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Standard Operating Procedure

For

Assignment

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Standard Operating Procedure (SOP) For Assignment

1 Purpose

To evaluate student assignments through seminar presentations, improving:

* Communication skills
* Presentation skills
* Interpersonal interaction
* Conceptual understanding of the course

2 Assignment Pattern

* Each course carries 5 marks for assignment.
* The assignment may be assessed out of 20 marks based on the prescribed rubric, and the obtained marks shall be proportionately scaled down to 5 marks for final award.
* Assignment is conducted as a seminar (oral presentation)
* Can be individual or small group (2–3 students)
* Duration: 8–10 minutes + QA

3 Assignment Rubric

intend Note: The assignment shall be evaluated out of 20 marks using the detailed rubric. The final assignment score will be scaled down to 5 marks

4 Outcomes Achieved

Students will be able to:

* Demonstrate a stronger understanding of course concepts
* Effectively explain technical topics with clarity and accuracy
* Develop effective oral communication skills
* Exhibit confidence in presentations and public speaking
* Enhance interpersonal and teamwork abilities
* Respond to questions confidently and participate in meaningful discussions

S No	Criteria & Marks	Excellent (4)	Good (3)	Average (2)	Poor (1)	Score
1	Content Understanding (4)	Clear, accurate, in-depth explanation of topic	Mostly correct with minor gaps	Basic understanding, limited depth	Poor understanding / incorrect	
2	Presentation Skills (4)	Confident, engaging, clear voice modulation	Good delivery with minor hesitation	Low confidence, reads from slides	Poor delivery, unclear voice	
3	Communication Skills (4)	Fluent, clear articulation, professional language	Minor language issues	Frequent pauses, basic communication	Poor communication	
4	Structure / Visual Aids (4)	Well-organized, clear Presentation, logical flow	Mostly structured, minor issues	Some organization, cluttered slides	Poor/no structure	
5	Q&A / Interaction (4)	Answers confidently with clarity and depth	Answers most questions correctly	Partial answers	Unable to answer	
					Total	/20

Table 1: Assessment Rubric for Seminar-Based Assignment Evaluation

5 Assignment Planning and Coverage

* Each assignment shall be designed to cover all the Course Outcomes (COs) of the respective course.
* It is recommended that assignments be given after the completion of maximum Course Outcome (CO) coverage, ensuring students have sufficient conceptual understanding.
* The evaluation of assignments (seminar presentations) should be scheduled before the commencement of CIA Test 2 examinations to ensure timely assessment and feedback.

6 Documentation

Faculty should maintain:

* Details of assignment
* Student evaluation sheet
* Marks Scored Report (out of 20)