

## MECHANISM OF INTERNAL ASSESSMENT

### A. FOR UNDERGRADUATE PROGRAMMES

#### Internal Evaluation

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to the university by the colleges concerned. The internal assessment shall be based on a predetermined transparent system involving written tests, Classroom participation based on attendance in respect of theory courses, and lab involvement/records attendance in respect of Practical Courses. Internal assessment of the project will be based on its content, method of presentation, final conclusion, and orientation to research aptitude. Components with the percentage of marks of Internal Evaluation of Theory Courses are:

<b>Component</b>	<b>Percentage</b>
<b>Test Paper</b>	40%
<b>Assignment</b>	20%
<b>Seminar</b>	20%
<b>Classroom participation based on attendance</b>	20%

For practical courses - Record 60% and lab involvement 40% as far as internal is concerned. (If a fraction appears in internal marks, the nearest whole number is to be taken) For the test paper marks, at least one test paper should be conducted. If more test papers are conducted, the mark of the best one should be taken.

The Split up of marks for the Test paper and Class Room Participation (CRP) for internal evaluation are as follows.

#### Split up of marks for Test Paper

<b>Range of Marks in test paper</b>	<b>Out of 8 (Maximum internal marks are 20)</b>	<b>Out of 6 (Maximum internal marks are 15)</b>
<b>Less than 35%</b>	<b>1</b>	<b>1</b>
<b>35%-45%</b>	<b>2</b>	<b>2</b>
<b>45%-55%</b>	<b>3</b>	<b>3</b>
<b>55%-65%</b>	<b>4</b>	<b>4</b>
<b>65%-85%</b>	<b>6</b>	<b>5</b>
<b>85%-100%</b>	<b>8</b>	<b>6</b>

### Split up of marks for Class Room Participation

Range of CRP	Out of 4 (Maximum internal marks are 20)	Out of 3 (Maximum internal marks are 15)
$50\% \leq CRP < 75\%$	1	1
$75\% \leq CRP < 85\%$	2	2
85% and above	4	3

### Project Evaluation

1. Evaluation of the Project Report shall be done under Mark System.
2. The evaluation of the project will be done at two stages:
  - (a) Internal Assessment (supervising teachers will assess the project and award internal Marks)
  - (b) External evaluation (external examiner appointed by the University)
  - (c) Grade for the project will be awarded to candidates, combining the internal and external marks.
3. The internal to external components are to be taken in the ratio 1:4.  
Assessment of different components may be taken as below.

Internal (20% of total)		External (80% of total)
Components	Percentage of Marks	
Originality	20	Relevance of the Topic, Statement of Objectives
Methodology	20	Reference/Bibliography, Presentation, quality of Analysis/ Use of Statistical Tools.
Scheme/Organization of the Project	30	Findings and recommendations
Viva-voce	30	Viva-voce

## B. FOR POST GRADUATE PROGRAMMES

### Internal Evaluation / Continuous Assessment (CA)

This assessment shall be based on a predetermined transparent system involving periodic written tests, assignments, seminars, viva-voce, and attendance in respect of theory courses and based on tests, lab skill, and records/viva in respect of practical courses. The criteria and percentage of weightage assigned to various components for internal evaluation are as follows:

#### (a) Theory

Sl. No	Component	Percentage	Weightage
1	Examination /Test	40%	2
2	Seminars / Presentation/ Viva-voce	20%	1
3	Assignment	20%	1
4	Attendance	20%	1

#### (b) Practical

Sl. No	Component	Percentage	Weightage
1	Lab Skill	40%	4
2	Records/Viva-voce	30%	3
3	Practical Test	30%	3

Grades shall be given for the internal evaluation are based on the grades A+, A, B, C, D&E with grade points 5,4,3,2, 1 &0 respectively. The overall grades shall be as per the Ten Point scale. There shall be no separate minimum Grade Point for internal evaluation.

Each student shall be required to do assignment/s for each course. Assignments after valuation must be returned to the students. The teacher shall define the expected quality of the above in terms of structure, content, presentation, etc., and inform the same to the students. Punctuality in submission is to be considered.

Every student shall deliver a Seminar / Presentation as an internal component for every course and must be evaluated by the respective course teacher in terms of structure, content, presentation, and interaction. The soft and hard copies of the seminar report are to be submitted to the course teacher.

### Evaluation of Project Work / Dissertation

There shall be External and Internal evaluation with the same criteria for Project Work done and the grading system shall be followed as per the specific guidelines and stipulations of the concerned BoS. One component among the Project Work evaluation criteria shall be Viva-voce (Project Work-related) and the respective weightage shall be 40%. Consolidated Grade for Project Work is calculated by combining both the External and Internal in the Ratio of 4:1 (80% & 20%). The External and Internal evaluation of the Project Work shall be done based on the following criteria and weightages as detailed below:

Sl. No	Criteria	% of weightage	Weightage External	Weightage Internal	Remarks
1	Relevance of the topic and Statement of problem	60%	8	2	Concerned Boards of Studies may conveniently divide this criterion into various relevant categories and can assign suitable titles provided that the total weightage should be 24 and 6 for External and Internal.
2	Methodology & Analysis		8	2	
3	Quality of Report & Presentation		8	2	
4	Viva-voce	40%	16	4	<b>Mandatory criteria</b>
<b>Total Weightage</b>		<b>100%</b>	<b>40</b>	<b>10</b>	

#### **Conduct of Comprehensive Viva-Voce**

There shall be External and Internal Comprehensive Viva-voce; while the External Conduct of the Viva-voce is mandatory and the Internal conduct of the viva-voce will be optional subject to the decision and stipulation of the concerned BoS. The concerned Boards of Studies shall design the structure, criteria, details of appointment of Board of examiners (both external and internal), and other relevant aspects of its evaluation. For a pass in Comprehensive viva-voce, a student has to secure a minimum of D Grade in External and Internal examination combined. If the students could not secure a minimum D Grade in the Project work, they will be treated as failed in that attempt and the student may re-appear for the same next time in accordance with the University exam stipulations. There shall be no improvement chance for Comprehensive viva-voce.