

## **State Board of Technical Education, Bihar**

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| <b>Form 208</b> |
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### **Standard Operation Procedure for Practical and Term Work**

**Organisation Name:** State Board of Technical Education, Bihar, Patna

**Approving Authority:** Examination Board, State Board of Technical Education, Bihar

**Purpose:** To establish Standard Operating Procedure for Polytechnic Institution for External Evaluation of Practical and Term Work. All Institution, Centre Superintendent, Evaluation Director, External and Internal Faculty are responsible accordingly.

#### **1. Institution:**

##### **Roles & Responsibilities**

1. Scheduling of practical exams, term papers, and viva voce in accordance with the examination timetable
2. Selection of the external examiner in accordance with the exam's allocated time slot
3. Ensure compilation and present before the external committee during Viva voce
  - a. Term Work
  - b. Project Work
  - c. In plant Training
  - d. Drawing Sheets
  - e. Jobs
  - f. Laboratory journals
  - g. Progressive Assessment as per Academic calendar
4. Ensure prearranged prescribed standard
  - a. Staff
  - b. equipment
  - c. machines
  - d. Apparatus
  - e. computers & software
  - f. consumables etc.

#### **2. Centre Superintendent**

##### **Roles & Responsibilities**

- a. Ensure that supporting staff have been regular in their duties.
- b. External marks of practical(s)/Term Work(s) of each present students should be submitted to the Board on the same date of Evaluation as per schedule notified by the Board.
- c. Verification of full marks as per examination scheme in marks foil of the subject code concerned.

#### **3. Internal Faculty:** Faculty of the relevant subject and Polytechnic lab

##### **Roles & Responsibilities:**

1. Update their profile on the portal
2. Attendance to be updated on the portal

##### **3. Access the following**

- a. Term work / practical
- b. Outcome based on experiments performed

- c. Report writing
  - d. Calculation
  - e. Conclusion
  - f. Oral test and Answer booklet
  - g. Drawings
  - h. Apparatus used etc
4. Marks awarded to the students shall be validated and keep in sealed envelope.

**4. External examiner (s): Faculty from the concern subjects from nearby Government Engineering College /Government Polytechnic Institutes/ Industry and Constituent Colleges.**

**5. External Committee for Practical and Term Work:**

**Joint Roles & Responsibilities:**

1. Term Work and Performance of practical shall be assessed by the Internal / External faculty members on the basis of Candidate's subject knowledge of the principals involved which reconcile with Outcome Based Education of AICTE's Examination Reforms Policy 2018.
2. External committee for evaluating Practical / Term Work should comprises of one External faculty member and one Internal faculty member of relevant discipline.
3. Update their profile on the portal.
4. Reach the Examination centre on the allocated date and time as per Examination schedule.
5. Conduct the Practical/TW/Viva Voce examination.
6. Evaluate the Practical(s) and Term Work (s) posting of marks in the portal as per examination scheme of the subject.
7. Report malpractices observed if any.
8. External Marks of Practical(s), and Term work (s) should be submitted online to the Board on the same date as per schedule notified by the board and hardcopy of the marks awarded in a sealed envelope shall be handed over to Centre Superintendent.
9. Ensure that all students present in practical/Term work and Viva are awarded with marks as pre-examination marking scheme.
10. External Marks of Practical Examination should comprise experimental work, Journals notebook available and viva-voce.
11. External marks of Term work should comprise of student progressive sessional records available & viva-voce in a proportion of 80:20. If a student fails to appear before external committee in Term work, external marks of Term work should be awarded on the basis of student's progressive record available for 80% of external marks only.

#### **6. Guidelines for remuneration:**

1. Remuneration for members of the External committee will be paid by DBT to their Bank account filled by them on portal as per the State Board of Technical Education, Bihar, Patna regulations.
2. Remuneration for Invigilation duty of Practical Examination will be paid to the faculty(except one from external committee)/Instructor/Class III only.

# Flow Chart

