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INSTITUTE OF TECHNOLOGY
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Standard Operating Procedure

for

STUDENTS PERFORMANCE ASSESSMENT

Approved in the Governing body meeting held on August 21, 2024

(Updated in 2024)

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NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on August 21, 2024, it is hereby notified that Manakula Vinayagar Institute of Technology has published the updated Standard Operating Procedure (SOP) for Students Performance Assessment.

The SOP for Students Performance Assessment would serve as a detailed guideline to be observed and followed with immediate effect.

Dr.S. Malarkkan

Principal

PRINCIPAL
MANAKULA VINAYAGAR
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MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY
PUDUCHERRY
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PREFACE

The direct assessment (University Exams and Internal Assessments) and indirect assessment (Mini Project/Main Project) methods are adopted to attain the Course outcomes and Program Outcomes. The Exams for Internal Assessments would be scheduled in the institute level and department level academic calendar. Similarly, tentative University Exam Schedule would also be reflected in the Institute's Calendar. The institution strictly follows the evaluation procedure prescribed by the affiliating university. For regulation 2013, the evaluation weightage is 25% for continuous internal assessments tests and 75% for the end-semester examinations. For regulation 2023, the evaluation weightage is 40% for continuous internal assessments tests and 60% for the end-semester examinations. Similarly for PG – MBA, it is 40% for Continuous Internal Assessments and 60% for end-semester Exams.

1. ASSESSMENTOFTHEORETICALCOURSES

For theory courses, Internal Assessments should be conducted as per the guidelines of Pondicherry University. Two internal Assessments and one model examination should be conducted in a semester as per the schedule in the academic calendar by the centralized Exam Cell. The Exam Cell governs all the formal procedures to be adopted for the conduct / Post-Conduct of the Internal Assessment exams, as directed by the Principal. It holds responsibility to disseminate information that include centralized exam schedules, hall arrangements, Invigilation duty schedule, etc to the students through HoDs / Class Advisors. The faculty members would submit the test question papers one week before the commencement of exams and corrected answer sheets within a week after the completion of assessments. Based on the test marks, slow learners are identified and special coaching should be arranged to improve their performance. The progress reports of the students would be sent to parents within a week and meeting would be arranged with them to discuss about the corrective measures to be taken, for improving their academic performance.

1.1 Process for Internal Semester Question Paper setting and Evaluation and Effective Process Implementation

- The college has an exam cell which is responsible for the conducting internal Assessments and model examination. The department exam cell coordinator would be appointed by the HOD before commencement of the academic year.
- Two internal assessments and one model exam should be conducted for each subject as per the academic schedule of the department.
- The exam cell prepares schedule for internal assessments and model exam well in advance and circulates the same to students and faculty members.
- Syllabus for each internal test is evenly distributed, that is 1.5 to 2 units for internal assessment -I and II and model exam covers all 5units.
- Maximum marks allotted for internal test is 50. It consists of ten 2 marks questions and three 10 marks questions and time duration for internal tests should be 100 minutes.
- The Question paper pattern set by University for conducting End-Semester Exams would be adopted in setting Question papers for Model Examinations.
- The questions should be mapped with the cognitive levels defined in Bloom’s Taxonomy and appropriate course outcomes.

- The quality of question paper should be verified by Academic Review Committee (ARC).

1.2 Evaluation of Internal Tests

- Answer papers should be evaluated within two days from the date of the exams.
- Faculty should discuss the appropriate / correct answers for the questions asked in the internal assessment with the students, after distributing the evaluated answer scripts to the students.
- The students who have secured lesser / least marks would be identified and given special coaching.
- The Evaluated answer papers are submitted back to exam cell for the verification ARC members.

1.3 Processtoensurequestionsconfirmingtherequiredoutcomes/learninglevel perspective

- Question papers are prepared to meet the required Course Outcomes.
- Question papers are prepared to verify different cognitive levels of students i.e., remembrance, understanding, apply/ analysis.
- The questions should be set by considering three category of learners as follows
    - One third of the questions should be straight and can be answered by all categories of students such as slow, average and advanced learners.
    - One third of questions should be analysis based question.
    - One third of questions should indirect questions that need additional knowledge.

Internal mark split for Theory courses (Regulation 2013):

S.No	Specifications	Marks
1	Internal Assessment Tests	15
2	Percentage of Attendance in the particular course	5
3	Assignment(s)	5
	Total	25

Internal mark split for Theory courses (NEP Regulation 2023):

S.No	Specifications	Marks
1	Internal Assessment Tests	25
2	Percentage of Attendance in the particular course	5
3	Assignment(s)	5
4	Project Based Learning/ Experiential Learning/ Seminars / Case studies/ Quiz. Simulation and Role-Playing/ Portfolios etc.	5
	Total	40

The distribution of marks for attendance is as follows:

5 marks for 95% and above

4 marks for 90% and above but below 95%

3 marks for 85% and above but below 90%

2 marks for 80% and above but below 85%

1 mark for 75% and above but below 80%

0 mark for below 75%

2. ASSESSMENTOFPRACTICALCOURSES

For the Practical courses, internal assessment is based on the attendance, preparation of observation and performance of the students during the laboratory sessions, viva voce and timely submission of record note. Model practical Examination would be conducted at the end of the semester after completing all the experiments of the Practical course. The independent learning level of the students and their practical approach in real time applications would be tested through viva voce during laboratory courses. Proper weightage should be given in the internal assessment marks for this model practical examination.

2.1 Process followed for Assessing the Laboratories

- Faculty should verify the circuit diagram, tabular column, model graph, procedure etc. in the observation notebook.

- Faculty should examine the procedure of the experiments through viva-voce and ensures the comprehension of the students in the particular experiment.
- During the conduct of experiment, the faculty would continuously monitor and verify the experiment readings in the observation notebook.
- After completion of the experiment, the students have to complete the calculations, graph and get the observation notebook signed within two days after the lab.
- Record notebook has to be completed and submitted for authorization during the next lab session.
- The total mark allotted for the laboratory is 100 out of which 50 marks should be awarded through internal evaluation and 50 marks would be awarded during external examination, for regulation 2013.
- The total mark allotted for the laboratory is 100 out of which 60 marks should be awarded through internal evaluation and 40 marks would be awarded during external examination, for regulation 2023.
- Internal mark allocation would be based on attendance, observations and record note completion. There would be one Internal / Model Exam.

Internal mark allocation will be as follows:

- Internal Mark split up for Laboratory (Regulation 2013)

S.No	Specifications	Marks
1	Attendance	10
2	Observation Works and Record	20
3	Model practical examinations	15
4	Internal viva-voce	05
Total		50

- Internal Mark split up for Laboratory (Regulation 2023)

S.No	Specifications	Marks
1	Attendance	10
2	Observation Works and Record	30
3	Model practical examinations	15
4	Internal viva-voce	05
Total		60

The distribution of marks for attendance is as follows:

10 marks for 95% and above

8 marks for 90% and above but below 95%

6 marks for 85% and above but below 90%

4 marks for 80% and above but below 85%

2 marks for 75% and above but below 80%

0 marks for below 75%

3. ASSESSMENT OF PROJECTS

For Project courses, three internal project reviews should be conducted as scheduled in the academic calendar and internal assessment marks would be awarded by the Project Review Committee based on various parameters like innovation, implementation, application and presentation.

3.1 Process for Monitoring and Evaluation of Projects

Thefollowingfacultymembersmonitorandevaluatetheprojectsinternally

- HOD
- Project Coordinator
- Respective Guides

- Eachgroupmustmeettheirprojectguideregularlyduringprojectperiodandtheguide should evaluate the progress of the project.
- Theguideshouldmonitortheprogressonweeklybasisandshouldoffersuggestionsto continue their Project work during the forthcoming weeks, till the end of the project tenure.
- During each review the percentage of progress / contribution by each team member would be assessed by the project guide, project coordinator and HOD.
- Students should submit a one-page report to the respective project co-coordinator, about the status of their work through the guide.

3.2 Process to Assess Individual and Team Performance

- The project coordinator appointed by the Head of the department, should be responsible for planning, scheduling and execution of all the activities related to the student project work.

Review Schedule and details of work to be done:

	Work to be done	
Review No.	**Software Project**	**Hardware Project**
1	➢ 20% of Work is to be completed ➢ Literature Survey ➢ Simulation tool and its validation ➢ Demo and demonstration about the tool ➢ Detailed discussion of work to be executed ➢ Proposed plan for the project phase –II ➢ Dividing the project into four modules	➢ 20% of Work is to be completed ➢ Literature Survey ➢ Study about the components used for the project ➢ Detailed discussion about the block diagram and circuits to be used ➢ Tools used for the project ➢ Proposed plan for the project phase – II ➢ Dividing the project into four modules
2	➢ 30 % of simulation work(module-I) to be completed ➢ Discussion on simulation results as Compared with existing work	➢ 30 % of project module (module-I) to be completed ➢ Demo on completed work
3	➢ 50% of Work is to be completed Interfacing module I and II ➢ Submission of documentation work	➢ 50% of Work is to be completed Interfacing module I and II ➢ Submission of documentation work
4	➢ 60% of simulation work (module II) to be completed ➢ Discussion on simulation results Compared with existing work	➢ 60 % of project module (module-II) to be completed ➢ Demo on completed work
5	➢ 75 % of Work is to be completed ➢ Interfacing module II and III ➢ Submission of documentation work for introduction ➢ Finalizing the number chapters and its contents based on work nature	➢ 75% of Work is to be completed Interfacing module I and II ➢ Submission of documentation work for introduction ➢ Finalizing the number chapters and its contents based on work nature
6	➢ 90 % of Work is to be completed Simulation work(module IV) to be completed	➢ 90 % of Work is to be completed ➢ Demo on completed work

	➢ Discussion on simulation results as ➢ Compared with previous work	➢ Submission of chapters
7	➢ 100 % of Work is to be completed Interfacing module III and IV ➢ Submission of chapters	➢ 100 % of Work is to be completed Interfacing module III and IV ➢ Submission of chapters
Final	➢ Demo for the complete simulation work. Submission of final project report	➢ Demo for the complete project work. Submission of final project report

A committee of department faculty comprising the project guide,project coordinator and Head of the Department internally assesses the 7th and 8th semester projects based on the following criteria.

Phase–I

Each batch of 2 or 3 students would be assigned an experimental or a theoretical project to be carried out under the supervision of a guide. The project work has to be carried out in the 7th and 8th semesters and has to be completed by the end of the 8th semester. In the phase I of the project work, the progress of the work carried out in the 7th semester will be monitored and assessed internally for 100 marks. A committee of departmental faculty members comprising the project guide, the Head of the Department and one more faculty member will conduct the internal assessment.

S.No	Performance Indicator	Marks
1	Literature Review	10
2	Internal Reviews	50
3	Work Completion	20
4	Report	20
Total		100

Phase–II

Phase II is the extension and completion of project work started in the previous semester. On completion of the project work, each student has to prepare a project report and submit the same to the department. In Phase II, the internal assessment committee would evaluate the project work by conducting two reviews and one demo for 50 marks. The external university examination is evaluated by one external examiner and one internal examiner. The external examination carries 50 marks.

S.No	Performance Indicator	Marks
1	Novelty	10
2	Knowledge	10
3	Application towards society	10
4	Presentation	10
5	Demo	10
6	External viva voce	50
Total		100

3.3. Quality of completed projects/working prototypes

- Every year, around 30 final year projects (application, design and research oriented) are completed.
- Projects identified by industrial experts and academician coming as examiner as best would be given “Best Project award”. The students who have done these projects would be guided and motivated to submit their idea as proposal to the funding agencies.
- Students working on application or design oriented projects get acquainted with real time environment.
- The students are guided and motivated to publish their project work in the referred journals and conferences

The final examination for the laboratory courses and projects are conducted with internal and external examiners appointed by Pondicherry University, as per the schedule of the University.

Sd/-

Dr.S.Malarkkan

Principal


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