



POORNIMA

COLLEGE OF ENGINEERING

Approved by AICTE

Affiliated to Rajasthan Technical University, Kota

Recognized by UGC under Section 2(f) of the UGC Act, 1956

Policy For Internal Examination & Evaluation of Answer Books

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POLICY FOR INTERNAL EXAMINATION & EVALUATION OF ANSWER BOOKS

1. **Mandatory requirement of attendance**

As per Rajasthan Technical University (RTU) notification in general a minimum of 75% attendance is compulsory for students to become eligible for appearing in university (End Term Examination) and internal assessments (IAs) for all theory subjects. The students are therefore advised in their own interest to be regular in theory, practical and tutorial classes right from the start of the semester.

2. **Eligibility for appearing in Internal Assessments (IAs)**

As per RTU CBCS guidelines dated 24-12-2020 there will be an Internal Assessment (IA) and End Term Examination (ETE) for all theory subjects. The external examination has 70% weightage and internal assessment has 30% weightage. For all credit courses the internal assessment component is further divided into the following three components – I midterm examination, II midterm examination and III midterm examination/ class tests/ assignments/ presentation.

A student should have a total of 75% attendance put together in all theory courses, tutorials and laboratory courses, in order to appear in 1st, 2nd and 3rd midterm examinations. Students having less than 75% attendance shall be debarred from appearing in midterm examinations as per the decision taken by the Principal/ Director office from time to time.

3. **Eligibility for appearing in university examinations**

The overall attendance for appearing in university examinations should be as per norms set by the university.

4. **Consideration of bonus attendance**

- a) Students may apply for bonus attendance on account of their participation in seminar/ conferences/ competitions/ industrial visits/ workshops or similar activities held at outside of the college. Student must get the approval from the respective department to attend any such activity and must submit the proof of the same with a brief report. The office of the chief proctor in consultation with the Principal will award a bonus attendance to the student as per the college policy.
- b) Consideration in attendance may also be given to students on genuine medical grounds provided medical certificate/ doctor's prescription is submitted to the tutor/HOD at the time of medical emergency. The final consideration in attendance will be approved by the office of the chief proctor in consultation with the Principal/ Director.

5. **Course examination and evaluation**

A student shall be evaluated for his/her academic performance in a course through tutorials, practical, assignments, field work/ industrial training, seminars, project work, practical sessional, midterm examination and end-term examinations.

The faculty member / HoD will ensure the coverage of all the contents of a course taught during the semester. In general 1st midterm question paper shall cover 60% units/ sections of the course. The faculty member will prepare the complete course file according to the outcome based education (OBE) system and will have the following documents.

- Course objectives and course outcomes (COs)
- Mapping of COs with Program Outcomes (POs) and Program Specific Outcomes (PSOs)
- Lecture wise break-up of syllabus covered during semester (course plan)
- Zero lecture
- Tutorial sheets/ assignment sheets (with model answer sheets)
- Question papers of midterm/ quizzes/ open book tests/ assignments
- Continuous assessment of practical/ projects
- Student wise details of marks
- Attainment calculation sheets for internal (midterms/ OBTs, assignments, quizzes etc.) and external examination marks as per outcome based education system.
- Student wise attendance record

5.1. Process of internal examination (midterms) question paper setting

The faculty member is responsible for setting the question paper. In case of exigency/emergency, HOD will decide the examiner for the setting of the question paper and for the evaluation of answer books. While setting the question papers faculty member/ examiner will consider the following points.

- a) Number of questions in the mid-term paper should be as per RTU subject credit.
- b) Midterm examination question paper will be set in accordance to the external (RTU) examination policy. The question paper will have three sections A, B & C. The section A covers understanding and basic application of subject knowledge, section B covers analytical and problem solving ability and section C covers descriptive and problem solving abilities.
- c) Question paper is prepared with relevance to the defined course outcomes (CO). Each question or its part is mapped with COs, POs & PSOs.
- d) Finally the question paper is checked by department moderation committee nominated by HOD to ensure proper implementation of guidelines.

5.2. Process of evaluation of answer books/ industrial/ field work/ practical training/ project work

- a) The process of answer books evaluation of internal examination will be handled at a specifically notified centralized place in the college campus.
- b) The graded answer books of First Mid Term Examination/ open book tests/ quizzes/ periodical tests will be shown to the students within one week (in general) of the conduction of the examination. In case of discrepancies, if any, as may be pointed out by any student may be rectified by the respective faculty member under the supervision of the HOD and thereafter the result may be finalized.
- c) The industrial/ field/ practical training shall be evaluated through the quality of work carried out, the report submissions, the contents and presentations in the particular semester. The evaluation and award of grades for field/ practical training shall be done by the department coordinator nominated by HOD.
- d) The major B Tech. project shall be evaluated through quality of work carried out, project report, presentation and the question answer/ viva-voce examinations. The evaluation and

award of final grades for major project work shall be done by the committee consisting of at least the following:

- Project coordinator (s)
- Internal examiner (s) nominated by HOD
- Supervisor (s)