



## OFFICE OF THE REGISTRAR

28

No. SGTU/Acad./18/2017/ 793-811

Dated: 12.09.2017

### NOTIFICATION

The following two Agenda Items of Academic council meeting held on 30.08.2017 have been approved in toto as recommended by IQAC. These two approved agenda item are being reproduced below for your kind perusal.

**Agenda Item No. 4: To Consider and approve the recommendation of IQAC to all the Deans of the faculties except wherever there are specific restriction from their respective regulatory bodies to get the following agenda passed by their respective Board of Studies so that the same could be placed before the academic council for its approval.**

- 1) The formative assessment shall account for 40% of the total marks and summative assessment shall account for 60% of the total marks for a subject in the faculties where there are no constraints of the council or regulatory body.
- 2) Approval regarding newer guidelines of question paper wherein 50% questions are objective and 50% are descriptive.
- 3) Regarding continuous assessment weekly (on Saturday), monthly, mid-semester and end-semester which will cumulatively account to formative assessment.
- 4) 50% marks for theory and 50% marks for the practical examinations shall be made applicable in faculties where there are no constraints of the council or regulatory body.
- 4) The choice based credit system shall be made applicable from the present session as per the UGC guidelines.
- 5) Introduction of log book for UG students and daily diary for teachers.

**Agenda Item No. 5: To consider and approve the recommendations forwarded by IQAC for changes in the examination system.**

- 1) "Centralized assessment program"(CAP) system of evaluation may need to be adopted where in the evaluation of answer papers will be done at the central area in the examination branch under CCTV surveillance for a focused evaluation and targets should be cleared to the evaluator in the beginning itself (5 answer sheets per hour accounting for 30-40 answer sheets/day).

- 2) **An internal question bank** should be created and submitted to Controller of examination sticking to the domains of the syllabus from where randomly, the questions can be used for regular and supplementary examinations by the Controller of Examination. The questions in question bank should be categorized according to the level of difficulty and norms should be set about the percentage of questions that will be used from each category to prepare a question paper.
- 3) The **moderation** of question papers should be done by a **committee** (not an individual) who are proficient in the same subject in the office of COE(Controllor of Examinations).
- 4) **A special supplementary examination or summer semester** should be observed after 5th semester to clear the supplementary of students to make them eligible for appearing in the placement exams or interviews especially for engineering and Management students.
- 5) About 5% of the sample copies can be scrutinised by IQAC to evaluate for appropriateness of correction.
- 6) **No remuneration should be given to the internal evaluator for setting up of question paper or invigilation or evaluation**, provided the duties are being performed on the working days and within the working hours of the Institution. However, if any of these are performed on holidays, a compensatory leave or nominal remuneration can be provided to the faculty.
- 7) This "**No remuneration policy**" for paper setting, invigilation or evaluation should not inhibit the faculty from performing these duties within the working days and working hours of the institution and **Deans of the respective faculties should ensure complete attendance of the faculty for the prescribed duties by the examination branch.**
- 8) The new question paper format wherein 50% of the questions are objective will make the evaluation system easier as the objective type questions will be checked electronically. The Descriptive part will be checked by external examiner.
- 9) The formative assessment system should be made strong and should account for 40% of total marks with summative assessment accounting for 60% of the total marks.
- 10) The answer sheets should not be shown to the students except on request of scrutiny or rechecking etc.
- 11) Regarding continuous assessment weekly (on Saturday), monthly, mid-semester and end-semester which will cumulatively account to formative assessment.

- 12) 50% marks for theory and 50% marks for the practical examinations shall be made applicable in faculties where there are no constraints of the council or regulatory body.
- 13) The choice based credit system shall be made applicable from the present session as per the UGC guidelines.

*Harshu*

Registrar

Copy to:

1. PA to VC for kind information of the Vice Chancellor
2. PA to PVC for kind information of the Pro Vice Chancellor
3. Dr. T.D. Dogra, Emeritus Professor and Director IQAC
4. All Deans/Principal/Directors except Faculty of Medicine & Health Sciences and Dental Sciences.