Important Announcements regarding CIE and SEE

1. For UG Students - Current Intermediate Semesters: CIE

For students of II, IV, VI semester, one CIE event covering last two units will be conducted in
online mode on 17.08.2020, 18.08.2020 and 19.08.2020, so as to finalize their CIE for the
current semester registered courses

- Time-table for online test to be given by the respective departments to the office of CoE
  on or before 5th Aug 2020 and also to be announced to the students

- The departments need to take care for any clash of elective courses /backlog courses
  registered by students in the Test time-table.

- All students need to ensure that their email Ids are registered with institute(nie.ac.in), if
  not they need to immediately contact SDSC and get it registered within two days.

- Tests need be conducted with TWO sessions per day. Minimum four hours gap to be
  given between two sessions. Test Question paper should contain 50% objective and 50 %
  descriptive questions (Max. marks: 25, Duration: 60 Minutes). [Objective questions of
  one mark each: 13 marks ; Descriptive :12 marks].

- Test question paper covering both objective and descriptive need to be prepared in word
  format by the course instructor and upload in the google classroom once the students join
  the test session.

- At the end of the allotted time the students will be given 5 minutes to scan and upload the
  soft copy of the answer sheets in pdf format.

- Respective course instructors need to proctor the online test conducted through Google
  meet platform and record this test session.

- CIE evaluation pattern will be reset to only two components as shown below:
  (a) Test 1 before lock down [max marks:25]
  (b) Test conducted in August, 2020 in online proctored mode) [max marks:25]
  CIE = Best of (a) or (b) multiplied by 2
  This CIE computation method shown above is a one-time measure applied only for
  the courses registered in current semester.

- Marks for the above mentioned two tests need to be entered by the concerned faculty in
  the SDSC/Contineo portal once notified from CoE’s office
2. **For UG Students - Current Intermediate Semesters: SEE**

- There will be no SEE for current intermediate even semester students, however, calculation of grades for the regular courses registered for shall be done as per the guidelines given by VTU Circular dated 31.07.2020.

- Grade calculation will be done only for the regular courses registered in the current even semester provided that the students have met the CIE requirement. Incase, if any one of the failed students have registered parallel for courses the in current even semester, he/she has to appear in the supplementary/ Summer/ Make term examinations with the CIE marks of the current semester only.

- Students who wish to improve their grade in any course (regular courses) of the current intermediate even semester will be given one additional attempt to attend the examination in that subject during the examinations conducted next in offline mode. Such students will be awarded the better of the two grades and will not be considered as an additional attempt.

- Students who are currently ineligible for admission to next academic year will be allowed to next odd semester as per carry forward scheme guidelines given by the VTU. However, such students shall clear the examinations for those backlog courses in the immediate two examinations (odd & even) conducted next and gain eligibility as per vertical progression regulations.
3. **For UG Students - Current Final Year : CIE**

For students of VIII semester, one CIE event covering last two units will be conducted in online proctored mode on **12.08.2020, 13.08.2020 and 14.08.2020**, with two sessions per day so as to finalize their CIE for the current semester.

- Time-table for online test to be given by the respective departments to the office of CoE on or before 5th Aug 2020 and also to be announced to the students.

- The departments need to take care for any clash of elective courses/backlog courses registered by students in the Test time-table.

- All students need to ensure that their email Ids are registered with institute(nie.ac.in), if not they need to immediately contact SDSC and get it registered with two days.

- Tests need be conducted with TWO sessions per day. Minimum four hours gap to be given between two sessions. Test Question paper should contain 50% objective and 50% descriptive questions (Max. marks: 25, Duration: 60 Minutes). [Objective questions of one mark each: 13 marks; Descriptive :12 marks].

- Test question paper covering both objective and descriptive need to be prepared in word format by the course instructor and upload in the google classroom once the students join the test session.

- At the end of the allotted time the students will be given 5 minutes to scan and upload the soft copy of the answer sheets in pdf format.

- Respective course instructors need to proctor the online test conducted through Google meet platform and record this test session.

- CIE evaluation pattern will be reset to only two components shown below
  (a) Test 1 before lock down [max marks:25]
  (b) Test conducted in August, 2020 in online proctored mode) [max marks:25]
  
  **CIE = Best of (a) or (b) multiplied by 2**
  This CIE computation method shown above is a one-time measure applied only for the courses registered in current semester.

- Marks for the above mentioned two tests need to be entered by the concerned faculty in the SDSC/Contineo portal when notified from CoE’s office.
4. **For UG Students - Current Final Year: SEE**

- Online examinations (SEE) (proctored) for final year UG students (regular courses) will be conducted from 24.08.2020 on alternate days (Detailed time table will be posted shortly on the website).

- Students need to ensure that they need to have 3 hours of uninterrupted internet connection during the examination. If connectivity is lost, then they need to take up the examination whenever conducted next in the offline mode. In such case, it will be considered as first attempt only.

- In case, a student is unable to take the examination for whatever reason, he/she will be given an opportunity to appear in the examination whenever conducted next in the offline mode. In such case, it will be considered as first attempt only. However, such students are required to inform the office of CoE, through their respective departments one week before the commencement of the examinations.

- Students who wish to improve their grade in any course (regular course) will be given one additional attempt to attend the examination in that subject during the examinations conducted next (in offline mode). However, such students shall apply for the same when it is notified. Such students will be awarded the better of the two grades and will not be considered as an additional attempt.
Backlog Examinations (PG & UG)

Supplementary term, make-up term and summer term examinations will be scheduled after the announcements of results of current final year SEE online examinations thereby giving an opportunity for students of all semesters to take up examinations for all their backlog courses (Odd and Even) as per the regulations applicable for their respective year of admission (admission batch). These examinations may be conducted offline of course taking care of the pandemic situation.
Instructions for online tests/Examination (PG & UG)

1. In order to take online proctored examinations, the students are required to have a laptop/ desktop with camera, internet connection, mobile app for scanning and uploading. A4 size sheets, calculators, pen, pencil and graph sheets (ordinary/semi log).
2. The concerned faculty need to give all the required instructions before the students start writing the test.
3. Students are required to write the examination on A4 ruled or unruled sheets with 1.5 cm margin on all sides and duly signed by the student at the bottom of each page. They need to use only one side of the sheet with the page number written on the bottom side.
4. On the top right corner of the front-page, students need to write their name, USN, semester, section, course title, course code and branch.
5. The student can copy down the question or write legibly the question no. for each answer.
6. Google classroom/meet will be used by the concerned faculty for the conduction of test who will also carry out proctoring the entire test session.
7. Students need to be available online (on video and audio) during the examinations keeping their device at a distance of about 6 feet, so as to be clearly visible to the invigilator.
8. Students can take the first 5 minutes for settling with all the required stationery and writing their names and other details on the answer sheets. They will be given the complete allotted one hour for answering the questions.
9. At the end of the allotted time they will be given 5 minutes to scan and upload the soft copy of the answer sheets in pdf format.
10. Student can speak to the course instructor over phone and inform immediately for any difficulty/problem occurred during the test session.
11. The File name for scanned file must be USN_Course Code. Use any suitable Scanner to create a single PDF file. The video and audio needs to remain ON until the student completes the uploading of answer sheets.
12. No student is allowed to leave the place during the test duration nor indulge in a behaviour that could indicate cheating.
13. Additional instructions will be given to final year students for their proctored online tests/SEE.
Visvesvaraya Technological University
Belagavi – 590 018, Karnataka State, INDIA

Prof. Satish Annigeri Ph.D.
Registrar (Evaluation)

Phone : (0831) 2498131
Fax : (0831) 2498184

Date : 31 JUL 2020

Ref. No. VTU/BGM/Reg(E)/PS/2020-2021/ 298.

CIRCULAR

Sub: Calculation of grades of Current Intermediate
Semester Students. – reg.

Ref: Special Regulations No. VTU/PS/2020-21/1386,

With reference to the above, following is the method of calculation of grades for the
students of current Intermediate Semester Students.

PROCEDURE FOR CALCULATION OF GRADES FOR CURRENT INTERMEDIATE STUDENTS.
The grades of all UG and PG students of current intermediate semesters shall be calculated as follows:

1. CIE marks of each course of current even semester shall be scaled to a maximum of 50.
2. SEE marks of all credit courses of the preceding odd semester shall be scaled to a maximum of
50 and then averaged. If a student has remained absent in the preceding semester, the SEE marks
for that course shall be taken as zero.
3. The calculated average SEE marks shall be taken as the SEE marks for each course of the current
even semester.
4. The minimum average SEE marks for passing shall be 10/50.
5. Regulations applicable to minimum CIE, SEE and total marks for the current even semester shall
be as per applicable regulations.
6. Total marks for any course of the current even semester shall be the sum of CIE of the current
semester (scaled to a maximum of 50 marks) and average SEE marks (scaled to a maximum of
50 marks) of all the credit courses of the preceding odd semester.
7. Grades shall be assigned based on the applicable regulations.
8. Where marks require scaling, fractional marks shall be rounded up to the next larger integer.

The contents of this circular may be brought to the notice of all the concerned.

Sd/-

REGISTRAR (EVALUATION)

To, The Principals of Constituent, affiliated and autonomous colleges and Chairman
of all VTU PG Departments

Copy FWC’s to:
1. Hon’ble Vice-Chancellor through the Sec. To VC, VTU Belgaum, for kind
   information.
2. The Registrar, VTU Belgaum, for information.
3. The Regional Directors of VTU Regional Offices, for information & needful.
4. The Director, ITISMU, VTU Belagavi, for information.
Important Announcements regarding CIE and SEE

1. For PG Students - Current Intermediate Semesters: CIE

For the students of II sem M.tech, II & IV sem MCA, the remaining CIE events will be conducted in online mode and Online Test time-table need to be given by the respective departments to the office of CoE.

- The departments need to take care for any clash of elective courses/backlog courses registered by students.

- All students need to ensure that their email Ids are registered with institute(nie.ac.in), if not they need to immediately contact SDSC and get it registered within two days.

- HoDs are requested to complete the CIE for these students by conducting online tests/quiz/assignments as decided by the respective course instructors/HoD.

- For test/quiz, course faculty may use Google forms. If the faculty wishes to give a descriptive test/assignment, the same need to be scheduled and students may be asked to upload/send the written answers to the course instructor through email/google class room for evaluation.

- Monitor the students through video during the entire test session, looking for behavior that could indicate cheating.

- CIE evaluation pattern followed for each of the courses in your PG programme need to send to the CoE's office on or before 5th August 2020.

- All CIE events need to be completed by 20th August 2020 and marks for the same to be entered by the concerned faculty in the contineo portal.

- Marks for the above mentioned two tests need to be entered by the concerned faculty in the SDSC/Contineo portal when notified.
2. For PG Students - Current Intermediate Semesters: SEE

- There will be no SEE for current PG intermediate semester students however, calculation of grades for the all regular courses registered shall be done as per the guidelines given by VTU dated 31.07.2020.

- Grade calculation will be done only for the regular courses registered in the current even semester provided that the students have met the CIE requirement. In case, if any one of the failed students have registered parallel for courses the in current even semester, he/she has to appear in the supplementary/ Summer/ Make term examinations with the CIE marks of the current semester only.

- Students who wish to improve their grade in any course (regular courses) of the current intermediate even semester will be given one additional attempt to attend the examination in that subject during the examinations conducted next in offline mode. Such students will be awarded the better of the two grades and will not be considered as an additional attempt.

- Students who are currently ineligible for admission to next academic year will be allowed to next odd semester as per carry forward scheme guidelines given by the VTU. However, such students shall clear the examinations for those backlog courses in the immediate two examinations (odd & even) conducted next and gain eligibility as per vertical progression regulations.

3. For PG Students - Current Final Year : SEE

- The VIVA-VOCE of current PG final year students need to be completed on or before 7th August and marks details to be sent to CoE’s office on or before 10th August, 2020

- Students if they wish, can request for course completion certificate to the respective HoDs if they have successfully completed their academics
Backlog Examinations (PG & UG)

Supplementary term, make-up term and summer term examinations will be scheduled after the announcements of results of current final year SEE online examinations thereby giving an opportunity for students of all semesters to take up examinations for all their backlog courses (Odd and Even) as per the regulations applicable for their respective year of admission (admission batch). These examinations may be conducted offline of course taking care of the pandemic situation.
Instructions for online tests /Examination (PG & UG)

In order to take online proctored examinations, the students are required to have a laptop/desktop with camera, internet connection, mobile app for scanning and uploading. A4 size sheets, calculators, pen, pencil and graph sheets (ordinary/semi log).

1. Students need to ensure that they have uninterrupted internet connection during the entire test and exam duration.
2. The concerned faculty need to give all the required instructions before the students start writing the test.
3. Students are required to write the examination on A4 ruled or unruled sheets with 1.5 cm margin on all sides and duly signed by the student at the bottom of each page. They need to use only one side of the sheet with the page number written on the bottom side.
4. On the top right corner of the front-page, students need to write their name, USN, semester, section, course title, course code and branch.
5. The student can copy down the question or write legibly the question no. for each answer.
6. Google classroom/meet will be used by the concerned faculty for the conduction of test who will also carry out proctoring the entire test session.
7. Students need to be available online (on video and audio) during the examinations keeping their device at a distance of about 6 feet, so as to be clearly visible to the invigilator.
8. Students can take the first 5 minutes for settling with all the required stationery and writing their names and other details on the answer sheets. They will be given the complete allotted one hour for answering the questions.
9. At the end of the allotted time they will be given 5 minutes to scan and upload the soft copy of the answer sheets in pdf format.
10. Student can speak to the course instructor over phone and inform immediately for any difficulty/problem occurred during the test session.
11. The File name for scanned file must be USN_Course Code. Use any suitable Scanner to create a single PDF file. The video and audio needs to remain ON until the student completes the uploading of answer sheets.
12. No student is allowed to neither leave the place during the test duration nor indulge in a behaviour that could indicate cheating.
13. Additional instructions will be given to final year students for their proctored online tests/SEE.

Principal

Vice-Principal

Dean(AA)

Controller of Examinations
Visvesvaraya Technological University
Belagavi - 590 018, Karnataka State, INDIA

Ref. No. VTU/BGM/Reg(E)/PS/2020-2021/298.

CIRCULAR
Sub: Calculation of grades of Current intermediate Semester Students. - reg.

Date: 3 J U L  2 0 2 0

With reference to the above, following is the method of calculation of grades for the students of current Intermediate Semester Students.

PROCEDURE FOR CALCULATION OF GRADES FOR CURRENT INTERMEDIATE STUDENTS
The grades of all UG and PG students of current intermediate semesters shall be calculated as follows:

1. CIE marks of each course of current even semester shall be scaled to a maximum of 50.
2. SEE marks of all credit courses of the preceding odd semester shall be scaled to a maximum of 50 and then averaged. If a student has remained absent in the preceding semester, the SEE marks for that course shall be taken as zero.
3. The calculated average SEE marks shall be taken as the SEE marks for each course of the current even semester.
4. The minimum average SEE marks for passing shall be 10/50.
5. Regulations applicable to minimum CIE, SEE and total marks for the current even semester shall be as per applicable regulations.
6. Total marks for any course of the current even semester shall be the sum of CIE of the current semester (scaled to a maximum of 50 marks) and average SEE marks (scaled to a maximum of 50 marks) of all the credit courses of the preceding odd semester.
7. Grades shall be assigned based on the applicable regulations.
8. Where marks require scaling, fractional marks shall be rounded up to the next larger integer.

The contents of this circular may be brought to the notice of all the concerned.

Sd/-
REGISTRAR (EVALUATION)

To, The Principals of Constituent, affiliated and autonomous colleges and Chairman of all VTU PG Departments

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1. Hon'ble Vice-Chancellor through the Sec. To VC, VTU Belgaum, for kind information.
2. The Registrar, VTU Belgaum, for information.
3. The Regional Directors of VTU Regional Offices, for information & needful.
4. The Director, ITISMU, VTU Belagavi, for information.