

Award of Internal Assessment Marks

a) 2006 Scheme.

In respect of Theory subjects, the award of sessional mark will be on a continuous Evaluation method, based on Tests, Assignments and Attendance in the proportion of 40% for tests, 40% for assignments and 20% for attendance. There will be a minimum of three Tests and three Assignments, and all the 3 Test papers and 3 Assignments are taken into account for the calculation of final Internal Assessment marks.

Split up of Internal Assessment marks:

A. Attendance:

Sl.No	Percentage of Attendance*	Marks to be awarded (computed for 5 Marks)
1	Below 65	Zero
2	65 to 79	1
3	80 to 84	2
4	85 to 89	3
5	90 to 94	4
6	95 and above	5

B. Practical:

Sl. No	Criteria component	Marks to be awarded
1	Observation Note/Rough Record	20%
2	Fair Record (Timely submission, Accuracy and Neatness)	20%
3	Attendance*	20%
4	Test	40%

C. Drawing:

Sl. No	Criteria component	Marks to be awarded
1	Submission of Completed Drawing Sheets (Timely submission, Accuracy and Neatness)	40%
2	Attendance*	20%
3	Test	40%

*Percentage of attendance for that particular subject only is counted here.

D. Seminar:

Sl. No	Criteria component	Marks to be awarded
1	Relevance of Topic	10%
2	Collection of materials	20%
3	Presentation (Presentation slides, Delivery)	40%
4	Question – Answer /Discussion	20%
5	Seminar Report	10%

E. Project Work:

Sl. No	Criteria component	Marks to be awarded
1	Relevance of Topic & Selection of	10%
2	Knowledge in the Tool	20%
3	Selection of Tool	20%
4	Fabrication & Final product	20%
5	Role of the individual in the Team	20%
	Project Report	10%

The Faculty concerned will maintain record of all details regarding Attendance and Internal Assessment marks awarded in the prescribed Log Book. The students can represent their grievances, if any, in respect of marks awarded, to the concerned Head of Section for clarification.

The Students are required to keep a record of all their Laboratory exercises performed by them in the form of a Laboratory Record. This record has to be authenticated by the Teacher-in-charge of the Laboratory and certified as the record of the bonafide work done by the student by the Head of Section before he is allowed to take the practical examinations. No student will be permitted to take any practical examinations without the bonafide Record.

b) Revision 2003

a) In respect of theory subjects the award of sessional mark will be based on tests, assignments and attendance in the proportion of 40% for tests, 40% for assignments and 20% for attendance. There will be a minimum of five tests and the best four of the 5 taken for final sessional marks. In the case of assignments, there will be a minimum of five assignments with all the five taken into account for the final marks.

b) The teachers will maintain record of all marks awarded in respect of internal assessment. The students can represent their grievances, if any, in respect of marks awarded to the Head of Department for clarification.

c) In respect of practical subjects, the internal assessment shall be made based on workshop/field work/laboratory exercise conducted, drawing plates produced and laboratory record.

d) The students are required to keep a record of all their laboratory exercise performed by them in the form of a laboratory record. This record has to be authenticated by the teacher-in-charge of the laboratory and certified as the bona fide record of the work done by the students by the Head of Section before he is allowed to take the practical examinations. No student will be permitted to take any practical examinations without this bona fide certificate.