

**GUIDELINES FOR ASSESSMENT  
AND  
CURRICULUM IMPLEMENTATION  
(From Session 2023-24)**

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## ASSESSMENT GUIDELINES

### 1. KEY TERMS:

1. **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ seminars/ presentations/ self-study etc. or a combination of some of these.
2. **Semester:** Each semester will consist of 15 weeks of academic work.
3. **Programme:** An educational programme leading to award of diploma.
4. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
5. **Grade Point :** It is a numerical weight allotted to each letter grade on a 10-point scale.
6. **Letter Grade :** It is an index of the performance of students in a said course. Grades are denoted by letters A++, A+, A, B+, B, C, P and F.
7. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed upto two decimal places.
8. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the

total credits of all courses in all the semesters. It is expressed upto two decimal places.

9. **Grade Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

## 2. EXAMINATION AND ASSESSMENT

The following system is recommended for awarding the grades and CGPA under the credit based semester system.

### 2.1 Letter Grades and Grade Points:

- i. The marks are converted to grades based on pre-determined class intervals. The following 10-point grading system along with letter grades is recommended:

**Table: Score, Grades and Grade Points**

Score	Letter Grade	Grade Point
91-100	A++ (Outstanding)	10
81-90	A+ (Excellent)	9
71-80	A (Very Good)	8
61-70	B+ (Good)	7
51-60	B (Above Average)	6
46-50	C (Average)	5
40-45	P (Pass)	4
<40	F (Fail)	0
-	Ab (Absent)	0

- ii. A student obtaining Grade F shall be considered failed and will be required to reappear in that particular subject in which student is fail.
- iii. Multiplying factor for conversion from grade point to percentage is 10.
- iv. The marks including theory and practical computed out of 100 shall be used to find grade and credits for each subject.
- v. Finally grade points of all subjects shall be used to compute SGPA and CGPA.

### 2.2 Computation of SGPA and CGPA

The following procedure may be followed to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA}(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points.

### **3. DURATION OF COURSE**

Total duration of the diploma course will be 3 years. Each year will comprise of two semesters. Each semester will have teaching for the 15 weeks or as prescribed by A.I.C.T.E. from time to time.

The maximum permissible time limit for completion of diploma course is twice the duration of the diploma course i.e. 06 years in case of three years diploma program and 08 years in case of four years diploma course.

In case of LEET, the maximum time shall be one year less than that of maximum time permissible for first year entrants as mentioned above i.e. 05 years for three years diploma program and 07 years in case of four years diploma course.

### **4. ELIGIBILITY FOR EARNING CREDIT**

The minimum credit requirement for diploma programme is 135 credits.

The lower and upper limit for course credits registered in a semester by a full time student of a diploma program is:

Lower limit - 15 Credits Upper limit - 27 Credits

A student who obtains Grades Outstanding (A++) to Pass (P) will be considered as passed.

If a student secured "F" grade, he/she will have to reappear for the examination.

Following are the conditions of minimum marks for passing the examination:-

- a) A student shall not be declared passed in the external theory/ practical unless he/she secures at least 40% marks in each subject separately in the external theory as well as external practical.

- b) A student shall not be declared passed in the examination unless he/she secures at least 40% marks in each subject separately in the theory as well as the practical examination, including internal assessment.
- c) In case, a student fails in theory/ practical of any subject as per above criteria, the internal assessment once obtained in theory/ practical shall remain fixed for subsequent reappear exam(s) for that particular subject and he/she shall have to reappear only in the external theory/ external practical exams.

Moreover, the attendance of student should be at least 75% in each subject.

## **5. GUIDELINES FOR INTERNAL ASSESSMENT**

Sessional marks for theory subjects and practical/workshop will be awarded as prescribed below. The break-up of sessional marks will as follows:

### **For Theory**

- Sessional Tests - Marks from best two out of three tests in a semester (60%)
- Assignments (20%)
- Seminar (10%)
- Attendance (10%)

### **For Practicals/Workshop**

- Practicals/Job (60%)
- Viva (20%)
- Practical Note Book (10%)
- Attendance (10%)