

No 848 / 2025

Date 11.09.2025

**OFFICE ORDER**

It is for the information of all concerned that the Institution has adopted an Uniform Internal Assessment Template in respect of 2-Year MBA and MCA Courses from the current academic session 2025-26 (Annexure-1).

In addition, the guidelines to be followed is as under;

- i. The duration for Internal Assessment Test carrying 15 (Fifteen) Marks will be 01.00 Hour.
- ii. All Questions are compulsory.
- iii. The concerned teacher will show the Internal Assessment Tests Answer Script to the students within 7 (Seven) working days from the date of Test.
- iv. If a student will not be satisfied with the mark (s) awarded, s/he can request for re-valuation on payment of Rs. 50/- within fifteen days from the date answer script (s) shown by the teacher.

This will have immediate effect.



*[Signature]*  
11/9/25  
PRINCIPAL

Memo No 845 / 2025

Date 11.09.2025

Copy to (I) Head, MBA, MCA Department, and all Member Faculties (including Guest Faculties)/ Admin / Academic / Accounts Section and Notice Board for information of Students.

(ii) Dr Amitabh Nanda, Faculty- In-charge of MBA and Mr Nihar Ranjan Sabat, Faculty- In-charge of MCA Internal Assessment Tests (Academic Session: 2025-26) for information. They are requested to coordinate with Head for smooth conduct of the Tests.

*[Signature]*  
11/9/25  
PRINCIPAL

PTO



Roll No /  
Registration No:

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|--|----|--|--------------|
| Total Number of Pages: (XX)  |    | Course: MBA / MCA                                |              |
|  |    | SUB_Code:  |              |
| (Regular / Detained Examination: 20__ - __)  |    |  |              |
| SUBJECT NAME:  |    |  |              |
| BRANCH:  |    |  |              |
| Max Time: 1 Hour   |    | Sitting:   |              |
| Max Marks: 15  |    |  |              |
| Q. CODE: (To be allotted by the College)   |    |  |              |
| Any Question having parts should be answered as whole at one place only. Illustrate answer with diagrams wherever relevant / required; if any) |    |  |              |
| The figures in the right-hand margin indicate marks.   |    |  |              |
| ALL QUESTIONS ARE COMPULSORY   |    |  |              |
| Q 1  |    | Objective Type (Two-three sentence answers)      | (5 x 1 Mark) |
|  | a) |  |              |
|  | b) |  |              |
|  | c) |  |              |
|  | d) |  |              |
|  | e) |  |              |
|  |    | Applied, Case-based, Problem-based or Structured |              |
| Q 2  |    |  | (4 Marks)    |
| Q 3  |    |  | (3 Marks)    |
| Q 4  |    |  | (3 Marks)    |
|  |    |  |              |

Note: The student (s) will use Roll number till the registration number is allotted by the University.

*Handwritten signature and date:*  
11/9/2025