

2.5.1

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

CONTINUOUS INTERNAL ASSESSMENT (CIA) SYSTEM:

The institute is fully dedicated towards the all round development of students' and for this various student centric activities are conducted. To assess the improvements of students' the institution is dedicating its sincere efforts through conducting internal examinations in the most efficient manner to make teaching learning process more transparent. All the guidelines of S.G.B. Amravati University for conducting examinations including internal assessment are followed by the institution.

Internal Assessment System:

The institution has followed strictly the most significant criteria of internal assessment that is regular attendance of the students. The prospectus of the institution given to the students at the time of admission clearly specify the rules and regulations of the college which sincerely followed by the students every year. Following activities are practicing by the institution for internal assessment of the students:

- Conducting two class tests on each subject (covering the syllabus),
- The term end examination for each semester.
- Assigning Projects for IT subjects, their assessment and suggest improvements therein.
- Regular Practical Sessions of IT Subjects with advanced and upgraded ICT infrastructure provided by the institution.
- Practical examination of IT subjects and Viva-voce to improve presentation skills.
- Assignments on each subject and their evaluation for assessment purpose.
- Surprise Test on any topic relevant to the subject and Students' Performance Appraisal.
- Organize Group Discussions for students to give them an opportunity of participative teaching learning process.
- Seminars on various topics to enhance knowledge and expertise.
- Participation and performance based assessment of the students through different competitions like quiz, illocution, essay, poster presentation etc.

The institution has decentralized the responsibilities of internal assessment by appointing the College Examination Committee (CEC) and Internal Marks Coordination Committee (IMCC). Both the committees have performed internal assessment activities by following pre-scheduled academic calendar of the institution (based on academic calendar of S.G.B. Amravati University). ***The best practice of the institution in this regard is the Mentor-Mentee System (MMS) and the institution has appointed Subject Heads for each subject*** to prepare plan, manage the procedure and for evaluating the outputs of Internal Assessment System. The Mentor-Mentee System plays significant role to promote students' participation in internal assessment. The Subject Heads are allocated with the responsibilities of preparing question papers and assignments of their respective subjects, evaluating answer sheets and assignments, suggest improvements to students for better performance in term end and university examinations, giving internal marks on the basis of assessment parameters and submitting internal assessment control sheets/records to the university for considering these in the preparation of final mark sheet of the students'.

Transparent Internal Assessment Mechanism:

- The results of examinations are displayed on the Notice Board.

- CCTV cameras are installed in every class room, corridors and in entire campus to check unethical practices during examinations.

For transparent internal assessment system and for improvising it, the sample survey in the form of 'Student Feedback Form' about the teacher and institution is conducted every year. The progressive students' satisfaction ratio about the teachers and available infrastructural facilities is a real asset of the institution.