

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

Response:

The College tries to ensure that all stakeholders of the institution particularly the students and the teachers are made aware of the evaluation process.

- All the rules & regulations and circulars of the evaluation process issued by the University are circulated to the teachers.
- Detailed information regarding change in pattern of question papers and distribution of marks are made available to students by the teachers in the Classroom and through notices posted on the College notice board or posted in various classes WhatsApp groups.
- The progress of the students is monitored by the teachers through class tests, written assignments, oral tests, group discussions & interactive sessions.
- Internal examinations of Undergraduate programmes and Post Graduate programmes are handled by examination committee.

Examination Committee:

The examination committee performs following functions to maintain transparency and robustness of examination procedure:

For internal and semester end examinations:

- Date sheet and seating arrangement for examination are displayed on the notice board adequately in advance.
- For internal examination, syllabus is declared by subject teacher and semester end examination is conducted for most part of the syllabus.
- The question papers are verified to eliminate errors and stored in sealed envelope.
- Supervision duty chart is prepared and informed to teachers.
- Separate seating arrangement is made for students with physical disability
- Requisite number of copies of question papers and answer sheets are printed before actual examination.
- Attendance of students is maintained properly during examination.
- Any unfair activity of the students is reported to Examination Conduct Committee for appropriate investigation and action.
- Examination Committee determines and informs the deadline for assessment of answer books and submission of award lists to the teachers.

- Record is maintained i.e. answer sheets, award lists etc. Whenever class tests and house tests are held, the results of the students' performance and awards are shown to the students to encourage them or counsel them for better future performance.
- The students and parents are duly informed about their attendance and examination awards through telephone calls or messages.
- The Controller of Examinations of the college maintains a record of the internal assessment of the students managed through House Tests.