

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

College provides information to all students for internal assessment of examination during orientation programme at very first semester. Every faculty member prepared lesson plan and discussed with student in first lecture of subject. Schedule of internal exams, Academic Calendar is strictly followed by College. Dates for the internal Examinations are notified by the Exam cell of College at least one week in advance. Internal assessment of examination is helpful for upgrading the students' academic success. Internal Examinations are conducted by the institution to evaluate student performance of theory and practical. Internal Assessment is done via two sessional tests, followed by a Pre University Test that is conducted, one or two weeks prior to Semester Examinations. The duration between these three tests is kept such that students get ample time for preparation and overcome gaps from one test to another. The syllabus covered between these sessional tests is approximately 33%, so that full syllabus is covered before PUT. These are transparent as all the evaluated answer sheets are shown to students in class room and one/two dedicated sessions are conducted to solve/discuss Question Paper problems. Further, Evaluated answer sheets are kept for whole semester. Marks are shared to students for viewing, so that Final sessional marks may be verified. This way it is a full proof preparatory system to make students exam ready without fail. In addition to this, assignments at the end of each unit is also distributed and assessed for inclusion in final internal marks. Detained list is prepared on basis of common attendance criteria and same is shared on notice board at least one to two days in advance. Transparency is fully observed in preparing detained list.

Exams are conducted in class rooms with 49 students, mostly (7X7) out of which 4 columns are of one branch/domain, other 3 are from other. Optimum distance is kept between any two students of same domain. Two faculty members perform invigilation duty and no student is allowed in exam hall after commencement of exam. Further, no student is allowed to leave exam hall before the end of examination unless any medical emergency.