

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

#### **Response:**

Perseverance and practice should be the main motto of a student to be successful in life. To make these students understand, our college conducts a continuous assessment that evaluates students' academic development throughout the semesters. After completing a chapter the teachers take unit tests or create questionnaires for the students. This helps assess the students' weaknesses and is resolved later by the teachers and mentors. An additional chance for the slow learners is given to improve their performance in the internal assessments.

During the pandemic situation, home assignments and internal assessments are given to the students through e-mails or WhatsApp groups and the answers are collected in the same way. In the pandemic situation, the teachers set the question papers for the internal assessments with conceptual and application-based questions such that the students cannot copy the answers from any book or any websites.

#### **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.