

RCP IMRD Shirpur

UG Dept



Standard Operating Procedure (SOP) Internal Assessment System

BCA BBA BMS

Internal Assessment – Credit Test & Activity Policy

➤ Components of Internal Marks

Internal assessment shall be calculated based on the following components:

1. **Credit Test 1**
2. **Credit Test 2**
3. **Best of two Credit Test Score (CT-1 or CT-2)**
4. **Attendance**
5. **Assignments**
6. **Activity / Participation in OBA**
7. **Extra-Curricular / Co-Curricular Participation (Approved)**

Sr. No.	Component	Marks (2 Credit Course)	Marks (4 Credit Course)
1	Credit Test – I	20	30
2	Credit Test – II	20	30
3	Calculation form Best of two	<i>Used for calculation out 10 marks</i>	<i>Used for calculation out of 30 marks</i>
4	Attendance	5	5
5	Assignment Submission		
6	Participation in Class Activities	5	5
Total		20 Marks	40 Marks

Best of Credit Test Calculation

- Out of **Credit Test 1** and **Credit Test 2**, the **higher score (Best of two)** shall be considered for internal marks calculation.
- This provision applies **only if the student has appeared for both tests** or has an **approved absence**.

➤ Credit Test Attendance Policy

Case 1: Mandatory Attendance

- Attendance in **both Credit Test–1 and Credit Test–2** is **mandatory** for all students.
 - Students are expected to appear for both tests as part of the internal assessment process.
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Case 2: Absence with Valid Reason

- If a student is **absent in either Credit Test–1 or Credit Test–2** due to a **valid and genuine reason**, such as:
 - Medical emergency,
 - Institute representation (Sports, Avishkar competitions, Hackathons etc),
 - Placement-related activities,
 - Any other genuine reason approved by the Institute,

the absence may be considered **only with written approval** from:

- **Class Teacher**, and
- **Head of the Department (HOD)**.
- Students with approved absence shall:
 - Be **eligible for Re-Test**, and
 - Be considered for **internal marks calculation** as per institutional norms.

Case 3: Absence without Valid Reason

- Students must appear for **both Credit Tests** to be eligible for internal assessment calculation.
- If a student is **absent without valid reasons in both Credit Test–1 and Credit Test–2**, the student shall be:
 - **Declared Fail in the Internal Examination**,
 - **Irrespective of** attendance percentage, assignment submission, or participation in other academic or co-curricular activities.

➤ Rubrics for Class Attendance

Attendance Percentage	For 2 Credit (05 Marks)	For 4 Credit (5 Marks)	Marks Submission Authority	Marks Verification Authority
$\geq 80\%$	5	5	Subject Teacher	Class Teacher
$\geq 75\% \ \& \ \leq 79\%$	4	4		
$\geq 70\% \ \& \ \leq 74\%$	3	3		
$\geq 65\% \ \& \ \leq 69\%$	2	2		
$\geq 60\% \ \& \ \leq 64\%$	1	1		

* **Below 60%** 1). Zero marks 2) Students' detention process will be initiated

3) Term will not to be granted

➤ **Assignment Component**

- Assignment marks shall be based on:
 - Timely submission
 - Quality of work
 - Subject teacher's evaluation

Rubrics for CIE (Assignments / OBA Activity / Class Room Participation)

❖ Maximum TWO Assignments are considering for CIE.

Assignment	For 2 Credit (05 Marks)	For 4 Credit (05 Marks)	Marks Submission Authority	Marks Verification Authority
Assignment 1 (Only Submitted)	3	3	Subject Teacher	Parent Teacher
Assignment 2 (Both Submitted)	5	5		
No Assignment Submitted	0	0		

➤ **Participation in Class Activities**

- Includes participation in OBA activities.(Participative, Experiential, Problem-Solving , activities).
- Marks shall be awarded based on consistency, quality, and involvement.
- Maximum TWO OBA Activities are considering for IA.

OBA Activity	For 2 Credit (05 Marks)	For 4 Credit (05 Marks)	Marks Submission Authority	Marks Verification Authority
OBA Activity 1 (Only Submitted)	3	3	Subject Teacher	Parent Teacher
OBA Activity 2 (Both Submitted)	5	5		
No OBA Activity Submitted	0	0		

➤ **Activity & Participation Benefit**

- Students shall receive **benefit marks** for outstanding performance in **approved activities**, such as:
 - University / Inter-collegiate / State / National / International level competitions
 - Sports participation
 - Research paper publication / presentation
 - Conferences, workshops, hackathons, innovation exhibitions
 - NPTEL / MOOC certifications
 - **Only activities officially approved and certified by the HOD** shall be considered.
 - Proper documentary evidence must be submitted to class teachers and verified.
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➤ **Students' Grievances / Transparency:**

- 1) Subject Teachers shall display the **Provisional Marks List** on Notice board/Class what's app group/digital platform clearly showing component-wise marks for **Attendance, Assignment Submission, and Activity Participation**.
- 2) Students are required to **submit grievances, if any, within the stipulated time period** prescribed by the institute.
- 3) After verification and **acceptance of valid grievances**, the **Final Internal Marks** shall be prepared and displayed.
- 4) **No student's grievances shall be entertained after the final marks are declared.**



HOD UG