



**SWARRNIM**  
**STARTUP & INNOVATION**  
**UNIVERSITY**  
WHERE IDEAS COME ALIVE  
INDIA'S FIRST UNIVERSITY FOR STARTUP

# Swarnnim Startup & Innovation University

## Assessment and Evaluation Policy



# **Swarnnim Startup and Innovation**

## **University**

### **Assessment and Evaluation Policy**

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## **1. Introduction:**

The Teaching - Learning processes, Research & Innovation are the most important characteristics of a University. It includes Curriculum Development, Curriculum Transaction and Curriculum Assessment. All the three activities are interlinked and are of equal importance. This manual is prepared with a focus on the Curriculum Assessment.

The faculties are at the forefront of the Teaching-Learning process. A faculty's duty is to ensure that learning for the student is framed well by following the right curriculum, correct pedagogy and meticulous assessment.

As per the Gujarat Private University Act 2009, one of the mandates of Swarnim Startup & Innovation University is to confer Doctorate, Degree, Diploma, Grant Certificates and other Academic Distinctions based on the conduction of **Examination or any other Process of Evaluation** in accordance with UGC guidelines. This mandate is the prime component of the University System and widely seen as the principle yardstick evaluating the performance of the University in terms of fulfilling the purpose of its establishment and for accomplishing its long-term Vision and Mission.

The Administration and Conduct of the University Examination need to be very particular, transparent and accurate in executing the entire process taking into consideration every small detail. Considering this requirement, we have prepared this Examination manual to be used as a Guideline/ Reference Document for everyone who are part of various components of the University Examination Process.

### **Scope:**

The scope of this manual includes Planning, Administration & Conduct of Examination, Preparation of all the University Examination's Results (Theory & Practical), Procedure for Degree Conferment (Convocation) and Procedures for enrolment generation and enrolment cancellation for all the candidates enrolled in various courses at the University.

## **2. Course Evaluation Pattern of Examination:**

Students are normally assessed course wise based on the following components as approved by the Academic Council from time to time:


### **a) Continuous Evaluation (CE)**



- b) **Mid semester Examination/Laboratory Project Work (LPW) / Project Work (PW)**  
c) **Annual/Semester /Year End Examinations**

In the beginning of the semester, course faculty will plan and inform the concerned students about different types of assessment components of a course under continuous evaluation (CE) like Class Test, Term Assignments, Oral, Quiz etc. with its inter-se weightage. The course faculty will continuously evaluate each unit of assessment components of a course and marks will be given accordingly. At the end of the Semester / Year , the respective faculty will aggregate the marks obtained in each component Based on the intense weightage of different sub-components of CE to arrive at the overall percentage of marks under continuous evaluation and it will be submitted to the Examination coordinator of the Institute.

**The assessment of students for the curricula they are studying will broadly be done in two categories: -**

- Category 1: Continuous Evaluation\*  30% continuous Part  
20% Mid semester Theory Part
- Category 2: End Semester Examination/ End of the year Examination

\* It may vary as per Apex body of the Institute/Council if Applicable

- ❖ During every semester, there will be at least one internal exam with continuous evaluation for all the subjects/courses.
- ❖ The weightage of this Internal Exam and Continuous Evaluation **will be 50%**. This will also be a part of internal evaluation.
- ❖ The duration of the internal examination will be of two hours with a maximum of 5 questions and 50 marks.
- ❖ The internal exam will be compulsory. However, for those students who miss the internal examination for any reason, a remedial examination will be arranged. The student will have to pay Rs. 200 per paper/subject for the remedial examination. The score obtained in this test will be considered as final.
- ❖ The internal and continuous evaluation marks will be shown separately in the internal result issued by the respective Department. These marks will be added to the semester/annual examination marks for determining SGPA/CGPA of the





student.

- ❖ Each institute will submit its internal evaluation marks with continuous evaluation at least one week before the University Examination to the Exam Section.

### Scheme of Course Evaluation

The respective teaching faculties and end semester / year examination by the University will evaluate the performance of every student in each course during their academic tenure. In general, the scheme of evaluation for various courses will be -

Continuous Evaluation      50%\*

University Examination      50%\*

- \* Course evaluation may vary as per rules & Regulation of Apex body of concerned department & Institute.

Sr. No.	Segment	Conduction duration	Components	Responsibility	Weightage*
1	Continuous Evaluation	Throughout the Semester	Written tests, MCQs, Quiz, Projects, Assignment, Presentation, Case study, Practical tests, Viva-voce, any other as per Apex body of the Institute	Dean/Principals are responsible for the smooth conduct, timely results and fairness. He/She shall assign responsibility to HODs/ Faculties.	Overall 50% including all internal components
2	End Semester/Year	End of the Semester/Year	University Theory	Dean/Principals/ HOIs/University	Overall 50% including



	University Examination		Examination, University Practical Examination if Applicable	Examination Department shall be responsible for Smooth conduct, fairness and timely declaration of result.	Theory Practical components
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#### Centralized Answer book Assessment:

- ❖ Answer book assessment at the university is centralized. Appointed faculties have to come to the centralized assessment hall for discharging their duties. No answer book will be handed over to the faculty outside central assessment hall.
- ❖ Each faculty will be given 15 days\* are for completion of the assessment process. If in any case a faculty needs more days, the faculty has to immediately report to the Answer Book Assessment Committee for its recommendation and approval of the Provost of the University.

#### Procedure for centralized answer book assessment:

1. The appointed faculty will begin the assessment from the next day of the date of the examination and complete the assessment within 15 days. The faculty will inform the exam committee about the time slot (hourly) in which he/she will utilize the central assessment hall of the university. The exam committee will make the time slots available to respective institutes head. The respective institute heads will forward the same to the appointed faculties of their institute.
2. At the time of faculty coming to the assessment hall, firstly they will be putting down the details in the register available at the hall for maintaining the record of the assessment on day-to-day basis.
3. The faculty will be counting the answer books handed over to them for





assessment and put down the number of answer books received and number of answer books assessed for the day in the register.

4. During the assessment, the exam committee will provide a sheet for entering marks by the faculty. The faculty will be putting a random code on each of the answer book they are assessing. The code can be in form as A1, A2, B1, B2 and so on randomly as determined by the faculty. The faculty have to put the marks obtained by the students in the sheet provided against the random number as per the code.
5. At the time of marks entry, a faculty of the cadre of Professor will be appointed by the exam committee for verification of the marks entered by the exam committee.
6. The faculty will be recommended by head of institute and will be approved by Provost. The faculty will match the entered marks with the marks awarded by the faculty using the mark sheet provided by the faculty after assessment.
7. The random coding is used to maintain confidentiality of the student and transparency of marks entry process.
8. The faculty will daily receive the bunch of answer books of the subject for which he/she is appointed and the faculty will daily return the same to exam committee after assessing the answer books for the day.
9. Daily during the assessment, the faculty will put down the code and respective marks in the mark sheet given. The mark sheet will always be kept on top of the bunch of the answer books.
10. During the assessment the faculty has to also check for any malpractice committed by the student in the answer book. In such a case, the faculty will immediately report the same to the exam committee for further Unfair Mean action.

The Central assessment procedure has to be followed by both, the internal and the external faculty appointed for the duty of assessing the answer books.





### 3. University Overall Grading Pattern:

#### SYSTEM OF EVALUATION, AWARD OF CLASS AND CONVERSION TO PERCENTAGE

**Grading:** The total of the internal evaluation marks and Final University Marks in each course will be converted into a letter grade as well as to a 10 point scale as per following scheme:-

Total Marks (%)	>80	>75-80	>70-75	60-70	>50 - <60	>45-50	40-45	<40	Absent
Corresponding Letter Grade	O	A +	A	B +	B	C	P	F	AB
Numerical Point (Grade Point) corresponding to letter grade	10	9	8	7	6	5	4	0	0

**SGPA/CGPA:** The student's performance in any semester will be assessed by the Semester Grade Point Average (SGPA). Similarly, his/her performance at the end of two or more consecutive semesters will be denoted by the Cumulative Grade Point Average (CGPA). The SGPA and CGPA are calculated as follows:-

$$(i) \quad SGPA = \sum \frac{C_i G_i}{\sum C_i},$$

where  $C_i$  is the number of Credits of course

$i$

$G_i$  is the Grade point earned by student for course  $i$

&  $i = 1$  to  $n$ ,  $n$  = number of courses in semester

$$(ii) \quad CGPA = \frac{\sum C_i G_i}{\sum C_i},$$

where  $C_i$  is the number of Credits of course is



$G_i$  is the Grade point earned by student for course  $i$

&  $i = 1$  to  $n$ ,  $n$  = number of courses of all  
semesters upto which CGPA is calculated.

**Award of Class:** The class awarded to a student in the programme is decided by the  
final CGPA as per the following scheme:

<b>Distinction:</b>	<b>CGPA <math>\geq 8.0</math></b>
<b>First Class:</b>	<b>CGPA <math>\geq 7.0 &lt; 8.0</math></b>
<b>Second Class:</b>	<b>CGPA <math>\geq 5.0 &lt; 7.0</math></b>
<b>Pass Class:</b>	<b>CGPA <math>\geq 4.0 &lt; 5.0</math></b>
<b>Fail:</b>	<b>CGPA less than 4</b>

**Formula for Conversion of SGPA/ CGPA to Percentage:** An equation to find  
equivalency between SGPA/CGPA may be obtained as:

$$\text{Percentage Marks} = (\text{SGPA/CGPA} - 0.5) \times 10$$

- \* Grading pattern & award of class can be varied as per Apex body of Institute &  
council if applicable

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