



Policy for Internal Assessment

Internal Assessment marks are set as per AKTU regulations. The internal assessment marks for theory is to be based on tests conducted as per the academic calendar of events. Internal semester examinations to be conducted three times in a semester for each course as per schedule of the academic calendar. Internal Marks are awarded on the basis of two Sessional examinations of 30 marks of each subject and one Pre-university test (PUT) of 100 marks. Internal assessment question papers to be prepared considering the standards of AKTU University's previous year question papers. The duration for the Sessional examinations will be 1 hour 30 minutes and 3 hours for Pre-university test (PUT).

Procedure for conduction of internal semester examinations

- Internal Marks to be awarded on the basis of three internal examinations of each subject. The Examination cell of the institute and examination committee is responsible for conducting the internal sessional examinations.
- Examination controller will circulates a notice to all the departments at least 10 days in advance to prepare the question papers of each subject based on the common format made by the examination cell.
- Each faculty member must prepare question papers based on predefined format only. It is the responsibility of the subject teacher to map all the questions with the COs and also mention the appropriate level of Bloom's Taxonomy for each question in the question paper.
- All faculty members will submit question papers to their respective head of the department. Then the department examination committee will review the quality of question papers. The department examination committee will be responsible for assessing the quality of the paper along with appropriate mapping of all the questions with the COs of the subject and ensures that questions are aligned appropriately with the Bloom's Taxonomy Levels.
- If the question paper is approved by the department examination committee then it will be forwarded to head of the department otherwise it is to be returned back to the respective faculty member with remarks for revision.
- Once all the papers are approved by department examination committee then it is the responsibility of the head of the department to submit all the papers to the examination cell in due time.
- After all the question papers are received by the examination cell in the prescribed format the timetable and seating arrangement for the examinations will be announced to the students before the



exams and the students will write the exams in their allotted seats under the invigilation of faculty members.

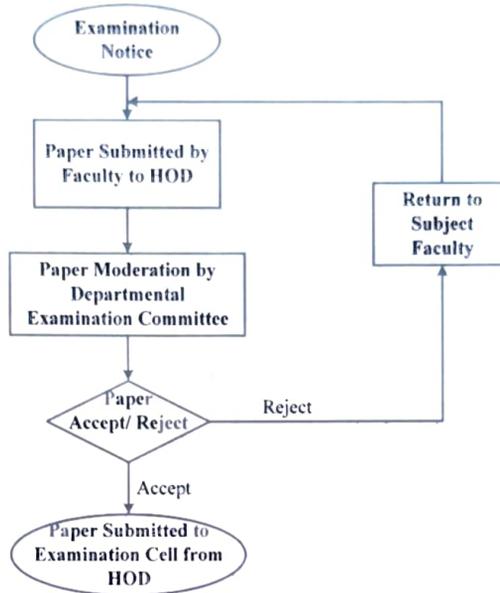


Figure 1: Process to check quality of internal question paper

Procedure for evaluation of internal semester examinations

- After successful completion of examination all the answer books will be distributed to the respective subject teachers by the examination cell.
- All answer books of Sessional examination has to be evaluated within 72 hours (three days) after completion of examination and award sheet of the same is to be prepared.
- Marks of each and every question of all the students is to be mapped by faculty members with the course outcomes' model solution of each internal examination prepared by faculty member of each subject which is also to be discussed with the students after the examinations.

Policy for Unit Test

- Each faculty member must take at least one unit test after completion of each unit as it help students to review and reinforce what they've learned in each specific unit. It also allows them to assess their understanding of the concepts and identify areas where they may need further clarification.



- It is the responsibility of the subject teacher to conduct unit test after completion of each unit.
- The subject teacher must ensure that unit test is designed to assess the key concepts, skills and learning covered in that specific unit.
- Each faculty member must map all the questions with the COs and also mention the appropriate level of Bloom's Taxonomy for each question in the unit test.
- The faculty member must announce the date and time for the unit test well in advance so that student can study and prepare accordingly.
- The unit tests given by the students must be evaluated by the faculty members and marks/grades are to be maintained in their attendance register to assess the continuous progress of student's performance. This will help faculty members to track improvement over time and intervene early if students are struggling with certain concepts

Policy for Assignment

- Each faculty member must give one assignment after completion of each unit. Assignment after each unit encourages independent learning and reinforcing knowledge to foster critical thinking and management skills.
- It is the responsibility of the subject teacher to take one assignment after completion of each unit.
- The subject teacher must ensure that assignment should be framed to promote the self-learning, understanding, analytical thinking, problem solving ability & creativity in students.
- Each faculty member must map all the questions of the assignment with the COs and also mention the appropriate level of Bloom's Taxonomy for each question in the assignment as per the format given by the Head of the Department.
- An assignment must usually contain 5 questions of equal marks which can vary as per the discretion of the Head of the Department.
- The assignments submitted by the students to be evaluated by the faculty members and marks/grades are to be used to calculate the attainment of COs and POs of the course.


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