

GURU TEG BAHADUR KHALSA INSTITUTE OF ENGG. & TECHNOLOGY
CHHAPIANWALI, MALOUT

No. CH/ECC/N-1/_____

Date September 8, 2009

NOTICE

As per the regulations of Punjab Technical University, Jalandhar, the students are required to be evaluated for award of Internal Sessional marks under the following heads:

1. Internal Evaluation Test (60% Marks = 24 Marks) :

- a) During the semester institution will hold three tests as per the schedule of Punjab Technical University, Jalandhar. Students are required to appear in three tests, marks of best two tests will be taken into account.
- b) Teacher(s) will evaluate the answer books of each test and will return to the students within week. Students after scrutinizing their answer books will return it to the concerned teacher after putting his / her signature with date on the answer sheet.
- c) Teacher(s) will preserve the answer books in his / her safe custody and will further send the detail of marks of the students on prescribed performa to the concerned Head of Department for displaying it on the notice boards.

2. Marks on the Basis of Attendance (15% Marks = 6 Marks):

The students are required to attend 75% minimum attendance to appear in the University Examinations. Students having attendance less than 75% will not be allowed to appear in the university examination. The marks based on attendance as per direction of Punjab Technical University, Jalandhar are as under :

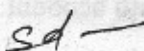
<u>Attendance</u>	<u>Marks</u>
Upto 75 %	0 Marks
76 % to 80 %	2 Marks
81 % to 85 %	3 Marks
86 % to 90 %	4 Marks
91 % to 95 %	5 Marks
Above 96 %	6 Marks

3. Tutorial and Home Assignment (25% Marks = 10 Marks) :

25% marks are awarded for Tutorial and Home Assignment. The Tutorial / Home Assignment are to be submitted by the students to the concerned teacher as per the direction of the teacher. Printed home assignments and tutorials are to be given to the students. Tutorial / home assignments submitted by the students will be preserved by the teacher for onward checking by college / university authorities. Teachers should maintain the course file containing all the academic information of a particular subject.

The same criteria will be applicable for assessment of marks of laboratory work.

The total marks awarded to the students will be rationalized at the end of the semester in the meeting of Head of Department's to keep judicious balance for the award of marks in various departments.

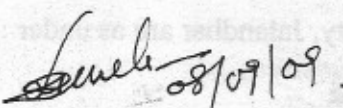

Director-Principal

Endorsement No. CN/ECC/N-1/1312

Dated September 8, 2009

Copy to:-

1. Chairman, GTB Educational Trust - for information please
2. Secretary, GTB Educational Trust - for information please
3. All HOD's / Section Incharges - for circulation
- ✓ 4. I/c College Website www.gtbkiet.org
5. All Notice Board's
6. Master file
7. Est. file


Director-Principal