



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249
City Campus: BF-142, Sector - I, Salt Lake, Kolkata -700 064

Ref No. Regis/25/4081

Dated: 31.08.2018

The Principal/Director
All Colleges affiliated to MAKAUT, WB

Sub: - Procedure for continuous evaluation to award the Internal Marks during a semester

Dear Madam/Sir ,

Please find attached the procedure for continuous evaluation to award the Internal Marks during a semester to be followed from the 2018-2019 academic session for all semesters. The internal marks for Odd Term 2018-2019 onwards are to be awarded following this procedure.

Sd/-

Dr. Indranil Mukherjee
Registrar (Acting)

Urgent
To all HODS & Controller of Exam.
ZBZ
Ranjan
05/9/18

Procedure for Continuous Evaluation

Affiliated Institutes are having 30 marks for internal assessment for a course (theory). 70 marks are for End semester Examination.

30 marks are distributed as follows:

Internal Tests: 15 marks

Assignment & Quiz: 10 marks

Attendance: 5 marks

Normally two internal Tests are conducted. It is advised to conduct more tests, if required. If a student does not do well in a test, the student has to be mentored for better performance and additional tests may be conducted, if required. Records of the tests (answer scripts and other relevant docs to be kept in the Department, so that University can cross check.) For internal Tests questions are to be Outcome Based. Avoid questions which involve only memory exercise like stating a law or theorem. Also avoid short notes as they do not focus on any specific outcome.

Assignments are to be given in all of the following forms (each form develops unique skills within the students):

1. Problem Solving—Numeric and conceptual
2. Term paper – A systematic report on a topic to be submitted under the guidance of a faculty member after doing necessary exploration of knowledge on the topic.
3. Mini project – A small project on the topic or problem assigned by the teacher and covered by the course being taught. The duration of the project must not be more than one month.
4. Presentation & Seminar – The student will prepare a PPT on a topic relevant to the course and present with PPT for 10 minutes under the guidance of the faculty teaching the course.

Quiz is to be conducted at regular intervals on the syllabus covered at that point of time. Tutorial or Continuous evaluation slots as described in the course structure are to be utilized for discussion of topics covered, Numerical and conceptual problem solving and conduct of Quiz.

This whole exercise of Internal Assessment has to be carried out within 100 Marks with the following distribution:

Internal Tests: 50 Marks

Assignments: 40 Marks

Quiz: 10 Marks

The marks are to be sent to University and University will convert it into 25 marks. Marks for attendance are to be sent separately.

PRACTICALS

The marks distribution is:

Internal for continuous evaluation -- 40 marks.

End semester exam 60 marks.

For Internal Lab Evaluation, the Viva-voce has to be carried out on the day of the experiment. Lab report to be evaluated by next lab slot. Internal evaluation of Practicals to be considered for 100 marks for each subject. University will scale it down to 40 marks while summing up the total marks.

SESSIONALS

For sessional subjects evaluation is totally internal over 100 marks. Instead of a single evaluation, it is advised to evaluate it over 6 to 9 parts during the progress of the entire course.

Details of marks are to be sent to the University.