2.5.2

Mechanism of internal assessment is transparent and robust in terms of frequency and variety

As per the affiliating University norms, internal assessment carries 20% of total marks for theory and practical subjects. Assessment of seminars and communication skills are completely internal. Clear guidelines are issued by the University to award internal marks. In order to ensure transparency in internal assessment, the following measures are adopted by the institute:

* The University guidelines regarding the breakup of internal marks are strictly adhered to.
* Documentations regarding the internal assessment parameters like question papers, schemes and answer books are safely kept till the end of the program, for verification at any time.
* Attendance is taken for each session and marks for attendance is calculated as per the University directives.
* Assignments are valued and returned to the student, for his/her future reference requirement.
* Each practical session is evaluated. However, internal marks are calculated only from the internal examination for the practical work, as per the University directives.
* The University guidelines regarding internal assessment marks are made known to the students. They are encouraged to cross check the calculations and bring errors, if any, to the notice of the concerned teacher.
* Internal marks are shown to the students and their signature is obtained before submitting them to the University.

Robustness of the internal assessment is ensured in the following way:

* Question paper pattern is as per the University examination pattern. This is made known to all.
* Dates of the internal examinations are announced before the commencement of the semester and is strictly adhered to.
* Before publishing the internal marks to the students, teachers meet together and review the marks.
* IQAC verifies that the University directives are strictly adhered to.