



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
(An Institute of National Importance Established Under Act of Parliament)  
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Office of the Dean (Academic Affairs)

Ref. No.: RGIPT/Jais/Academic/423/2023

13<sup>th</sup> April 2023

**NOTIFICATION**

In continuation to the Notification No. RGIPT/Jais/CCC/2019-20/1 dated 25<sup>th</sup> July 2019, this is bring to the notice of all concerned that as per the UG Ordinance clause no. 6.3.5 (b) during **setting of question papers for mid-term and end semester examination**. The following should be observed by the Coordination Committee:

- Question paper should be designed in such a manner that it covers the complete syllabus as per course structure and content given in course booklet/Academic Portal and announced to the student by the concerned teacher at the beginning of the semester.
- Question paper should be designed in a manner that it contain the questions of varying difficulty levels. For example: Paper should have the fair balance of questions containing direct question/ logical reasoning/ analytical ability/ mathematical ability/ case studies and questions of applied nature depending upon the subject.
- The question paper should be designed in a manner that students should complete the paper in the prescribed duration of the examinations. The question paper should not be short or long duration i.e. time distribution should be fair.
- Marks assigned to the questions should be fairly distributed over all units of the course content of the concerned subject.
- Evaluation of Answer books and preparation of final marks list and submission of grades to the Examination Section, Office of Dean (Academic Affairs).

**Dean (Academic Affairs)**

Copy to the following for information:

1. All Deans
2. Assistant Dean (Academic Affairs)
3. All Heads of Departments
4. In-Charge, Energy Institute, Bengaluru
5. In-Charge, Assam Energy Institute, Sivasagar
6. All Convener, DUGCs & DPGC's of Department
7. All Examination In-charge of Department
8. Deputy Registrar (Academic Affairs)
9. The Secretary to the Director, RGIPT

**Dean (Academic Affairs)**



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Office of the Associate Dean  
(Academic Affairs)

Ref No.: RGIPT Jais/CCC/2019-20/1

25<sup>th</sup> July 2019

### NOTIFICATION

The provision of constituting course coordination committee (CCC) comes into force at RGIPT from the 2019-20 academic year, odd semester. The details of which is outlined below for notice and compliance of all concerned;

For each course run in semester, a CCC shall be constituted by the DUGC of each department. The DUGC shall also nominate a faculty member amongst the members of CCC to act as convener of the committee. The members are essentially the teachers involved in teaching and conducting classes for that course. If a course is taught by only one teacher, DUGC may include one additional faculty member in the area related to the course in the CCC. Tutors and Teaching assistants shall not be permitted to conduct theory classes. They may be engaged in conducting laboratory classes and tutorials under the guidance of course convener. The functions of the CCC are as follows;

- Planning and coordination of teaching theory and practical subjects
- Conducting and assessing short tests, quizzes etc
- Setting question papers for mid-semester and end-semester examination. The following should be observed by the Coordination committee;
  - Question paper should be designed in such a manner that it covers the complete syllabus as per the course structure and as circulated to the students at the beginning of the semester
  - The question paper must contain questions of varying difficulty level, For example, the paper should have fair balance of questions containing direct question/logical reasoning/analytical ability/mathematical ability and applied nature depending upon the subject
  - The students should be able to complete the paper in prescribed duration of the examination, i.e. time distribution should be fair
  - Marks assigned to the questions should be fairly distributed over all units of the course content of the course
- Evaluation of answer books and preparation of final marks list and submission of grades.

Note: If only one teacher is involved in teaching all functions as described above except setting of question papers for mid-semester and end-semester examinations shall be carried out by the convener only.

#### Evaluation

A student shall be continuously evaluated for his/her academic performance in a course through tutorials, practicals, home assignments, term papers, field works, seminars, quizzes, mid-semester and end-semester examinations as applicable. The respective weightage of each component will be decided by the course convener in consultation with CCC and declared by the course convener on the first class of the course and shall be uploaded in the course portal

The distribution of weightage for each component shall be as follows;

• Theory courses with Laboratory	
o End Semester Examination	50
o Mid Semester Examination	20
o Laboratory	20
o Quizzes/assignments/tests/tutorials	10
<b>Total</b>	<b>100</b>
• Theory courses without Laboratory	
o End Semester Examination	60
o Mid Semester Examination	30
o Quizzes/assignments/tests/tutorials	10
<b>Total</b>	<b>100</b>
• Laboratory courses	
o Practical Examination	50
o Quizzes/Sessional work	50
<b>Total</b>	<b>100</b>

Similarly, a project coordination committee (PCC) shall be constituted by the DPGC in consultation with the respective Heads of the Department. The PCC would typically form before the end of the previous semester for which the project has to commence. The PCC will invite titles of the projects from faculty members towards the end of previous semester. The list of the projects will be communicated to the students and tentative assignments of projects to the students should be completed before the commencement of semester. Before assignment, the student may be given time to interact with faculty members. Normally, not more than two supervisors to be assigned to a student.

The PCC must ensure that the student in consultation with supervisor submit the work plan within three weeks from beginning of semester. PCC will form the evaluation panel for each project and the panel will evaluate the progress twice in a semester. Supervisor will award marks out of 30 and Evaluation panel will conduct viva-voce/seminar and award marks from 70 based on the performance. The supervisor, if not member of the panel must be invited in the evaluation meeting.

This has the approval of the Director of the Institute.

Umraprasana Ojha

Associate Dean Academic Affairs

Copy forwarded to the following for information and necessary action:

- Office of the Director for kind information
- All the Heads of the Departments
- DUGC, RGIPT
- Acting Registrar, RGIPT
- Academic Office