

## **POLICY FOR EVALUATION & ASSESSMENT MECHANISM: SOP ASSESSMENT & GRADING /WEIGHTAGE OF EACH COMPONENT (INTERNAL/FINAL MARKS)**

1. Each program Dean and Chairperson must adopt or formulate a revised procedure for assessment and grading for the online courses taught in the program, which should define what will be the components of assessment in the course, e.g., quizzes taken after/during the online teaching sessions, end-of-course summative exams, assignments, and define the weightage of each of the components.
  - a. The policy should also specifically address how the students will be graded for different components of each type of assessment and describe the appropriate assessment methods that will be used for the offered course online, e.g. Essay writing, MCQs, BCQs, Short assignments, or any other.
2. Furthermore, criteria specification for internal marks may be formulated and re-weighted to assign as appropriate to other forms of assessments offered in the online course, such as short /interim assessments/quizzes offered in the online course, assignment submissions, work submitted in group or individual projects, group projects, participation in discussion group topics, videos /tutorial views, etc.
3. The policy may be designed by the Program Dean and Chairperson of each undergraduate & post-graduate program and communicated to the Director Academics, Registrar and QEC for review before submission in the online academic council (OAC) through the interim committee.
4. Examination department may be communicated of any summative assessments to be conducted through online means, through a revised academic calendar for the semester, well in advance, for the Spring 2020 semester, taking into account the online classes schedule and end of semester dates.

## **POLICY LABORATORY & TUTORIALS READINESS**

- A procedure for delivering and assessing psychomotor skills of students in professional year programs, such as undergraduate and graduate or other allied programs must be developed program wise and communicated to the students.
- In this regard, accreditation council guidance must be sought as to the delivering of such tutorials or practical in the laboratory with permissible alternative modes to meet laboratory requirements.
- Each course with required practical or laboratory components to be taught must assess their requirements and establish alternative modes of delivery after onboarding the theory components to the LMS and virtual teaching environment.

## Assessment Plan For Online Classes

Sr. #	Assessment Activity	Assessment Method	Assessment Distribution	Assessment Duration	Assessment Record
1	Assignments QTY 1 or 2 or 3	Open book or Take-home Assignments Paper will be Uploaded on LMS by teacher	10% Marks as per Course Assessment through (2-4 Activities) As per Course Calendar	<u>Real time</u> Min 1 hour <u>Home Work Based</u> Max 48 / 72 Hrs As per activity planned by Teacher	<ul style="list-style-type: none"> <li>Students will upload handwritten Solution on LMS</li> <li>Max File Size: 25 MB</li> </ul>
2	MCQs / BCQs / Quizzes / OHTs	<u>For MCQs / BCQs</u> Teacher will maintain question bank on LMS <u>For Quiz/OHT</u> Teachers will upload Question paper on LMS	10% Marks through (2-4 Activities) As per Course Calendar	Min 20 Minutes Max 1 Hour As per activity planned by Teacher	<ul style="list-style-type: none"> <li>MCQs / BCQs will be assessed online via LMS</li> <li>Students will upload handwritten Solution of Quiz/OHT on LMS</li> </ul>
3	Presentation on any Course Topic / PVL / CEP	Students will present any course topic or PBL or CEP through Zoom/MS Team after scheduling on LMS	10% Marks through (1-2 Activities) As per Course Calendar	10 min/student During 1 week As per activity planned by Teacher	<ul style="list-style-type: none"> <li>Student will upload Presentation slides on LMS</li> <li>Student may also upload his/her video recording (Optional)</li> <li>Max File Size 1: 10 MB</li> </ul>
4	Group Discussion on Case Study / PBL / CEP	Students Group discussion on case study or PBL or CEP will be conducted on Zoom/MS Team after scheduling on LMS	10% Marks through (1-2 Activities) As per Course Calendar	15 min/group During 1 week As per activity planned by Teacher	<ul style="list-style-type: none"> <li>Student will upload Group Discussion or Case Study Report on LMS</li> <li>Student may also upload his/her video recording (optional)</li> <li>Max File size: 10 MB</li> </ul>
5	Assignment Based Midterm Exam	Assignment Paper will be Uploaded LMS by teacher	20% Marks (1 Activity) AS per Course Calendar	Duration 1 Week As per activity planned by University	<ul style="list-style-type: none"> <li>Students will upload handwritten Solution of Midterm on LMS</li> <li>Max File size: 25 MB</li> </ul>
6	*Final Exam	Assignment Paper will be Uploaded LMS by teacher  <u>For MCQs / BCQs (Quiz)</u> Teacher will maintain question bank on LMS	30% Marks (1 Activity) As per Course Calendar  10% Marks through (1 Activity) As per Course Calendar	Duration 1 Week As per activity planned by University  Min 20 Minutes Max 1 Hour  As per activity planned by Teacher	<ul style="list-style-type: none"> <li>Students will upload handwritten Solution of Midterm on LMS</li> <li>Max File size: 25 MB</li> <li>MCQs / BCQs will be assessed online via LMS</li> </ul>

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7	Software Based Labs	Lab Performance Quizzes / Assignment / Presentation / Project Report after scheduling on LMS Final Viva/ Final Lab Task after scheduling on LMS	As per Lab Assessment  As per Course Assessment	During Semester as per Plan in above relevant assessment activity  Duration 1 week	<ul style="list-style-type: none"><li>• Students will submit Lab Manual</li><li>• Students will upload Assessment activities recorded on LMS</li><li>• Final viva may be recorded and kept on G drive by teacher</li><li>• Max File size: 10 MB</li></ul>
8	Hardware-Based Labs	Same as Above But these labs will be conducted and assessed At normalization of the pandemic	Same as above	Same as above	<ul style="list-style-type: none"><li>• Students will submit Lab Manual</li><li>• Teacher will keep Assessment activities record in lab files.</li></ul>

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