

Sagarmatha College of Science and Technology

Sanepa, Lalitpur

INTERNAL EVALUATION GUIDELINE

1. Examination Framework

- College will conduct two written examinations (Mid Term and Final Term) for theory subjects.
- Midterm assessment will be conducted after the completion of 50% course. Final term assessment will be conducted after the completion of another 50% course.

2. Internal Evaluation Marks Distribution

SN	Particulars	Weightage
1	Attendance	15 %
2	Assignment	20%
3	Mid Term	25%
4	Final Term	25%
5	Teacher's Evaluation	15%

3. Attendance Policy

Students are required to maintain 80% attendance in each subject. Anyone unable to maintain 80% attendance in any subject will be graded as Not Qualified (NQ) and will not be allowed to appear in the final board examination of that particular subject. Attendance marks will be calculated proportionally based on the student's attendance percentage.

4. Leave Policy

- Student is required take approval by submitting leave application to the department prior to absence.
- If it is not possible to pre-inform, he/she must get leave approval within three days after he/she resumes taking classes.

5. Criteria for being qualified for final examination

- a. In any subject, the student must have passed at least one of the exams and must have secured at least 40% of the internal marks to be qualified for the board examination.
 - b. The student who has failed in all of the exams (Mid-term exam and Final-term exam) but has secured 40% or above of the internal marks must take part in the NQ clearance process conducted by the subject teacher. Student successfully completing the NQ clearance process will only get the marks secured by him/her in that subject.
 - c. If a student secures less than 40% of the internal marks but maintains at least 80% attendance, they must also participate in the NQ Clearance Process conducted by the subject teacher. Student successfully completing the NQ clearance process will only get the 40% of internal marks.
 - d. Any student failing to perform successfully in NQ clearance process will be graded as NQ (Not Qualified) and will not be allowed to appear in the board examination of that particular subject.
6. Students falling under the following category will not be allowed to take part in NQ clearance process and will be marked as NQ.
- a. Students having attendance less than 80%.
 - b. Students not appearing in all the exams (Mid Term and Final Term).
7. If a student is graded as NQ, he/she must appear in and pass NQ clearance test to be qualified to appear in the back-paper examination. His/her marks will be 40% of internal mark.

8. Practical Examination guidelines

- Students must maintain a minimum of 80% attendance in practical classes to qualify for the practical examination.
- Practical examinations will be conducted separately and evaluated in the presence of an external examiner assigned by IOST.



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