



G.L. BAJAJ
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA

EXAMINATION POLICY

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

Registrar

G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U. P.)

Managed By : Rajiv Memorial Academic Welfare Society, Mathura
Approved By : All India Council for Technical Education, New Delhi
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow

Examination Policy

The institute is affiliated to Dr. A. P. J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow, and hence follows all the guidelines issued by the University, strictly.

1.1. Internal Assessment

- The academic calendar provides prior notification of the examination schedule, which is adhered to consistently throughout the academic year.
- The evaluation of theoretical courses' internal performance comprises two mid-term exams, an additional mid-term exam (if feasible and preferred), as well as assignments, presentations, class tests, quizzes, and other related activities. The evaluation of lab courses involves a comprehensive internal assessment that includes two practical examinations, practical records, attendance, viva-voce, presentations, and daily performance. Each experiment is evaluated based on these criteria.
- The examination cell holds central governance over the midterm examination process. The schedule and pertinent details such as the invigilation duty chart and room setting plan are communicated in advance of the examination's commencement.
- The faculty members must submit the specified quantity of papers through an online portal to the examination cell within the designated timeframe.
- The mid-term question papers are meticulously crafted by the prescribed pattern of the institute.
- The provided format of the question paper includes the mapping of course outcomes and Bloom's Taxonomy. Furthermore, the question paper includes a breakdown of the distribution of Bloom's level and course outcomes in percentage form.
- The Examination Cell designates a team of experienced faculty members as an internal flying squad to prevent any form of malpractice during the examination.
- The assessment process is conducted by evaluating the course outcomes, which serve as a measure of the level of attainment.
- The answer sheets of all internal examinations are presented to students in a class for self-evaluation, discussion, and verification of marks.
- The solutions to midterm examination papers and the scheme of evaluations are discussed with students. The evaluated answer sheets are also discussed.
- Students have the liberty to engage in communication with their respective subject teacher or department head to address


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any concerns or complaints they may have.

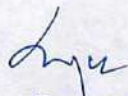
- The result of the examination is declared within a week from the last date of the examination.
- The evaluation of the project work encompasses several aspects, such as the sufficiency of the literature review and data exploration, quality of the presentation and language usage, analysis and comprehension of data and outcomes, and practical proficiency, among others.
- A Make-up midterm assessment is administered towards the conclusion of the academic term to accommodate students who were unable to attend the original examination due to circumstances beyond their control, specifically medical reasons.

1.2. Appointment of External Examiner for Lab Courses:

- By the guidelines prescribed by AKTU, the University designates external examiners from external institutions to ensure impartial and equitable administration of end-term practical examinations.

1.3. Invigilation Duty:

- Every faculty member except those in senior administration roles of the Institute (like Director, Dean, etc.), will be allotted examination work. However, depending upon the circumstances the allotment of the number of duties may vary.
- At the end of each semester, the examination cell will forward to the Director a comprehensive report regarding the allotment of the number of examination duties performed by each faculty.



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