

### **2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode**

Evaluation is an integral part of teaching-learning. The academic performance of the students is evaluated throughout the academic year through different ways. For this, the college has adopted the transparent, objective and continuous internal evaluation system.

Students are aware of internal assessment exams in the college and also University examinations. The University norms relating to course-wise examination pattern, question paper patterns are communicated to the students. The internal assessment process is communicated to the students through proper channels in the first week of the semester. Further, if there are any changes in schedules, patterns or methods, are immediately notified to the students through classroom briefing by the subject teachers and also displayed in the department notice board. Following University guidelines, College conducts two internal examinations per semester, with adequate provisions for re-examinations for absentees on valid and unavoidable reasons. The first test is conducted after six weeks from the beginning of a semester and the second is after a gap of four weeks from the first test. The dates of internal assessment tests are clearly marked in the Student handbook. The time table for the internal assessment tests is displayed on the notice board. Question papers are prepared according to the university question paper pattern. The syllabus for the test is communicated to the students by the concerned faculties well in advance. The answer scripts of the internal tests are evaluated and are distributed in the class generally within a week of the exams for verification of marks awarded. It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation. Students are given sufficient forum to interact with staff to resolve any grievances regarding the assessment. Grievances of students and doubts related to the subjects are dealt with adequately. If there is any tabulation or calculation error in the assessment, corrections are duly made by the examiner and the corrected mark is awarded to the concerned student. In this way, transparency is maintained.