

# Supporting Documents for Qualitative Metric 2.5.1



**Submitted to NAAC**

**By**

**Gandhi Institute For Technology (GIFT),**

**Bhubaneswar**

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

- The internal assessment examinations are conducted according to the Academic calendar of the institute as well as University. The Professor-In-Charge Examination prepares the examination schedule much before to the commencement of examination with consultation with Dean (Academics) which is displayed in the Notice board and mailed to the students and staff members for their reference. Further, if any changes in schedule, pattern or methods related to examination are immediately notified to the students and teachers through mail.
- The respective subject teacher sets the question paper as per the Blooms taxonomy in view of Course Outcomes. They send the questions to the examination cell for further course of action. The examination cell organized the questions as per the student strength well before the examinations.
- The PIC exam is prepared the invigilation duty chart which is communicated to the faculty members via e-mail. The PIC exam is also prepared the seating arrangements for the student which is notified to the students through the notice board.
- During examination, attendance is taken by the invigilator for record. If someone found absent in the examination then a message is sent to the parent by the examination cell.
- All the invigilators submitted the answer scripts to the examination cell. The answer scripts are sent to the respective subject teacher to the individual subject teacher for evaluation. The evaluated answer scripts are shown to the students within 3 days after completion of the test. If any discrepancies found, the same is resolved by the concerned faculty at that time. After that the final marks are uploaded in the CMS for students and parents.
- Projects and seminars are jointly assessed by faculty members and industry experts. There students are guided with the respective area expert faculties. They guide the student for demonstration of their own project idea along with individual communication, leadership, management and team work.
- The laboratory assessment of student is being done through experiment in continuous manner as per the curriculum of the University.

**Internal Assessment (50 Marks)**

<b>Internal Assessment</b>	<b>Full Mark</b>	<b>Marks to be considered as per University rules</b>	<b>Pattern</b>
Class Test - I	30	15	2*6=12, 6*3=18
Class Test - I	30	15	2*6=12, 6*3=18
Surprise Test - I	10	2.5	2*5=10
Surprise Test - II	10	2.5	2*5=10
Quiz Test - I	10	5	2*5=10
Quiz Test - II	10	5	2*5=10
Assignment Test - I	50	2.5	5*10=50
Assignment Test - II	50	2.5	5*10=50
<b>Total</b>	<b>200</b>	<b>50</b>	

**Laboratory Assessment (100 Marks)**

<b>Laboratory Assessment</b>	<b>Full Mark</b>	<b>Marks to be considered as per University rules</b>	<b>Parameters</b>
Experiment-1	25	12.5	Experiment- 10 marks Record- 5marks Viva-voce- 5marks Attendance- 5marks
Experiment-2	25	12.5	Experiment- 10 marks Record- 5marks Viva-voce- 5marks Attendance- 5marks
Experiment-3	25	12.5	Experiment- 10 marks Record- 5marks Viva-voce- 5marks Attendance- 5marks
Experiment-4	25	12.5	Experiment- 10 marks Record- 5marks Viva-voce- 5marks Attendance- 5marks

Experiment-5	25	12.5	Experiment- 10 marks Record- 5marks Viva-voce- 5marks Attendance- 5marks
Experiment-6	25	12.5	Experiment- 10 marks Record- 5marks Viva-voce- 5marks Attendance- 5marks
Experiment-7	25	12.5	Experiment- 10 marks Record- 5marks Viva-voce- 5marks Attendance- 5marks
Experiment-8	25	12.5	Experiment- 10 marks Record- 5marks Viva-voce- 5marks Attendance- 5marks
<b>Total</b>	<b>200</b>	<b>100</b>	

#### **Internship Assessment (100 Marks)**

<b>Internship Assessment</b>	<b>Full Mark</b>	<b>Parameters</b>
1 Month Internship	100	Internal Guide Evaluation: 20 Marks External Guide/ Program Head/ Cell in-charge Evaluation: 20 Marks Internship Report : 20 Marks Presentation & Viva: 40 Marks

#### **Project Assessment (100 Marks)**

<b>Project Assessment</b>	<b>Full Mark</b>	<b>Parameters</b>
Project	100	Project substantial & complete in nature: 20 Marks Originality: 10 Marks Degree of Involvement: 20 Marks Presentation: 30 Marks Usefulness of work: 10Marks Viva-voce: 10 Marks