

# INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR

No: IMSciences/Exam/2020/011

June 15, 2020

## CIRCULAR

In continuation of the Notification No. IMSciences/Estt/2020/0233B, dated May 28, 2020. The following detailed guidelines are being provided to all faculty and students of the IMSciences, for compliance.

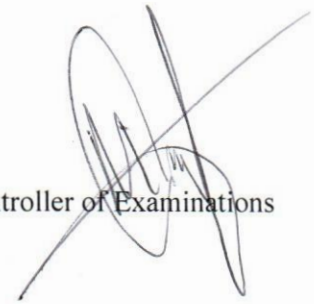
1. In view of the novel situation posed by the pandemic COVID-19, the Institute will adopt continuous assessment/examination method for current semester. (Students will not be promoted without conducting assessment)
2. Assignments, quizzes, presentations, projects (and others as may be communicated) are the Tools to be used for assessment and evaluation of students' learning at IMSciences.
3. To ensure quality in all assessments, the faculty will adopt multiple assessment modes so that the assessments include easy, moderate, and high-difficulty tasks/assignments in due weightage.
4. Assessment of semester work, term assessments and final projects should be verifiable, which means a teacher will have to maintain the record of assessment i.e. viva/presentations, quizzes and assignments, in the form of video recording, and/or soft copies. The record of all assessments shall be provided to the office of the controller of examinations in the form of a folder. A faculty member may choose any of the given methods of assessment, however the breakup given in point 5 of this circular must be followed for marking.

- Weekly assignments
- Weekly quizzes
- Midterm assignments
- Terminal assignments/projects
- Digital/Online presentation
- Viva Voce
- Online video presentations by students
- Open-Book assignments within time limits
- Class participation
- Lab work (Online)

5. Over all 100 marks of each subject should be assessed in the following manner ;

- Mid-Term Assessment (after 4 weeks of online classes) = 20 marks
- Final/Terminal Assessment (after 9 weeks of online classes) = 30 marks
- Other Quizzes/Assignments/Presentations (conducted during the whole term)  
should be 6 in number bearing 5 marks each = 30 marks
- Presentation/viva/lab work/class participation = 20 marks

Controller of Examinations



Copy:

1. Director IMSciences
2. Joint Director
3. All Coordinators
4. Manager QEC
5. Secretary OCRC
6. All Faculty
7. Deputy Manager ERP
8. Program Office (BBA/MBA)
9. Result Section
10. Notice Board