

NOTICE – EXAMINATION

New Policy of Continuous Internal Evaluation (Session 2024-25 Even Semester Onwards)

To improve student attendance and enrich overall learning experience, Continuous Internal Evaluation (CIE) policy is being changed from the Session 2024-25 (Even Semester) onwards. Now CIE will have 02 major components as Mid Term Examination & Teacher's Assessment (as under):

Continuous Internal Evaluation

A. Mid Term Examination (MTE) (weightage of 20 marks)

02 hours duration (40 marks) as per Academic Calendar

For UG/IG/Diploma

Eligibility: Minimum 75% overall attendance

- For extraordinary situations i.e. medical, sports, extra-curricular activities: Relaxation of 10% (till 65% overall) only after submission of supporting documents to HOD and its approval 01 week prior to Mid Term Exam as mentioned in the Undertakings already shared. Attendance < 65% - Not Eligible for Mid Term Examination
- For the final year UG students: Relaxation of 10% (till 65% overall). Final year UG students with more than 8.0 CGPA who are preparing for competitive exams, relaxation of 10% (i.e. 55% overall).

For PG (MBA, MCA)

Eligibility: Minimum 65% overall attendance

- For extraordinary situations i.e. medical, sports, extra-curricular activities: Relaxation of 10% (till 55% overall) only after submission of supporting documents to HOD and its approval 01 week prior to Mid Term Exam as mentioned in the Undertakings already shared. Attendance < 55% - Not Eligible for Mid Term Examination
- For the final year PG students: Relaxation of 10% (till 55% overall).

B. Teacher's Assessment (TA) (weightage of 20 marks)

- Departmental Internal Test (DIT) (weightage of 05 marks) - Attendance % criteria of Mid Term Examination will be applicable for DIT
- Assignment 01 (weightage of 05 marks)
- Assignment 02 (weightage of 05 marks)
- Innovative Type Test (ITT) (weightage of 05 marks)

C. Make-Up Examination (Not Mandatory): Special provision for students who could not appear in Mid Term or wish to improve their marks secured in Mid Term Examination

- If during the scheduled Mid Term Examination, any eligible student (who was fulfilling the attendance criteria during the Mid Term) could not appear in the Examination due to any unforeseen situations like **a)** Marriage of sister/brother, **b)** Accident/health issue, **c)** Appearing in any competitive exams of national level, or **d)** Critical illness/demise of guardian, will be given an opportunity to appear in the Make-Up Examination. However, the genuine cases will be thoroughly assessed by the respective HoDs/Deans/Directors and then forwarded to higher authorities for consideration.
- Any student who could not appear in the Mid Term Examination due to short attendance will have to submit the fine of Rs. 10,000/- to appear in the Make-Up Examination provided he/she has maintained minimum 55% attendance 01 week prior to commencement of Make-Up Examination only after filling the prescribed format, submitting the fine in the Accounts Office and then submitting the duly filled format along with the fee receipt to their respective HODs/Deans/Directors.
- Any student who want to improve their marks secured in Mid Term Examination, will be eligible to appear in Make-Up Examination only after filling the prescribed format, submitting the improvement fee of Rs. 500/- per subject/course of the respective programme in the Accounts Office and then submitting the duly filled format along with the fee receipt to their respective HoDs/Deans/Directors.

IMP: It is mandatory to adhere to the attendance criteria laid down for MTE for appearing in the End Semester Examination.

@Akanksha
13/01/2025
Prof. (Dr.) Akanksha Nigam
Controller of Examination

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