

MECHANISM FOR INTERNAL EXAMINATION

ASSESSMENT PROCEDURES FOR AWARDING MARKS

M.B.A. Degree consists of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training.

Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work.

Performance in each course of study shall be evaluated based on

- (i) Continuous assessments throughout the semester and
- (ii) End Semester Examination at the end of the semester.

The evaluation shall be based on Outcome Based Education (OBE). For Theory Courses and Theory Courses with Laboratory Component, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks. For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 75 and the End Semester Examination carries 25 marks. The continuous assessment is 60 marks for the Project Work, and project report evaluation and viva-voce examination carries 40 marks. All other courses included under Employability Enhancement Courses are evaluated by Continuous Assessments only. (i.e.) Each course shall be evaluated for a maximum of 100 marks as shown below:

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S.No	Category of course	Continuous Assessments	End-Semester Examinations
1.	Theory Courses/ Theory courses with laboratory componen	50 Marks	50 Marks
2.	Laboratory Courses	75 Marks	25 Marks
3.	Project Work	60 Marks	40 Marks
4.	All other EEC Courses	100 Marks	-

Every teacher is required to maintain an ‘ATTENDANCE AND ASSESSMENT RECORD’ for every semester which consists of attendance marked in each theory / Laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for four years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

ASSESSMENT FOR THEORY COURSES:

For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks.

The University examinations (End Semester Exams) for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. Writing the end semester Examination is a mandatory requirement for passing the course and every student should appear for the examination for theory, theory course with laboratory, laboratory courses and project work.

Continuous Assessment comprises of two assessments of equal weight age, conducted by the course instructor / coordinator / department. There shall be take home assignments / case studies / tutorials / quizzes in addition to the two tests with appropriate weight ages as given below:

Description of Assessment I	Weightage (%)	Description of Assessment II	Weightage (%)
Test 1	Minimum 50%	Test 2	Minimum 50%
Assignments / case studies / tutorials / quizzes/presentations	Maximum 50%	Assignments / case studies / tutorial / quizzes/ presentations	Maximum 50%

The total marks obtained in the 2 assessments put together shall be reduced to 50 marks and rounded to the nearest integer. One assessment would be conducted in a day, in the case of tests, and they would be of one and a half hours durations each. Students will have regular classes during the assessment period. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports, events with prior permission from the Chairman, Sports Board only one Reassessment may be given at the end of the semester after getting approval from the Head of the Department through the concerned course instructor.

ASSESSMENT FOR LABORATORY COURSES:

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 75 and the End Semester Examination carries 25 marks.

Every laboratory exercise / experiment shall be evaluated based on the student performance during the laboratory class and the student's records maintained. There shall be at least one assessment test. The criteria for arriving at the Continuous Assessment marks of 75 shall be decided at the respective course committee meetings.

The University examinations for Laboratory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. Students must attend the end semester examination and obtain the minimum passing marks required considering both internal and end semester examination. The student who fails (vide clause 11.1) in the laboratory course shall register for the same in the subsequent semester, when offered next, and repeat the laboratory course again.

ASSESSMENT FOR PROJECT WORK

The evaluation of Project Work for M.B.A. shall be done in the respective semesters and marks shall be allotted as per the weightages given in Clause 10.4.1. 10.3.1 The Project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through internal assessment.

There should be three reviews for the final year Project work of M.B.A. to be conducted separately with Internals 60 marks and External 40 marks. The marks are to be distributed as detailed below.

Project work	Internal (60 Marks)			Final Examination (40 Marks)		
	Review I	Review II	Review III	Project Evaluation By External Examiner		Viva – Voce(10 Marks)
				Report	Viva - Voce	Internal Examiner
	10	20	30	20	10	10

There shall be three reviews (each 100 marks) during the period of project work by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute review committees consisting of the Supervisor, and one expert from among the faculty members of the Department. The total marks obtained in the three reviews shall be reduced to 60 marks and rounded to the nearest integer.

The Project Report should be prepared according to the guidelines from the Director, Academic Courses. This project report duly signed by the Supervisor(s) and the Head of the Department and shall be submitted to the Head of the Department within the specified date.

The evaluation of the Project work will be based on the project report submitted and a Viva-Voce Examination by a team consisting of an internal examiner and External Examiner. The internal and external examiner shall be appointed by the Chairman of the respective Faculty from the panel of examiners submitted by the Head of the department.

If the student fails to obtain 50% of the internal assessment marks in the Final Project work of M.B.A., the student will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.

The deadline for submission of final Project Report is 30 days from the last working day of the semester in which project / thesis / dissertation is done.

If a student fails to submit the project report on or before the specified deadline, student is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.

A copy of the approved project report after the successful completion of viva-voice examinations shall be kept in the library of the college / institution.

ASSESSMENT FOR SEMINAR

The seminars shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 seminars per semester. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%).

ASSESSMENT SUMMER INTERNSHIP

Summer internship shall be for a period of 4 weeks as specified in the curriculum.

The Summer Internship shall carry 100 marks and shall be evaluated as per the Table given below. At the end of internship, the student shall submit a brief report on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a minimum of two member Departmental Evaluation Committee constituted by the Head of the Department.

INTERNSHIP / INDUSTRIAL TRAINING		
EVALUATION		
REPORT	PRESENTATION	VIVA VOCE
40	30	30

ASSESSMENT FOR VALUE ADDED COURSES

The one credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance.

Passing Requirement and Grading

The passing requirement for value added courses shall be 50% of the marks prescribed for the course (Internal assessment only) .

- a. The grades O, A+, A, B+, B obtained for the one/two credit shall figure in the Mark sheet under the title 'Value Added Courses'. The other grades RA, SA will not figure in the mark sheet.
- b. The credits earned through value added courses shall not be considered for calculating GPA and CGPA.
- c. The credits earned through value added courses shall not be considered for classification of degree.
- d. If the course is offered during any semester, it will appear in that semester's mark sheet. However if the course is offered in summer / winter vacations, the course will be included in the grade sheet of the subsequent semester.