

## MECHANISM OF INTERNAL EVALUATION

The evaluation of each course shall contain two parts: Internal or In Semester Assessment (IA) and External or End-Semester Assessment. There are two internal tests conducted per semester. The schedules of internal assessments are communicated to students and faculty at the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. The internal exam time table is displayed on the notice board a week in advance.

- Faculty sets questions from each unit covering all topics.
- Respective faculty prepares the answer key and scheme of valuation of the internal assessment papers.
- Department internal assessment coordinator validates the correctness and effectiveness.
  
- The questions framed thus strictly adhere to RGPV standard.
  
- The subject handling faculty prepares questions that cover equal number of questions from each unit covering all the topics.
- Question papers are given by the Exam Cell on the day of test after approval from the Principal.
- Internal exam coordinator ensures smooth conduction of test and proper valuation of internal books.
- A Centralized valuation system is followed. The head of the centralized scheme is the In charge-Exam Cell of the college. Marks are entered in the soft and hard copy.
- The Faculty prepares the answer key / scheme of evaluation and is documented with a copy of sample question paper for future reference.
- After every internal exam, Total Quality Management (**TQM**) check is performed to ensure that the valuation is done according to the scheme prepared.
- The University has adopted Choice Based Grading System from 2017 in the curriculum. The syllabi are unitized according to the semester system of teaching. In CBGS scheme 20 marks are allotted for the internal test and 10 marks for assignments/class tests/seminars. Therefore a total of 30 marks are allotted for Internals and 70 marks are for externals.
  
- Internal assessment tests and other measures taken to judge the performance of students is done fairly and in an effective manner.
- Students are allowed to go through the valued answer scripts of internal assessment tests and doubts (if any) regarding the evaluation are cleared by the subject faculty.

- Whenever class tests and internal assessment tests are conducted the results of the students' performance are used by the faculty to identify slow and advanced learners.
- Students are counselled by their mentors (TGs) so as to encourage them to perform better. Nearly 20 students are entrusted to each faculty member to be mentors and advisors of the students. The mentors sort out the personal issues, academic and non-academic problems of their mentees and provide counselling and guidance.