

## 2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

The Academic Calendar is provided to students before the beginning of the semester. The Calendar includes the schedule of Department Internal tests, Class fests, Lab exams etc; Each Semester 2 Internal Tests were conducted based on the syllabus completion.

- The Internal marks rubric is given to students well in advance. The students were guided to prepare for the examinations as per the schedule.
- The faculties evaluate the answer sheets to report the periodic performance of the students. Based on the internal marks Slow learners and fast learners are identified.
- Class CR is appointed to monitor the slow learner's performance and report to the class teacher frequently.
- The internal test papers, lab records, Question papers, Mark sheets are maintained to frequent monitoring till the end of the semester.
- Transparency is maintained in the internal assessment method. Assignments are allocated on weekly basis by faculty teaching the subject and are uploaded on the Moodle Platform.
- For the final assessment of internal marks student's seminars, internships, projects were taken in to consideration.
- For lab internals in charge faculties conducts lab examinations followed with viva questionnaire based on the schedule.

### Internals Time Table

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE DEPARTMENT OF COMPUTER APPLICATIONS -BCA II INTERNALS - 2022-23					
Date	Class	Examin	Time	Time	Time
20-11-2022 Wednesday	V BCA	A,B	0.00 - 10.30	11.00-12.30	2.00-3.30
04-12-2022 Friday	I BCA	A,B		DNS ✓	
	III BCA	A	08 ✓		GE ✓
	II BCA	B		08 ✓	
05-12-2022 Tuesday	V BCA	A,B	11 ✓		CG ✓
	I BCA	A,B	1.30 ✓		GE ✓
	III BCA	A		CN ✓	
06-12-2022 Wednesday	V BCA	A,B		CN ✓	GE ✓
	I BCA	A,B		DA ✓	
	II BCA	A,B		08 ✓	HL
06-12-2022 Wednesday	II BCA	A		PV ✓	HL
	III BCA	B		PV ✓	HL
	V BCA	A		07 ✓	

### Sample Question papers

Dayananda Sagar College of Arts, Science and Commerce  
Department of Computer Applications -BCA  
I Internals - December 2023 - III BCA 'A & B'

Subject: Python Programming  
Duration: 90 min

Code: CA-C13T  
Max Marks: 30

Answer any 5 questions. Each question carries 2 marks.

1. What is Python?  
2. Explain membership operators.  
3. What is the output of the following: str="Welcome"  
a) str[1]    b) str[7]    c) len(str)    d) str[:5]  
4. Define python interpreter?  
5. Mention 4 features of python.  
6. What is type() function.

Answer any 3 questions. Each question carries 4 marks.

7. Explain any 4 string handling methods (Give syntax and example)  
8. How to define a function in python. Write a program for performing addition of 2 numbers using function with arguments and return statement.  
9. Explain for loop and while loops with examples.  
10. What are command line arguments? What is sys.argv?

Answer any 1 question. Each question carries 8 marks.

11. a) What are tokens? Explain various tokens in python with examples.  
b) Explain core data types in python.  
12. Explain if, if...else, if...elif, break and continue statements in Python with syntax and example.

Photo 1 : I st Sem BCA Question Papers

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE & COMMERCE  
Department of computer applications - B.C.A  
I - Internal Test

Class: III BCA A SEC  
Sub: Computer Networks

Date: 05/12/2023  
Max Marks: 30

Section A

Answer any 2 questions

1) Explain the characteristics of Data Communication.  
2) Explain BUS Topology?  
3) Explain OSI architecture?

Section B

Answer any 2 questions

4) Explain simplex, duplex and full duplex.  
5) Explain HDLC, PPP With its frame types.  
6) With neat diagram explain pure and slotted aloha.

Section C

Answer any 2 questions

7) With a neat diagram explain the tcp/ip Reference Model and all its layers  
8) Explain the services of data link layer in details.  
9) Explain FDMA, TDMA & CDMA with neat diagram.

Photo 2 : Vth Sem BCA Question Paper





The college provides students with an academic calendar detailing the schedule of departmental internal tests, class fests, and lab exams before each semester begins. Two internal tests are conducted per semester, aligning with syllabus completion. Students receive the internal marks rubric well in advance to prepare accordingly.

Faculty evaluates answer sheets, tracking students' periodic performance and identifying slow and fast learners. Class representatives monitor slow learners' progress and provide regular updates to the class teacher. Internal test papers, lab records, question papers, and mark sheets are meticulously maintained throughout the semester for continuous monitoring.

Transparency is ensured in the internal assessment process, with assignments assigned weekly and uploaded to the Moodle platform by respective faculty members. Final internal marks are determined by considering student seminars, internships, and projects.

For lab internals, faculty conducts examinations and viva sessions based on a predefined schedule. Overall, the college employs a systematic approach to internal exams, prioritizing student preparation, continuous evaluation, and transparency in assessment methods.

The college ensures a transparent, time-bound, and efficient mechanism to address internal examination grievances. If a student is unable to appear for internals due to valid reasons, they can submit an application with supporting documents for consideration.

Assessed internal test papers are made available to students for self-assessment, and they can discuss any grievances with class teachers. Final internal marks are publicly displayed on notice boards, ensuring transparency. Students dissatisfied with their marks can request reevaluation at the university level upon payment of fees.

Additionally, the university offers photocopies of answer scripts for further review. Assignments are evaluated based on predefined rubrics, covering aspects like timely submission and neatness. After evaluation, assignments are returned to students to maintain transparency in marking.

Lab programs are shared with students via the Moodle platform, accompanied by clear rubrics for assessment. During lab internals, faculty immediately evaluates student performance based on program execution. The Learning Management System (LMS) provides students with opportunities to practice more programs, enhancing their programming and technical skills effectively.

### **Internal Exam Circular**



### **Internal Exam Timetable**

### **Internal Exam Attendance**



digits followed by two upper-case characters followed by three digits; no embedded spaces allowed) of the user. Event handler must be included for the form element that collects this information to validate the input. Messages in the alert windows must be produced when errors are detected.

4. Develop and demonstrate, using Javascript script, a XHTML document that contains three Short paragraphs of text, stacked on top of each other, with only enough of each showing so that the mouse cursor can be placed over some part of them. When the cursor is placed over the exposed part of any paragraph, it should rise to the top to become completely visible.
5. Design an XML document to store information about a student in a college affiliated to BU. The information must include USN, Name, Name of the College, Brach, Year of Joining, and e- mail id. Make up sample data for 3 students. Create a CSS style sheet and use it to display the document.
6. Write a Perl program to display a digital clock which displays the current time of the server.

### **Part B**

1. Write a Perl program to insert name and age information entered by the user into a table created using MySQL and to display the current contents of this table.
2. Write a PHP program to store current date-time in a COOKIE and display the 'Last visited on' date-time on the web page upon reopening of the same page.
3. Write a PHP program to read student data from an XML file and store into the MYSQL database. Retrieve and display.
4. Write a Perl program to keep track of the number of visitors visiting the web page and to display this count of visitors, with proper headings.
5. Write a CGI-Perl program to use a cookie to remember the day of the last login from a user and display it when run.
6. Write a Perl program to display various Server informations like Server Name, Server Software, Server protocol, CGI Revision etc.
7. Create a XHTML form with Name, Address Line 1, Address Line 2, and E-mail text fields. On submitting, store the values in MySQL table. Retrieve and display the data based on Name.
8. Write a Perl program to accept the User Name and display a greeting message randomly chosen from a list of 4 greeting messages.

### **AWP LAB COMBINATIONS**

<ul style="list-style-type: none"> <li>• Develop and demonstrate a XHTML file that includes Javascript script to generate first n Fibonacci numbers.</li> <li>• Write a Perl program to accept the User Name and display a greeting message randomly chosen from a list of 4 greeting messages.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and demonstrate the usage of inline and external style sheet using CSS</li> <li>• Create a XHTML form with Name, Address Line 1, Address Line 2, and E-mail text fields. On submitting, store the values in MySQL table. Retrieve and display the data based on Name.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and demonstrate, using JavaScript script, a XHTML document that collects the USN ( the valid format is: A digit from 1 to 4 followed by two upper-case characters followed by two digits followed by two upper-case characters followed by three digits; no embedded spaces allowed) of the user. Event handler must be included for the form element that collects this information to validate the input. Messages in the alert windows must be produced when errors are detected.</li> <li>• Write a CGI-Perl program to use a cookie to remember the day of the last login from a use and display it when run.</li> <li>• Design an XML document to store information about a student in a college affiliated to BU. The information must include USN, Name, Name of the College, Brach, Year of Joining, and e- mail id. Make up sample data for 3 students. Create a CSS style sheet and use it to display the document.</li> <li>• Write a Perl program to display various Server information's like Server Name, Server Software, Server protocol, CGI Revision etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and demonstrate the usage of inline and external style sheet using CSS.</li> <li>• Create a XHTML form with Name, Address Line 1, Address Line 2, and E-mail text fields. On submitting, store the values in MySQL table. Retrieve and display the data based on Name.</li> </ul>

We provide students an academic calendar which gives schedule of internal tests and question paper pattern which strictly adheres university guide lines.

As per BU guidelines, internal assessment is done as follows-

- a) Assignment – 5 Marks b) Attendance – 5 marks (75% => 80% - 1 Mark, 80% > 85% - 2 Marks, 85% > 90% - 3 Marks, 90% to 95% - 4 Marks, 95% => 5 Marks)
- c) Internal Test – 20 Marks (The test shall be for 90 minutes duration carrying 40 marks. The marks scored by the candidate shall be later reduced to 20 marks).

Faculty evaluates answer sheets, tracking students' performance and identifying slow and fast learners. Class representatives monitor slow learners' progress and provide regular updates to the respective teacher. Internal test papers, question papers and attendance registers are well maintained throughout the semester for continuous monitoring.

Checked answer booklets are discussed with students, transparency is ensured in the internal assessment process, with assignments assigned in every semester. Assessed internal test papers are made available to students for self-assessment and they can discuss any grievances with subject teacher. Final internal marks are displayed on notice boards, ensuring transparency.

CIRCULAR

06/12/2021

This is to inform that all the students of BBA/B.Com department, the first internal test will be held tomorrow i.e. 17<sup>th</sup> December 2021 during 9:00 AM to 10:00 AM and 11:00 AM to 12:00 PM.

The bookwork will be from 12:00 PM to 1:00 PM.

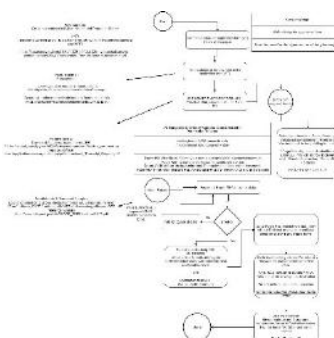
The classes will resume from 1:00 PM to 2:00 PM, 2:00 PM to 3:00 PM, and also from 3:00 PM to 4:00 PM.

All the students are requested to attend internally as well as classes without fail.

Internal Controller (Head) IRSD BBA IRSD BCOM Principal DMCAC

Roll No.	Faculty Name	Class & Section	Signature
201	Geetha	BBA 1st Sem	
202	Geetha	BBA 1st Sem	
203	Geetha	BBA 1st Sem	
204	Geetha	BBA 1st Sem	
205	Geetha	BBA 1st Sem	
206	Geetha	BBA 1st Sem	
207	Geetha	BBA 1st Sem	
208	Geetha	BBA 1st Sem	
209	Geetha	BBA 1st Sem	
210	Geetha	BBA 1st Sem	
211	Geetha	BBA 1st Sem	
212	Geetha	BBA 1st Sem	
213	Geetha	BBA 1st Sem	
214	Geetha	BBA 1st Sem	
215	Geetha	BBA 1st Sem	
216	Geetha	BBA 1st Sem	
217	Geetha	BBA 1st Sem	
218	Geetha	BBA 1st Sem	
219	Geetha	BBA 1st Sem	
220	Geetha	BBA 1st Sem	
221	Geetha	BBA 1st Sem	
222	Geetha	BBA 1st Sem	
223	Geetha	BBA 1st Sem	
224	Geetha	BBA 1st Sem	
225	Geetha	BBA 1st Sem	
226	Geetha	BBA 1st Sem	
227	Geetha	BBA 1st Sem	
228	Geetha	BBA 1st Sem	
229	Geetha	BBA 1st Sem	
230	Geetha	BBA 1st Sem	

Roll No.	Faculty Name	Class & Section	Signature
201	Geetha	BBA 1st Sem	
202	Geetha	BBA 1st Sem	
203	Geetha	BBA 1st Sem	
204	Geetha	BBA 1st Sem	
205	Geetha	BBA 1st Sem	
206	Geetha	BBA 1st Sem	
207	Geetha	BBA 1st Sem	
208	Geetha	BBA 1st Sem	
209	Geetha	BBA 1st Sem	
210	Geetha	BBA 1st Sem	
211	Geetha	BBA 1st Sem	
212	Geetha	BBA 1st Sem	
213	Geetha	BBA 1st Sem	
214	Geetha	BBA 1st Sem	
215	Geetha	BBA 1st Sem	
216	Geetha	BBA 1st Sem	
217	Geetha	BBA 1st Sem	
218	Geetha	BBA 1st Sem	
219	Geetha	BBA 1st Sem	
220	Geetha	BBA 1st Sem	
221	Geetha	BBA 1st Sem	
222	Geetha	BBA 1st Sem	
223	Geetha	BBA 1st Sem	
224	Geetha	BBA 1st Sem	
225	Geetha	BBA 1st Sem	
226	Geetha	BBA 1st Sem	
227	Geetha	BBA 1st Sem	
228	Geetha	BBA 1st Sem	
229	Geetha	BBA 1st Sem	
230	Geetha	BBA 1st Sem	



**INTERNAL ASSESSMENT POLICY**  
MBA Department  
Every semester two Internal Assessment Tests are carried out. The first Internal Assessment Test is carried out one week after the commencement of classes and covers 40% of the syllabus. The second Internal Assessment Test is carried out two weeks prior to the first test and covers 60% of the remaining syllabus. Each of the Internal Assessment Tests are conducted for 50 marks which is normally brought down to 20 marks (out of 30 final Internal Assessment marks). The Registrar's authority shall in selective provision the various responses for the Internal Assessment. The first component of the Internal Assessment marks which is computed as the average of the two 50 marks internal tests carried out every semester (10 marks), the second component is the student's internal test (5 marks), the third component is the student's assignments (10 marks), student attendance (5 marks). Towards the end of the semester every faculty is required to fill this Internal Assessment form for their respective subjects showing the above mentioned breakdown of marks. The final consolidated Internal Assessment marks report is then generated and used for entering the final results in the University Website by College Management System (UIMS/CMS) which can then be viewed by the students by entering their login ID and password into the portal.

**QUESTION PAPER SETTING AND EVALUATION POLICY**  
MBA Department  
Question papers for the Internal Assessment tests are prepared by the concerned faculty members and are evaluated by a senior faculty in the department to quality and standard of the question papers. The identified senior faculty member also the subject of the question papers and prepare the necessary corrections and create the final question papers for the Internal Assessment Test. The Internal Assessment Test Controller then supplies the finalized question papers and marks to be given to the staff clearly mentioning the number of copies of each question paper required based on the number of students taking the Internal Assessment test.  
Validation after  
Post completion of the Internal Assessment test, the answer scripts that have to be returned to the Internal Test Controller/Examination officer office who then hand over the answer scripts to the subject faculty members for evaluation. The corrected answer scripts are then given to the students and then returned back and handed over to the Internal Assessment Controller. A statement of one week time is given by the faculty members for completion of the question papers.

Sl. No.	Item	Yes	No	Remarks
1	1. Question paper setting			
2	2. Question paper evaluation			
3	3. Question paper marking			
4	4. Question paper result declaration			
5	5. Question paper re-evaluation			
6	6. Question paper re-evaluation			
7	7. Question paper re-evaluation			
8	8. Question paper re-evaluation			
9	9. Question paper re-evaluation			
10	10. Question paper re-evaluation			

Satish being new to the product, was quite confused and faced misbehavior. Preet immediately understood that George had possibly failed to remember that Satish was new to the job. He thought of interrupting George's questioning and giving a discrete reminder that Satish was new. But by that time, George was pretty upset with the lack of preparation by Satish made a public statement "Gentlemen, you are witnessing here an example of sloppy work and this can't be excused".  
Now Preet was in two minds - should he interrupt George and tell Satish he is new in that position OR should he wait till the end of the meeting and tell George privately. Preet chose the second option. Satish was visibly angry at the treatment meted out by George but he also chose to keep mum. George quickly closed the meeting saying that he found in general, lack of planning in the department and asked Preet to step back in the room for further discussions.  
Before Preet could give any explanation to Satish, George asked him "Tell me openly, Preet, was I too rough with that boy?" Preet said "Yes, you were. In fact, I was about to remind you that Satish is new to the job". George explained that the fact that Satish was new to the job didn't quite register with him during the meeting. George admitted that he had made a mistake and asked his secretary to get Satish report to the room immediately.  
A perplexed and uneasy Satish reported to George's room after few minutes. George looking Satish straight into his eyes said "I have done something which I should have never even thought of and I want to apologize to you. It is my mistake that I did not... Satish was left speechless. George continued "I would like to state few things clearly to you. Your job is to make sure that people like me and your bosses do not make stupid decisions. We have good confidence in your abilities and that is why we have brought you to the Head Office. For everybody, time is required for learning. I will expect you to know all the nuances of your product in three months' time. Until then you have my complete confidence". George closed the conversation with a big reassuring handshake with Satish.  
**Questions:**  
1. Was it at all necessary for George to apologize to such a junior employee like Satish?  
2. If you were in Satish's place, how would you respond to George's apology?  
3. Was George correct in saying that Satish is here to correct the "stupid mistake" of his boss and George?  
4. Would you employ George in your company?  
5. Did Preet make a mistake by not intervening during the meeting and correct George's misconception about Satish?  
6. As an HR man, how would you define the character of George - bullying but later regretting? Does his attitude need to be corrected?  
7. Would you be happy to have George/Preet as your boss?

Sl. No.	Item	Yes	No	Remarks
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Handwritten notes and signatures on the assessment policy document, including a signature at the bottom right.

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