



GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar
ISO Certified 9001:2015

S. Ashish Daniel
Secretary & Director

C. Rama Gopal
Principal

Ref. No.: GPC/IQAC/POLICY/29

Date: 22.08.2022

Examination Policy

Preamble:

GEMS Polytechnic College, in adherence to the regulations set forth by the State Board of Technical Education (SBTE), Patna, Bihar, outlines the following Examination Policy to ensure the fair and effective assessment of students enrolled in its programs. This policy encompasses various aspects of assessment, including attendance requirements, internal and external assessments, initiatives to improve the quality of semester tests and assignments, question paper setting, conduct of experiments, and continuous assessment in laboratory courses.

Course of Study:

- Each student enrolled at GEMS Polytechnic College is required to attend and complete the prescribed course of study, which includes both theory and practical components as mandated by SBTE, Patna, Bihar.

Attendance:

- Students are expected to maintain a minimum of 75% attendance in each subject, including both theory and practical sessions.
- Failure to meet this attendance requirement will result in students being ineligible to appear for the annual examinations conducted by the college authorities.

Assessments:

Internal Assessments:

- These assessments are conducted internally by the college and contribute to the overall evaluation of students' performance.

External Assessments:

- Conducted by SBTE, Patna, Bihar, these examinations form an integral part of the evaluation process and are essential for certification.



NH - 2. Jogiya More, Ratanpura, Aurangabad, Bihar - 824121
Website: www.gemspolytechnic.edu.in E-mail: polytechnic@gemsbihar.org
07070066877, 7366889683, 7366889684

Initiatives to Improve the Quality of Semester Tests and Assignments:**A. Process for Internal Semester Question Paper Setting and Evaluation and Effective Process Implementation:****Exam Schedule Preparation:**

- The Exam Cell meticulously plans the test date schedule, aligning it with the academic calendar and considering SBTE Bihar Exam schedules to avoid conflicts.

Syllabus-Based Question Paper Formation:

- Question papers are meticulously designed to align with syllabus coverage for each test, including three Class Tests and one optional Model Exam.

Question Paper Preparation:

- Respective subject-handling faculties collaborate to create question papers, ensuring comprehensive coverage of topics.

Question Paper Format:

- Internal question papers adhere to the standards set by SBTE for end-semester question papers, with specific formats for Class Tests and Model Exam.

Format for Class Test 1, 2 & 3:

- Part-A: 11 Questions x 1 Mark = 11 Marks
- Part-B: 3 Questions x 4 Marks = 12 Marks (Either/or Options)
- Part-C: 2 Questions x 6 Marks = 12 Marks (Either/or Options)
- Total: 35 Marks

Format for Model Exam:

- Part-A: 20 Questions x 1 Mark = 20 Marks
- Part-B: 5 Questions x 4 Marks = 20 Marks (Either/or Options)
- Part-C: 5 Questions x 6 Marks = 30 Marks (Either/or Options)
- Total: 70 Marks



B. Question Paper Setting Taking into Account Outcomes/Learning Levels:

Question Paper Setting:

- Questions are crafted following Bloom's Taxonomy to align assessments with intended learning outcomes.

Structured Evaluation:

- Marks allocation for each question and its corresponding Course Outcome (CO) number are mentioned on the answer sheets to ensure alignment with learning objectives.

C. COs Coverage in Class Test/Mid-term Tests and Assignments:

Mapping of Class Tests with COs:

- Class Tests are thoughtfully linked with specific Course Outcomes to comprehensively assess student performance.

Mapping of Assignments with COs:

- Assignments are mapped with specific COs to reinforce learning objectives and foster skill development among students.

Conduct of Laboratory Experiments:

Group Division and Lab Allocation:

- The class is divided into groups, with alternate use of laboratory facilities scheduled to ensure efficient utilization.

Batch Formation:

- Each group is divided into batches for effective management during practical sessions.

Preparation and Instruction:

- Detailed instructions on experimental procedures and safety protocols are provided to students before commencing practical sessions.

Continuous Assessment in the Laboratory:

- Continuous assessment in laboratory courses includes completion of experiments, periodic submission of observations and records, individual experiment evaluation, internal assessment, and external assessment.



Individual Experiment Evaluation:

- In-depth assessment involving parameters such as Theoretical Concept, Experimental Execution, Viva-Voce, and Record Note.

Internal Assessment (A):

Individual Experiment Evaluation (out of 50 marks):

- Detailed Parameters for Evaluation.
- Evaluation criteria encompass Theoretical Concept, Experimental Execution, viva voce, and Record Note.

Model Examination:

- A model exam was conducted, accounting for 50 marks.

Calculation of Internal Marks:

- Final internal marks were derived from consolidating experiment marks and model exam results, with a total of 100 marks.
- The total of 100 marks will be converted to the value of the internal marks specified in the SBTE-prescribed syllabus.

External Assessment (B):

- External marks assigned during end-semester practical examinations.
- Evaluation by an external examiner designated by SBTE, Bihar, following predefined criteria.

Overall Laboratory Assessment:

- Total marks for a student in a laboratory course are determined by adding an Internal Mark (A) and an External Mark (B).
- The pass marks for laboratory exams are subject-specific and are outlined in the SBTE syllabus.

External Examination Norms:

- External examination norms are followed based on the guidelines outlined by SBTE, Bihar Circular:4875, dated:19.09.2018, and the General Rules for Engineering & Technology Examinations (GRDETE) 2016.



- These norms ensure adherence to standards set by the state board for diploma examinations.

This Examination Policy serves as a guideline for conducting fair, transparent, and effective assessments at GEMS Polytechnic College, facilitating the holistic development and academic success of its students.

Approval:

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 22.08.2022

College Seal:



Reviewed by

R. S. J.
22/08/2022

Principal
PRINCIPAL

GEMS Polytechnic College
Ratanpura, Aurangabad

Approved by

A. S. J.
22/08/2022

Director
DIRECTOR

GEMS Polytechnic College
Ratanpura, Aurangabad
Bihar-824121