



Mahila Vikas Sanstha's

# INDRAPRASTHA NEW ARTS COMMERCE & SCIENCE COLLEGE, AT POST NALWADI, DIST. WARDHA (M.S.)

Accredited 'B' by NAAC

Approved by government  
of Maharashtra

Affiliated to Rashtrasant Tukadoji  
Maharaj Nagpur University, Nagpur

Recognised by U.G.C New Delhi  
under section 2 (f) & 12 (b) of

## ***2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and variety***

The efficient and smooth conduct of examinations and timely declaration of the results can be ensured only with the cooperation of all the stake holders including teaching, non-teaching and administrative staff of the NACSC . They are expected to be aware of the various procedures and time schedules which they should adhere to. Invigilators are requested to acquaint with the following procedures:

1. Carrying mobile phones or any reading material by the invigilator is strictly prohibited. The invigilator is expected to be vigilant and take frequent rounds in the exam hall. The invigilators should not chit chat with each other as it will distract the students concentration in writing the Examination.
2. Invigilators shall make announcement in the Examination hall that the use of electronic devices by the students shall not be permitted in the Examination hall. In this context, electronic devices include and are not limited to mobile phones, tablet devices, laptops, data storage watches ('smart-watches') with means for inputting or storing information and or capable of transmitting or receiving information.
3. The invigilator is expected to be tactful while dealing with complex situations and not to disturb the tranquility in the exam hall. In case of any problem he/she may bring the matter to the notice of the Controller of Examinations (CE).
4. Disclose to the Controller of Examinations, well in advance, any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) in doing a particular examination duty.. This is essential to maintain transparency in Examination system and avoid unnecessary complications/allegations and litigation following the Examination.
5. Only teaching staff are to be drafted as invigilators. Subject teachers should not be posted as invigilators in the examination halls where the students are writing/ write the examination in that subject.

  
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6. Generally, scheduled forenoon session Examinations start at 10.00AM and afternoon session examinations start at 2.00PM. Invigilator should arrive at the venue at least 30 minutes before the start of the examination i.e 9:30AM for forenoon session and 1:30PM for afternoon session.
7. The Name(s) of the Invigilator(s) who fail to report to the Invigilation duty by 9:45 am for the exam scheduled at F.N session and by 1:45 pm for A.N session shall be sent to the Higher authorities for necessary action.
8. Adjustment in the invigilation duty should be informed to the Controller of Examinations (CE) one day prior to the date of duty assigned with alternative arrangement made in case of absence.
9. Invigilators should check the material supplied by the E&E section before going to the Exam Halls, for the correctness in the count of answer scripts and question papers and other related material. Bring the matter to the notice of the CE in case of discrepancy.
10. Invigilators in Spare list are required to stay back till the starting of the examination. Faculty in the spare list may be posted for the duties like Squad, spare Invigilator etc. Hence, members in the spare list should stay back and not to leave the examinations branch without the notice of the CE.
11. Adjustments/ interchanging duties among the invigilators are not permitted. If necessary the CE will take care of the adjustments.
12. Invigilator should be present in the exam halls by 9.45 AM for FN & 1.45 PM for AN sessions. After entering the exam Hall, invigilators are required to check for the seating arrangement, and see that the fans and lights are switched on and the windows opened. The students are allowed into the exam hall after properly verifying Hall Ticket and ID card of the student and report to the CE in case of any discrepancy.
13. Insist the candidate to enter the examination hall as soon as possible and do not allow the candidates to stand in the corridor outside for last minute revision. Let the candidate to deposit their bags, wallets, books, laptops etc. in the designated area before going to their allocated desk.
14. Insist the candidate to display ID card and Hall ticket on the top right hand corner of the

  
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desk, so that an invigilator can check it.

15. Do not grant the permission to the candidate to go to the toilet during the Examination, especially either in the first 30 minutes, or in the last 15 minutes, of the examination. In case of any emergency in this regard, Invigilator should accompany the candidate.
16. Invigilator should remain in the Examination Hall throughout the period of the examination and shall make necessary announcements before, during and at the end of the Examination.
17. Complete taking the attendance and other formalities in the first half an hour of starting of the examination. Please do not pass on the signature sheets among the students. Invigilator has to go to each student and verify the details entered in the signature sheet, answer booklets and affix your signature on the hall ticket, answer booklet and signature sheet.
18. Insist the candidates to remain seated and silent until the number of Answer scripts collected by the Invigilator are tallied with number of candidates present.
19. When the invigilator suspect that a candidate is involved in an irregular act during the examination, the invigilator shall confiscate the material(s) being used for irregularity and inform the same to the Controller of Examinations.
20. If any student is resorting to Unfair means/ malpractice at any point of time, it should be reported the CE with written complaint mentioning the incident and handover the student to the CE along with the answer booklet, question paper and the forbidden material if any.
21. At the end of the examination, collect the answer scripts from the candidates and arrange them in the increasing order of Hall Ticket numbers and handover to the officer-in-charge of Examinations.
22. Candidates are permitted to leave the examination hall only after one and half-an-hour from the commencement of examination. If a candidate wants to leave the hall after one and half an hour, see that the candidate surrenders the question paper along with the answer booklet and the question paper may be given to the student at the end of the examinations.
23. No other member is allowed into the examination hall during the examination except the staff involved in the examinations. Explanation will be called for from the members who violets.
24. All invigilators appointed in a hall are required to report back in the examinations branch

  
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after completion of the examination and the members are collectively responsible for the return of the answer books.

25. The Examiner/ the class teacher have to collect the Answer scripts on the same day of the Examination for the mid semester examination. Submit the evaluated scripts after completing the necessary formalities (like obtaining signatures by the student on the scripts and mapping of CO-PO Calculations etc..) before the dead line stipulated by the examination branch from time to time.
26. Invigilators should inform immediately to the Controller of Examinations in case of any unusual incidence during the examination.
27. Students are briefed through faculty-wise opening addresses in orientation programmes by

  
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the Principal/ Coordinator about internal assessment, question paper patterns and university examinations.

28. Unit tests are conducted by all teachers at the end of each unit of syllabus. The teachers make sure that the pattern of the questions is varying for different units. The internal examinations are also conducted for practical courses.
29. The university norms relating to course-wise examination pattern are communicated to the students through the college prospectus. The university circulars in this regard are circulated to the faculty members and administrative staff time to time and are also displayed on the notice boards for students.
30. Evaluation methods and examination schedules are made available on the college websites.
31. An examination committee is constituted every year to coordinate the internal and external examination activities and communicate to the students, teachers and administrative staff regarding examinations
32. For effective understanding of the evaluation process, the faculty members give class-wise/ course-wise instructions about unique features of internal/external evaluation of that course.
33. Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and also through classroom briefing by the concerned subject teachers.
34. Internal examination schedule is displayed on notice board in advance. Two internal examinations are held per semester.
35. The internal assessment mark lists are displayed on the notice boards.
36. The subject teacher briefs the students in the classroom about their attendance and performance in the internal examinations.
37. It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation.
38. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.

  
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## **Mechanism of internal assessment**

1. Schedule of Class Assessment Test(CAT) & Sessional Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of session.
2. The course teachers display question bank in advance for CAT-I and CAT-II which is conducted for one hour as per academic Calendar.
3. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student.
4. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.
5. There is complete transparency in the internal assessment for each assessment method as described below.
6. Model Answers and marking scheme is prepared by every subject teacher before valuation. **Class Assessment Test:**

After Valuation, marks are displayed on dates mentioned in the academic calendar by faculty members. Assessment copies are shown to the students. Some questions have specific remarks of the valuer for awarding less marks.

### **Sessional Examination:**

1. Valuation is done by the respective subject teacher within two days through centralised valuation system. Sample Answer sheets are moderated by external moderators.
2. Answer sheets are shown to all the students and answers are also discussed with the students. After satisfaction students put their signatures on the answer sheets. Some questions have specific remarks of the valuer regarding deduction of marks .

### **Practical Examination:**

Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce.

  
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**Assignments:**

Assignments questions are discussed with students. The students submit two assignments .

  
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## Internal Assessment Marks:

Internal Assessment Marks which comprises teacher assessment Assignments and sessional exam marks are conveyed to students.

### INTERNAL ASSESSMENT SCHEME OF B.A. SEMESTER

The students is required to appear and qualify the internal examination separately. He/She must secure minimum 08 marks out of 20 for passing. No second chance will be given for internal assessment.

1. If the student remains absent during the internal assessment examinations he/she can be allowed for re-examination on the permission of the Principal on the recommendation of the Head of Department of the subject concerned.
2. If the student fails in the internal examination he/she will have to apply in the prescribed Application form and pay the prescribed fee as per rules laid down by the university.

(University must design a Application form for A.T.K.T. of the internal examination)

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|---|------------|
| 1) Attendance and class room participation  | : 05 Marks |
| 2) Project Assignment<br>(On topics of syllabus, including research paper, Survey report, book review etc.) | : 05 Marks |
| 3) Classroom Seminar Presentation<br>(On topics of syllabus)  | : 05 Marks |
| 4) Viva- Voce<br>(Questions on entire syllabus of the paper taught giving emphasis on conceptual clarity )  | : 05 Marks |



**BIOTECHNOLOGY**  
**B. Sc. Semester Pattern Syllabus**  
**B. Sc. Part I – Semester I**  
**BIOTECHNOLOGY**  
**(With effect from academic session 2013-14)**

- 1) The examination shall comprise two theory papers, an Internal assessment and a practical. Each theory paper shall be of three hours duration and carry 50 marks. The practical shall be of 6 hours duration and carry 30 marks. Internal assessment carry 20 marks.

Theory Paper I	50 marks
Theory Paper II	50 marks
Practical	30 marks
Internal Assessment	20 marks

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Total - 150 marks  
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- 2) The distribution of marks in practical shall be as follows.

[A] Experiments,	20 marks
[B] Practical record	05 marks
[C] Viva	05 marks

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Total - 30 marks  
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- 3) The syllabus is based on six theory periods and six practical periods per week. Candidates are required to pass separately in theory, internal assessment and practical examination.  
4) Students are expected to perform all the practicals mentioned in the syllabus