STANDARD OPERATING PROCEDURES (SOP)

1.1.2 FORMATIVE ASSESSMENT

(Internal assessment test, Assignments, Project review and Continuous Internal Evaluation-CIE) Conduction & Evaluation process

The Institute adheres to the university guidelines for conduction of Internal Assessment (IA) test, Assignments and Continuous Internal Evaluation (CIE) attributing for Formative assessment. To ensure effective, transparent and robust system, the Institute has developed following SOPs,

❖ ***SOP- IA tests conduction/evaluation process:***

1. Conduction of IA tests as per Calendar of Events (CoE) approved by the IQAC.

2. Display circular pertaining to IA test conduction schedule and syllabus for IA test.

3. Preparation of IA test question papers and Scheme of Evaluation following the Outcome Based Education (OBE) guidelines (viz., mapping IA test questions with respective CO and Bloom's Taxonomy levels) by course teacher.

4. Submission of IA test question paper and Scheme of Evaluation to the IQAC for approval.

5. Submission of approved copy of IA test question paper and Scheme of Evaluation to IA test coordinator for ease process of IA test conduction.

6. IA test Coordinator will prepare the Invigilation duty chart by involving all faculties.

7. Displaying of seating arrangements of student for IA test through IA coordinator.

8. IA squad team monitors every IA test along with room invigilator.

9. Evaluation of the answer booklets as per the scheme of evaluation within a week of time.

10. Viewing of evaluated answer scripts by individual student in presence of course teacher to ensure transparency and clarification if any.

11. Course teacher to address any grievances raised by students related to IA Evaluation immediately.

12. Uploading of bitwise marks of IA test to Management Information System (MIS-dhI platform).

13. Submission of IA test Result analysis sheet by class coordinator to IQAC for further plan of action.

14. Circulation of IA test scoresthrough MIS (dhI platform) to parents and students.

15. Course teacher in consultation with HoD to implement appropriate learning plan suggested by IQAC for Fast learners and slow learners.

❖ *SOP- Assignment and its evaluation process:*

1. Couse teacher to prepare assignment modules for respective course.
2. Quantity of assignment modules shall be decided by course teacher and preferably three assignments considered sufficient.
3. Quiz, field work, surprise test etc are also considered an alternative to Assignments.
4. Instead of assignments – the student can also 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 centersviz NTPEL.
5. Course teacher awards marks for assignment as per Rubrics in line with University guidelines.
6. Uploading of Assignment marks to Management Information System (MIS- dhI platform) for circulation and The average assignment marks are added to IA test score to derive at final IA Score.

❖ *SOP- Continuous Internal Evaluation (CIE) process:*

1. The laboratory experimental work and Project work progress are monitored through CIE.
2. Faculty In-charge for the Laboratory shall conduct 45 minutes of detailed demonstration of experiments during each session.
3. Faculty in-charge shall assess the laboratory session performance by student as per the lab rubrics with the help of lab observation book and record for each experiment conducted.
4. Faculty in charge shall conduct Lab IA test before the last working day of the semester as per the lab rubrics.
5. Uploading of bitwise marks of CIE & Lab IA testto Management Information System (MIS- dhI platform).

STANDARD OPERATING PROCEDURES (SOP)

❖ *SOP- Project Review Process:*

1. Department to display list of projects to be offered to the students along with the name of the Project guide.

2. Students shall choose the project topic of their interest either from the department displayed list or their own proposed topic.

3. Project team to be formed based on the topic selected by a group of students as common interest.Maximum four students per group shall be allowed as per University regulations.

4. Students to prepare a brief proposal of the project mentioning Objective, Timeline, Methodology and Cost-estimate along with deliverables.

5. Project Review Committee (PRC) shall scrutinize feasibility and significance of the project before the approval during the Phase-I review.

6. PRC shall conduct Phase-II review to monitor the project progress, students' involvement and regularity to award mid-term marks.

7. Student shall present final project outcome, model, report through their project guide before PRC as a part of Phase-III review.

8. Final Project CIE marks are awarded based on the average marks obtained during Phase reviews and uploaded to University website as per timeline.