



R. C. Patel Educational Trust's

Institute of Management Research and Development, Shirpur

Approved By AICTE, Accredited as 'B+' Grade College by NAAC (1st Cycle)

Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

"Quality Education for Nourishing Tomorrow's IT and Management Professionals"

Department of Computer Application (PG Programs) Continuous Assessment Policy A.Y. 2025-26



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Karwand Naka, Shirpur

R. C. Patel Educational Trust's
Institute of Management Research and Development

MCA and MCA (Integrated)

**Continuous Assessment Standard Operating Procedure
(SOP)**

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1) Introduction: -

This Continuous Assessment Standard Operating Procedure (SOP) outlines a structured and transparent framework for conducting continuous assessments for MCA and MCA (Integrated) programs. It covers three major aspects: the Examination Structure, comprising four components Test (20 Marks), Teacher Assessment (10 Marks), Attendance (05 Marks), and Skill Enhancement Activities (05 Marks), the Grievance Submission and Redressal Policy for Continuous Assessment Marks and the clearly defined roles and responsibilities of the HoD, Exam Committee, Subject Teachers, and Parent Teachers. The SOP ensures fairness, accountability, and comprehensive evaluation of students' academic performance and overall development.

2) Objectives: -

- The objective of this Continuous Assessment SOP is to establish a fair and structured evaluation system for MCA and MCA (Integrated) students.
- It aims to assess students on both academic performance and involvement through teacher assessments, attendance, skill enhancement activities, and participation in Mini Projects, Avishkar, Paper Publication etc.
- The SOP ensures a comprehensive evaluation that reflects students' knowledge, skills, and overall development.

3) Examination Structure:-

3.1 Component 1 (Compulsory):- Test - (20 Marks)

Test 1	Test 2	Best of Two Tests
Test 1 will be conducted on 50% syllabus	Test 2 will be conducted on rest of the 50% syllabus	Best score out of the two Tests (Test-1 and Test-2) shall be considered.

Note: - Even though the best score of two tests will be considered, attendance for both tests is compulsory.

3.2 Component 2:- Teacher Assessment (TA) - (10 Marks)

Introduction:-

Teacher Assessment (TA) is a continuous assessment process used to assess students through various academic activities and subject viva during the semester. It carries 10 marks, including 5 marks for formative activities and 5 marks for subject viva, to evaluate students' understanding, participation, and communication skills. Each subject teacher should conduct any two of the above activities for formative assessment.

3.2.1 TA-1 Formative Assessment: 05 Marks

a) Seminar:-

Seminar Activity Assessment Parameters (Total: 5 Marks)

Criteria	Description	Marks
Content Understanding	Student shows clear knowledge of the topic	2
Presentation Skills	Confidence, clarity of speech, proper explanation	1
Organization & Structure	Proper introduction, flow, and conclusion	1
Response to Questions	Ability to answer teacher's questions correctly	1

b) Online Quiz:-

The subject teacher conducts an online quiz through Google Forms consisting of 10 objective questions, each carrying 0.5 marks, and the marks are automatically calculated and considered for formative assessment.

c) Assignment Submission:-

Assignment Submission Activity Assessment Parameters (Total: 5 Marks)

Criteria	Description	Marks
Content Accuracy & Concept Understanding	Correctness and clarity of subject knowledge	1
Completeness of Assignment	All questions/tasks attempted properly	1
Originality & Critical Thinking	Student's own effort, examples, analysis	1
Presentation & Formatting	Neatness, proper structure, references	1
Timely Submission	Submitted within given deadline	1

d) Concept Map / Mind Map Activity:-

Concept Map / Mind Map Activity Assessment Parameters (Total: 5 Marks)

Criteria	Description	Marks
Concept Coverage	Includes all important points and subtopics	1
Organization & Structure	Logical linking and clear flow of ideas	1
Creativity & Visual Representation	Use of diagrams, symbols, colors, neat layout	1
Clarity & Accuracy	Concepts are correctly represented and easy to understand	1
Timely Submission	Submitted within the given deadline	1

e) Virtual Lab:-

Virtual Lab Activity Assessment Parameters (Total: 5 Marks)

Criteria	Description	Marks
Experiment Completion	Student performs the assigned virtual lab experiment successfully	2
Procedure Understanding	Correct steps followed and proper execution	1

Observation & Results	Accurate recording of output/results	1
Timely Completion	Activity completed within the given time	1

f) Online Coding Platform:-

Online Coding Platform Activity Assessment Parameters (Total: 5 Marks)

Criteria	Description	Marks
Problem Solving & Logic	Student applies correct logic to solve the coding problem	1
Code Correctness	Program produces correct output for given test cases	1
Code Quality & Syntax	Proper coding standards, readability, and error-free syntax	1
Task Completion	Assigned problems are attempted and completed successfully	1
Timely Submission	Solutions submitted within the given deadline/time	1

Any specific activity conducted by the subject teacher, for an individual student with prior approval of the HoD.

Teacher Assessment Calculation Table

Roll No.	Student Name	Activity 1 (Out of 5 Marks)	Activity 2 (Out of 5 Marks)	Average Marks

3.2.2 TA-2 Subject Viva: 05 Marks

Note:-

1. The Subject Viva will be conducted as per the schedule declared by the Exam Committee.
2. Each subject teacher shall submit 20 questions to the Exam Committee.
3. The submitted questions will be compiled into a question bank and shared with students at the beginning of the semester for preparation.
4. From this question bank, 10 questions will be selected by the Exam Committee one week prior to the scheduled Subject Viva and communicated to students.
5. During the Subject Viva, the panelists will ask any 5 questions from the selected set of 10 questions for evaluation.

3.3 Component 3:- Attendance - 05 Marks

Overall Attendance	Marks
Above 80%	5
75% to 80%	4
70% to 74%	3
65% to 69%	2
60% to 64%	1
Below 60%	0

Note: - Student attendance will be considered from the start to the end of the term as per the academic calendar.

3.4 Component 4:- Skill Enhancement Activities - 05 Marks

Introduction:-

Skill Enhancement Activities are designed to encourage students to develop practical skills, innovation, research ability, and technical knowledge beyond regular classroom learning. Students can participate in activities such as certifications, competitions, mini projects, hackathons, AI club activities, and paper publications. These activities carry 5 marks and are evaluated based on the student's individual performance and contribution.

a) Spoken Tutorial IIT Bombay Certification: -

Spoken Tutorial IIT Bombay Certification Individual Assessment Parameters

Score in Certification Exam (Out of 100 Marks)	Marks
80 to 100	5
70 to 79	4
60 to 69	3
50 to 59	2
40 to 49	1
Below 40 / Not Qualified	0

b) Avishkar Competition: -

Avishkar Competition Individual Assessment Parameters

Level of Participation	Marks
State Level	5
University Level	4
District Level	3
Institute Level	2
Registration Only	1

c) Mini Project Development: -

Individual Assessment Parameters (Mini Project in Group)

Criteria	Description	Marks
Role & Contribution	Student's involvement in assigned task/module	1
Technical Work / Implementation	Coding, development, testing done by the student	1
Understanding of Project	Ability to explain their part and project workflow	1
Innovation / Problem-Solving	Student's ideas or improvements contributed	1
Documentation & Presentation Participation	Report writing, demo support, communication	1

d) Hackathons Competition: -

Hackathons Competition – Individual Assessment Parameters

Criteria	Description	Marks
Problem Understanding & Ideation	Student understands of the problem and contribution in idea generation.	1
Solution Design & Technical Approach	Individual involvement in planning, workflow, and technology selection.	1
Implementation / Prototype Contribution	Student's technical contribution in coding, development, or model building.	1
Innovation & Impact Contribution	Individual creativity and suggestions for improvement or uniqueness.	1
Presentation & Explanation (Individual Performance)	Ability to explain their role, contribution, and solution clearly during evaluation.	1

e) AI Club Competition:-

AI Club Competition – Individual Assessment Parameters

Criteria	Description	Marks
Participation & Involvement	Active participation in the AI club competition/activity	1
Problem Understanding / Topic Clarity	Student understands the given AI problem or competition theme	1
Solution / Output Contribution	Contribution in developing model, poster, quiz, or project output	1
Innovation & Creativity	Original ideas, creativity, or improvement in solution	1
Presentation & Explanation	Ability to explain the work clearly during evaluation	1

f) Paper Publication:-

Paper Publication – Individual Assessment Parameters

Publication Category	Description	Marks
National / International Journal	Paper published in a recognized National or International journal	5
National / International Journal through Conference	Paper published in a journal via conference proceedings	4
Proceedings	Paper published in conference proceedings only	3
Accepted but Not Published	Acceptance letter received	2
Submitted Only	Paper submitted, under review	1

Note:- The student can participate in any one of the above activities or any specific activity with prior approval from the HoD.

Important Notes

Continuous Assessment Marks Structure:-

As per KBC NMU, Jalgaon Guideline Internal Marks for 4-Credit and 2-Credit Courses

- i) 4-credit subjects carry 40 marks for internal marks.
- ii) For 2-credit subjects, the 40 internal marks will be converted to 20 marks.

Retest:-

i) Absence with valid reason:-

- if a student is absent in either credit test first or second due to valid and genuine reason such as:
 - medical emergency
 - Institute representation (Avishkar, Sports, and Hackathons etc.)
 - placement activities
 - Any other genuine reason approved by institute.

The absence may be considered only with written approval from:

- Parent teacher and
- Head of Department (HoD)

- Students with approved absence shall:
 - Be eligible for retest and
 - Be consider for internal marks calculation as per institution norms

ii) Absence without valid reason:-

- Student must appear for both credit test to be eligible for internal assessment calculation.
- If a student is absent without valid reason in both credit test first and second, the student shall be
 - Declare fail in the test.
 - Irrespective of Teacher Assessment (TA) marks, attendance, Skill Enhancement Activities marks

iii) Marks Improvement Policy:-

- Students who have appeared for both Credit Test–I and Credit Test–II but obtained less than 50% marks in the internal tests may apply for a Marks Improvement Test.
- The Marks Improvement Test will be conducted with the approval of the Head of Department (HoD) and as per the schedule declared by the Exam Committee.
- The marks obtained in the improvement test will be considered only if they are higher than the previous marks.
- If the marks obtained in the improvement test are lower, the earlier marks will be retained.
- The Marks Improvement Test will be allowed only once per subject in a semester.

Grievance Submission and Redressal Policy for Continuous Assessment

Marks:-

Sr. No.	Description	Schedule
1	Display of the provisional Continuous Assessment marks for all MCA and MCA (Int.) students.	The provisional Continuous Assessment marks shall be displayed within two working days following the completion of the Internal Examination, as per the Academic Calendar.
2	<p>Submission of grievances if any, for all students:</p> <ul style="list-style-type: none"> ➤ Students shall raise any grievances regarding corrections in the provisional test marks displayed through their respective subject teachers ➤ Students shall raise any grievances regarding corrections in the provisional Teacher Assessment (TA) marks (TA-1 Formative Assessment and TA-2 Subject Viva) displayed through their respective subject teachers. ➤ Students shall raise any grievances regarding corrections in the provisional Attendance Component marks (Student attendance will be considered from the start to the end of the term as per the academic calendar). ➤ Students shall raise any grievances regarding corrections in the provisional Skill Enhancement Activities Component marks displayed through their respective parent teacher. ➤ Students shall submit their Skill Enhancement Certificate to their respective parent teacher. If not submitted earlier, they should submit it immediately during the grievance period. ➤ Students shall submit relevant documents to substantiate their claim for any corrections. ➤ The acceptance or rejection of the grievance raised by the candidate will depend on the decision of the respective subject teachers and parent teacher. 	Students shall be given two days from the date of display of the provisional marks to verify and raise grievances. The grievance redressal process shall be completed within three working days.

3	Display of the Final Continuous Assessment marks for all MCA and MCA (Int.) students on the notice board and also posted in the respective student WhatsApp groups.	The final Continuous Assessment marks shall be displayed within two days after the completion of the grievance submission.
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Important Instructions for Students:

1. If students fail to check their provisional Continuous Assessment marks displayed on the notice board and posted in the respective student WhatsApp groups, they will not be allowed to raise any claims after the final marks are displayed. The final continuous assessment will be considered as the final marks for the respective subject.
2. Grievances schedule will be displayed time to time.

Continuous Assessment Responsibilities:-

1. HOD Responsibilities

The Head of Department (HoD) shall be responsible for the overall monitoring and smooth execution of the continuous assessment system.

- Approve the internal examination schedule as per the academic calendar.
- Ensure implementation of continuous assessment components (Credit Tests, TA, Attendance, and Skill Enhancement) as per the policy.
- Verify syllabus completion before examinations.
- Verify assessment records and ensure compliance and submission of continuous assessments to university.
- Coordinate timely with the Director of the Institute continuous assessments policies, schedules, and compliance matters.
- Grant final approval for exceptional, genuine, and acceptable attendance cases below eligibility criteria.
- Timely feedback collection from students regarding continuous assessment processes and addresses concerns at the departmental level faculties, exam committee.
- Answerable to any kind of delay in submission of final mark lists to KBC NMU, Jalgaon.

2. Examination Committee Responsibilities

The Exam Committee plays a pivotal role in ensuring the systematic planning, transparent conduct, and proper documentation of Continuous Assessment (CA) activities in accordance with University regulations, academic calendar, and institutional policies.

- Preparation of Schedule
 - Prepare semester-wise internal exam schedules in alignment with the Academic Calendar.
 - Prepare Notice / QP Pattern / Templates for Marks of internal examination
 - Fix dates for:
 - Credit Tests
 - Internal Practical Exam with due approved by HOD

- Notice Circulation
 - Circulate finalized internal exam schedule 7 days well in advance to:
 - Departments
 - Faculty members
 - Students (via notice board ,What's app groups & Digital Platform)
- Coordination with Departments
 - Coordinate with Heads of Departments (HODs) for subject-wise CA planning.
 - Coordinate with Faculties for QP setting and assessment.
- Monitoring Implementation
 - Monitor timely conduct of CA as per schedule.
 - Address contingencies such as:
 - Student absenteeism
 - Rescheduling due to institutional activities
- Verify departmental internal assessment records and documentation with respective subject teacher, class teacher & HOD.
- Records to be maintained semester wise
- Displaying
 - Provisional CA Mark list
 - Grievance Schedule
 - Final CA Mark list
- Documentation and Record Keeping
 - Question papers, answer sheets, attendance records, assignment record, and mark sheets shall be preserved.
 - Digital records shall be maintained.

3. Subject Teacher Responsibilities

Each Subject Teacher plays the most critical role in academic assessment and continuous assessment.

- Complete syllabus as per academic plan and submit syllabus completion status.

- Prepare two sets of question papers aligned with Course Outcomes (COs) and Bloom's Taxonomy.
- Conduct formative assessments such as Seminar, Quiz, Assignment, Virtual Lab, Coding Platform etc., any two approval by HoD
- Evaluate answer sheet within the stipulated timeline.
- Maintain internal assessment records (TA, attendance, rubrics).
- Display internal marks to students.
- Address and resolve grievances related to internal assessment.
- Submit Credit Test and Continuous Assessment marks to the Exam Committee.
- Participate in Subject Viva question submission and evaluation support.
- Answerable to any kind of delay in conduction, evaluation or finalization of Mark lists.

4. Parent Teacher Responsibilities

Parent Teachers ensure student monitoring, support, and validation of holistic development.

- Maintain records of student participation in co-curricular activities, skill enhancement activities, and practical/internal development activities, and submit one copy to the Examination Committee.
- Recommend special permission cases for students with low attendance (if valid).
- Parent Teachers are responsible for communicating the attendance details of their assigned students to the Attendance Committee.
- Verification of cumulative continuous assessment marks.
- Students who have outstanding performance in AAVISHKAR, sports events, inter-collegiate competitions, conferences, workshops, NPTEL courses, or any other activities duly approved and officially assigned by the Head of the Department (HOD) or Director shall be given due consideration during the final continuous assessment process.



Exam Coordinator
Mr. V. A. Pawar



HoD
Dr. M. N. Behere




Director
Dr. V. B. Patil