

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode Transparency initiatives 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 4-unit test and 3-CIA examinations, out of seven internal 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 have to take unit test, which may be in the form of written test, black-board presentation, power-point presentation, quiz on subject or by other method, which the subject teacher decides. 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 and CIA test is shown to students for their observation. Some teachers analyses the solution and method of solving the paper in the class-rooms, specially in mathematics. Further, the test copy of one student is allowed to interchange for observation to other student, at the time of distribution of the answer-sheet in the class rooms. The concerning subject teacher keeps the record of all internal exams, e.g., unit-test, quarterly exams and model exams, if it is not secret in the university level. The mark of mode examination is sent to the university, as it is a secret data. Its marks are not shown to students. The 10% internal mark of each paper in the model examination is sent. Similarly, the black-board presentation or the power point presentation is done by students. A student has to present his answer among other students. This method releases shyness of a student and develop the self confidence in him. 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. In PG classes, a student has to attend the internal examination compulsorily. Its marks are sent to the university to add in the semester mark-sheet.

Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIA and rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.

At Institute level: At Institute level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not

satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned.

All such representations are taken positively and are reassessed by another teacher if necessary. Parents are informed about their ward's performance through SMS and Mail. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Within a time bound the Internal Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal.

At University level: If students have grievances related to evaluation of university answer scripts it is intimated to the subject handling faculty and head of the department if necessary, for further action. Students can bring their grievances by applying for the following evaluation procedure:

Re-Evaluation: Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms.

Re- Evaluation: If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of the revaluation results. The evaluation process is carried out by two subject experts. Result will be announced before commencement of University Examination and the fees will be refunded to the students if he/she clears the paper. So maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the university.