

IITM/SP/EP/11

**CONDUCT OF INTERNAL THEORY EXAMS**  
**(Direct Assessment Evaluation)**

**OBJECTIVE**

As per the GGSIP University Scheme for Continuous Evaluation, Institute is to conduct one Internal Exams / Class Test (Mid Term Exam) for every theory paper in order to assess the achievements of Programme and Course Outcomes. The Academic Circular lays down the procedure for standardization & smooth conduct of internal examinations and responsibility of various concerned personnel.

**CONDUCT OF CONTINUOUS EVALUATION BY TEACHERS FOR INTERNAL EXAMINATIONS**

- (i) The mechanism of conduct of Continuous Evaluation by Teachers shall be decided by the Programme Administrative Committee, as applicable. The Syllabi and Scheme of Teaching and Examination shall specify the division of marks for teacher's continuous evaluation into Internal Exams / Class Test and or other methods of continuous evaluation.
- (ii) The Institute shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).

**CONTINUOUS COMPREHENSIVE EVALUATION/INTERNAL EVALUATION**

The continuous evaluation shall be conducted as per the schedule notified by the Institute. The continuous evaluation is based on the performance of student in tests, presentations and assignments. Students abstaining from any test/presentation/assignment/activity related with the continuous evaluation shall be awarded zero marks in that test/presentation/assignment/activity.

**INTERNAL TESTS**

In each semester, Unit tests and Internal Exam are conducted offline as per the schedule prescribed by the Institute. These tests are the early indicators about how well or how poorly the student is doing in a particular subject. The corrected papers are discussed with the students and sometimes also discussed with the parents/guardian on need basis in "Parents Teachers Interaction".



## SCHEDULE OF INTERNAL EXAMS / INTERNAL EXAMS / CLASS TEST

The detailed schedule of examinations is to be displayed by the Examination Committee at least 10 days before the commencement of Internal Exams / Class Test (Mid Term Exam).  
EVALUATION SCHEME

**Internal Exams / Internal Exams / Class Test (Mid Term Exam):** The Internal Exams / Class Test (Mid Term Exam) will be of 40 marks with weightage of 10 marks. Faculty members are to award marks out of 40 and **NOT to round off or apply the weightage**. Rounding off and weight factors shall be applied centrally after compiling all the marks.

**Unit Test:** Two Unit Tests will be of 5 marks weightage.

**Assignments:** Unit wise Assignments (Four) will be of 10 marks weightage.

**Presentations:** Weightage of Class Presentations will be 10 marks.

**Attendance:** For attendance 5 marks will be awarded on pro-rata basis.

### Non-University Examination System (NUES)

**General Proficiency/ Personality Development Module:** 50 marks

**Analysis & Interpretation using Statistical Tools:** 30 marks

**Class Activities & Class Assessment:** 50 marks

### DURATION

Internal Exams / Class Test (Mid Term Exam) shall be of Two Hours.

### FORMAT OF THE QUESTION PAPER

The format of the Question Paper is attached as **Annexure-1**. Each faculty is to strictly follow the given format to achieve standardization. Remember that the nomenclature is "Internal Exams / Class Test (Mid Term Exam)". While setting questions faculty members are to strictly adhere to the following aspects:

- (a) Questions should be set in unambiguous language so that students know the scope of answer.
- (b) Questions are to be so designed that **average student should be able to answer each question in 30 minutes**.

### INSTRUCTIONS FOR FACULTY

- (a) Coverage of the Internal Exams / Class Test (Mid Term Exam) shall be the portions that have been taught up to Internal Exams / Class Test (Mid Term Exam). Based on this, the topics must be intimated to the students in advance.
- (b) Typing and Xeroxing shall be the responsibility of the Individual Subject Faculty. Individual faculty setting question paper shall maintain the secrecy. Attendance sheets for each test are to be obtained from Examination Department.
- (c) The invigilator shall sign attendance sheet during the conduct of test.
- (d) Answer sheets must be examined within seven days from the date of test and to be discussed with the students **collectively** in the class. After discussing the answer sheets with students mark list is to be deposited in the Acad. Office.
- (e) Use of unfair means, if any, is to be reported to the Examination Department.

### UNFAIR MEANS



All cases regarding reported use of Unfair Means (UFM) in the examination during Internal Exams / Class Test (Mid Term Exam) shall be placed before Examination Committee for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Examination Division and procedure for dealing with cases of suspected/ alleged/ reported use of unfair means shall be approved by the Committee consisting Director, Examination Coordinator & HODs.

Meeting of Unfair Means Cases reported during Internal Exams will be scheduled within 10 working days of last date of Internal Exam. Decision of the Unfair Means Cases reported during Internal Exam will be communicated to the respective students within 3 working days of the meeting held.

### **ROLE OF EXAMINATION COMMITTEE**

- (a) Planning, arranging and distribution stationary for the conduct of Internal Exams / Class Test (Mid Term Exam).
- (b) Providing invigilators for Internal Exams / Class Test (Mid Term Exam).
- (c) Ensuring that programme wise file of question papers along with name of paper setter written on it is maintained.
- (d) Preparation of class-wise Award Lists.

### **ROLE OF PROCTORIAL BOARD**

Proctorial Board is to keep a vigil on the smooth conduct of Internal Exams / Class Test (Mid Term Exam) and to handle any case of indiscipline.

  
**Dr. Vikas Bharara**  
(Examination Coordinator)

**Prof. (Dr.) Rachita Rana**  
(Director)



### **Distribution**

1. Registrar
2. Academic Coordinator
3. HOD: MBA

(Please write your Exam Roll No.)

Exam Roll No. ....

**INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT****INTERNAL EXAMINATIONS**

&lt;MBA-&gt;

Subject Name: &lt;&gt;

Time: 2 Hrs.

Subject Code: &lt;&gt;

Max Marks: 40

Note: 1. Attempt all questions.  
2. Each question carries equal marks.

Ques.1) Write short notes on the following:

(10) &lt;CO...&gt;

- a)
- b)
- c)
- d)
- e)

Ques.2)

(10) &lt;CO...&gt;

OR

Ques.2)

Ques.3)

(10) &lt;CO...&gt;

OR

Ques.3)

Ques.4)

(10) &lt;CO...&gt;

OR

Ques.4)

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**Important: Faculty Should Put Number of Course/Subject Outcome against Each Question.****PROGRAMME/ DISCIPLINE OUTCOMES TO BE MAPPED WITH COs IN QUESTIONS ACCORDING TO THE COURSE/SUBJECT:**

- 1) Knowledge & Comprehensive
- 2) Application
- 3) Analytical
- 4) Synthesis/Evaluation
- 5) Other, if any: Specific to DSC/DSE