

**Standard Operating Procedure for Continuous Internal Marks (Internal Mark – 40) for  
the Regulation 2017**

The Internal marks in all the courses/subjects will be awarded based on continuous internal assessment made during the semester concerned. For each subject 40 marks are allotted for internal assessment and 60 marks are allotted for the End Semester Examination.

1. Continuous Internal Evaluation:

It has been decided to introduce Continuous Internal assessment marks for a total of 40 **marks**, which are to be distributed as follows:

S.No.	Component	Distribution of Marks		
1	CIA I (2 Units 1.30 hours 50 Marks)	5		
	CIA II (2 Units 1.30 hours 50 Marks)			
2	MODEL (Full Portions 3 hours)	10		
3	ATTENDANCE	Above 95%	5	5
		91% to 95%	4	
		86% to 90%	3	
		81% to 85%	2	
		75% to 80%	1	
		Below 75%	0	
4	ASSIGNMENT & Seminar (Internal)	5		
5	External Participation / Achievements	5		
6	Online Quiz	5		
7	Course Completion via (Courseera, Udemy, Edex, Spoken Tutorial IIT)	5		
<b>TOTAL</b>			<b>40</b>	

### 1.1.Component I : CIA I & CIA II (5 Marks)

Every semester, two centralized Continuous Internal Assessment examinations for each paper are conducted. Each examination carries maximum marks of 50 with the duration of one and half hour. The first examination (CIA I) is conducted after the 28<sup>th</sup> working day from the commencement of semester, covering first two units of the syllabus and the second examination after the 58<sup>th</sup> working day from the commencement of semester covering the portion of 3<sup>rd</sup> and 4<sup>th</sup> Unit of the concerned subject.

Average of the marks obtained in both the examinations is converted to 5.

The mark obtained is not rounded off. (it will be kept with one digit after decimal point).

#### 1.1.1. Question Paper Pattern for CIA Test:

Part A – Answer all the Questions	– 5 x 1 = 5
Part B – 3 out of 5	- 3 x 5 = 15
Part C – 2 out of 4	- 2 x 10 = 20
Part D – Compulsory Question	- 1 x 10 = 10

Part D should be Analytical in nature. This question should provide an opportunity to students to apply creativity / logic to answer.

#### For example:

If a student secures 35 out of 50 in CIA I and 29 out of 50 in CIA II for a particular subject, the internal component is arrived by averaging the both the CIA I and CIA II i.e., 32 is the average score for the subject. The internal component is arrived by dividing the average mark by 50 and multiplied by 5.

Internal Component is  $(32 / 50) * 5 = 3.2$

## 1.2.Component II: Model Examination (10 Marks)

Model Examination will be conducted for each course / subject at the end of the semester, which covers all the five units of the subject concerned. The model exam will be conducted for three hours duration with 100 marks. The marks obtained by the student will be converted to 10. The mark obtained is not rounded off.

### 1.2.1. Question Paper Pattern for Model Examination:

Part A – Answer all the Questions –  $10 \times 1 = 10$

Part B – 5 out of 8 –  $5 \times 6 = 30$

Part C – 5 out of 8 –  $5 \times 10 = 50$

Part D – Compulsory Question –  $1 \times 10 = 10$

Part D should be Analytical in nature. This question should provide an opportunity to students to apply creativity / logic to answer.

#### For example:

If a student scores 68 in Model Examination for a subject, the internal component is calculated by dividing the mark by 10.

Internal component is  $68/10 = 6.8$

#### Note:

Students who absent themselves for either of the CIA Test or Model Examination will lose the marks for the respective test. However, if a student is not able to write the CIA I / II or Model Examination because of his/her participation in an important event related to NSS or Games/Sports representing the College/University, the student has to get the prior permission of the Principal through the proper channel and submit the same to the Office of the Controller of Examinations. Deadline is 7 days after the CIA or Model Exam. Applications submitted after the deadline will not be considered for the retest.

### **1.3.Component III: Attendance (5 Marks)**

Attendance mark will be awarded to the students based on their attendance percentage on a particular subject. Each subject staff has to award the attendance mark based on their subject attendance. The marks splitup is given below

Above 95%	5
91% to 95%	4
86% to 90%	3
81% to 85%	2
75% to 80%	1
Below 75%	0

### **1.4.Component IV: Assignment & Seminar (Internal) (5 Marks)**

One Assignment for each paper must be submitted by a student in each semester. The marks allotted to this component will be awarded based on the performance of the candidate. The assignment topic may be assigned either individually or group. Assignment should be submitted by the student in the first half of the semester. Also maximum of 10 days should be given to students to submit the assignment. Assignments should be evaluated by the subject faculty and the same to be verified by the student. The assignment should be kept in department for the Academic Audit. The marks should be awarded by the faculty. Maximum mark allowed for the Assignment is 3.

One seminar for each paper must be presented by a student in each semester. Each student should be given individual topic for seminar, the student has to submit the seminar topic as assignment and the same will be presented minimum of 10 minutes in the class (may use ICT facility for handling the presentation). The seminar presented by the student should be evaluated by the subject faculty and based on the performance of the presentation, the marks will be awarded. Maximum mark allowed for the Seminar is 2.

### **1.5.Component V: External Participation / Achievements (5 Marks)**

For this component, the marks will be provided to student, if he/she participate / win in the external college technical events. To score marks, the student has to participate / present papers related to subject in the technical events organized in the other college.

	Participation	Second Prize	First Prize / Best Paper
Workshop / Seminar / Technical Symposium	2	3	5
National / International Conference	3	4	5

For a student who has not participated in any events in that semester, the student will be awarded “0” for this component. If a student participates more than one event and win prize, the best would be considered for the subject.

### **1.6.Component VI: Online Quiz (5 marks).**

One online quiz should be conducted for each paper; it should be conducted after the CIA Test II and before the Model Examination. The subject staff has to announce the schedule for the online quiz and create the quiz in the ERP (College Management System). The subject staff has to upload all the questions (unit-wise by categorizing Beginner / Normal / Tough) in the ERP. Quiz should be created with 30 questions (ERP should choose 30 questions randomly out of 100 questions uploaded). The timing for quiz should be 30 minutes. No negative marking. Each question carries 1 mark. The marks secured should be converted to 5.

If a student secures 20 in online test for a subject, it should be converted to 5 marks by dividing the mark secured by 30 and multiplied by 5.

Internal Component is  $(20 / 30) * 5 = 3.3$

### **1.7.Component VII: Online Course Completion (5 Marks).**

Online Course Completion is the component, which provides a platform for the student to enhance their subject knowledge enough to meet the global demand. The student has to complete the course suggested by the subject faculty before the commencement of the Model Examination. The subject faculty has to identify the online course related to their subject and instruct the students to enroll in the course and do continuous monitoring of their progress. The announcement of online course by the subject faculty should be done within 8<sup>th</sup> working day of the commencement of the semester. The students are advised to update their progress to the subject faculty either weekly or monthly by showing the status of online course enrolled.

The subject handling faculty must identify the online course before the commencement of the semester and the same to be verified and approved by the HoD. If the subject handling faculty is on leave / spell / on-duty / not assigned, the HoD must identify the online course of the subject. If suitable online course is not available, the Exception-Note should be followed.

- If the student completes the course and receives proficiency certificate will be awarded 5 Marks for the internal component.
- If the student participates the course and clears the assignment / assessment but not received the proficiency certificate will be awarded 4 Marks.
- If the student participates the course but submitted the assignment but not cleared any assessment or vice-versa will be awarded 3 Marks.
- If the student just enrolled the course, not done anything will be awarded only 1 mark.
- If the student not enrolled any course, will be awarded only “0” mark.

*Note: the courses may be opted from either courseera, edex, udemy, Spokentutorial.*

### **1.8.Exception-Note:**

For the Component V and VII, if the subject has no scope of External Participation and online course completion. The concerned subject handling faculty has to submit a request to the Principal for change of evaluation pattern for these two components through proper channel (HOD, Academic Dean, COE). The request for change of evaluation pattern for the two components is to be done before the commencement of semester.

#### **1.8.1. Suggestions alternate evaluation pattern:**

- Instead of External Participation – the student can publish an article in Magazine / Journal / daily newspapers.
- Online Course Completion – the student can undergo any additional Add-on Course offered by the department / or offered by the authorized centers.