

2.5.2 Mechanism of Internal Assessment is Transparent and Robust in Terms of Frequency and Variety.

The internal assessment process is communicated to the students by the respective faculty in the first week of the semester as well as during orientation program for the first year students. Further, changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and also through classroom briefing by the concerned subject teachers. The college notifies evaluation process and related documentation to the students through university syllabus booklets as well as through college website which includes distribution of marks.

The assessment of internal marks is done through quality evaluation process by informing students about the class test schedule at the beginning of each academic year through academic calendar as well as through detailed time table of the internal test will be displayed at the college web site and the department notice board.

The question paper of the internal assessment are set based on the course outcomes which are approved by module coordinator/program coordinator. Syllabus for the internal assessment will be communicated to the students well in advanced.

The question paper of the class test also includes weightages of each question with their course outcomes as per the bloom's index.

Valuation of internal assessment help progressively during the semester and is design to check and report the periodic performance of the student.

The answer script of the class test are evaluated and distributed within one week of the internal exams for verification of marks. 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 free to interact with the teacher to resolve grievances if any, regarding the assessment. The marks are also displayed on the department notice board.

The internal examinations are also conducted for practical courses.

Every academic year consists of two semesters. Each semester is to be of 16 weeks. The first Continuous Internal Examination (CIE I) also known as Class Test I is conducted after 8 weeks of class work whereas the class test II is conducted near the end of the semester. Within the above mentioned 8 weeks of class work, the concerned syllabus is taught to the students. They are then tested on the same material. An average of both these examinations is calculated to attain the final internal marks of the student. These marks are also vitalized to decide the course of nature for teaching slow students and rectify their performance before the external examination. All question papers are set based on the OBE format. They are mapped with their respective course outcomes that are stated in the beginning of the course. The assignments given to the students involve unaddressed program outcomes. This helps the students attain knowledge beyond the syllabus as these topics are not covered by the exams conducted by the university but are still relevant. These assignments are given within a set timeframe. The students are to complete them within the time given to adhere to the university's timeline.