

# **EXAMINATIONS**

## **1. General Information**

The evaluation of a course is done through a number of examinations. These exams can be in the form of quizzes, mid-semester exams, or final semester exams. Assignments and course projects/case studies also form part of the session evaluation of a student during a course. The instructor can design an evaluation procedure within the course. A broader guideline in this regard is as following:

- Quizzes, assignments, class projects, case studies etc: 25%
- Mid Semester Exam: 30%
- Final Semester Exam: 45%

## **2. Office of Controller of Examinations (COE)/Director (A&E)**

The Controller of Examinations office works under the supervision of Director (Admission & Examination). This office is responsible for preparing class and examination schedules, holding of semester's examinations, maintenance and compilation of results, issuance of semester result report, transcripts, certificates and degrees. Following is the schedule of exams for a regular semester.

- Date Sheet Mid-Term Exam (6<sup>th</sup> week)
- Mid-Term Exam (8<sup>th</sup> Week of Semester)
- Mid Break for students (9<sup>th</sup> Week of Semester)
- Announcement of Mid Term Result (9<sup>th</sup> Week of Semester)
- Final Semester Exam (16<sup>th</sup> Week of Semester)
- Announcement of Final Results (18<sup>th</sup> Week of Semester)

### **a. Mid Semester Examination**

Mid Semester Examinations are conducted after 8 weeks teaching and are of 1 hour duration.

### **b. Final Semester Exam (16th Week of Semester)**

The final semester exams are conducted in the 16th week of the semester. These exams are of 3 hours duration and count for about 45% of the total marks assigned to the course.

### 3. Attendance Requirement

A student having missed more than 20% of classes due to any reason whatsoever, will not be allowed to appear in the Final Examination of the said course.

#### a. Conduct of Examinations

Dates and venues for announced quizzes are decided by respective course instructors and these quizzes are usually conducted in the class room for small class sizes. However, Midterm and Final Examinations are conducted as per date sheet issued by COE.

- Students must arrive at the Examination Hall at least 15 minutes before the start of exam.
- Students must bear Identity Card of GIK Institute and produce it to invigilating staff on demand for verification purpose.
- Seating plan is posted on the main notice boards and on the front door of each examination room by the staff of COE office. Students must sit on their prescribed seats as per seating plan.
- Open book exams are not allowed at the undergraduate level. If the instructor feels that a data sheet or a formula sheet is necessary for solving certain problems, this data sheet or formula sheet should be provided by the instructor. The students are not allowed to bring their own data sheet or formula sheet to the examination hall.
- The students are not allowed to bring any helping material or mobile phones to the examination hall. Programmable calculators may not be allowed. Students are not allowed to borrow calculator, pencil, ruler, etc. from other students during the examination. All the students are instructed accordingly before distributing the answer booklets.
- The answer booklets are distributed at least five minutes before the start of the paper. Question papers are not distributed among the students before the starting time of the paper. During these five minutes students are asked to fill in their particulars in the space provided on the front page of the answer booklets. The supervisor signs the answer booklets after the students have already filled in their particulars. The supervisor signs every extra sheet before giving it to the students.
- The time of a paper starts from the time all the students get the question paper. The Instructor may explain any ambiguity in the question paper, if needed, only in the first fifteen minutes of the paper. Thereafter, no question about the paper during the

examination hours is allowed to be asked or answered.

- Late comers may be allowed to write their exam provided it is not more than thirty minutes. However, no extra time may be given to the late comers.
- Students may be allowed to leave the examination hall only when 3/4 of the allotted time has lapsed.
- Students are not allowed to go out of the examination hall under normal circumstances during the examination hours. Arrangements for drinking water are made at the examination center.
- Smoking is not permitted inside the examination hall and students are not allowed to go out of the examination hall for smoking during the exam hours.
- Students may be discouraged to go to the bathroom during the exam hours unless it is a special case (diarrhea etc.). In any case, an invigilator might accompany a student going to the bathroom during the examination hours.
- Every effort shall be made to ensure the smooth conduct of the examinations. Students shall not be provided with any opportunity to cheat or disrupt the examination hall. In case, a student is caught cheating or disrupting the sanctity of examination, the matter is reported immediately to the Dean/In Charge and/or to the Director (A & E).
- Such cases are referred to the Discipline Committee within hours for a prompt action.
- Use of unfair means in exams may lead to failure in the course or even expulsion from the Institute. Recommendations about the case will be made by the Disciplinary Committee and the decision will be endorsed by the Rector.

## **b. Makeup Examinations**

Makeup examinations and quizzes can only be undertaken if the students miss the regular exams for being sick or on the Institute duty. For makeup examinations on medical grounds, the recommendations of Medical Superintendent of GIK Institute Medical Center are mandatory. However, if fallen sick while being away from the campus, then verification of the disease by the Medical Superintendent of GIK Institute Medical Center shall be required. Application for makeup examination should be addressed to Pro-Rector (Academic) with all supporting documents. After receiving the approval of Pro-Rector (Academic), the concerned course instructor will make arrangements for makeup exam.

The final exams are not retaken or rescheduled. In case of valid medical reasons the students should present the medical certificate duly endorsed by the Medical Officer of the GIK Institute to the concerned Dean who will recommend his case to the Pro-Rector (Academic). If approved, the student will be given an 'I' grade and will be allowed to undertake the exam before the first week of the next semester. The result should be provided to office of Director (A&E) within the same week.

## **GRADING AND ASSESSMENT**

### **1. Evaluation**

Continuous assessment is the essence of the semester system. The Institute follows semester system which is based on internal assessment. Students are evaluated on the basis of their performance in the assignments, quizzes, class participation, case studies, reports, oral examinations, mid-semester and the final examinations. Detailed Evaluation and Grading Policy is given in Appendix G.

### **2. Re-Checking of Papers**

If a student is not satisfied with his/her grade in a course, he/she can apply for the rechecking of the final paper. In such cases, the student has to deposit a paper rechecking fee in the Account Office of the Institute and has to write an application to the Pro-Rector (Academic). The receipt of money paid has to be submitted along with the application. After approval from the office of the Pro-Rector, the case is forwarded to the Director Admissions & Examinations for further processing. A panel of faculty members is constituted to recheck the paper and the final decision is communicated to the Examination Section. If there is change in the grade, the new grade is communicated to the student, and the amount paid is refunded. If there is no change in the grade, the decision is communicated to the student, however no refund is made.

#### **a. Re-Totaling of Marks**

If a student is not satisfied with his/her grade in a course and he/she wants his/her marks in the final examination and the semester performance to be re-totaled, the student has to deposit a fee in the Account Office of the Institute and write an application to the Director Admissions & Examinations for re-totaling. The receipt of money paid has to be submitted in original along with the application. The Examination Section processes the case and the concerned Dean communicates the grade (changed or unchanged) to the Examination Section office for correction of record, if any. The result is communicated to the student. In case of an error in the total, the money paid as processing fee is, however, refunded.

## b. Grading System

Students are awarded grades A, A-, B+, B, B-, C+, C, C-, D+, D, E, F, I, and W for each course. These grades indicate the following level of performance:

- A     Excellent
- B     Good
- C     Adequate
- D     Minimum acceptable
- E     Exemption
- F     Failure, the student must repeat the entire course to receive any credit
- W     Withdrawn from the course
- I     Incomplete, the student must complete within a specified time

The student's performance over a semester is judged by Grade Points Average (GPA) Each grade is assigned Grade Points per Credit Hour according to the following table. Total grade points of a course are obtained by multiplying the GPC by the number of credit hours assigned to the course.

### Grades and Grade Points

Grade	GPC (Grade Points/Credit Hour)
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	2.67
D+	2.33
D	2.00
F	0.00
W	No Credit, not counted in the calculation of GPA
I	No Credit, not counted in the calculation of GPA

### **c. Grading Policy**

Courses are typically graded on a point or percentage system (absolute grading method) or a curve (relative grading method), depending on the need for grades to serve as a competitive filter. Because grades are almost always used at some point for some sort of competitive evaluation (scholarships, entrance into degree and graduate programs) even absolute grading systems are **normed** so that they fall generally within the standard of grading practices of the institution.

### **d. Institute Grading Policy (Relative)**

The Institute has adopted the system of awarding letter grades based on the relative performance of the students. Numerical marks obtained by the individuals may be plotted in the form of curve. This curve is floating and the mean value could be taken as the average grade depending on the course level (100 to 400) and the performance of the particular class. In case course instructors need further help, they should contact the Dean/Incharge of their discipline. The following few points may provide course instructors an idea of the current accepted practice at the Institute.

- Only the course instructor(s) shall do grading of students. In case of absence of a course instructor for some reason, the Dean/Incharge may assign the duty to other faculty member.
- The Director (A & E) will provide blank award lists. Result may be submitted on the standard award list only.
- Course instructors will have to submit the award lists, complete in all respect, within two working days after the last paper of the examination.
- Marks obtained by students in the final examinations shall be kept strictly confidential. Grading shall not be disclosed to the students. Only the office of the Director (A & E) will make announcement of the result.
- The students are not allowed to check themselves their final examination. If a student is not satisfied with his/her grade in a course and wants re-totaling or rechecking, he/she is

required to formally apply for this purpose. The Director (A & E) would ask the instructor or a person nominated by the Dean/Incharge for re-totalling. In case of rechecking, the Dean/Incharge would first request the instructor for rechecking. In case the instructor feels no change in the earlier awarded grade, a new examiner (or a committee) will be appointed by the Dean/Incharge.

- Each page of the award list shall be signed by the instructor and countersigned by the Dean/Incharge. Along with the award list, course analysis may be submitted to the office of the Director (A & E).
- Three copies of the award list may be prepared. The original one shall be sent to the Director (A & E) office. The office of the Dean/Incharge will keep one copy for record purposes. The instructor may like to keep the third copy for his own record.
- Every effort may be made to avoid any error in the award list. Any alteration in the final result has to be submitted within two weeks after the announcement of the result on the prescribed form, signed by instructor(s) and countersigned by the Dean/Incharge and approved by the Pro-Rector.
- The Institute has a policy of academic freedom. However, average GPA of a common 100 level course may be kept around 2.20 and in the specialized courses around 2.5. Grading shall be relative not absolute. A curve may normally plotted before awarding letter grades, and you may seek the help of your colleagues in plotting the curve. Course GPA can be worked out as follow:

$$\text{Course GPA} = \frac{\text{Course Grade Points (CGP)}}{\text{Total Number of Students}}$$

Where

CGP = (numbers of A x 4.00) + (numbers of A- x 3.67) + (numbers of B+ x 3.33) + (numbers of B x 3.00) + (numbers of B- x 2.67) + (numbers of C+ x 2.33) + (numbers of C x 2.00) + (numbers of C- x 2.67) + (numbers of D+ x 2.33) + (numbers of D x 2.00) + (numbers of F x 0.00).

#### **e. Grade Point Average**

The academic standing of a student is referred to in terms of a Grade Point Average (GPA). To calculate the GPA of a semester, also referred as SGPA, the total number of grade points earned

is divided by the total number of credit hours registered in a semester. The maximum possible GPA is 4.00. To judge the performance of a student over the total period of study, Cumulative Grade Point Average (CGPA) is calculated by dividing the total number of grade points with the total number of credit hours for the entire number of courses undertaken. In the case of repeating courses, only the most recent grades are taken into consideration for the calculation of GPA but all courses undertaken appear on the final transcript.

#### **f. Academic Standing**

At the end of each semester, students are awarded with different academic standings based on the academic performance. Each Faculty selects a number of students, according to prescribed criteria, to be placed on the Dean's honors list. Following is the list of the standings awarded to students.

- **Highest Distinction:** *Highest Distinction* is granted to a student with a normal course load or above in the semester, whose semester GPA is between 3.90 and 4.00, inclusive.
- **High Distinction:** *High Distinction* is granted to a student with a normal course load or above in the semester, whose semester GPA is between 3.75 and 3.89, inclusive.
- **Distinction:** *Distinction* is granted to a student with a normal course load or above in the semester, whose semester GPA is between 3.50 and 3.74, inclusive.
- **Good:** The academic performance of a student is considered *Good* if his/her semester GPA is between 3.00 and 3.49, inclusive.
- **Satisfactory:** The academic performance of a student is considered *Satisfactory* if his/her semester GPA is between 2.00 and 2.99, inclusive.
- **Caution:** A *cautionary letter* is issued to a student whose semester GPA is 2.00 or more but cumulative GPA is below 2.00.
- **Probation:** The minimum semester GPA to remain in good academic standing is 2.00. Students are placed on *Academic Probation* for the next semester if their semester GPA falls below 2.00 at the end of a semester. A student on probation is required to register for lesser number of courses than the normal load during the probation (between 10 to 13 credit hours).
- **Warning:** A student who obtains a SGPA of less than 2.00 for two consecutive semesters receives a *warning letter* from the Examination Section. A copy of this warning letter is also sent to the parents/guardians of the student.

- **Expulsion:** A student, who obtains the SGPA of less than 2.00 in two consecutive regular semesters, is removed from the roll of the Institute.

#### **g. Incomplete (I) Grade**

An "I" grade is awarded to students in a course under the following circumstances:

- If a student does not complete all the requirements of a course within the semester (some minor component is outstanding), and the concerned Dean and the Instructor are satisfied that it was because of circumstances beyond the control of the student, an "I" grade is awarded. In this case, the Instructor concerned communicates an "I" grade in the award list submitted to the Examination Section, with the approval of the Pro-Rector (Academic).
- If a student is prescribed bed rest by a certified medical doctor (countersigned by the MS of the Institute's Medical Center) on the day of the exam, then the Dean of faculty forwards the case to the Pro-Rector (Academic) for approval along with the medical certificate duly attested by the Medical Superintendent (MS) of GIK Institute. After approval from the Pro-Rector (Academic), the case is sent to the Examination Section. An "I" grade is awarded accordingly.

In both these cases, it is the responsibility of the student to complete the outstanding requirements within one week of the beginning of the next semester. Failing this an "I" grade is automatically converted to an F grade.

#### **h. Separation and Re-admission Policy**

Over the years institute has made endeavors to maintain quality of engineering programs. The students are required to follow academic rules for admission, registration and examination according to their degree program. The Institute has been monitoring students' performance and facilitating to provide opportunities to students to attend regular meetings and sessions with faculty, advisors, deans and student's counselor to discuss academic and other matters. The parents are regularly informed about the academic performance of students and are also invited to attend special meetings in case of poor performance of student.

General guidelines have been implemented for separation and re-admission of students who fail to perform well to maintain the GPA requirement during their degree program. The policy is

formulated to define and set achievable goals for the students particularly in case of consecutive probations.

A student admitted to the Institute should maintain satisfactory academic standing i.e. a GPA of 2.00 or above. A student is placed on academic probation (AP) in case his/her SGPA falls below 2.00 on a scale of 4.00. A student on academic probation is issued a warning letter stating that s/he should improve his/her academic performance. In case of two consecutive probations, a student is separated from the roll of the Institute. For clarity and to assess the status of readmission CCH (Cumulative Credit hours) is defined as Sum total of credit hours of all the courses attempted by the student over all the completed semesters and Transferable CCH as sum total of credit hours of all the courses passed with grade C- or above at the time of readmission of a separated student over all the completed semesters.

### **First Year – Freshmen**

Separation in case of two consecutive probations. However one-time re-admission in the same program is allowed as freshman (no credit transfer) without appearing in the admission test.

### **Second Year – Sophomore**

Separation in case of two consecutive probations. However a student with two consecutive probations may apply for re-admission subject to fulfillment of following conditions:

- CGPA  $\geq$  2.90
- $30 \geq$  Transferable CCH  $\leq$  59

After acquiring Re-admission Status (RS) the student's C- and above grades are credited but he must repeat D, D+ and F grades (which are expunged in RS).

A re-admitted student will be permanently separated in case s/he is unable to maintain CGPA  $\geq$  2.00 (with normal semester load) at any time in the remaining period of study program.

### **Third Year – Junior**

Separation in case of two consecutive probations. However, a student with two consecutive probations may apply only once for continuation as normal without re-admission subject to fulfillment of following conditions:

- CGPA  $\geq$  2.90
- $60 \geq$  Transferable CCH  $\leq$  89

Student is placed on academic watch and barred from holding office of student societies. S/he will be permanently separated in case s/he is unable to maintain CGPA  $\geq$  2.00 at any time in the remaining period of study program.

#### **Fourth Year – Senior**

Separation in case of two consecutive probations. However, a student with two consecutive probations may apply for continuation only once as normal without re-admission subject to fulfillment of following conditions:

- CGPA  $\geq$  2.90
- Transferable CCH  $\geq$  95
- Degree Plan clearly indicating completion of degree requirement within six years since joining the institute.

Student is placed on academic watch and barred from holding office of student societies. S/he will be permanently separated in case s/he is unable to maintain CGPA  $\geq$  2.00 at any time in the remaining period of study program.

In case of extenuating circumstances such as serious accident, disabling illness and immediate family bereavement, the case will be referred to Deans Committee for assessment for continuation.

A student may apply for re-admission or continuation within a week after the declaration of the result of a regular semester. The case will be processed and the final decision will be communicated within two weeks. The student may apply for appeal (only once on petition form) for review of decision. A student applied for re-admission may be allowed for provisional registration till the final decision is communicated to the student.