

Office of Dean (Academics)



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ
Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. I.K.G. PTU/DA/2224

Dated 19/7/2017

**Principal/Director
All affiliated Colleges**

Subject : Regulations for awarding sessional / internal marks.

Dear Sir/Madam,

Please find enclosed herewith regulations for awarding sessional / internal marks. It may please be assured that attendance be marked progressively (i.e. 1 2 3 x 4.....). Cross is to be marked whenever a student is absent. No P or A or Dot (.) is to be marked anywhere, put the date of taking and attendance at the top of column and sign at the bottom end of the column daily. This may be verified by the University at anytime.

This is for your information and further necessary action please.

Dean (Academics)

Copy to: 1. OSD to VC for the kind information of the Vice-Chancellor
2. Registrar
3. Controller of Examinations
4. All concerned.

"Propelling Punjab to a Prosperous Knowledge Society"

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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Regulations for Awarding Sessional /Internal Marks

A. Attendance

1. Attendance shall be marked in bound register (please see Annexure-I for a sample attendance register).
2. The attendance shall be marked progressively (i.e 1 2 3 X 4.....). A cross is to be marked whenever a student is absent. No P or A or Dot (.) is to be marked anywhere put the date of taking and attendance at the top of column and sign at the bottom end of the column.
3. No column of the register is to be left blank.
4. Holidays like Sundays, baisakhi etc are not to be recorded in the register.
5. If a student is falling short of attendance of the required 75% at the end of a calendar month then the signatures of the student must be taken in remarks column. Also inform the parents of the student and send the report to the director/principal of the college. It would be preferable to call the parents and apprise them about the poor attendance of the student.
6. The list of students who are likely to fall short of required 75% attendance must be informed before the submission of the admission forms to the university.

B. Home Assignments

1. There should be some minimum number of home assignments.
2. Each assignment must specify the assignment number, topics covered, date of giving the assignment and date of submission.
3. The assignment must be evaluated in a reasonable time and the marks given must be recorded in the attendance register at the specified place. The date of returning the assignment must be recorded in the register. Giving letter grades should be avoided and only marks should be given, preferably out of 10 for each assignment.
4. The internal marks allotted to the home assignments must be worked out at the end of the semester proportionality. There is no provision for selecting two, three or more best assignments for calculating internal marks.
5. A photocopy of all assignment given must be maintained.

C. Mid Semester Tests

1. There should be a minimum of two MST's.
2. Both MST's should be counted for giving the internal marks.
3. Photocopies of question papers of all the MST's must be maintained.

4. The question papers of the MST's must specify the date of examination in addition to other instructions.
5. It is always better to divide the marks allotted to a question at micro level. It helps to maintain uniformity in evaluating the answer books.
6. The date of return of marked answer books to the students must be recorded in the attendance register along with the marks obtained by each student.

D. Laboratory Work

1. There has to be a laboratory manual for every laboratory including the computer lab and workshops.
2. The experiment performed by the student/ program developed/ job prepared must be evaluated on the same date and not later than the next turn. The marks awarded must be recorded in the attendance register.
3. The proportionate marks of all the experiments performed etc. must be calculated from the allotted marks for day to day work.
4. The parameters for evaluation of the drawing sheets workshops jobs, lab work, seminars, presentations etc must be enumerated while evaluating to maintain uniformity.

E. Distribution of Marks

A) Engineering & Technology

Presentation/ MST's	=60%
Home Assignments	=25%
Attendance	=15%

There shall be minimum number of classes required to be attended by a student to be eligible to appear in the university examination. Taking 90 working days for a semester there are 18 weeks (for 5 days per week). Excluding holidays and unforeseen causes, the effective weeks could be 16. A normal student must attend classes for at least 12 weeks. The internal marks for attendance may be allotted as follows.

Upto 75% attendance	= Nil
76% to 80%	=02
81% to 85%	=03
86% to 90%	=04
91% to 95	=05
Above 95%	=06

B) Pharmacy

As per PCI Norms

C) Management, Commerce & Computer Application

MST's	=60%
Home Assignments/Presentations	=25%
Attendance	=15%
Upto 75% attendance	= Nil
76% to 80%	=02
81% to 85%	=03
86% to 90%	=04
91% to 95	=05
Above 95%	=06

D) Science, Social Sciences

MST's	=60%
Home Assignments/Presentations	=25%
Attendance	=15%
Upto 75% attendance	= Nil
76% to 80%	=02
81% to 85%	=03
86% to 90%	=04
91% to 95	=05
Above 95%	=06