



MANIPAL INSTITUTE OF TECHNOLOGY

MANIPAL

(A constituent unit of MAHE, Manipal)

Dear Parents & Students,

We are attaching the Standard Operating Procedure (SoP) for evaluation and grading for the current semester at MIT Manipal as approved by MAHE. It may be noted that the grading will be completed and results are expected to be declared by 15th July, 2020.

We hope to start the next semester on 3rd August 2020. However, it is subject to the guidelines prevailing at the time and approval of the central government and local administration.

We will reconfirm on the opening date after obtaining the government approval. You are advised to wait for further communication from the institute before making your travel plans. Adequate notice period will be provided to the students for the same.

For any further clarification regarding SoP, send an email to examgrievance.mit@manipal.edu

Regards,

Dr Raviraja Adhikari

Associate Director - Academics

Manipal Institute of Technology, Manipal.





Standard Operating Procedure for Conduct of Even Semester/ Annual Assessment & Grading for the Academic year 2019-2020 for programs governed by UGC/AICTE

Preamble

Based on the directives from the State and the Central Government for the closure of all academic institutions and UGC guidelines dated 29 April 2020 on conduct of examinations during the Covid 19 pandemic, MAHE has drafted the standard operating procedure for conducting examination of theory, practical and other courses of all its constituent Institutions / Centers /departments governed by UGC/AICTE.

1. Mode of Evaluation of Intermediate Semesters (for regular batch)

a. Theory courses

- As per the directives of UGC, End-Semester Examination is optional for intermediate semesters during COVID '19. MIT has decided to Grade the theory courses based on Internal Assessment (IA) and performance of previous semester. Hence, End-Semester examinations are not conducted for intermediate semesters.
- Remaining IA to be completed online using MS /Google Forms before June 30, 2020 and marks uploaded to SLCM/SIS
- If a student has not participated in some of the components of IA, prorate the marks based on the marks obtained by him/her in other components.
- If a student has not participated in any of the components of IA so far, an opportunity to be provided to him/her to submit a comprehensive assignment before June 30, 2020. However, the maximum marks awarded for such submission to be limited to 60 % of the total marks for IA.
- End semester examination marks of the student in theory courses will be calculated as

End Semester Marks	
Courses with IA = 50	$0.5 \times \text{IA} + 2.5 \times \text{GPA of Previous Semester}$



- **Note**
 - In case of students where credits earned in previous semester < 50% of the total credits of previous semester, CGPA at the end of previous semester will be used instead of GPA to compute end semester marks.
 - In case of second semester students where credits earned in first semester < 50% of the total number of credits of first semester, 100% evaluation will be done on the basis of IA.
- Total marks will be computed as

IA marks	End Semester marks	Total marks
50	50	100

b. Practical courses

- IA based on experiments completed and continuous evaluation marks to be uploaded to SLCM/SIS by June 30, 2020
- Examinations using MS /Google Forms OR viva-voce on MS Teams to be completed by June 30, 2020
- Weightage for the components may be decided by Department/Institute

c. Other courses like Seminar/Mini projects/Internships etc.

- Online submission/presentation and evaluation to be completed by June 30, 2020

2. Mode of evaluation for students with Back papers/ Casual students of programs without IA carryover

- Same as Section 1

3. Grading

- Absolute grading will be followed in all courses in the current academic term with the following cutoffs

Range of Marks	Grade
Less than 40	F
40 – 49 marks	E
50 – 59 marks	D
60 – 69 marks	C
70 – 79 marks	B
80 – 89 marks	A
90 and above	A+



4. Grade improvement for Theory courses

- Students of intermediate semesters
 - Students have an option to apply for improvement of grade for theory courses on or before August 31, 2020. There will be provision for ONE chance for grade improvement without any penalty by appearing in improvement examination in regular mode, which will be after the END semester examinations of the coming ODD semester.
- Best of the TWO grades will be reflected in grade sheet/ transcripts.
- For the students who opt for the improvement of grade, their grade card will be issued only after completion of the improvement examination

5. Additional Points

- i. The lockdown period will be treated as “deemed to be attended” by all the students. Hence, all students will be permitted to write the end semester examinations, without attendance detention.
- ii. Students will be promoted to the next academic year without considering the credit requirements of progression at the end of this semester, as a special case. The eligibility for academic progression will be applicable at the beginning of academic year 2021-22
- iii. The criteria for change of branch for First year students opting for the change this year, the ranking will be based on the normalized results of first semester.
- iv. We will publish the results of the ongoing academic term by 15th July 2020 so that the next academic session 2020-21 can commence from 3rd August 2020.

June 24, 2020


Associate Director - Academics

