

2.5.1 Mechanism of internal Assessment is transparent and robust in terms of frequency and mode.

Mechanism of Internal Assessment

Gian Jyoti Institute of Management and Technology (GJIMT) implements a transparent, fair, and efficient internal assessment system totalling 40 marks. During Orientation Week, the Dean Academic outlines the importance of internal assessment, the Mid-Semester Tests (MST) schedule, assignment deadlines, and the mandatory 75% attendance requirement. Subject Incharges further brief students on the relevance of Programme and Course Outcomes in ensuring transparency and fairness in the assessment process.

GJIMT follows a Continuous and Periodic Assessment system:

1. Continuous Assessment includes two assignments per subject that assess critical thinking and problem-solving skills through various methods such as quizzes, projects, presentations, and group work conducted throughout the semester.
2. Periodic Assessment is conducted via two MSTs, which comprehensively evaluate student performance. These tests are administered under a transparent system that includes detailed instructions, Examination Duty Roster Charts, and CCTV surveillance to maintain fairness and integrity.
3. Class attendance contributes 6 marks to the internal assessment, highlighting the value of consistent class participation.

This holistic and structured approach ensures that students remain actively engaged throughout the semester and are assessed fairly across diverse academic parameters, fostering a balanced academic environment focused on overall development.

Administrative Calendar

Academic Program Calendar January – June 2025

F - 03

(For Even Semesters Classes)

Dates	Event
7 th January	Session Starts
30 th January	Assignment I allotted to students
10 th February	Assignment I Submission by Students before this date
17 th Feb. – 21 st Feb.	MST I
24 th February	Result of MST I declared
25 th February	Literary Festival
28 th March	Assignment II allotted to students
3 rd April – 5 th April	Clubs Activities
5 th April	Assignment II Submission by Students before this date
7 th April – 11 th April	MST II
16 th April	Result for MST II declared
18 th April	Farewell Party
22 nd April	Last Day of Classes
28 th April Onwards	Final End Semester Exams
1 st June – 20 th July	Summer Internships
6 th June	National Conference

S. No.	Holidays	Date	Day	<u>Assessment Distribution</u> MBA/MCA/BBA/BCA/B.Com for Theory Subjects: External Assessment: 60 Marks Internal Assessment: 40 Marks Two Mid Semester Tests: 24 Marks Assignments/ Presentation: 10 Marks Attendance: 6 Marks (Attendance <75%: Marks 0) (Attendance =75%: Marks 1) (Attendance >75%<=80: Marks 2) (Attendance >85%<=85: Marks 3) (Attendance >85%<=90: Marks 4) (Attendance >90%<=95: Marks 5)
1.	Guru Gobind Singh Jayanti	6 January	Monday	
2.	Republic Day	26 January	Sunday	
3.	Guru Ravidas Jayanti	12 February	Wednesday	
4.	Maha Shivratri	26 February	Wednesday	
5.	Holi	14 March	Friday	
6.	Shahidi Diwas Bhagat Singh	23 March	Sunday	
7.	Eid-ul-Fitar	31 March	Monday	
8.	Ram Navami	6 April	Sunday	
9.	Birthday of Guru Nabha Das Ji	8 April	Tuesday	
10.	Mahavir Jayanti	10 April	Thursday	
11.	Baisakhi	13 April	Sunday	
12.	Ambedkar Jayanti	14 April	Monday	
13.	Good Friday	18 April	Friday	
14.	Parshuram Jayanti	29 April	Tuesday	
15.	May Day	1 May	Thursday	
16.	Martydrom Day of Guru ArjanDev Ji	30 May	Friday	
17.	Id-ul-Zuha / Bakrid	7 June	Saturday	
18.	Kabir Jayanti	11 June	Wednesday	

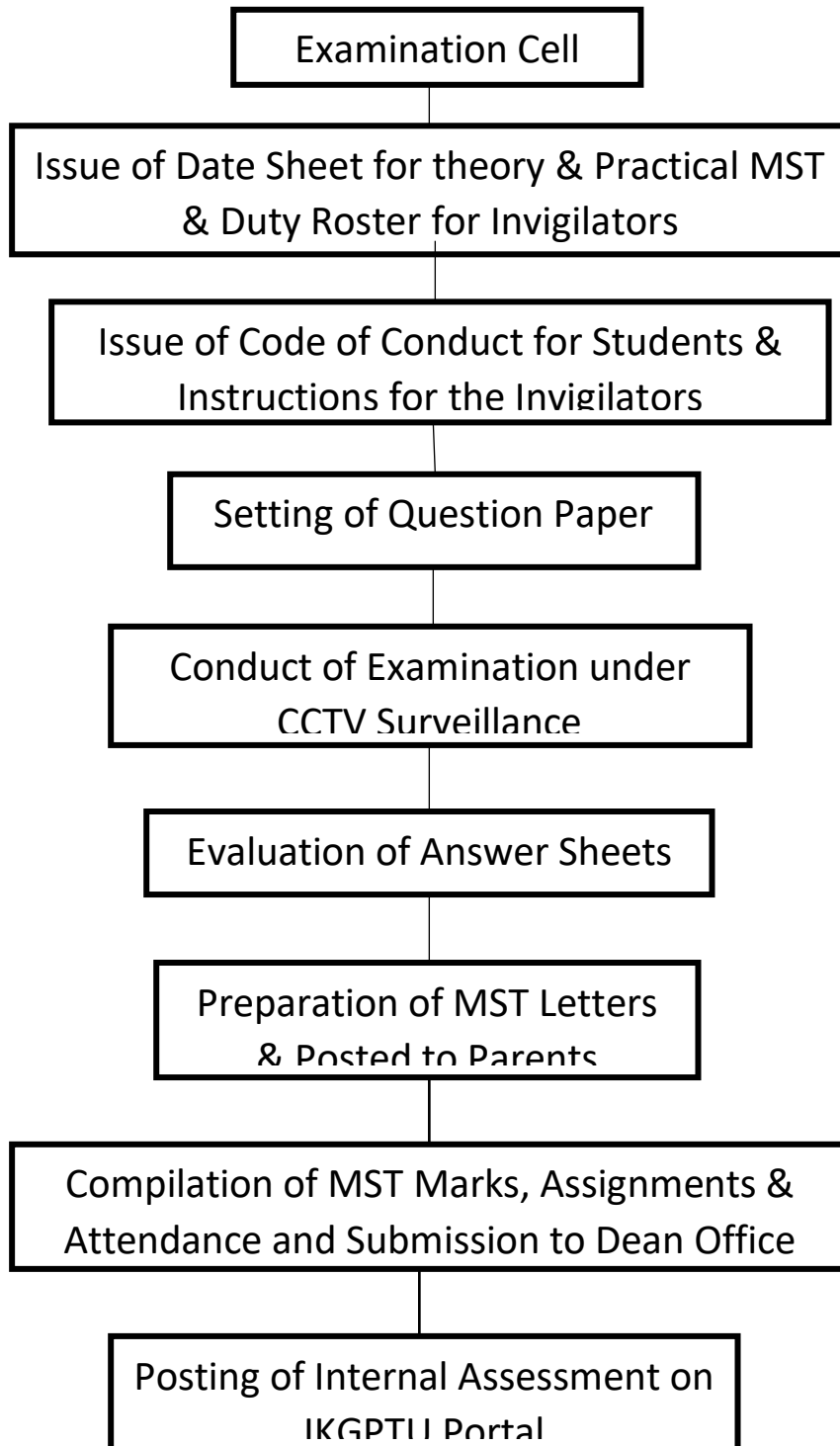
INTERNAL ASSESSMENT COMPONENTS

Assessment Component	Details	Marks
Mid-Semester Tests (MSTs)	Two MSTs are conducted during the semester, each contributing 12 marks.	24 marks
Total Marks:		24 marks
Assignments	Two assignments, each worth 5 marks.	10 marks
Total Marks:		10 marks
Class Attendance	Marks awarded based on attendance percentage:	6 marks
	Attendance less than 75%	0 marks
	Attendance between 76-80%	2 marks
	Attendance between 81-85%	3 marks
	Attendance between 86-90%	4 marks
	Attendance between 91-95%	5 marks
	Attendance between 96-100%	6 marks
Total Internal Assessment Marks		40 marks

CONTINUOUS ASSESSMENT SYSTEM FOLLOWED BY INSTITUTE

Assessment Component	Details	Marks
Completing Unit I	Assignment - I	5 Marks
Completing Unit II	MST – I	12 Marks
Completing Unit III	Assignment - II	5 Marks
Completing Unit IV	MST – II	12 Marks
End of Semester	Class Attendance	6 Marks
Total		40 Marks

INTERNAL ASSESSMENT SYSTEM



MST – I DATESHEET

MST - I Examination Date Sheet Feb 2025														
Date	Shift	MBA IV	MBA II	MCA IV	MCA II	BCA VI	BCA IV	BCA II	BBA VI	BBA IV	BBA II	Bcom II	Bcom IV	Bcom VI
24-Feb	M	DVM	BADM		Web Tech. lab		OS Lab	FOS		FM			Corp. Acc	IRLL
24-Feb	E	IMC & SM	CAB		Web Tech.	VIVA-VOCE	OS	FOS Lab	CL	VIVA-VOCE	ME-II	CA		
25-Feb	M	Workshop on Ind Eth.	VIVA-VOCE	Project	DAA	AP Lab	VIVA-VOCE	CSA	VIVA-VOCE	BRM			CL	OR
25-Feb	E	TPFP	LEB	VIVA-VOCE		AP	SE	CSA Lab	SM		BE	BE		
27-Feb	M	Busi. For	MM	ML Lab	Linux Adm. Lab	DM Lab	DBMS Lab	OOCPP	Ser.M	HRM			ITLP	SAPM
27-Feb	E	LTD	EPM	ML	Linux Adm	DM	DBMS	OOCPP Lab	DITL		BS	BS	VIVA-VOCE	VIVA-VOCE
28-Feb	M	Int. Fin	HRM	CC Lab	Adv. Java	Inf. Sec. Lab	Web Designing	VIVA-VOCE	CC HRM	ED		VIVA-VOCE	ED	MFS
28-Feb	E	PCM		CC	Adv. Java Lab	Inf. Sec.	Web Designing Lab	EVS	PFP		EVS	EVS		
1-Mar	M	CS	POM	AWT	VIVA-VOCE	Project	SE Lab		RLM	BE & CSR	VIVA-VOCE		WCA	
1-Mar	E	PBM	CF&IFS	AWT Lab	ISCL	AI			T&D					

Morning (M) : 9.30AM TO 11.30 AM Evening (E) : 1.30 PM TO 3.30 PM DIRECTOR

MST – II DATESHEET

MST - II Examination Date Sheet April 2025														
Date	Shift	MBA IV	MBA II	MCA IV	MCA II	BCA VI	BCA IV	BCA II	BBA VI	BBA IV	BBA II	Bcom II	Bcom IV	Bcom VI
21-Apr	M	DVM	BADM		Web Tech. lab	Project	OS Lab	FOS	DITL	FM			Corp. Acc	IRLL
21-Apr	E	IMC & SM	CAB		Web Tech.	VIVA-VOCE	OS	FOS Lab	CL	VIVA-VOCE	ME-II	CA		
22-Apr	M	CS	VIVA-VOCE	Project	DAA	VIVA-VOCE	VIVA-VOCE	CSA	VIVA-VOCE	BRM			CL	OR
22-Apr	E	TPFP	MM	VIVA-VOCE		AP	SE	CSA Lab	Ser.M		BE	BE		
23-Apr	M	Busi. For	VIVA-VOCE	ML Lab	Linux Adm. Lab	DM Lab	DBMS Lab	VIVA-VOCE	SM	HRM	VIVA-VOCE		ITLP	SAPM
23-Apr	E	LTD	EPM	ML	Linux Adm	DM	DBMS	OOCPP Lab	VIVA-VOCE			BS	VIVA-VOCE	VIVA-VOCE
24-Apr	M	Int. Fin	HRM	CC Lab	Adv. Java	Inf. Sec. Lab	Web Designing	VIVA-VOCE	CC HRM	ED	VIVA-VOCE	VIVA-VOCE	ED	MFS
24-Apr	E	PCM	LEB	CC	Adv. Java Lab	Inf. Sec.	Web Designing Lab	EVS	PFP		EVS	EVS		
25-Apr	M	Workshop on Ind Eth.	POM	AWT	VIVA-VOCE	AP Lab	SE Lab	OOCPP	RLM	BE & CSR	BS		WCA	
25-Apr	E	PBM	CF&IFS	AWT Lab	ISCL	AI			T&D					

Morning (M) : 9.30AM TO 12.30 AM Evening (E) : 1.30 PM TO 4.30 PM DIRECTOR



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and Technology

INVIGILATOR DUTY ROASTER FOR MST - I



Faculty Duty Roster for MST-1 Examination Feb 2025

Day	Mon	Mon	Tue	Tue	Thur	Thur	Fri	Fri	Sat	Sat
Date	24-Feb	24-Feb	25-Feb	25-Feb	27-Feb	27-Feb	28-Feb	28-Feb	1-Mar	1-Mar
Session	M	E	M	E	M	E	M	E	M	E
Dr. Aneet	Controller									
Dr. Rakhee Dewan	Superintendent									
Mr. Vivek Sharma	Deputy Superintendent									
Dr. Bushra S P Singh		1		1		1		1		
Dr. Dipneet Saini	1		1		1		1		1	
Ms. Neelam Sharma	1		1		1		1		1	
Ms. Simrat	1		1		1		1		1	
Ms. Shruti		1		1		1		1		1
Mr. Naresh	1		1		1		1			1
Ms. Monalisa		1	1		1	1		1		
Ms. Bhavya		1		1		1	1	1	1	
Ms. Joshna		1		1		1		1	1	
Mr. Aditya		1	1		1		1		1	
Mr. Sarabjeet Singh		1		1		1	1	1		
Dr. Lincoln		1		1		1	1	1		1
Mr. Shammi Bhatia		1		1		1		1		1
Dr. Divya	1		1		1		1			1
Dr. Siddharth Vyas	1	1		1		1		1		
Ms. Gurman		1		1	1		1		1	
Mr. Gaganjit Bindra	1		1		1		1		1	
Ms. Nitika		1		1		1		1		1
Ms. Jaspreet Kaur	1		1		1		1			
Ms. Shikha		1		1		1		1		1
Ms. Jyoti	1		1		1		1		1	
Ms. Hema Verma	1		1		1		1			1
Ms. Sunita	1		1	1		1		1		
Mr. Manjit Singh				1		1				

Director

INVIGILATOR DUTY ROASTER FOR MST - II



Faculty Duty Roster for MST-2 Examination March 2025

Day	Mon	Mon	Tue	Tue	Wed	Wed	Thur	Thur	Fri	Fri
Date	21-Apr	21-Apr	22-Apr	22-Apr	23-Apr	23-Apr	24-Apr	24-Apr	25-Apr	25-Apr
Session	M	E	M	E	M	E	M	E	M	E
Dr. Aneet	Controller									
Dr. Rakhee Dewan	Superintendent									
Mr. Vivek Sharma	Deputy Superintendent									
Dr. Bushra S P Singh	1		1		1		1		1	
Dr. Dipneet Saini		1	1	1	1	1	1			
Ms. Neelam Sharma		1		1	1		1			1
Ms. Simrat	1		1		1		1		1	
Ms. Shruti		1		1		1		1		1
Mr. Naresh	1		1		1		1		1	
Ms. Gurpreet	1		1	1	1		1	1	1	
Ms. Zeba		1		1		1		1		1
Ms. Joshna	1		1		1		1		1	
Mr. Aditya		1		1		1		1		1
Mr. Sarabjeet Singh	1		1		1		1		1	
Dr. Lincoln	1		1	1	1		1	1	1	
Mr. Shammi Bhatia		1		1			1	1		1
Dr. Divya		1		1		1		1		1
Dr. Siddharth Vyas	1		1		1		1		1	
Ms. Gurman		1		1		1		1		1
Dr. Iram Khan	1		1		1		1		1	
Mr. Pardeep		1		1		1		1		
Ms. Nitika	1		1		1		1		1	
Ms. Jaspreet Kaur		1		1		1		1		
Ms. Shikha	1		1		1		1		1	1
Ms. Jyoti		1		1		1	1	1		
Ms. Hema Verma	1		1		1		1		1	
Ms. Sunita		1		1		1		1		1
Mr. Manjit Singh		1		1		1		1		

Director

VIVA VOCE DUTY ROASTER FOR FACULTY MST - I

VIVA VOCE				
Date	Session	Course	Faculty	Coordinator 1
24-Feb	E	BCA VI	Dr Dipneet	Ms Hema
		BBA IV	Dr Divya	Ms Neelam
25-Feb	M	MBA II	Dr Sneha	Dr Iram Khan
		BCA IV	Dr Neeraj Sharma	Ms Sudha
		BBA VI	Ms Archan	Ms Joshana
25-Feb	E	MCA IV	Mr Gurdeepak	Ms Zeba
27-Feb	E	Bcom VI	Mr Gurdeepak	Ms Bhavya
		Bcom IV		Mr Aditya
28-Feb	M	BCA II	Dr Neeraj Sharma	Ms Jaspreet
		B.COM II	Dr Sidhartha	Ms Simrat
1-Mar	M	BBA II	Dr Rakhee	Ms Shruti
		MCA II	Dr Neeraj Sharma	Dr Divya

Morning Timing = 10:00 am -11:30 am
Evening Timing = 2:30pm -3:30 pm

VIVA VOCE DUTY ROASTER FOR FACULTY MST - II

VIVA VOCE- MST II Date Sheet				
Date	Session	Course	Faculty	Coordinator 1
21-Apr	E	BCA VI	Ms Gurmandeep/ Ms Archan	Ms Archan/ Ms Hema
		BBA IV	Dr Sidhartha	Ms Neelam
22-Apr	M	MBA II	Mr Gurdeepak	Dr Iram Khan
		BCA VI	Ms Gurmandeep/ Ms Archan	Ms Archan/ Ms Hema
		BBA VI	Dr Rakhee	Mr Naresh
		BCA IV	Dr Dipneet	Ms Sunita
22-Apr	E	MCA IV	Dr Neeraj Sharma	Ms Zeba
23-Apr	M	MBA II	Mr Gurdeepak	Dr Iram Khan
		BCA II	Dr Neeraj Sharma	Ms Sudha
		BBA II	Ms Zeba	Ms Monalisa
23-Apr	E	BBA VI	Dr Rakhee	Mr Naresh
		B.COM IV	Dr Sidhartha	Ms Simrat
		B.COM VI	Ms Archan	
24-Apr	M	BCA II	Dr Neeraj Sharma	Ms Sudha
		BBA II	Ms Zeba	Ms Monalisa
		B.COM II	Mr Gurdeepak	Ms Simrat
25-Apr	M	MCA II	Dr Neeraj Sharma	Ms Divya
Morning Session : 10:00 onwards				
Evening Session : 2:30 onwards				

MST Examination Instructions (For Invigilation)

1. Invigilators are required to report in the Examination Control Room at
 - **8:45 AM for the Morning Session**
 - **12:45 PM for the Evening Session.**
2. Invigilators are requested to ***collect seating plan for allotted room, count the answer sheets and sign the Duty sheet.***
3. Invigilator must check that detained students don't appear for examination.
4. It is mandatory for the invigilator to make prior **announcements regarding Mobile phones not permitted and proper filling of the attendance sheet.**
5. Invigilator has to check that student signed the attendance sheet properly.
6. Invigilator must make proper announcement regarding writing roll no. on the question paper.
7. Invigilator should collect the answer sheet from the student after he/she has crossed all the blank pages.
8. Invigilator has to **count the number of students present in the room** (for physical verification).
9. No extra student to be seated in the room if not allotted in the seating plan.
10. Invigilator is expected **not to sit on the benches / tables / chair** during invigilation duty.
11. Invigilator should **not carry their Mobile phones** to the Exam hall during the Examination timings.
12. Invigilator has to **collect the answer sheets and arrange them as per Course**

Director

R.14.1

MST Examination

Code of Conduct (For Student)

1. The MSTs- I are starting from as per the dates mentioned in the date sheet.
2. Paper for every class will be conducted in
 - Morning shift of 9.30 am to 12.30 am
 - Evening shift of 1:30 pm to 4:30 pm
3. Students are required to bring their ID cards with them.
4. Students are required to occupy their seat as per sitting plan **at least 20minutes before** the start of the Examination.
5. Students will be getting **3 attendances per subject** for appearing in 3 hrs. exams.
6. No Student will be allowed to leave the Examination Hall **before half time**.
7. Students should maintain **Decorum / Discipline** in the Examination Hall.
8. In case any student is late, he/she will not be allowed to enter the examination hall without written permission of the Director.
9. If any student is caught using **any unfair means** in the Examination, he/she will be debarred from the Examination.
10. Students should make sure that they **mark their attendance correctly** on the attendance sheet.
11. Students have to fully cross blank pages before submission of answer sheet to the invigilator.
12. During the conduct of Examination students are **prohibited to discussor borrow any pencil, pen etc.**
13. **Students are not allowed to bring Mobile Phones/Laptop or any electronic device** in the examination hall.
14. **Students are advised not to bring and keep any valuables outside the exam hall** during exam days. In case of any loss, the Institute will not be responsible for it anyway.

Director



MST LETTER FOR PARENTS

Ref No: GJIMT/ 2025/003

DATE: 05/03/2025

Father's Name: [REDACTED]

Student Name: [REDACTED]

Address: [REDACTED]
[REDACTED]

SUBJECT: MID-SEMESTER ACADEMIC PERFORMANCE REPORT JAN-MAY 2025

Dear Parent

Your ward [REDACTED] University Roll no: [REDACTED] a student of Batch 2024 appeared in the Mid-Semester Tests (Mid Sessional - I) held from 24th Feb – 1st March 2025. The performance in the MST and the attendance status is given below:-

Subject Code	Subject Name	Max. Marks	Marks Obtained	% Marks	Lectures Held	Lectures Attended	% Attendance
BBA 201-18	Business Statistics	40	38	95%	22	18	82%
BBAGE 201-18	Managerial Economics	40	28	70%	25	21	84%
EVS 102-18	Environment Studies	40	33	81.2%	12	9	75%
BBA 202-18	Business Environment	40	30	75%	22	20	91%

It is also informed that according to IKGPTU Guidelines, in case the attendance is below 75% of the aggregate scheduled periods, in each prescribed course of Theory and Practical, the student will be detained in the I.K.G Punjab Technical University Examination to be held in May 2025. For any further query, please feel free to contact the class in-charge on 0172-2264566 between 3:00 pm and 5:00 pm.

We also request you to motivate your ward to actively participate in all the developmental activities and workshops organized by the institute time-to-time.

Name & Signature of Class In-charge

Name & Signature of HoD





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