

MECHANISM OF INTERNAL ASSESSMENT

Sagar Institute of science, Technology & Research (SISTec-R) is affiliated to RGPV, Bhopal. The rules and regulations for the evaluation process are laid down by the affiliating University and are communicated to the students through the Student Diary provided at the beginning of the first year of their academic program.

- The schedules of the internal assessments are communicated to the students and the faculty members at the beginning of the semester through the Institute Academic Calendar.
- The schedule for the university examinations will be communicated during the semester as and when the schedule is released by the university.
- The internal assessment evaluation process is communicated to students by the respective faculty and also during the Orientation programme for the first year students.
- Students are given general instructions regarding the evaluation methods of the university answer scripts. The periodic instructions issued by the university are promptly communicated to the students. Such instructions are read in the classrooms and the copy of the same is displayed on the student's notice board. The Tutor Guardians are entrusted with the duty of providing awareness amongst the students regarding this.
- Further any changes in the evaluation process will be communicated to the students and the faculties through circulars.
- The syllabus for internal assessment will be communicated to students well in advance.
- The question papers are set based on course outcomes and are approved by the Heads of the Department. The scheme of marks and answer keys are prepared by the faculty on completion of the assessment.
- The evaluation of the MST books is done by the faculty member based on the scheme of marks and answer keys.
- The MST books are given to the students after the completion of evaluation for verification of the marks.

Theory subjects are assessed through:

- Two Mid Sem Tests
- University End Sem Exam

- Assignments

Practical subjects are assessed through:

- Lab Work
- University external lab exam
- Mini projects
- Industrial Training
- Internship

B.Tech Courses:

The following guidelines are framed by RGPV for the allotment of Internal Assessment Test marks for UG students of all semesters admitted under

2017 CBGS scheme:

1. Two (2) MST tests are to be conducted for 20 marks each and the final marks shall be the average of two tests for the relevant subject.
2. The remaining 10 marks shall be based on the performance in assignments, seminars, quiz etc.
3. Final IA marks awarded shall be the sum of these two out of maximum of 30 marks.

Projects work assessment:

The project work starts during the end of the seventh semester. Senior faculty members, HOD's and Project Coordinators select one project for each group considering the quality, relevance and the university norms.

Students submit 3-5 project abstracts to the department project coordinator along with their project group members and area of interest.

The list of previous year projects is displayed in the notice board which ensures no repetition of project work and also encourages students to enhance the previous work.

Faculty members encourage students to do in-house projects. They will be provided with the necessary hardware and software support. The project assessment is done through:

- Three Internal project reviews
- Final external university project review

Students are encouraged not only to display their projects in "National Level Project Expo" but also to present their project ideas in conferences and also publish papers in Journals.

Seminar Assessment:

In the third year students have seminar in their curriculum. The students have to select recent and innovative topic and present it in front of seminar coordinator, department faculty and their class students. The seminar presentations are assessed based on:

- Topic selection
- Presentation
- Report preparation