Examination Policy for

Online Programmes

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Centurion University of Technology and Management

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Centurion University of Technology and Management
Policy Document for the Conduct of Examination and Minimum Standards for
Examination Centres for Online Programmes

Preamble

This policy document has been meticulously crafted to align with the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, with the primary objective of ensuring transparency, fairness and the highest standards in the conduct of examinations for online programs offered by Centurion University of Technology and Management (CUTM). The following sections outline the comprehensive guidelines and minimum standards for the examination process and centers.

As part of its aspiration to develop into an institution that exhibits „quality" both in teaching and examination systems, the university strives to formulate and implement an evaluation system which is transparent and student friendly. The main emphasis is to assess the knowledge gained by a student and motivate him/her to improve upon it.

Creation of confidence amongst students about the assessment system and timely publication of accurate results is essential. Continuous evaluation of students" performance has become norm of the day. This process aims at measuring the degree of knowledge assimilated by the students during a course of study without bringing excess pressure. A strict and flawless examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system. In this regard, CUTM aims to establish an examination system in accordance with guidelines issued by UGC, AICTE, Sector Skill Councils and State Higher Education Body with the following features:

- An independent system so that it can operate without fear, favour, pressure and prejudice.
- Comprehensive and transparent principles, policies, and procedures directed towards achievement of its goals.
- Flexibility and adaptability to the changing needs
- Team with appropriate qualifications and qualities like self-discipline, accuracy, secrecy, time consciousness, high degree of integrity regarding the objectives of the system and complete understanding of their duties and responsibilities.
- Facilities to process enormous quantities of data and generation of pre-defined documents with least human interaction.

The purpose of this document is to explain the features of the University's assessment system that will guide all examinations in the future. The clear understanding about the assessment system provides students opportunities to get the best out of their studies and to perform to the best of their abilities. Ignorance of any type of assessment requirements will not be accepted as an excuse for poor performance. Students must make sure they familiarize themselves with this information and, if in doubt, may seek advice from their respective examination cells.

1. Examination Conduct

CUTM offers various courses in Certificate, Diploma, UG, PG and PhD level. The programs offered may vary from time to time. For latest offered programs please visit www.cutm.ac.in and for course curriculum/ content please visit courseware.cutm.ac.in

In order to assess the knowledge and academic progress of students, the patterns of examination followed by CUTM are continuous internal examination and external (end-semester) examinations. The assessment is conducted for the following types of subjects being offered by different programmes:

- Theory
- Practice
- Project
- Theory + Practice
- Theory + Project
- Theory + Practice + Project
- Practice + Project
- Workshop / seminar / internship

1.1 Examination Schedule

Pre-Announcement: CUTM shall adhere to a well-defined examination schedule, published at least fifteen days in advance, specifying examination dates, timings, and subjects. This schedule will provide students ample time for preparation.

Predetermined Centers: Examinations shall be conducted at predetermined examination centers, which will be communicated to students well in advance. For online programmes the examination will be conducted online.

1.2 Mode of Examination

Online Platforms: CUTM is committed to conducting examinations through secure and reliable online platforms, ensuring a seamless and accessible examination experience for all students.

Infrastructure: The university shall guarantee the availability of necessary infrastructure and technical support to facilitate smooth online examinations. This includes robust internet connectivity, backup power supply and adequate hardware and software resources.

1.3 Integrity and Security

Preventing Malpractices: To uphold the integrity of examinations, CUTM shall implement stringent measures to prevent malpractices, including plagiarism and cheating. This includes plagiarism detection tools, secure browser environments and monitoring / proctoring.

2. Minimum Standards for Examination Centers

2.1 Infrastructure

Capacity Planning: Examination centers shall be selected based on their capacity to accommodate the number of candidates enrolled for each examination. The seating arrangement should allow for proper spacing and ventilation to ensure a comfortable testing environment.

2.2 Technical Requirements

Internet and Power Backup: Examination centers must maintain reliable internet connectivity and have backup power supply arrangements in place to prevent disruptions during examinations.

Hardware and Software: The centers must be equipped with up-to-date hardware and software to support online examinations. Technical support personnel should be available on-site to address any issues promptly.

2.3 Security Measures

CCTV Surveillance: To enhance security, CCTV cameras shall be strategically installed to monitor the examination premises, deterring any potential malpractice.

Authorized Personnel: The centers shall designate authorized personnel responsible for maintaining examination security, including the supervision of candidates during the examination.

3. Examination Committee

3.1 Appointment

Composition: An Examination Committee consisting of experienced faculty members and administrative staff shall be constituted. The committee will be selected based on their expertise and commitment to ensuring the integrity of the examination process.

Independence: The Examination Committee will operate independently to avoid conflicts of interest.

3.2 Responsibilities

Confidentiality: The Examination Committee shall ensure the confidentiality of examination papers and results. Strict protocols shall be in place to safeguard examination materials.

Investigation and Action: The Committee will investigate any reported malpractices and take appropriate action in accordance with university policies and UGC guidelines.

4. Assessment and Evaluation

4.1 Evaluation Guidelines

UGC Guidelines: Evaluation of answer scripts shall strictly adhere to the guidelines provided by the UGC. The assessment process will be transparent, fair, and merit-based.

Automation: Transparent and automated evaluation processes shall be employed, with an emphasis on eliminating bias and errors in assessment.

4.2 Components of Evaluation

Following are the components of evaluation for online mode learners depending upon the nature of the course:

- Continuous Assessment: To assess the performance of online learners continuously Quizzes and assignments shall be provided to them through the Learning Management System of the university.
- Academic Participation and Engagement: The assessment of Academic Participation and Engagement component would be based on the participation in scheduled LIVE virtual classes/ Pre-Recorded Video lectures/ Discussion Forum/ attempting corresponding quizzes etc. In order to ensure the academic participation and engagement of online mode learners, the attendance requirement in these activities has been made a compulsory part of Continuous Assessment component.

- End-Term Examination (for Theory Courses): End Term Examination are conducted using proctored Examination methodology, as per UGC regulations. Students will be made familiar with the system during Induction program and/or before start of End Term Examination, through demo videos or live and interactive sessions.

- End-Term Practical/Project (For Practical/ Project/ Dissertation/ Term Paper based courses)

4.3 Evaluation Criteria

4.3.1 Continuous assessments

Details are as indicated in the table below.

Sl. No.	Criteria	Weightage
1	MCQ after the competition of each unit	10
2	Two assignments per course	20
3	Submission of Visual Learning Record	10
4	Actively participate and post in at least 10 discussion forums during the course	10
Total		50

4.3.2 Evaluation of Practice/ Laboratory Components

The evaluation of the practice component will be carried out 50% by concerned faculty and 50% by the external examiner and will be conducted as per the present policy. Details are as under:

Internal

Sl. No.	Criteria	Weightage
1	Concept	10
2	Planning & Execution/ Practical/ Simulation/ Programming	10
3	Result and Interpretation	10
4	Record/ Report	10
5	Viva	10
Total		**50**

__External__

Sl. No.	Criteria	Weightage
1	Execution & Result	20
2	Record of Applied and Action Learning	10
3	Viva	20
Total		**50**

4.3.3 Evaluation of Project Component

The evaluation of the project component will be completed 50% by concerned faculty and 50% by the external examiner and will be conducted as per the present policy. Following guideline may be referred during evaluation of internal and external components:

__Internal__

Sl. No.	Criteria	Weightage
1	Understanding the relevance, scope and dimension of the project	10
2	Methodology	10
3	Quality of Analysis and Results	10
4	Interpretations and Conclusions	10
5	Report	10
Total		**50**

__External__

Sl. No.	Criteria	Weightage
1	Understanding the relevance, scope, and dimension of the project	10
2	Report	20
3	Viva	20
Total		**50**

4.3.4 Evaluation of Internship

The evaluation of the internship will be completed 50% by concerned faculty and 50% by the industry guide. Following guideline may be referred during evaluation of internal and external components:

Internal

Sl. No.	Criteria	Weightage
1	Daily Diary & Log Report	20
2	Periodical (Weekly/Monthly) Report	10
3	Presentation & Viva	20
Total		**50**

External

Sl. No.	Criteria	Weightage
1	Completion of the task / project assigned	30
2	Feedback of the industry supervisor	20
Total		**50**

4.3.5 Evaluation of Workshop Component

The evaluation of the workshop component will be completed 100% by concerned faculty as per the present policy. Following guideline may be referred during evaluation:

Sl. No.	Criteria	Weightage
1	Critical Thinking/ Simulation/ Field work & Report	50
2	Presentation & Viva	50
Total		**100**

5. Pass Criteria

- **Theory courses:** students must secure a minimum of **30% in individual components** (both continuous assessment & end-semester theory) **along with 40% in aggregate**

- **Theory & practice courses:**
  - Theory component: minimum of 30% in individual components (both continuous assessment & end-semester theory) along with 40% in aggregate
  - Practice component: minimum of 50% marks both in internal & external

- **Theory & project type courses:**
  - Theory component: minimum of 30% in individual components (both continuous assessment & end-semester theory) along with 40% in aggregate
  - Project component: minimum of 50% marks both in internal & external

- **Theory, practice & project type courses:**
  - Theory component: minimum of 30% in individual components (both continuous assessment & end-semester theory) along with 40% in aggregate
  - Practice component: minimum of 50% marks both in internal & external
  - Project component: minimum of 50% marks both in internal & external
- **Practice & project type courses:**
  - Practice component: minimum of 50% marks both in internal & external
  - Project component: minimum of 50% marks both in internal & external
- **Workshop or Internship type courses:** 50% in aggregate

6. Grading

CUTM follows "Absolute" grading system / Grade point or marks scheme applicable for different programmes. Under absolute grading system, a Ten Point grading system on base of 10 shall be followed in CUTM. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	O	90 and above up to 100	10
Excellent	E	80 and above but less than 90	9
Very Good	A	70 and above but less than 80	8
Good	B	60 and above but less than 70	7
Fair	C	50 and above but less than 60	6
Pass	D	40 and above but less than 50	5
Failed	F	Below 40	2
Malpractice	NOT APPLICABLE	NOT APPLICABLE	0
Absent	NOT APPLICABLE	NOT APPLICABLE	0

N.B. Grade C shall be considered as average, Grade D shall be the passing Grade for theory and Grade C shall be the Pass Grade for Practical/ Project/ Workshop mode paper.

7. Results Publication

Results of all examinations shall be published on the official website of CUTM within 30 days of the conclusion of the examinations, as mandated by UGC Regulations.

8. Grievance Redressal

Mechanism: A robust grievance redressal mechanism shall be established to address examination-related issues promptly. Grievances can be submitted through the university's official portal / ERP.

Fair and Timely Resolution: CUTM is committed to ensuring that all grievances are handled impartially and resolved in a fair and timely manner, as per established university policies.

9. Compliance with UGC Regulations

CUTM shall ensure strict compliance with all provisions of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, as applicable to the conduct of examinations for online programs. Any updates or amendments to UGC guidelines will be promptly incorporated into the examination process.

10. Review and Amendments

This policy document shall undergo periodic review, at least once a year, and necessary amendments will be made to ensure its continued alignment with evolving UGC guidelines and the unique needs of Centurion University of Technology and Management. Stakeholder feedback and external evaluations will be sought to enhance the effectiveness of this policy.