

ASSESSMENT POLICY

Bachelor of Computer Applications

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 = 04	Based on unit 1 and unit 2 will be scheduled in the 4 rd week. (03-08-2018)
A2	Unit Test	1.5 Hours	2	30	6 x 2 =12	UnitTest-1: Covered Unit-1, 2, 3,4 will be scheduled in the 5 th week. (17-08-2018) UnitTest-2: Covered Unit-5, 6 will be scheduled in the 11 th week. (28-09-2018)
A3	Self-Creation Parameter	10 Days	1	10	5 X 1 =0 5	Based on unit 3 will be scheduled in the 6 th week. (31-08-2018)
A4	Quiz	1 Hour	1	20	4X 1 = 04	Based on unit 4 will be scheduled in the 8 th week. (07-09-2018)
A5	Internal Examination	3 Hours	1	60	15 X 1 = 15	Covered all Units will be scheduled in 14 th week. (16-10-2018 to 22-10-2018)

Assessment Type Classification:

Assessment Code :	A1	Weightage of Content :	Unit	(%)
			1	60
			2	40
Assessment Type :	Open Book	Tentative Date :	4 th week (03-08-2018)	
Kind of Question Format:	Q-1. Do as directed (Compulsory 20 Question will be asked of Total=20 Marks.) Note: 20 questions will be divided into two category type: Analytical type of 15 questions each of 1 mark. Remembering type of 5 questions each of 1 mark.			
To measure :	Knowledge and analytical skill			
Outcome:	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.			

Assessment Code :	A2	Weightage of Content :	Unit	(%)
			1	20
			2	30
			3	30
Assessment Type :	Unit Test 1	Tentative Date :	5 th week (17-08-2018)	
Kind of Question Format:	<p>Q-1(A).Do as Directed. [All four question are compulsory, Marks will be 4 x 1 = 4 Marks]</p> <p>Q-1(B).Answer the following brief. [Attempt any 3 questions out of 4, Marks will be 3 x 2 = 6 Marks]</p> <p>Q-2.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>Q-3 Answer the following in detail. [Attempt any 2 questions out of 3, Marks will be 2 x 5 = 10 Marks]</p> <p>Total = Q-1 + Q-2 + Q-3= 30 Marks</p>			
To measure :	Knowledge, Application, Comprehension and Analytical skill			
Outcome :	<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>			

Assessment Code :	A3	Weightage of Content :	Unit	(%)
			3	100
Assessment Type :	Self-Creation Parameter (Assignment)	Tentative Date :	6 th week (31-08-2018)	
Kind of Question Format:	(Book Review)	[Total Marks : 20]		
To measure :	Knowledge, Analytical skill and Creativity			
Outcome :	CO3: Identify different reading strategies and develop reading methods requires for different types of texts.			

Assessment Code :	A4	Weightage of Content :	Unit	(%)
			5	100
Assessment Type :	Quiz	Tentative Date :	(07-09-2018)	
Kind of Question Format:	Grammar Questions (20) (20/2=10 Marks) Q-1 Fill in the blanks.(12) (12 Marks) Q-2 Do as directed(08) (8 Marks)			
To measure :	Retrieving Knowledge, Grammatical Competence			
Outcome :	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.			

Assessment Code :	A2	Weightage of Content :	Unit	(%)
			5	20
			6	80
Assessment Type :	Unit Test 2	Tentative Date :	11th week (28-09-2018)	
Kind of Question Format:	Q-1(A). Do as Directed. [All four question are compulsory, Marks will be 4 x 1 = 4 Marks] Q-1(B). Answer the following brief. [Attempt any 3 questions out of 4, Marks will be 3 x 2 = 6 Marks] Q-2. 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] Q-3 Answer the following in detail. [Attempt any 2 questions out of 3, Marks will be 2 x 5 = 10 Marks] Total = Q-1 + Q-2 + Q-3= 30 Marks			
To measure :	Knowledge, Application, Comprehension and Analytical skill			
Outcome :	CO5: Enrich their vocabulary by learning homonyms, homophones, idioms, and phrase as will be able to frame correct sentence structure with the help of tenses and voice. CO6: Understand the nature and importance of technical writing as well as implement that knowledge to prepare paragraph, report, letter and Resume.			

Assessment Code :	A5	Weightage of Content :	Unit: 1 to 6
Assessment Type:	Internal	Tentative Date:	14 th week (16-10-2018 to 22-10-2018)
Kind of Question Format:	<p>Paper contains two sections. First section is from unit 1, 2; 3 and second section is from unit 4, 5, and 6.</p> <p>Section :1</p> <p>Q-1(A).Do as Directed. [All four question are compulsory, Marks will be 4 x 1 = 4 Marks]</p> <p>Q-1(B).Answer the following brief. [Attempt any 3 questions out of 4, Marks will be 3 x 2 = 6 Marks]</p> <p>Q-2.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>Q-3 Answer the following in detail. [Attempt any 2 questions out of 3, Marks will be 2 x 5 = 10 Marks]</p> <p>Section:2</p> <p>Q-4(A).Do as Directed. [All four question are compulsory, Marks will be 4 x 1 = 4 Marks]</p> <p>Q-4(B).Answer the following brief. [Attempt any 3 questions out of 4, Marks will be 3 x 2 = 6 Marks]</p> <p>Q-5.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>Q-6 Answer the following in detail. [Attempt any 2 questions out of 3, Marks will be 2 x 5 = 10 Marks]</p> <p>Total = Q-1 + Q-2 + Q-3+Q-4+Q-5+Q-6 = 10 + 10 + 10+10+10+10 = 60 Marks</p>		
To measure:	Knowledge, Application, Comprehension, Evaluation and Analysis		
Outcome:	<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> <p>CO5: Enrich their vocabulary by learning homonyms, homophones, idioms, and phrase as will 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>		

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.