicated to the students by the department in advance.
- MST-I to cover first two units of syllabus and to be based on Lower Order Thinking Skill (LOTS).
- MST-II to cover third and fourth units of syllabus and to be based on Higher Order Thinking Skill (HOTS).



- \* To encourage student attendance in class, participation of students in webinar, values-based activities and assessment of behaviour of students in class to be considered for grading. Faculty to submit the necessary evidences for allocation of marks for the aforementioned categories.

#### **Practical/Workshop Papers of 60 Marks**

Each experiment to 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.

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

#### **End Semester Practical/Workshop Papers of 40 Marks**

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

### 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		
<b>TOTAL</b>			<b>70</b>		<b>30</b>

#### **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)
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	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		
	<b>TOTAL</b>			<b>70</b>		<b>30</b>

**(SIP) 60: 40 Marks**

**EVALUATION PARAMETER FOR SUMMER INTERNSHIP PROJECT (SIP)**

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

Continuous Assessment of student progress to be conducted by respective faculty and Industry coordinators within stipulated time period. Evaluation Parameter classified as follows:

<b>S. No.</b>	<b>Basis of Evaluation Parameter with Time frame</b>	<b>Marks</b>
1.	Synopsis Presentation (Week 1 <sup>st</sup> )	15
2.	Relevance and linkage of the Identify issue with functional area of discipline (Week 1 <sup>st</sup> )	10
3.	Survey of Literature (Week 2 <sup>nd</sup> )	10
4.	Research Methodology & Data collection(3 <sup>rd</sup> to 4 <sup>th</sup> Week)	15
5.	Overall understanding of the area of study( 4 <sup>th</sup> Week onwards)	10

	<b>Total Marks</b>	<b>60</b>
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### 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
	<b>Total Marks</b>	<b>40</b>

### 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 of student progress to be conducted by respective faculty within a stipulated time period. Evaluation Parameter classified as follows:

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

#### **Evaluation Parameter for Project Work- End Term Assessment**

<b>S. No.</b>	<b>Basis of Evaluation Parameter</b>	<b>Marks</b>
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
	<b>Total Marks</b>	<b>40</b>

**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 <b>Total-40 Marks</b>	<b>60 Marks</b>	
2	Clinical Courses				

	Drafting, Pleading & Conveyancing (DPC)	1. Drafting Exercise (10)  2. Pleading Exercise(10)	20 Marks  20 Marks  <b>Total-40 Marks</b>	50 Marks + 10 Marks (Viva- Voce) <b>Total-60 Marks</b>	Will be taught by Practicing Lawyer/Rt d. Judge
	Alternative Dispute Resolution (ADR)	1. Negotiation  2. Mediation  3. Arbitration & Conciliation  4. Field Visits	10 Marks  10 Marks  10 Marks  10 Marks  <b>Total-40 Marks</b>	50 Marks + 10 Marks (Viva- Voce) <b>Total-60 Marks</b>	Will be taught by Practicing Lawyer/Rt d. Judge
	Moot & Pre-Trials and Internship	<b>Two Mock Trials</b> (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  <b>Total-40 Marks</b>	30 Marks (Memorials* &Pleadings**) + 30 Marks (Internship Project & Viva Voce***)  <b>Total-60 Marks</b>	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	50 Marks + 10 Marks (Viva- Voce)	Will be taught by Practicing Lawyer/ Rtd. Judge



			<b>Total-40 Marks</b>	<b>Total-60 Marks</b>	
3	Skill Enhancement Courses (SEC)		<b>70</b>	<b>30</b>	
4	Technical Enhancement Courses (TEC)		<b>70</b>	<b>30</b>	
5	Dissertation		<b>120</b>	<b>60</b>	

**\*Parameters for the Memorial Evaluation –**

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

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

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

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

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

**LL.M. (2021-22)**

**Assessment and Evaluation Plan**

Trimester	Course	Continuous Assessment & Evaluation		End Semester Evaluation	Remarks
		Assessment Parameters	Evaluation		
1 <sup>st</sup> Trimester	Law Compulsory Courses	7. Assignment/ Project Submission	10 Marks	60 Marks	
		8. Assignment/ Project Presentation	10 Marks		
		9. Mid Term Written Exam	20 Marks		

			Total-40 Marks		
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2 <sup>nd</sup> Trimester	Programme Specialization Electives	1. Assignment/ Project Submission	10 Marks	60 Marks	
		2. Assignment/ Project Presentation	10 Marks		
		3. Mid Term Written Exam	20 Marks		
			Total-40 Marks		

3 <sup>rd</sup> Trimester	Programme Specific Electives	1. Assignment/ Project Submission	10 Marks	60 Marks	
		2. Assignment/ Project Presentation	10 Marks		
		3. Mid Term Written Exam	20 Marks		
			Total-40 Marks		

	Dissertation	NILL	NILL	120+80=200 Marks (Dissertation +Viva)	
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### 3. Question Paper (QP)/ Paper Setting:

Two sets of exam papers to be set by designated authors, strictly following the given guidelines:

1. Question paper to be prepared with reference to Blooms Taxonomy (LOTS/ HOTS), conforming to learning outcomes of the course.
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 keys, Blueprint and Rubrics (if possible) based on the examination question paper.
4. Papers should be typed and printed in the format as:
  - a. Font style: Times New Roman
  - b. Font size: 12
  - c. Line spacing: 1.5
  - d. Header to 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 reflecting in the syllabus.
9. The final copy must be free of typographical errors. The marks for the whole paper must 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 bottom (middle) of the page.
11. The name of examination, subject and subject code as given in the heading should be checked from the syllabus.
12. Abbreviation of all kinds should be avoided, except those in special cases.

The question paper(s) from the respective paper setters to be 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 consistency in accordance with the guidelines. All exam papers are further reviewed/ validated by experts/ peers/ HoD/ Dean(s) on the basis of 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 ≤ 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 (numbers). 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 is based on continuous formative and summative assessments.

##### b) Grades and Grade Points:

Corresponding to each course registered, a student obtains a 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) different 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

$$\text{SGPA} = \sum (C_i \times \text{GPI}) / \sum C_i$$

$$\text{CGPA} = \sum (C_i \times \text{GPI}) / \sum C_i$$

Where, C = Credit of the Subject

GP = Grade Points obtained for the course

$\Sigma$  = 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 2nd semester, to be promoted to 3rd semester
- 3 year programme- At the end of 4th semester, to be promoted to 5th semester
- 4 year programme- At the end of 6th semester, to be promoted to 7th semester
- 5 year programme- At the end of 8th semester, to be promoted to 9th semester

A committee consisting of the following members, shall address the grievances (if any)

- 1) DAA
- 2) Dean of respective Faculty
- 3) Head of respective Departments

- **Unable to pass\* the subject due to poor score in internal/formative assessment, then**

- End term score of the 4th 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 time of completion of programme, taking into account, grades and credits earned by the 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.