

Internal Assessment Policy



Internal Quality Assurance Cell (IQAC)

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Internal Assessment Policy

Objectives:

The objectives of internal assessment policy are to

1. Establish a transparent internal assessment system.
2. Ensure transparency in awarding internal marks to students.
3. Describe to students the internal assessment mechanism.
4. Regularly evaluate the performance of the students.
5. Ensure internal marks are awarded uniformly across the institute.

Continuous Internal Assessment Rules & Guidelines:

1. The teachers should inform the students about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of each semester.
2. The teachers should also inform the students regarding different components of internal assessment and their weightages through a 'course overview'.
3. All the teachers should prepare their course plan carefully and should share it with the students within first week of the semester.
4. The teachers should evaluate the students continuously on the basis of performance in the two Unit Tests, Choice –Based Component (CBC) and Attendance of the students in the class.
5. The answer scripts of the Unit Tests should be shown to the students after evaluation for their information, providing sufficient transparency and accountability.
6. The pattern of question paper for the Unit Tests should be structured similar to the pattern of the Semester End Examination which is conducted by the University.
7. The teachers should evaluate the papers of the Unit Tests within three working days after the end of examination.
8. In relative grading system, the teacher should also take into account the various factors such as level of the question paper set, inherent difficulty of the course, the prerequisites to the course, relative performance of the current batch of the students compared to the earlier batches, participation of the students in active learning mode, etc.

9. The faculty members should display the grades/marks on the departmental notice board before submitting the same to the respective Head of the department.
10. The student may appeal for reviewing the grades/marks awarded by the teacher. If still there exists grievance regarding the revision of the awarded grades/marks, student may appeal to HOD.
11. In the case of student failing to complete the CBC under extraordinary circumstances such as the death of any member of the family, accident leading to hospitalization, suffering from contagious diseases, natural or social calamities affecting the student and such other situations which the teacher deems fit to be considered, the teacher would arrange additional assignment or any other course related work for such students.
12. The performance of the students in the practical subjects should also be evaluated on a continuous basis. Faculty members should use Continuous Evaluation Sheet provided for the assessment.
13. Internal evaluation of the final year Projects and Seminar should also be done on a continuous basis.
14. Faculty members should maintain the proper records of CBC undertaken for each class.
15. Faculty members may offer more than one CBC in a class depending on the interest of the students.

Theory Course Marks Distribution

- Students will receive theory internal marks based on their performance in the unit tests, choice-based components, and attendance in the theory classes.
- Students will get incentive marks for participation in activities listed in Annexure IV.

For the 40 Mark's Internal Evaluation

The distribution of 40 internal marks is as follows:

Unit Tests Marks (Out of 20) As per Annexure – I	Attendance Marks (Out of 10) As per Annexure - II	CBC Marks (Out of 10) As per Annexure - III	Skill Development Incentive Marks (if any) As per Annexure – IV	Theory Internal Assessment Marks (Out of 40) (I+II+III+IV)

Unit Test Marks Calculations:

Marks Obtained in Unit Test I (Out of 20)	Marks Obtained in Unit Test II (Out of 20)	Average of Unit Test I & II Marks (Out of 20)
I	II	III

Annexure – I Unit Test Marks Criteria	
Average of Unit Test I & II Marks	Unit Tests Marks (Out of 20)
16-20	20
12-15	19
9-11	18
7-8	17
< = 6	16
AB	0

Attendance Marks Calculation:

Annexure – II Attendance Criteria	
Attendance (in percentage)	Attendance Marks (Out of 10)
96 – 100	10
91 – 95	9
86 – 90	8
81 – 85	7
75 – 80	6
< 75	0

Choice Based Component Marks Calculation:

Case 1) For the 6 units in the course.

CBC I Marks (Out of 10)	CBC II Marks (Out of 10)	Sum of CBC I & II Marks (Out of 20)
I	II	III

Annexure – III Choice Base Component	
Sum of CBC I & II marks	CBC Marks (Out of 10)
16-20	10
12-15	9
9-11	8
7-8	7
< = 6	6
AB	0

Case 2) For the 5 units in the course.

CBC Marks (Out of 10)
I

Annexure – III Choice Base Component	
CBC Marks obtained	CBC Marks (Out of 10)
9-10	10
7-8	9
5-6	8
3-4	7
< = 2	6
AB	0

For the 20 Mark's Internal Evaluation

The distribution of 20 internal marks is as follows:

Unit Tests Marks (Out of 10) As per Annexure – I	Attendance Marks (Out of 05) As per Annexure – II	CBC Marks (Out of 05) As per Annexure - III	Skill Development Incentive Marks (if any) As per Annexure – IV	Theory Internal Assessment Marks (Out of 20) (I+II+III+IV)

Unit Test Marks Calculations:

Marks Obtained in Unit Test I (Out of 20)	Marks Obtained in Unit Test II (Out of 20)	Average of Unit Test I & II Marks (Out of 20)
I	II	III

Annexure – I Unit Test Marks Criteria	
Average of Unit Test I & II Marks	Unit Tests Marks (Out of 10)
16-20	10
12-15	9
9-11	8
7-8	7
< = 6	6
AB	0

Attendance Marks Calculation:

Annexure – II Attendance Criteria	
Attendance (in percentage)	Attendance Marks (Out of 05)
96 – 100	5
91 – 95	4
86 – 90	3
81 – 85	2
75 – 80	1
< 75	0

Choice Based Component Marks Calculation:

Case 1) For the 4 units in the course.

CBC I Marks (Out of 10)	CBC II Marks (Out of 10)	Sum of CBC I & II Marks (Out of 20)
I	II	III

Annexure – III Choice Base Component	
Sum of CBC I & II marks	CBC Marks (Out of 05)
16-20	5
12-15	4
9-11	3
7-8	2
< = 6	1
AB	0

Case 2) For the 3 units in the course.

CBC Marks (Out of 10)
I

Annexure – III Choice Base Component	
CBC Marks obtained	CBC Marks (Out of 5)
9-10	5
7-8	4
5-6	3
3-4	2
< = 2	1
AB	0

Annexure – IV
Skill Development Incentive Scheme

Activity		Incentive
Research	Patents/IPR <ul style="list-style-type: none"> • Approval of patent/IPR • Filling of Patent/IPR 	5 Marks/Course 3 Marks/Course
	Paper Publication <ul style="list-style-type: none"> • SCOPUS/SCI/Web of science/UGC care listed journal • Peer reviewed journal 	5 Marks 2 Marks
	Conference <ul style="list-style-type: none"> • Paper presentation in National/International Conference organized by reputed organizations like (IIT/NITs etc.) or sponsored by societies like ISTE/IEEE/IETE/IE/SAE/ASME/SCI etc. • Paper presentation in Other National/International Conference • Participation in National/International Conference 	3 Marks 2 Marks 1 Marks
	Project <ul style="list-style-type: none"> • Industry Sponsored Project • Field/Industrial/Utility Project 	5 Marks 2 Marks
	Online Certification Courses Certification Courses from NPTEL and other platforms	5 Marks
Training Programs	Internship/Vocational Training Programs (Min.1 Week) <ul style="list-style-type: none"> • Offline Participation • Online participation 	3 Marks 2 Marks
Cultural	<ul style="list-style-type: none"> • Received awards in cultural activities organized by another institutes 	4 Marks
	<ul style="list-style-type: none"> • Participation in cultural activities organized by another institute 	3 Marks
	<ul style="list-style-type: none"> • Received awards in cultural activities organized by our institute 	2 Marks
	<ul style="list-style-type: none"> • Participation in cultural activities organized by our institute 	1 Mark
Sports	<ul style="list-style-type: none"> • Received awards in sports activities organized by another institutes 	4 Marks
	<ul style="list-style-type: none"> • Participation in sports activities organized by another institute 	3 Marks
	<ul style="list-style-type: none"> • Received awards in sports activities organized by our institute 	2 Marks
	<ul style="list-style-type: none"> • Participation in sports activities organized by our institute 	1 Mark
Student Chapter	<ul style="list-style-type: none"> • One outstanding student from each student chapter • Active student chapter members • Participated in extension activities conducted by student chapters etc. 	3 Marks 2 Marks 1 Mark

Note: Each semester, the maximum limit to award the skill development incentive marks should be 10% of the total internal theory evaluation marks.

Practical Course Marks Distribution

- Every practical should be graded out of 10 marks. Performance of practical, attendance, viva, and term work should be the parameters taken into account when evaluating the experiment.

Case 1: 25 Mark's Internal Evaluation

- The total marks obtained in all the practical should be converted out of 20 marks (CIE Marks).
- Lab test/Viva should be taken on the day of internal submission and should be graded out of 5 marks. (Lab Test/Viva Marks)

CIE Marks (Out of 20)	Lab Test/Viva Marks (Out of 05)	Practical Internal Assessment Marks (Out of 25)
I	II	III

Case 2: 50 Mark's Internal Evaluation

- The total marks obtained in all the practical should be converted out of 40 marks (CIE Marks).
- Lab test/Viva should be taken on the day of internal submission and should be graded out of 10 marks. (Lab Test/Viva Marks)

CIE Marks (Out of 40)	Lab Test/Viva Marks (Out of 10)	Practical Internal Assessment Marks (Out of 50)
I	II	III



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