

## 2.5.1. Mechanism of internal assessment is transparent and robust in terms of frequency and mode

### *Reforms in Continuous Internal Evaluation (CIE) System at the Institutional level (15)*

The Internal Evaluation System is very strong in the institution and controlled centrally by the examination department.

#### *Marks scheme for internal evaluation*

S.No.	Exam Name	Marks	1 <sup>st</sup> year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	Syllabus Coverage
1.	Class Test 1 (CT1)	10	Yes	No	No	No	Course covered
2.	Sessional Test 1 (ST1)	25	Yes	Yes	Yes	Yes	20%
3.	Class Test 2 (CT2)	10	Yes	No	No	No	Course covered
4.	Sessional Test 2 (ST2)	50	Yes	Yes	Yes	Yes	Next 40% after ST1
5.	Pre-University Test (PUT)	100	Yes	Yes	Yes	Yes	100%

#### **Process for setting internal Question papers:**

- Question papers for all exams are prepared a week before in consultation with faculty members teaching same subject in various sections. The paper is checked by faculty expert followed by Head of the Department.

#### **Process for evaluation of answer scripts:**

- To ensure the uniformity in the evaluation of answer scripts, answer sheets are distributed evenly among the faculty members who all are teaching the same subject code.
- For no discrepancy in totaling of marks, the evaluated answer scripts are cross-checked for totaling errors by faculty other than the one teaching that subject.
- Evaluated answer scripts are then shown to students to settle any grievances. Finalized marks thereafter are uploaded on the college e-learning portal which is used to calculate students' internal assessment marks at the end of the semester.
- Final sessional marks are displayed on the respective department notice board for information of the students. In case of any ambiguity/doubt in the mind of the students. In case of any ambiguity/doubt in the mind of the students, he can approach

  
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his subject teacher/HoD.

### Lab Assessment:

One experiment is conducted every week. Students complete the writing work of lab record and submit it at the subsequent laboratory class. Two viva-tests are also conducted for each lab. Based on their performance in lab record and viva-voce internal marks are awarded.

### Project Monitoring and Evaluation

1. Project groups have to maintain a log book which consists of the details of all the meetings with their project guide. The log book is submitted to the project section In-charge on weekly basis for monitoring of attendance.
2. Project presentations schedule

Project Presentation	Target	Semester
I	Approval of the project topic	7 <sup>th</sup>
II	To complete the project up to PCB level and mounting the components over it	7 <sup>th</sup>
III	Demonstration of fully functional project	8 <sup>th</sup>
IV	Project into final product like shape which is ready to be used in real time.	8 <sup>th</sup>

  
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