

Gulzar Group of Institutions

Mechanism of Internal Assessment

In GGI, the mechanism of internal assessment is transparent and well known to all the students and stakeholders. The detailed mechanism adopted is as follows:

- The institute adopts the guidelines prescribed by the IKG Punjab Technical University as regards the internal assessment. The information for the same is available on the university and college websites.
- University norms for the internal assessment are as follows:

Examination Type	Assessment Tool	Weightage in the examinations	Frequency of Assessment
Theory Examinations (40 Marks)	Mid Semester Terminal Exams	60% (24 Marks)	Two to three per semester
	Assignments/Quiz	25% (10 Marks)	3-4 Assignments 3-4 Quizzes
	Attendance	15% (6 Marks)	Monthly monitored
Practical Examinations (30 Marks)	Performance of the Experiment during lab	26.6% (8 Marks)	With each practical
	Lab record maintenance	26.6% (8 Marks)	With each practical
	Viva voce	26.6% (8 Marks)	With each practical
	Attendance	20% (6 Marks)	Monthly monitored
Industrial Internship (150 Marks)	Mid-term viva	40 Marks	Once
	Evaluation by Industry which includes overall feedback and performance of the student	50 Marks	Monthly
	Internal Viva which includes project report, PowerPoint presentation, daily diary, and attendance	60 Marks	Once
Software Training (150 Marks)	Mid-term viva	40 Marks	Once
	Evaluation by Industry which includes overall feedback and performance of the student	50 Marks	Monthly
	Internal Viva which includes project report, PowerPoint presentation, daily diary, and attendance	60 Marks	Once
Projects (100 Marks)	Project Synopsis submission	15 Marks	Once
	Supervisor weekly review	15 Marks	Every Week
	Mid Term Project Review	30 Marks	Once
	Final Presentation & Demonstration of Project	40 Marks	Once

- Department Quality Assurance Cell reviews question papers to ensure those are error-free.
- For the assurance of proper evaluation of answer sheets, the Department Quality Assurance Cell re-evaluates 10% copies/subject after the examination.
- Monthly attendance of students per subject is displayed on the notice board at the end of the month to make aware students of their attendance.
- Assignments taken by the subject teachers are evaluated thoroughly and returned back to the student.
- Quizzes are taken in the form of Google Forms/Kahoot/quizizz platforms where students can have real-time and fair evaluation.
- The continuous internal evaluation of practical subjects is recorded by filling the practical check performa after every experiment performed by the student.

