



Annexure- B

SOPs for Conducting Online Sessional Assessments

1. Objective

The objective of this SOP is to state the procedures that would be followed for preparing, conducting and grading sessional assessments during online teaching semester.

2. Responsibilities

- i. Class Teacher will be responsible to prepare, conduct and grade all the assessments during the online teaching semester.
- ii. All graded sessional activities should be conducted after prior announcement (at least one week before the quiz).
- iii. Teachers may take quizzes during live sessions provided it is announced earlier.
- iv. Teachers may also include assessment activities arranged prior to announcement of this policy in overall grades if these are consistent with this policy. Any assessment not according to this policy may be used as a makeup activity, if needed.
- v. Teachers will be required to communicate the plagiarism policy to the students. For each submission the similarity index should be less than 20%.
- vi. Course Teachers may seek help from LMS facilitators in conducting the assessment.

3. Mode of Assessment

- i. The overall assessment would be based on Online Computer based Electronic Testing and Online Examination.
- ii. The overall assessment of a student would incorporate Sessional, Mid-term Exams and End of Semester Examination.
- iii. All the assessments will be carried out online within G Suite environment using Google Classroom and Google Meet. Use of Google Forms and Google Drive integration within Google Classroom is mandatory.

4. Weightage of Sessional Assessments

A weightage of 50% is assigned to sessional assessment from overall 100% which will be distributed in formative assessments comprising of assessment activities throughout the online teaching semester. Overall distribution is summarized below.

Sessional assessments	Mid-term exam	End of semester exam
50%	20%	30%



5. Distribution of Sessional assessments

The formative sessional assessments will comprise of the following activities with corresponding weightage for each activity respectively (Table 1).

Table 1: Details of Sessional Assessments and their Weightage

No.	Sessional Activity	Description	Weightage (%)
1	Online Quiz	Students' performance in best 3 quizzes out of 5 (of 5% marks each)	15
2	Homework Assignment	Student's performance in homework activities	5
3	Open ended problem(s)	Students' performance in open ended problem(s)	10
4	Viewing of recorded lectures	Students' viewing of recorded lectures	10
5	Live sessions	Students' attendance during live sessions	10
Total			50

6. Conduct of Sessional Activities

- i. **Online Quiz:** During the online teaching semester, online quizzes will be conducted using Google Forms Quiz assignment feature within Google Classroom. Teachers will be required to prepare a database of questions and use question randomization option in Google Forms for each quiz. All the quizzes will be set up in such a manner that the results are communicated instantly to the students. All the quizzes must be announced at
- ii. **Homework Assignment:** Teachers are required to assign homework activities during the semester using Google Classroom Assignment feature. The students will be provided sufficient time to submit their work using Google Classroom only. Homework assignments will be graded and returned to the student online within 10 days.
- iii. **Open ended Problem(s):** The students will be assigned open ended problem(s) to promote critical thinking and/or address complex engineering activities, preferably with different data sets to prevent collaborative work with sufficient time to submit using Google Classroom only. Rubric based assessment and return of open ended problem(s) is recommended with Google Classroom.
- iv. **Viewing of Recorded Lectures:** Viewing logs of students' viewing of recorded video lectures will be shared with teachers, which will be used to award 10% marks on *pro rata*



basis. Departments will ensure that the students are provided sufficient time for viewing of lectures before the live session (7 to 10 days).

- v. **Live Sessions:** Students will be awarded 10% sessional marks based on their attendance in live sessions on *pro rata* basis.

7. Record keeping

Full record of all sessional assessments/ activities will be maintained as required under OBE and sessional marks should be submitted to the Examinations Department as per existing policy.