

CIE Rules & Guidelines

1. The teachers should inform the students about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of each semester.
2. The teachers should also inform the students regarding different components of internal assessment and their weightages through a 'course overview'.
3. All the teachers should prepare their course plan carefully and should share it with the students within first week of the semester.
4. The teachers should evaluate the students continuously on the basis of performance in the two Unit Tests, Choice –Based Component (CBC) and Attendance of the students in the class.
5. The answer scripts of the Unit Tests should be shown to the students after evaluation for their information, providing sufficient transparency and accountability.
6. The pattern of question paper for the Unit Tests should be structured similar to the pattern of the Semester End Examination which is conducted by the University.
7. The teachers should evaluate the papers of the Unit Tests within three working days after the end of examination.
8. The relative grades from A+ to C to be awarded for CBC by the respective teachers are as given below.
9. In relative grading system, the teacher should also take into account the various factors such as level of the question paper set, inherent difficulty of the course, the prerequisites to the course, relative performance of the current batch of the students compared to the earlier batches, participation of the students in active learning mode, etc.
10. The faculty members should display the grades/marks on the departmental notice board before submitting the same to the respective Head of the department.
11. The student may appeal for reviewing the grades/marks awarded by the teacher. If still there exists grievance regarding the revision of the awarded grades/marks, student may appeal to HOD.
12. In the case of student failing to complete the CBC under extraordinary circumstances such as the death of any member of the family, accident leading to hospitalization, suffering from contagious diseases, natural or social calamities affecting the student and such other situations which the teacher deems fit to be considered, the teacher would arrange additional assignment or any other course related work for such students.
13. The performance of the students in the practical subjects should also be evaluated on a continuous basis. Faculty members should use Continuous Evaluation Sheet provided for the assessment.
14. Internal evaluation of the final year Projects and Seminar should also be done on a continuous basis.
15. Faculty members should maintain the proper records of CBC undertaken for each class.
16. Faculty members may offer more than one CBC in a class depending on the interest of the students.

Grade Letter	Grade Points	Description of performance
A+	5	Excellent
A	4	Good
B+	3	Average
B	2	Below Average
C+	1	Poor
C	0	Very Poor

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