



# **SHRI RAMSWAROOP MEMORIAL COLLEGE OF MANAGEMENT** **ACADEMIC INSTRUCTIONS**

## **[BBA, BCA & B.Com(H)]**

[Session: 2025-26]

### **[I] INTRODUCTION**

- In order to establish uniform procedure and adopt a transparent system for fair internal assessment of the students, Academic Instructions are issued for each academic session. Internal assessment marks have been divided in the following categories for **BBA, BCA & B.Com (H)** courses.

#### **For BBA 3<sup>RD</sup> YEAR, B.COM(H) & BCA(All years)**

Activity	Actions	Weightage	30 Marks Sessional
01 Pre-End Semester Examination (3Hours)	Paper to be set out of 100 Marks.	30%	09 Marks
03* Quiz Tests (1 Hours Each)	Paper to be set out of 30 Marks each. Average of all the Quiz Tests will be considered.	30%	09 Marks
Submission of all Tutorial Sheets (For BCA courses)	Each Tutorial Sheet will be evaluated out of 20 Marks.	20%	06 Marks
Class Participation Activity (For BBA 3 <sup>rd</sup> Year, B.Com(H) courses)	Tutorial sheet/Tutorial Test/Case Study/ Management Games will be internally evaluated in total of 100 marks *		
04 Surprise Tests (10 Minutes Each)	Papers to be set out of 05 Marks each. Average of all the Surprise Tests will be considered.	20%	06 Marks
<b>Total: -</b>			<b>30 Marks</b>

\*04 Quiz Tests (Wherein Applicable)

\*Refer point VIII Class Participation

<b><u>For BBA1st and 2<sup>nd</sup> year</u></b>			
Activity	Actions	Weightage	25 Marks Sessional
01 Pre-End Semester Examination (3Hours)	Paper to be set out of 100 Marks.	30%	7.5 Marks
03* Quiz Tests (1 Hours Each)	Paper to be set out of 30 Marks each. Average of all the Quiz Tests will be considered.	30%	7.5 Marks
Class Participation Activity	Tutorial sheet/Tutorial Test/Case Study/ Management Games will be internally evaluated in total	20%	05 Marks

	of 100 marks *		
04 Surprise Tests (10 Minutes Each)	Papers to be set out of 05 Marks each. Average of all the Surprise Tests will be considered.	20%	05 Marks
		<b>Total: -</b>	<b>25 Marks</b>

\*04 Quiz Tests (Wherein Applicable)

\*Refer point VIII Class Participation

**Most Important: -**

- (a) It is mandatory for the students to appear in all Tests and Exams. No Prorate will be made in marks due to absence in any of the Tests/Exams except the Pre-End Semester Exam if prior permission is sought with genuine reasons.
- (b) Only the marks of 03 Quiz Tests will be considered in ERP for a subject. If 04 Quiz Test is conducted then marks of best 03 quiz test should be considered for entry in ERP and if only 02 quiz test was conducted then marks of best 01(out of 02) should be considered for quiz test 3<sup>rd</sup> for entry in ERP.
- (c) All students are advised to submit the solution of all the Tutorial Sheets/Assignment Activity **(in each subject)** as per the instructions and deadlines given by the respective faculty members.

2.For carrying out the above assessment, college has made certain criteria such as, General conduct of students, Monitoring of attendance, Pre-End Semester Examination and conduct of Quiz Tests which are elaborated in succeeding paragraphs

**General Conduct of Students**

All faculty members are required to be strict in their classes for following:-

- (i) **Students without uniform should not be given attendance (except for the days when they are permitted to be in casuals)**
- (ii) **Students coming late should be permitted to attend the classes but no attendance is to be given.**
- (iii) **Mass bunk is a negative practice, if any class is involved in mass bunk for Theory and Practical classes' then disciplinary action for the same may be taken against entire class and appropriate Notice Discipline should be issued to inform Academic Cell and Addl. ED/Director.**

Coordination Committee for the class conduction in each department will monitor the daily conduct of Lecture, Tutorial & Practical classes. HODs should take round of their department periodically in closely monitor the conduction of various running activities.

**[II] ATTENDANCE**

As per University of Lucknow Ordinance, all students are required to attend 100% classes. However, if attendance is less than 75%, student will not be permitted to appear in End Semester Examination. 15% condonation (relaxation) can be permitted by the Principal if prior permission has been taken for the same (from Principal). It means that if attendance is between 60% to 75% and an application explaining the reason for absence has been submitted by the student, he/she may be permitted to appear in End Semester Examination.

**In any case, a student will NOT be permitted for End Semester Examination if attendance is less than 60%.**

## Recording of Attendance

All faculty members are required to take attendance of the students in the attendance register given to them. Subject teacher will mark the students 'Present' or 'Absent' in that register on all the days whenever classes have been conducted. This attendance register will be maintained by all the faculty members without fail.

The above attendance will be fed in the People Soft by the respective faculty members' everyday through the computers placed in the respective departmental offices or HODs offices. These entries are required to be made within 3 working days of the conduct of a particular class.

## Medical Leaves or Other Reasons of Absence

Rules for grant of leaves on medical grounds or other reasons of absence are given in following points. Students must be communicated to read these points with utmost care:-

- Leave Application/Medical Certificate will only be accepted for the duration of 7 days or more. *(Please Note)*
- Leave application duly forwarded by HOD must be submitted within 3 days of joining the college (after absence/illness) to the SRMCM office. Application not given in time may not be considered.
- Application submitted to the SAAC Office by SRMCM Office will be accepted only if the parents/guardian of the student meet with Principal.
- Record of these applications will be maintained by the SRMCM Office. These applications will be updated into the People Soft, 10 days before the commencement of Pre-End Semester Examination.
- These applications will enhance the overall attendance of the student, but will not have any effect on the attendance of the individual subjects.
- In case of medical leaves, a student will be given a maximum condonation of 15% of the total lectures conducted (in all the subjects).

## Criteria for appearing in Quiz Test

To appear in a Quiz Test for a particular subject, students have to fulfill his/her minimum attendance criteria in that subject. The policy for the same will be provided separately by Academic Cell.

## Criteria for appearing in Pre-End Semester

To appear in Pre-End Semester students have to fulfill the following criteria:

S. NO.	ATTENDANCE CATEGORY	ACTION	ASSESSMENT CRITERIA
1.	Students who have <b>more than 75% attendance</b> up-to Pre-End Sem. Exam.	<b>PERMITTED</b> in the Pre-End Semester Examination	With <b>100% weightage</b>

2.	Students who have <b>attendance between 60% to 74%</b>	<b>PERMITTED</b> in the Pre-End Semester Examination	With <b>100% weightage</b>
		Students have to submit 01 Special Assignment (i.e. solution of Previous Year Question Papers/Important Questions given by the respective subject teacher) in each subject.	<b>In case, the students fail to submit special assignment then marks will be deducted.</b>
3.	Students who have <b>attendance between 50% to 59%</b>	Students may be <b>PERMITTED</b> (only under <b>exceptional cases</b> ) in the Pre-End Semester Examination, if it is a genuine case and <u>application has been submitted in advance.</u> Student will be finally permitted to appear in End-Sem. Examination, if he/she passes in all the subjects in <b>Pre-End Sem.</b> Examination.	With <b>100% weightage</b>
		Students have to submit 02 Special Assignments (i.e. solution of Previous Year Question Papers/Important Question given by the respective subject teacher) in each subject.	<b>In case, the students fail to submit: Special assignment then marks will be deducted.</b>
4.	Students who have <b>attendance &lt;50%</b>	Will be <b>STOPPED</b> from appearing in the Pre-End Semester Examination and University End semester Examination.	

\*(a) For Final year student:01 marks deduction for each special assignment in a particular subject.

(b) For students of other years: 02 marks deduction for each special assignment in a particular subject

### **[III] COURSE PLAN & ACTIVITY REGISTER**

- All faculty members are required to prepare a Course Plan for the allotted subject in the coming semester. This Course Plan will be prepare unit wise through the College ERP.
- Due care must be taken in the allotment of lectures to a particular topic depending upon its complexity. Total No. of lectures if greater or less than 40 in a Course Plan, in both cases, prior permission must be taken from Director for approval.
- On the basis of this Course Plan, faculty members are required to make a topic wise entry (Activity Register) for the class room teaching conducted on daily basis. This includes teaching carried out in Lectures. In addition, activities carried out during Tutorial Classes will be entered separately under the “Tutorial Activity Register” in PeopleSoft. All Faculty members are requested to update both records on regular basis.
- The above entries are required to be made within 3 working days of the conduct of a particular class.

### **[IV] PRE-END SEMESTER EXAMINATION**

The aim of Pre-End Semester Examination is multifold. Besides being a base for internal assessment, it also serves the purpose of providing continuous guidance and motivation to students and prepares them for final exams. In their professional future, the students would be required to deal with diverse issues not covered in their course. Therefore, at this stage in their career, the students should be able to do some self-study. To eliminate total spoons feeding, some part of their curriculum should be assigned for self-study and they should be tested on this part.

In a semester a Pre-End Semester Examination will be conducted during 15<sup>th</sup> or 16<sup>th</sup> week (as per the Academic Calendar). Notifications for ‘Short attendance Student List’ and ‘likely to be stopped Stopped Student List’ will be issued by SAAC Office 3 to 4 days prior to commencement of Pre-End Semester

Examination. Genuine cases will be discussed by the Director/Principal in consultation with respective HOD and Course Coordinator.

**Appearing in Pre-End Semester Examination is mandatory.** Please note that if a student does not appear in the Pre-End Semester Examination, he/she will be awarded zero.

### **Guidelines for Pre-End Semester Examination Question Papers**

The duration of each Pre-End Semester Examination will be 3 hours. Questions for Pre-End Semester Examination should be set in such a manner that the students get sufficient practice of writing 3 hours examination as per the norms of university.

Minimum 90% or 100% syllabus is to be covered. The pattern of the Pre-End Semester Examination question paper will be exactly based on the Lucknow University, End Semester Examination Question Paper. *Question Paper* will be set out of 100 marks.

*(The detailed guidelines for the preparation of Pre-End Semester Examination question paper will be provided by Academic Cell.)*

**Follow-up action:** All the activities related to evaluation work of Pre-End Semester Examination of a particular subject should be completed within 10 working days exam date. This includes evaluation of copies by respective faculty member, showing evaluated copies to students, feeding of marks on PeopleSoft and submission of evaluated copies (by Office In-charge) to Exam Cell.

## **[V] QUIZ TESTS**

- (1) Three/Four cycles of one hour Quiz Test will be conducted for BBA, BCA & B.Com(H)
- (2) These Quiz Test cycles will be conducted on Mondays/Friday only as per the quiz schedule. (Days may change in case of any holiday/non working day on Monday, Wednesday & Friday).
- (3) The Quiz & Assignment Test are combined and named as Quiz Test only.
  - (a) This Quiz Test will carry 30 marks & will be of 1 hour duration.
  - (b) The question paper of this Quiz Test will be divided into two parts:-
 

**Part 'A' – 10 marks**

**Part 'B' – 20 marks**
  - (c) Part A will consist of two questions from the respective Tutorial Sheet and Part B will contain three other questions (as was being done earlier for the Quiz Test).
  - (d) To accommodate all questions of the Tutorial Sheet, **Five Sets of question paper are required to be made** (i.e. Any two random questions from Tutorial Sheet will be included in Part A of each set). **Remaining three questions can be kept same in all the sets.**
  - (e) The marks of entire assessment will be fed out of 30 in the PeopleSoft.
  - (f) It is to be noted that all Quiz Tests are compulsory.

- (i) In Part A of the Quiz Test, faculty members are required to write the actual question nos. (of the questions taken from the respective Tutorial Sheet) in brackets against that particular question in the paper.

For Example:-

**Part A**

**Q1)** Define 'constants' and 'variables' in C language. (*Q. No.4*) T1

**Q2)** Explain the purpose of HRD. (*Q. No.7*) T2

- (ii) Invigilators are required to do the entry of these Q. Nos. at the head of the Answer Booklet and put their signatures.

**NOTE-**Under new pattern of Lucknow University introduced w.e.f. session 2021-22, Even (End) Semester examinations will be based on objective type questions only, which shall be applicable for BBA II & IV semester currently.

In view of above, objective type one hour quiz tests (based on MCQ pattern) will be conducted via

Google Classroom in computer labs on the time and days mentioned in quiz schedule issued by Exam Cell.

Objective-type question papers (based on MCQs) are to be framed using Google Classroom of maximum 60 marks. These shall be finally reduced to 30 marks for entry in ERP.

First cycle of Quiz Tests will be conducted between 4<sup>th</sup> and 6<sup>th</sup> week, second cycle of will be conducted between 07<sup>th</sup> and 09<sup>th</sup> week and so on. The complete details are given in the following table: *(Detailed program will be issued separately)*

Test	Duration	Course Coverage
1 <sup>st</sup> One Hour Quiz Test	6 <sup>th</sup> to 8 <sup>th</sup> week	Unit – I (Course covered upto that period)
2 <sup>nd</sup> One Hour Quiz Test	9 <sup>th</sup> to 11 <sup>th</sup> week	Unit – II (Course covered upto that period)
3 <sup>rd</sup> One Hour Quiz Test	12 <sup>th</sup> to 15 <sup>th</sup> week	Unit – III (Course covered upto that period)

### **Most Important:**

One hour Quiz Tests will be conducted during the first period, i.e. 09:00 a.m. to 10:00 a.m. Please note the following important points related to the conduct of One Hour Quiz Test:

- Late comers may be permitted up-to 09:20am**, no extra time will be given.
- Those students who are not in college uniform will not be permitted to appear in the Quiz Tests.**
- Quiz schedule will be issued separately, faculty members are requested to make a note of it and submit the question papers to the Academic Cell **at least 6 working days in advance.**
- All the faculty members are requested to plan their leaves in advance so that the cancellation of the quiz tests can be avoided.
- Seating arrangement for the quiz tests will be prepared by respective department offices and will be submitted to Exam Cell. All the students are required to be seated in accordance with the seating plan. While making the seating plan it must be ensured that two students of the same class are sitting side by side.
- Five sets of question papers will be made and submitted. Every set of the question paper will have different colour code. Invigilators are requested to ensure that no two students sitting side by side have same colour papers.
- Students will be required to write the set no., i.e. set 'A' or 'B' as applicable on the answer sheet.

*(The detailed guidelines for the preparation of Quiz Test Paper will be provided by Academic Cell.)*

**Follow-Up action:** All the activities related to evaluation work of Quiz Test of a Particular subject should be completed within 10 working days from test date. This includes evaluation of copies by respective faculty member, showing evaluated copies to students, feeding of marks on PeopleSoft and submission of evaluated copies (by Office In-charge) to Exam Cell.

### **[VII] SURPRISE TESTS:**

- 04 Surprise Tests will be conducted in each theory subject.
- Each Surprise Test shall be conducted of 10 minutes duration and evaluated out of 5 marks.
- Different sets of question papers shall be framed (i.e. on a batch size of 60 student-04 distinct sets can be prepared.)
- The question framed shall be such that it could be solved within 5-10 minutes by a student. Based on this concept, an individual faculty may use their discretion to frame:
  - Theoretical/numerical question;
  - Objective type questions;
  - Very short answer type questions, etc.
  - Crossword Puzzles.

5. After the conduct of test, these question papers (each set) should be filed by an individual faculty member in the respective course file.
6. The evaluated answer scripts should be returned back to the students prior to the conduct of next Surprise Test.

*(The detailed guidelines for the preparation of Surprise Test Paper will be provided by Academic Cell.)*

**Follow-Up action:** All the activities related to evaluation work of SurpriseTest of a Particular subject should be completed within 10 working days from test date or as per the time lines specified by Academic Cell. This includes evaluation of copies be respective faculty member, returning evaluated copies to students and feeding of marks on PeopleSoft.

## **[VII] TUTORIAL CLASSES:**

Tutorial classes are supposed to be very effective tool, particularly for those subjects which are not theoretical. In order to make them effective following guidelines are issued for streamlining the procedure:

- (a) Students will be given 4 Tutorial Sheets, one each from every unit. Each sheet will consist of 10 to 15 questions.
- (b) For numerical oriented subjected, one tutorial periods per batch have been allotted and for theoretical subjects one tutorial period per batch has been allotted. This will be as per the decision of the respective subject teacher.
- (c) For each unit, generally there will be two tutorial periods. This time will be utilized for discussion of problems of the Assignment/Tutorial Sheets. **Any two questions at random from this Assignment/Tutorial Sheet will be asked in each of the sets of the Quiz Test paper.**
- (d) Faculties should make the tutorial class very interactive, where students should be encouraged to discuss their problems related to the subject.
- (e) Don't leave the students free.
- (f) Tutorial class must not be converted to lecture without proper permission from the undersigned.
- (g) In addition to above, an efficacious tool in teaching/learning process 'Crossword-Puzzles' is being introduced (as a part of Tutorial Sheet) to strengthen the students' ability to identify, analyze and understand the technical terms used in a particular subject.
- (h) These Crossword-Puzzles should also be effectively conducted/discussed in tutorial classes.

### **Guidelines for Preparing Tutorial Sheets/Assignment Sheet:**

- Reference of source in each question, i.e. Title of the book, Author's name, name of Publisher, should be mentioned at the footer of the Tutorial Sheet.
- Questions should not be from one book; at least 3-4 books should be referred for making the *Tutorial Sheets*.
- No replication of class notes should be there in the *Tutorial Sheet*. Class notes can be kept in library for reference.
- Preferably, 80% of the questions in the Tutorial Sheet should be numerical based. For theoretical subjects, no direct questions should be there. Emphasis should be on presentation, reading assignments, viva-voce, etc.
- Extra attention should be paid toward the identified weak students. If required extra assignments may be given to weak students.

- Theoretical tutorial assignments which are lengthy in nature will be avoided, as far as possible.
- In main part of the Tutorial Sheet (i.e. Subjective Questions), each question should be such that students are able to write answers in 10-15 minutes.
- In addition to the above, there are three additional sub sections in a tutorial sheet: Supplementary, Short Answer Type questions and Crossword Puzzles.
  - Some difficult numerical problems, questions based on practical approach etc. should be included under the head of Supplementary Questions. These questions should be framed in such manner that students are required to put extra efforts in solving them.
  - Ten or more short answer type questions which are short formula based numerical and/or theoretical questions (to be answered within 30 words) should be included under the head of Short Answer Type Questions.
  - At least 15 hints/clues should be given to prepare Crossword-Puzzles in the Tutorial Sheets.
  - In all sections (except Cross-word Puzzles), all questions should be specified with their respective Course Outcomes (CO) and Bloom's Taxonomy Level (BLs).
- ***(The detailed guidelines will be provided separately by Academic Cell)***

Under new pattern of Lucknow University introduced w.e.f. session 2021-22, Even (End) Semester examinations will be based on objective type questions only, which shall be applicable for BBA II & IV semester currently.

Further, modeling the variety of objective type questions under each course topic can benefit students in taking a recapitulation of the course independently, improving their learning spectrum and preparing for external university examination.

#### Guidelines for Preparation

In view of above, Tutorial Sheets (with objective type questions only) should be prepared for BBA II & IV semester; consisting all the topics in a syllabus under each unit. The break-up of topics (topic set) may be directly referred to from distribution of topics mentioned in the individual 'Course Plan' of the faculty.

4. Tutorial Sheet should be prepared as per the attached template (Appendix 'A' refers). This template has been prepared as a sample for necessary reference.

5. Faculty members teaching the same subject should prepare separate (non-overlapping) tutorial sheet for their respective batches/sections individually.

6. Individuals expecting exclusion(s) - if any with respect to these guidelines in their subjects may discuss the same (through proper channel in writing) and take prior approval from the Add. ED/Director via Academic Cell.

7. For each topic-set under the unit, Multiple Choice Questions (MCQs) should be framed as explained underneath:

(a) Section A: MCQs having Single Option Correct.

(b) Section B: MCQs having more than One Option Correct.

(c) Numerical/Analysis-based problems may be included as MCQs in Section A or B. However, fill in the blanks or True/False (questions with binary/ternary options) type questions are not allowed to frame in any section.

8. The minimum count of topic sets as well as number of MCQs (in a unit) should be framed (accommodating at least 50 questions under each unit) .

***(The detailed guidelines will be provided separately by Academic Cell)***

**Follow-Up Action:** Students are required to submit the solutions of all tutorial sheets (wherever applicable) as assignment. The submitted assignment should be properly checked by respective faculty members and marks should be fed in PeopleSoft as per the timelines specified by Academic Cell.

### **[VIII] CLASS PARTICIPATION:**

In their professional future, the students would be required to deal with diverse issues not covered in their course. Therefore, at this stage in their career, the students should be able to do some self-study. To eliminate total spoon feeding, some part of their curriculum should be assigned for self-study and they should be tested on this part through the means of case study, class assignment.

Marks are awarded to the students on the basis of presentation/assignment/case study/tests etc.

**Assignment/Presentation:** Each student must complete four assignments/presentations in each subject during the semester on the given topics which shall be evaluated by the respective faculty. Each assignment shall consist of subjective, short, supplementary questions including case study/numerical and crossword puzzle.

**Case Study/Test:** Two Case Studies on the current trends in each subject shall be given to the students or in case of practical subjects Four Tests will be conducted for the students or one case study and two tests will be conducted for the students and will be evaluated by the respective faculty.

**Management Games:** Each student must complete two activities in each subject during the semester which shall be evaluated by the respective faculty.

This distribution of marks is as follows:

Particulars	No.	Marks allotted	Sub Total	Total
Assignment/Presentation	4	10	40 (T1-T4)	<b>100</b>
Case Study OR Test	2 OR 4	10 OR 5	20 } T5	
Management Games	2	20	40 }	

The above marks shall be reduced to 06/05 marks weightage. (For sessional marks)

### **[IX] INTERNAL ASSESSMENT IN PRACTICAL CLASSES**

1. Experimental Labs:

(a) On the basis of Computer Lab syllabus, at least 10 experiments are selected to perform by all students in each lab. A list of these experiments i.e. Lab Activity Chart and Lab Manuals should be prepared by respective faculty lab in-charge(s) for each experimental lab in all the departments.

(b) To avoid replication of contents in software/graphics based labs, experiments can be performed with multiple lab assignments (given as lab exercises).

(c) It is mandatory for the students to perform all ten experiments along with lab assignments (wherever applicable).

(d) The teacher's assessment in the lab for each experiment will be entered in College ERP out of 10 marks.

(e) In addition to above, Lab Mid Sem. of 20 marks will also be conducted.

(f) On the basis of above, the calculation of sessional (internal) marks in practical classes (experimental labs) will be carried out as per the following criteria:

Teacher's Assessment (Based on the evaluation of 10 experiments)	80% Weightage
Class Test (Lab Mid Semester)	20% Weightage

## 2. Non Experimental Labs:

(a) As a compulsory part of curriculum, students will carry out Seminar, Colloquium, Industrial Training/Interaction/Internship, Minor/Mini Projects/Summer Training/Research Projects and Projects etc. in their course of study (as prescribed in their respective syllabi).

(b) In these labs, respective Faculty Lab In-charge(s)/Coordinator(s) should prepare a Detailed Action Plan (DAP) to conduct various activities for evaluation of students' performance throughout semester.

(c) The plan and schedules of various activities (like allotment of topics, preparation of synopsis/reports and presentation schedules etc.) in a particular lab should be properly arrayed in due coherence with college Academic Calendar.

(d) Internal assessment, in such non experimental labs, will be carried out as per the well-defined procedures and specified criteria.

*(The detailed guidelines for internal assessment in practical classes will be provided by Academic Cell)*

### **[XA] Viva-Voce (for BBA VI Semester- BBA-607)(B.COM(H)2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Sem):**

As per the norms of University of Lucknow there is a provision of comprehensive Viva-Voce at the end of the semester for BBA final year students/B.Com (H) 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semester

To prepare the students for the above, a Viva-Voce session will be carried out. The guidelines for the session are detailed below:

1. In Viva-Voce session a set of question paper shall be prepared in which there would be minimum of 20 questions from each unit covering a particular subject taught in the previous semesters.
2. The discussion of such question shall be done in the Lecture/Tutorial Classes as and when the faculty finds time to do so.
3. Two mock session before the conduct of final Viva-Voce at University of Lucknow shall be planned during the semester.
4. The attendance during this session of mock Viva-Voce shall be mandatory and will be monitored by a panel of faculty members who have been assigned the responsibility.

### **[XB] BBA(NEP COURSES)**

For BBA (NEPCourses) there is Internship in BBA5th sem, minor project in sixth semester, BBA research work in seventh semester and major project in eighth semester.

### **[XI] Project (For BCA V/VI Semester):**

Apart from theoretical and practical knowledge, project is also an important part of the BCA curriculum, that showcases student's readiness for the professional world. It provides a chance to turn knowledge into action and ideas into reality. To ease the understanding and implementation, Project is divided into 2 parts : **NBCA-508P : Project Phase-I (For 5<sup>th</sup> Sem)** and **NBCA-607P : Project Phase-II ( For 6<sup>th</sup> Sem )**.

In Project Phase-I, the students will be pitching their ideas, and post approval, they will prepare Pre-Synopsis, Synopsis, Front-End and Database Structure. In Project Phase-II, the students will carry over their project started during Phase-I towards their completion, along with final project report and also publishing their research paper in reputed journals, such as SCOPUS.

### **Evaluation Procedure**

#### **NBCA-508P : Project Phase-I**

Internal Assessment : 20 Marks

External Assessment : 30 Marks

Total : 50 Marks

#### **NBCA-607P : Project Phase-II**

Internal Assessment : 50 Marks

External Assessment : 100 Marks

Total : 150 Marks

### **[XII-A] Industrial Training (For BCA III Semester):**

Post 1st Year(2nd Semester), the students will be undergoing summer training (NBCA-308P : Industrial Training Viva-Voce), having duration of 4 to 6 weeks. This training will be helpful to get an insight regarding the trends of technologies that are used and implemented in industry and gain hands-on experience by creating a minor project at an individual level. Based on their study during training, the co-ordinators will perform evaluation.

### **Evaluation Procedure**

Internal Assessment : 20 Marks

External Assessment : 30 Marks

Total : 50 Marks

### **[XII-B] Industrial Training (For BCA V Semester):**

Post 2<sup>nd</sup> Year(4<sup>th</sup> Semester), the students will be undergoing summer training (NBCA-507P : Industrial Training Viva-Voce), having duration of 4 to 6 weeks. This training will be in addition to the training undergone during 3<sup>rd</sup> Semester, and students can enhance their already known technologies, or can undergo completely new technology learning, which will upskill and reskill them and will be beneficial as it will be an addition to their skill set in their resume.

### **Evaluation Procedure**

Internal Assessment : 20 Marks

External Assessment : 30 Marks

Total : 50 Marks

### **Award of Practical Marks:**

In practical subjects marks distribution of Internal and External Assessment is as follows:

1) Internal Assessment (Practical) =	20 Marks
(Lab Experiments = 16 marks+ Lab Mid Semester = 4 marks)	
2) External Practical Exam. =	30 Marks
Total =	50 Marks

### **Award of General Proficiency Marks:**

The marks distribution of General Proficiency paper is as follows:

1) Discipline/Behavior of students inside/outside campus =	20 Marks
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2) Participation of students in Games/Sports/Cultural/Literary work =	20 Marks
3) Academic Activities/Guest Lecture/Industrial Visit =	10 Marks
Total =	50 Marks

**ATTENTION:** All the faculty member must ensure submission of extra assignments, presentations, other activities like role plays, group discussions etc apart from the regular activities from all the weak students in general to bring their performance up to the mark.

**HODs must ensure that the above instructions have been read & understood by all the faculty members of the department for proper implementation.**

**Department Office Incharges must take the signatures of all the faculty members (to ensure that this document has been read by all) and keep it as a record in their department.**

## **Addl.ED**

### **Distribution:**

1.	List "A"	1.	2.	3.
2.	List "B"	1.	3.	4.
3.	List "C"	14(o/c)		