

## ASSESSMENT POLICY

**BCA**

**Semester - 1**

**030010113: AECC1 Professional Communication**

Assessment Code	Assessment Type	Duration of each	Occurrence	Each of marks	Weightage in CIE of 40 marks	Remarks*
A1	Open Book	1 Hour	1	20	4 X 1 = 4	Based on unit 1 and unit 2 will be scheduled in the 4 <sup>rd</sup> week.
A2	Unit Test	1.5 Hours	2	30	6 x 2=12	<b>Unit Test-1:</b> Covered Unit-1, 2 ,3,4 will be scheduled in the 5 <sup>th</sup> week. <b>Unit Test-2:</b> Covered Unit-5,6 will be scheduled in the 11 <sup>th</sup> week.
A3	Self-Creation Parameter	10 Days	1	10	5 X 1 = 5	Based on unit 3 will be scheduled in the 6 <sup>th</sup> week.
A4	Quiz	1 Hour	1	20	4X 1 = 4	Based on unit 4 will be scheduled in the 8 <sup>th</sup> week.
A5	Internal Examination	3 Hours	1	60	15 X 1 = 15	Covered all Units will be scheduled in 14 <sup>th</sup> week.

### Assessment Type Classification:

<b>Assessment Code :</b>	A1	<b>Weightage of Content :</b>	<b>Unit</b>	<b>(%)</b>
			1	60
			2	40
<b>Assessment Type :</b>	Open Book	<b>Tentative Date :</b>	4 <sup>th</sup> week	
<b>Kind of Question Format:</b>	Q-1. Do as directed (Compulsory 20 Question will be asked of Total=20 Marks.) <b>Note: 20 questions will be divided into two category type:</b> <b>Analytical type of 15 questions each of 1 mark.</b> <b>Remembering type of 5 questions each of 1 mark.</b>			
<b>To measure :</b>	Knowledge and analytical skill			
<b>Outcome:</b>	CO1: Develop Understanding of the concept of communication and process of communication as well as identify barriers to communication and know the ways to overcome those barriers. CO2: Enhance listening skills by knowing various types of listening and traits of good listening.			

<b>Assessment Code :</b>	A2	<b>Weightage of Content :</b>	<b>Unit</b>	<b>(%)</b>
			1	20
			2	30
			3	30
			4	20
<b>Assessment Type :</b>	Unit Test 1	<b>Tentative Date :</b>	5 <sup>th</sup> week	
<b>Kind of Question Format:</b>	<p><b>Q-1(A).</b>Do as Directed. [All four question are compulsory, Marks will be 4 x 1 = 4 Marks]</p> <p><b>Q-1(B).</b>Answer the following brief. [Attempt any 3 questions out of 4, Marks will be 3 x 2 = 6 Marks]</p> <p><b>Q-2.</b>Answer the following (Analysis type question will be asked). [(A)Attempt any 1 questions out of 2, Marks will be 1 x 5 = 5 Marks] [(B)Attempt any 1 questions out of 2, Marks will be 1 x 5 = 5 Marks]</p> <p><b>Q-3</b> Answer the following in detail. [Attempt any 2 questions out of 3, Marks will be 2 x 5 = 10 Marks]</p> <p><b>Total = Q-1 + Q-2 + Q-3= 30 Marks</b></p>			
<b>To measure :</b>	Knowledge, Application, Comprehension and Analytical skill			
<b>Outcome :</b>	<p>CO1: Understand the concept of communication and process of communication as well as identify barriers to communication and know the ways to overcome those barriers.</p> <p>CO2: Enhance listening skills by knowing various types of listening and traits of good listening.</p> <p>CO3: Identify different reading strategies and develop reading methods requires for different types of texts.</p> <p>CO4: Plan and structure the content of presentation, to make effective PPT and understand the importance of body language in effective presentation</p>			

<b>Assessment Code :</b>	A3	<b>Weightage of Content :</b>	<b>Unit</b>	<b>(%)</b>
			3	100
<b>Assessment Type :</b>	Self-Creation Parameter (Assignment)	<b>Tentative Date :</b>	6 <sup>th</sup> week	
<b>Kind of Question Format:</b>	(Book Review)	[Total Marks : 20]		
<b>To measure :</b>	Knowledge, Analytical skill and Creativity			
<b>Outcome :</b>	CO3: Identify different reading strategies and develop reading methods requires for different types of texts.			

<b>Assessment Code :</b>	A4	<b>Weightage of Content :</b>	<b>Unit</b>	<b>(%)</b>
			5	100
<b>Assessment Type :</b>	Quiz	<b>Tentative Date :</b>	19/09/2017	
<b>Kind of Question Format:</b>	Grammar Questions (10) <span style="float: right;">(10 Marks)</span>			
<b>To measure :</b>	Retrieving Knowledge, Grammatical Competence			
<b>Outcome :</b>	CO5: Enrich their vocabulary by learning homonyms, homophones, idioms, and phrase as well be able to frame correct sentence structure with the help of tenses and voice.			

<b>Assessment Code :</b>	A2	<b>Weightage of Content :</b>	<b>Unit</b>	<b>(%)</b>
			5	20
			6	80
<b>Assessment Type :</b>	Unit Test 2	<b>Tentative Date :</b>	11 <sup>th</sup> week	
<b>Kind of Question Format:</b>	<p><b>Q-1(A).</b>Do as Directed. [All four question are compulsory, Marks will be 4 x 1 = 4 Marks]</p> <p><b>Q-1(B).</b>Answer the following brief. [Attempt any 3 questions out of 4, Marks will be 3 x 2 = 6 Marks]</p> <p><b>Q-2.</b>Answer the following (Analysis type question will be asked). [[<b>(A)</b>Attempt any 1 questions out of 2, Marks will be 1 x 5 = 5 Marks] [[<b>(B)</b>Attempt any 1 questions out of 2, Marks will be 1 x 5 = 5 Marks]</p> <p><b>Q-3</b> Answer the following in detail. [Attempt any 2 questions out of 3, Marks will be 2 x 5 = 10 Marks]</p> <p><b>Total = Q-1 + Q-2 + Q-3= 30 Marks</b></p>			
<b>To measure :</b>	Knowledge, Application, Comprehension and Analytical skill			
<b>Outcome :</b>	<p>CO5: Enrich their vocabulary by learning homonyms, homophones, idioms, and phrase as well be able to frame correct sentence structure with the help of tenses and voice.</p> <p>CO6: Understand the nature and importance of technical writing as well as implement that knowledge to prepare paragraph, report, letter and Resume.</p>			

<b>Assessment Code :</b>	A4	<b>Weightage of Content :</b>	Unit: 1 to 6
<b>Assessment Type :</b>	Internal	<b>Tentative Date :</b>	14 <sup>th</sup> week
<b>Kind of Question Format:</b>	<p><b>Paper contains two sections. First section is from unit 1, 2, 3 and second section is from unit 4, 5, 6.</b></p> <p><b>Section :1</b></p> <p><b>Q-1(A).</b>Do as Directed. [All four question are compulsory, Marks will be 4 x 1 = 4 Marks]</p> <p><b>Q-1(B).</b>Answer the following brief. [Attempt any 3 questions out of 4, Marks will be 3 x 2 = 6 Marks]</p> <p><b>Q-2.</b>Answer the following. (Analysis type and application based question will be asked). [(A)Attempt any 1 questions out of 2, Marks will be 1 x 5 = 5 Marks] [(B)Attempt any 1 questions out of 2, Marks will be 1 x 5 = 5 Marks]</p> <p><b>Q-3</b> Answer the following in detail. [Attempt any 2 questions out of 3, Marks will be 2 x 5 = 10 Marks]</p> <p><b>Section:2</b></p> <p><b>Q-4(A).</b>Do as Directed. [All four question are compulsory, Marks will be 4 x 1 = 4 Marks]</p> <p><b>Q-4(B).</b>Answer the following brief. [Attempt any 3 questions out of 4, Marks will be 3 x 2 = 6 Marks]</p> <p><b>Q-5.</b>Answer the following. (Analysis type and application based question will be asked). [(A)Attempt any 1 questions out of 2, Marks will be 1 x 5 = 5 Marks] [(B)Attempt any 1 questions out of 2, Marks will be 1 x 5 = 5 Marks]</p> <p><b>Q-6</b> Answer the following in detail. [Attempt any 2 questions out of 3, Marks will be 2 x 5 = 10 Marks]</p> <p><b>Total = Q-1 + Q-2 + Q-3+Q-4+Q-5+Q-6 = 10 + 10 + 10+10+10+10 = 60 Marks</b></p>		
<b>To measure :</b>	Knowledge, Application, Comprehension, Evaluation and Analysis		
<b>Outcome :</b>	<p>C01: Understand the concept of communication and process of communication as well as identify barriers to communication and know the ways to overcome those barriers.</p> <p>C02: Enhance listening skills by knowing various types of listening and traits of good listening.</p> <p>C03: Identify different reading strategies and develop reading methods requires for different types of texts.</p> <p>C04: Plan and structure the content of presentation, to make effective PPT and understand the importance of body language in effective presentation.</p> <p>C05: Enrich their vocabulary by learning homonyms, homophones, idioms, and phrase as well be able to frame correct sentence structure with the help of tenses and voice.</p> <p>C06: Understand the nature and importance of technical writing as well as implement that knowledge to prepare paragraph, report, letter and Resume</p>		

**UFM policy:**

- Any ascertained fact of breaking institute policy shall be associated with one or all of the following:
  - (i) zero marks for the work; (ii) report to the Course coordinator; (iii) report to the Director.