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

Transparency initiatives taken at institute level:

There is a standard process of internal examination in the college. According to the academic calendar, a student has to appear in 2-Unit test, 3- Assignment and Preliminary examinations, apart from University examinations. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar, a teacher has to take unit test, which may be in the form of written test. The marks of unit test are shown in the classrooms and each student can ask about its performance. They can observe their test copies. Record of obtained mark is written in register. If there is any difference or discrepancy in their marks, it can immediately be corrected. The test copy of unit test is shown to students for their observation. Some teachers analyse the solution and method of solving the paper in the class-rooms, especially in mathematics.

The concerning subject teacher keeps the record of all internal exams, e.g., unit-test, Preliminary exams, if it is not secret in the university level.

Similarly, the black-board presentation or the power point presentation is done by students for Seminar and Project presentation. This method releases shyness of a student and develop the self confidence in him/her. This method is very useful for personality development of student also. After showing the answer sheet to students, the copy of the student is kept in the internal-examination section. One may observe the marks and copy in the same session. However, this mark's does not increase student's academic marks in the Annual examination.

Mechanism of internal assessment:

1. Schedule of Unit Test (UT) & Preliminary Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of session.
2. The course teachers display question bank in advance for UT-I and UT-II which is conducted for one hour as per academic Calendar.
3. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student.
4. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.
5. There is complete transparency in the internal assessment for each assessment method as described below.
6. Model Answers and marking scheme is prepared by every subject teacher before valuation.

Class Assessment Test:

After Evaluation, marks are displayed as per dates mentioned in the academic calendar by faculty members. Assessment copies are shown to the students. Some questions have specific remarks of the valuer for awarding less marks.

Preliminary Examination:

1. Valuation is done by the respective subject teacher within two days through centralized valuation system.
2. Answer sheets are shown to all the students and answers are also discussed with the students. After satisfaction students put their signatures on the answer sheets. Some questions have specific remarks of the valuer regarding deduction of marks .

Practical Examination:

Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce.

Assignments:

Assignments questions are discussed with students. The students submit three assignments.

Internal Assessment Marks:

Internal Assessment Marks which comprises teacher assessment, UT-1, UT-2, Assignments and Preliminary exam marks are conveyed to students.