

# **SREENARAYANAGURU OPEN UNIVERSITY**

**KOLLAM**

**(Abstract)**

Sreenarayanaguru Open University - UG/PG Programmes – First Amendments to the Guidelines for Continuous Internal Evaluation (CIE), December 2023 - Implemented-Orders Issued.

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## **Examination A4 Section**

U.O.No.1477/Ex I/A/17/QD/SOU/2022

Kollam, 21/12/2023

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Read: 1. U.O.No.1197 /Ex I/A/QD/SOU/2022 Dated 13/12/2022

2. Minutes of the meeting of Head of Schools & Statutory Officers held on  
05/12/2023

3. Orders of the Hon'ble Vice Chancellor, Dated: 21/12/2023

## **ORDER**

The Guidelines for Continuous Internal Evaluation (CIE) of UG/PG Programmes have been implemented with effect from 2022 Admission onwards vide paper read with (1) above. However in order to alleviate the administrative and practical difficulties reported by the Coordinators of Learner Support Centres (LSC) and of the Examination Wing, vide paper read with (2) above, a committee consisting of Heads of Schools & Statutory Officers and chaired by the Pro Vice Chancellor recommended amendments to the CIE Guidelines vide paper read (2) above. Accordingly by incorporating the recommendations, the Guidelines have been revised and approved by the Hon'ble Vice Chancellor on 21/12/2023 vide read(3) above and implemented in the university for all Semesters of all UG/PG Programmes w.e.f 2023-24 Academic Year onwards. The revised Guidelines shall also be effective from 3<sup>rd</sup> Semester onwards for all UG/PG Programmes of 2022 Admissions & 2023 January Admissions.

## **(1) Guidelines for Continuous Internal Evaluation (CIE)**

The evaluation of all UG and PG programmes offered by the University will be based on two aspects, namely, Continuous Internal Evaluation (CIE) and End Semester Examination (ESE). CIE and ESE will be in the ratio 30:70.

There shall be End Semester Examinations (ESE) at the end of every semester for all courses as prescribed under the respective curriculum. *(For the Academic year 2023-24, there will be a ESE of the first and second semesters together at the end of the Academic year).* The End Semester Examinations shall be conducted at Examination Centres approved by the University. The Continuous Internal Evaluation (CIE) carries 30% marks and the End Semester Examination (ESE) carries 70% marks unless otherwise specified in the curriculum.

## **(2) Continuous Internal Evaluation (CIE)**

Continuous Internal Evaluation is one of the core features of the Choice Based Credit System. The University has adopted a method of assessing the academic performance of the students on a continuous basis. The Academic Counsellors should inform the students regarding the different components of an internal assessment and give them the Guidelines necessary for preparing and submitting their Assignments.

For the successful fulfilment of Assignments at the Learner Support Centre (LSC) level, all stakeholders should strictly adhere to the guidelines contained in this document

## **(3) Assignments**

Assignments are tasks that require student engagement and are one of the most common ways to assess student learning. In an Open Distance System, an assignment is an important tool for a two-way communication. This is a learning exercise, which allows learners to ensure that they have learned what they are expected to learn from the course materials, and their responses should provide an opportunity for their distance teachers to assist them by commenting on their performances. The assignments are designed to assess learner's understanding of issues, formulation of ideas, critical inquiry and presentation of the subject matter/content.

#### **(4)Two Sets of Assignments**

- a) Learners should submit **2 (two) assignments** each for one course in each semester carrying 15 marks each.
- b) Out of the two sets of assignments, the first set will be descriptive and the second set will be analytical and the submission of both assignments are mandatory for a pass in the Programme.
- c) Each set of Assignments will consist of 5 (five) questions and learners shall choose any one from each set. Each Assignment carries 15 marks.
- d) Question papers for assignments will be available in the student's portal, University website and also with the Coordinators of the LSC.
- e) Assignments should be hand written and legible and they should be submitted along with the *Assignment Submission Form*. (Type written / Printouts / Photocopies of Assignments are not acceptable)
- f) Instructions for preparing the assignments will be available in the question paper itself.
- g) There will be separate evaluation criteria for the two sets of assignments as provided in clause (5 & 6) below.

#### **(5) SET – I: Descriptive Assignment Writing**

Descriptive writing is intended to explain (expository) and be informative. It seeks to present the facts or details to the reader, but not to interpret their meaning. These assignment questions intend to give an overview of a particular topic which explains a theory or idea.

##### **(5a) Evaluation criteria**

Evaluators must strictly follow the criteria given below;

The total mark allotted for an assignment is 15 marks

- |   |   |         |
|---|---|---------|
| 1) Introduction                                       | - | 2 marks |
| 2) Explanation of the theory or idea                  | - | 6 marks |
| 3) Overall clarity, style, structure and organization | - | 3 marks |
| 4) Clear Conclusion                                   | - | 2 marks |
| 5) Bibliography or References                         | - | 2 marks |

## **(6) SET – II: Analytical Assignment Writing**

Analytical writing is evaluative and critical. It seeks to go beyond the descriptive presentation of facts or details and instead evaluates and investigates their inner significance. It engages with and applies theoretical concepts and also evaluate the strengths and weaknesses of ideas. These assignments critically illustrate the connections between diverse ideas or evidence and encourage critical engagement and analysis

### **(6a) Evaluation criteria**

Evaluators must strictly follow the criteria given below while marking the Assignments.

The total mark allotted for an assignment is 15 marks

1) Introduction	-	2 marks
2) Critical Inquiry, Formulation of Ideas and Analysis / illustrations	-	6 marks
3) Overall Clarity, Style, Structure and Organisation	-	3 marks
4) Clear Conclusion	-	2 marks
5) Foot notes/ Bibliography or References	-	2 marks

### **(7) Submission of Assignments**

- a) The assignments shall be submitted by the learner via online mode or offline mode as per the instructions of the University. If the assignments are submitted through online mode, the learners **must write**, scan, and upload the assignment in pdf or word format in the Student Portal of the University's website. If the assignments are submitted through offline mode, the learners should submit the **handwritten** assignment to the Coordinator of the Learner Support Centre along with the Assignment Submission Form.
- b) The Heads of Schools of the University shall forward the assignment questions to the Controller of Examinations well in advance before the starting of the counselling sessions for each semester.

- c) The Coordinators of LSCs will receive these questions for the two set of assignments from the Controller of Examinations at the beginning of the Semester.
- d) The Coordinators shall hand over these questions to the respective Academic Counsellors.
- e) Academic Counsellors shall discuss these assignment questions with the learners during counselling sessions.
- f) The respective Academic counsellors of each course shall share these questions with the learners and provide proper guidelines to prepare the same. The assignment questions will also be available in the student's portal and on the website of the University.
- g) The learners shall prepare the assignments as per the instructions given in these guidelines and also the instructions given in the question paper.
- h) Learners should attach the *Assignment Submission Form* (available in LSCs and University website) as the facing sheet of each assignment.
- i) The learners can view the status of their assignment in the student portal.
- j) The submission of assignment by the learners should be updated by the Academic Counsellors in the Learning Management System as and when the assignments are submitted. It is applicable in the case of both online and offline mode of submission of assignments. The learners will get a notification via e-mail, once they have submitted their assignments.
- k) The LSC Coordinator should ensure that the final mark list of CIE should be forwarded to the Controller of Examinations / uploaded to the university's website one month prior to the date of commencement of End Semester Examinations or on the date specified by the University.
- l) The hard copy of the assignments submitted by the learner through offline mode shall be retained in the respective Learning Support Centre upto the date notified by the University and return them to the Learners along with comments of the respective evaluator. Learners can submit their grievances as per the procedures mentioned in clause (11) of this Guidelines. Hard copy of Assignments of learners who submit

written grievances should be retained with the LSC until the redressal of their grievances. The same conditions shall be applied for soft copy of the assignments submitted by the learners through online mode

- m) If any one of the learners fail to submit the assignments in a semester within the stipulated date, then the learner can submit it with a late fee of Rs.100/- (Rupees one hundred only) per assignment up to the starting date of End semester Examinations and with a late fee of Rs.250/- per assignment up to the Programme Completion Period.
- n) The Submission of two assignments for each course is mandatory for a pass in the programme.
- o) If a learner submits an assignment and marks have been awarded for the same, he/she will not allowed to submit another assignment for the same course either for betterment of mark or for any other reasons.
- p) There is no provision for the revaluation of assignments.

#### **(8) Evaluation of Assignments**

The total marks allotted for each assignment are 15 marks.

- a) The assignments shall be evaluated by the respective Academic Counsellors of the concerned subject.
- b) The Academic Counsellors should mark their comments about the assignments in the facing sheet (*Assignment Submission Form*) and in the student's portal. The comments should also be mentioned in the relevant parts of the hard copy of the assignments if the assignments are submitted through offline mode.
- c) The hard copy of the evaluated Assignments should bear the comments and remarks of the respective Academic Counsellors.
- d) All *Assignment Submission Forms* (as facing sheet of the assignments) should be retained by the Coordinator, LSC for a period of six months from the date notified as the last date for submission of assignments.

## **(9) Publication of marks**

- a) Mark should be entered by the Academic Counsellors in the student portal of *Learning Management System*. After verification of the marks, the printout of the same should be taken and signed by the concerned Academic Counsellors.
- b) The above signed copy of the mark list should be published in the notice board of Learner Support Centre and in the student's Whatsapp groups.
- c) After completing the first two levels of grievance redressal mechanism as detailed in clause (11) of this guidelines, the revised/modified copy duly signed by the Academic Counsellor and Coordinator respectively and should be published again in the notice board of the LSC and in Whatsapp groups of the learners.
- d) The signed and sealed hard copy of the mark sheets should be forwarded through Speedpost to the Controller of Examinations before the last date notified by the University.

## **(10) Remuneration**

- a) The Academic Counsellors are eligible for remuneration for the evaluation of assignments at the rates prescribed by the University
- b) The total number of assignments evaluated by each Academic Counsellors are to be recorded by the Co-ordinator of the Learning Support Centres in a separate register. The amount of remuneration shall be based on the number of Assignments evaluated.

## **(11) Grievances**

- a) The LSCs have to institute an appropriate Grievance Redressal Mechanism as stated below for addressing the CIE related complaints received from the learners.
- b) The LSC should constitute a Grievance Redressal Committee which will be chaired by the Heads of the Institution with the Coordinator of the LSC as convenor and also two Senior Academic Counsellors as members.
- c) The function of the committee is to look into the complaints lodged by any student, and judge its merits.

- d) At the 1<sup>st</sup> level a learner must approach the Academic Counsellor concerned for Redressal of Grievances with regard to CIE & Assessment.
- e) At the 2<sup>nd</sup> level (LSC) the complainant can approach the Grievance Redressal Committee constituted by the respective LSCs.
- f) The above committee shall consider the complaints of learners and consider them on merit and arrive at a decision within 7 days of receiving the complaints.
- g) There should be a provision for learners to file an appeal to the University authorities if the grievance is not settled at the 2<sup>nd</sup> level (LSC) . The University at its headquarters, will have a proper system of Grievance Redressal System as per the UGC Regulations.
- h) At the third and final Level (University) there will be a Committee constituted and chaired by The Vice Chancellor, The Pro-Vice Chancellor, Convenor – Syndicate Standing Committee on Examinations & Convenor – Syndicate Standing Committee on Academic & Research will be its members and The Controller of Examinations will be its Member-Secretary.
- i) The complainant can approach the third and final (University) Level Committee only after submitting written complaint at the 2<sup>nd</sup> ( LSC Coordinator) level.

## **(12) Other Guidelines**

- a) The Continuous Internal Evaluation Components ( Two Assignments ) are to be scheduled at the Learner Support Centres by the respective Academic Counsellors as per the Academic Calendar of the University.
- b) Internal Assessment has to be carried out within the stipulated time as prescribed by the University.
- c) Complete transparency should be maintained during the Continuous Internal Assessment through the adherence of the guidelines given by the University.



Learners and Academic Counsellors are to be made aware that transparency has to be maintained in the assessment system.

- d) The End Semester Examination results of candidates who fail to duly submit assignments shall be withheld.

By orders of the Vice Chancellor.



**Dr. Gracious J.**

**Controller of Examinations**

Copy to :

1. PS to VC/PVC
2. PA to Registrar/FO/CE/CC
3. All Members of Syndicate
4. Director, Regional Centres
5. Coordinators, All LSC's
6. Heads of Schools, SGOU
7. All Faculty members, SGOU
8. System manager (*For uploading to website*)
9. PRO
10. Ad.A2/Ac.A1/Ac.A2 /Ac.B1 Sections
11. File copy/Stock file.

**Ref. Ex I/A/17/QnDesign/SOU/2022**