

**Bhulabhai Vanmalibhai Institute of Management,
Uka Tarsadia University**

**CIE Policy and Guidelines –
2023-24**

Institute Evaluation Policy:

The academic performance of students in a given subject is determined by the Letter Grading System, which consists of both Continuous Internal Evaluations (CIE) and End Semester Evaluations (ESE). To successfully pass the subject, a student must attain a minimum combined score of 40% in both the Continuous Internal Evaluation (CIE) and End Semester Examination (ESE). The duration of the theory paper for the ESE course is three hours, while the practical examination for each batch is two hours.

CIE for theory subject would be done based on following guidelines:

Continuous Internal Evaluation Policy:

CIE for theory subject would be done based on following guidelines:

Guidelines for 4 Credit Subjects:

Evaluation Parameter	Frequency X Marks	Duration of Each	Weightage	Tentative Week	Remarks
Internal Examination	2 X 40	2 Hours	8 X 2 = 16	6 th week 12 th week	Covers Unit 1 to 3 Covers Unit 4 to 6
Case Study / Practical Assignment*	1 X 20	5 Hours	10	Issue in 2 nd Week	Minimum 20 days' time to Submit and then Viva
Class Test / Quiz [#]	2 X 20	45 Min	4 X 2 = 8	3-4 week 8-9 week	Covers Unit 1 & 2 Covers Unit 4 & 5
SSA ^{\$}	3 X 10	1 Hour	06	2 nd week 5 th week 8 th week	After every assignments discussion and review with students
Presentation ^{\$}	1 X10	20 min.	06	Presentation is compulsory in give subject as per following table	
			40		

\$ Presentation is compulsory in give subject list (as per below table) and in the rest of subject, subject teacher decide SSA (Subject Specific Assignment) as per subject nature.

1st Semester	3rd Semester	5th Semester
MN3029 – Management Principles & Practices MN3031 – Personality Development	MN4004 – Principles of Marketing MN4005 – Principles of Eco. - II MN4006 - Entrepreneurship	All specialization subjects, in respective specialization group.

Guidelines for 2 Credit Subjects:

Evaluation Parameter	Frequency X Marks	Duration of Each	Weightage	Tentative Week	Remarks
Internal Examination	2 X 50	2 hrs.	4 X 2 = 8	6 th week 12 th week	Covers Unit 1 to 3 Covers Unit 4 to 6

Evaluation Parameter	Frequency X Marks	Duration of Each	Weightage	Tentative Week	Remarks
Case Study / Practical Assignment*	1 X 20	3 Hours	05	Issue in 2 nd Week	Around 20 days time to Submit and then Viva or Presentation
Class Test / Quiz [#]	1 X 20	45 Min	04	3-4 week 8-9 week	Covers Unit 1 & 2 Covers Unit 4 & 5
Subject Specific Assignment [#]	2 X 10	1 hours	03	2 nd week 7 th week	After every assignments discussion and review with students
			20		

* The assignment pertains to various aspects of practical application such as field work, mini project, presentation, and related activities. The assessment of the practical assignment will be conducted through the appraisal of a written report and a viva voce of the same. This report describes a collaborative project undertaken by a team of four students.

The inclusion of a case study is a mandatory requirement for students enrolled in specialized subjects during their 4th, 5th, and 6th semesters.

Course teacher are empowered to take more than given frequency.

Parameter Guideline

1. Internal Examination - for SY and TY

Specification	Marks
Question 1. Theoretical Questions (any 2 out of 3)	20
Question 2. Applied Questions (any 2 out of 3)	20

Internal Examination - for FY semesters

Specification	Marks
Question 1. Theoretical Questions (any 4 out of 6)	20
Question 2. Applied Questions (any 4 out of 6)	20

2. Class Test

Specification	For 1 st year	For 2 nd and 3 rd Year	Marks
Question 1. Theory based question	Any 2 out of 4	Any 1 out of 2	10
Question 2. Practical or Applied Question			10

3. Case Study / Practical Assignment

Specification	Marks
Written Documents / Solution of Case	10
Viva	10

Fieldwork / Project would be evaluated based on written report and viva voce examination of the same.

4. Subject Specific Assignment

A subject specific assignment given to students based on subject nature and requirements for practical exposure. It will decide by the subject teacher.

Guidelines to be followed while setting up and evaluating question papers:

- Question paper should be designed after considering four categories (i.e. Brilliant, Above Average, Average and poor) of students. In short, the question paper should comprise of mixture of some remembering type questions (may be approximately 50% of total), some innovative questions (may be nearer to 20% of total), some creative questions (may be nearer to 20% of total) and analytical type questions (may be approximately 10% of total).
- Question paper should be designed in a way that covered all units according to weightage.
- Question paper should be set considering allotted time period to students.
- Review the question paper carefully keeping in mind spelling errors, approximately time allocated by you for each question, Marks allocated to each question, clarity in asked questions etc. before taking photocopies.
- It is not always advisable to ask questions same as that were asked in past university examinations. Try to imbibe creativity in asking questions also. You can give them special training during classroom teaching about important questions.
- Expected answers as well as common mistakes done by students should be brought in their notice after completion of evaluation.
- Enrich students by academic tips for getting more marks for the subject.
- Acquire habit to write suggestions for improvement in answer sheet.
- You must show checked answer sheets to the students after evaluation.
- Always make attempts for enhancing levels of each category of student.

A Teacher is solely responsible for the Performance of Students in his/her Subjects