

### **Mechanism of internal assessment :**

Institute's primary focus, is on strengthening teaching-learning process through rigorous assessment and evaluation. For this purpose, the college has provided guidelines for faculty to ensure transparency and robustness by use of CCTV, Mobiles Restricted.

- The students are guided by a guide on internal assessment system.
- Internal assessment timetable related to fieldwork and theory exam is displayed on the notice board & website.
- Internal assessment process and internal marks are display on the college website, Notice Board etc.
- Fieldwork, Study tour, Dissertation reports of students are regularly checked by Faculty.
- Doubts clearing sessions taken.
- Open day practice of assessing teacher and students.
- Question papers are set up in uniform way according to rules and the procedure is checked by heads.
- Least One Unit tests are held in every semester for each course alongside assignments, workshops and so on.
- In staff meeting, the evaluation of students is discussed.
- All faculty are personally counselling the students about college and university exam assessment system.
- The Principal approves internal marks after verification of the reports.
- Weightage is allotted also for attendance, Sincerity and participation in activities.
- Seating arrangements with daily inter changing block.
- Participation records of understudies are carefully checked.
- MCQ method adopted.
- Understudies are given convenient chances to examine any worries or complaints about appraisal results through faculty.
- Notification to all students by displaying all notices on notice boards.



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