



ASSAM
down town
UNIVERSITY

NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

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Promoted by: **down town**
Charity Trust

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Date: 27-08-2025

Notification

SOP for inclusion of One 10-Mark Question in the Semester-End Examination from Research/Review Papers and SOP for the internal assessment presentation component for all courses, including CLPPD, to present a Research/Review Paper

This is to inform all concerned that the “Standard Operating Procedure (SOP) for inclusion of One 10-Mark Question in the Semester-End Examination from Research/Review Papers” and “Standard Operating Procedure (SOP) for the internal assessment presentation component for all courses, including CLPPD, to present a Research/Review Paper” attached as Annexure I and II are notified herewith for all concerned. The respective Faculty PAC should approve this in their emergent meeting before implementation.

This shall come into force with immediate effect.

Issued with due approval of the competent authority.

(Dr. Ashim Barman)
Registrar
Assam down town University.

Copy for favour of their information to:

1. PA to Vice Chancellor, AdtU
2. OSD to Pro-Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT
5. P.S to Resident Trustee, dtCT
6. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
7. Office of the Controller of Examinations, AdtU
8. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/T&D)
9. HR Office
10. **Notice Boards/Message Desk (For display)**
11. Office file (for record)

Standard Operating Procedure (SOP) for inclusion of One 10-Mark Question in the Semester-End Examination from Research/Review Papers

1. Objective

The objective of this SOP is to strengthen the research orientation of postgraduate (PG) students by introducing a research-based assessment component in the Semester End Examination (SEE). A 10-mark question will be drawn from research/review papers provided by the course teacher, thereby encouraging students to engage with academic literature and develop analytical and critical thinking skills.

2. Scope

This SOP is applicable to **two Core courses in each PG programme** at Assam down town University. Programmes where **Practice School** is already implemented may be exempted. The policy will be reviewed periodically and expanded to other courses as deemed appropriate.

3. Implementation Procedure

3.1 Selection of Research/Review Papers

- The Programme Head, in consultation with the Associate Dean Academic and Dean, will identify two core PG courses for this and inform the course teachers for inclusion of the same, with copies to the Executive Dean, CoE, and Registrar.
- Identification of the courses will be approved by the Dean concerned.
- For each identified PG course, the course teacher will select a set of five research/review papers relevant to the syllabus. The course teacher shall share the research/review papers with the students in either soft or hard copy. A compiled list containing the title of the paper, authors, journal name, volume, year of publication, and publisher shall be submitted to the concerned Dean for approval. Only approved research/review papers shall be shared with the students.
- Papers should be from **peer-reviewed national or international journals** indexed in Scopus/Core Web of Science, recent (last 5 years), and aligned with the **course learning outcomes**.
- Papers from the UGC care-listed journals shall not be accepted or approved.
- The papers should be provided to the students within 20 Days of the commencement of the semester.

Table: Summary of the Selection of Research/Review Papers process

One 10-Mark Question to be included in the semester	Number of Courses to be introduced	Total no. of research/ Review papers to be given to the students	Papers selected from the Journals	Courses will be selected by	Papers will be selected by	Courses and research paper approved by
Semester 1	2 core courses	05	International journals indexed in Scopus/Core Web of Science	Programme Head	Course Teacher	Dean of the Faculty
Semester 2	2 core courses	05				
Semester 3	2 core courses	05				
Semester 4	2 core courses	05				

3.2 Distribution to Students

- Each student will be assigned the **same set of five research/review papers** for uniformity.
- The papers may be shared digitally (via LMS, email, or course WhatsApp Groups) with copies to the Executive Dean, CoE, and Registrar.

3.3 Student Engagement

- Students will be encouraged to read, analyze, and discuss the assigned papers during the semester.
- Faculty may conduct **interactive sessions, tutorials, or group discussions** to clarify doubts and enhance comprehension.

3.4 Incorporation in Semester-End Examination

- During the **Semester End Examination (SEE)**, one **10-mark question (may put two questions in either or mode from two different research papers)** will be set, drawn from **any of the five assigned research/review papers**.
- The question may assess:
 - Understanding of the research problem, objectives, and methodology.
 - Interpretation of findings and conclusions.
 - Critical analysis and reflection.

- Application of research outcomes to theoretical or practical contexts.

3.5 Examination Question Paper Setting

- The question will be framed by the **course teacher** and included in the SEE question paper under a **designated section (Research Component Question)** .
- Moderation of question papers will follow the **University Examination Policy**.

4. Roles and Responsibilities

- **Course Teacher:** Selection and distribution of papers, facilitation of student engagement, and question framing.
- **Dean concerned:** Ensuring proper implementation and monitoring of compliance.
- **CoE:** Incorporating the research-based question into the SEE structure and ensuring uniformity for the same as applicable.
- **Students:** Active engagement with assigned papers and preparedness to answer the research-based question.

5. Exemptions

- PG programmes where **Practice School** is already implemented may be exempted initially from this component.
- Management programmes will use case studies in lieu of research papers.

End

Standard Operating Procedure (SOP) for the internal assessment presentation component for all courses, including CLPPD, to present a Research/review Paper

1. Objective

The objective of this SOP is to provide a structured mechanism for implementing the Internal Assessment (IA) Presentation Component across all courses at Assam down town University. This component emphasizes critical reading, comprehension, analytical thinking, and presentation skills by requiring students to review a research paper and present their understanding before the class and evaluation panel.

2. Scope

This SOP is applicable to all undergraduate and postgraduate programmes of AdtU, including CLPPD, where the internal assessment structure mandates a presentation-based evaluation.

3. Process Flow

3.1 Selection of Research/Review Paper

- The concerned course/class teacher shall select and assign a research/review paper relevant to the subject/course within 20 days from the commencement of the classes. These research or review papers should be approved by the Dean concerned.
- The course teacher shall share the research/review papers with the students in either soft or hard copy. A compiled list containing the title of the paper, authors, journal name, volume, year of publication, and publisher shall be submitted to the concerned Dean for approval. Only approved research/review papers shall be shared with the students.
- However, in the case of the CLPPD courses, the Programme Head, upon approval of the Dean concerned, shall submit the soft copies of the research or review papers to the person in-charge of CLPPD according to the student count for further sharing with the students by the CLPPD class teacher.
- Papers should be from **peer-reviewed national or international journals** indexed in Scopus/Core Web of Science, recent (last 5 years), and aligned with the **course learning outcomes**.
- Students may also propose a research/review paper of their own interest (with prior approval from the teacher). Students who select their own paper (approved by Dean concerned) will be eligible for additional marks (up to 5% weightage of the IA component).
- Papers from the UGC care-listed journals shall not be accepted or approved.
- Management programmes will use case studies in lieu of research/review papers.

3.2 Guidelines for Students

- Students must read the assigned/approved research paper thoroughly.
- They are required to prepare a structured **presentation (10-12 minutes)** covering:
 - i. Title, authors, source, and year of publication
 - ii. Background and objectives of the paper
 - iii. Methodology/approach adopted
 - iv. Key findings/outcomes
 - v. Student's critical understanding and reflections
 - vi. Relevance of the paper to the course/discipline
- Presentations should be supported with PPT slides.

Research/review Paper topic- based presentation	Courses to be introduced the presentation component	Total no. of research/Review papers to be given to the students	Papers selected from	Papers will be selected by	Research paper approved by
Semester 1	All courses, including CLPPD	One paper, which will be given in groups of up to 4 students for UG or individually for PG, as per the existing presentation policy.	International journals indexed in Scopus/Core Web of Science	Concerned courses Teacher	Dean of the Faculty
Semester 2					
Semester 3					
Semester 4					
Semester 5					
Semester 6					
Semester 7					
Semester 8					
Note: the number of semesters shall be considered as per the programme of study and or where there are theory courses as applicable.					

3.3 Presentation Schedule

- The course teacher shall announce the **presentation schedule** at least two weeks in advance.
- Presentations will be conducted during regular class hours .
- Group presentations may be permitted where applicable as per the existing policy.

4. Evaluation Criteria: As per the existing policy

Evaluation shall be based on the following rubric (out of 10 marks or as per IA allocation):

Criteria	Marks
Understanding of the content of the paper	2.5
Organization & content structure	2.5
Critical analysis & originality	2.5
Presentation skills (clarity, PPT, delivery)	2.5
Bonus (self-selected paper)	up to 2 marks

A record of the research papers assigned/approved and presentation schedules shall be maintained at the programme level. This will promote reading habits of authentic research works, enhances comprehension and critical thinking, develops communication, articulation, and confidence in public speaking.

END