POLICY ON ASSIGNMENTS & INTERNAL EVALUATION

1. Purpose & Objectives

The primary objectives of this policy are to:

- Ensure continuous assessment and academic engagement of students throughout the semester.

- Promote the development of critical thinking, technical writing, and problem-solving skills through structured assignments and evaluations.

- Maintain transparency, fairness, and consistency in internal assessment practices.

- Align internal evaluation with the academic regulations and guidelines issued by KTU.

- Help students identify their strengths and areas for improvement before external examinations.

2. Scope

This policy is applicable to:

- All undergraduate (B.Tech) programs across departments.

- All theory courses that include the internal evaluation component (Assignment).

- All faculty members involved in course delivery and internal assessments.

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3. Guidelines

A. Assignment Policy

- Each student shall complete a minimum of two assignments per course per semester as mandated by KTU.

- Assignments should be:

  o Course-relevant and designed to test both conceptual understanding and application skills.

  o Submitted on or before the due date communicated by the faculty.

  o Evaluated based on clearly defined rubrics (e.g., understanding, originality, presentation, completeness).

- Assignments may include written reports, problem sets, design tasks, or digital submissions depending on the course.

B. Internal Evaluation Components

Internal evaluation for each course will typically comprise:

- Two internal tests (Series Exams): Conducted in accordance with the academic calendar.

- Assignments: Minimum two per course.

- Class participation / viva / quizzes / lab records (for applicable courses).

- Attendance: Weightage will be provided as per KTU norms.

Weightage: Internal marks as specified by KTU, distributed as per KTU-approved guidelines.

C. Record Maintenance

- Faculty must maintain detailed records of:

  o Assignment submissions and marks

  o Internal test scores

  o Attendance

  o Lab performance (where applicable)

- Marks should be uploaded to the KTU portal within the stipulated time frame.

D. Student Feedback & Transparency

- Students shall receive timely feedback on assignments and internal tests.

- Internal marks should be displayed before final submission to the university to allow students to raise genuine concerns.

E. Review Mechanism

- The department must constitute an Internal Assessment Committee to:
    - Audit the fairness of evaluations.
    - Address grievances related to internal marks.
    - Ensure uniformity of assessment across sections and faculty.

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4. Penalties / Non-Compliance

A. For Students

- Late submission of assignments without valid reason: Marks may be reduced or assignment may not be accepted.
- Plagiarism or copying: Assignment will be rejected, and disciplinary action may be initiated as per college policy.
- Absence from internal tests without valid reason: Treated as zero unless valid documented proof is provided.
- Failure to attain minimum internal marks: Student will have to score additional marks for passing that subject, as per KTU norms.

B. For Faculty/Departments

- Failure to conduct internal evaluations or delay in mark submission may result in:
    - Academic audit observations.
    - Departmental-level corrective actions as per institutional policy.
- Unfair practices or bias in evaluation may lead to a faculty review by the academic monitoring committee.