

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

Institute has constituted Examination cell with CEO being the head of the cell and is responsible for smooth conduct of Institute's all internal exams as well as the University exams, which includes online, offline, theory & non-theory exams. The Admin office handles with the assistance of teachers of respective departments/sections etc. The registration of students for exams, payment of exam fees of University, seating arrangements as well as the staff render their support for conduct of exams, result/mark sheet(s) distribution etc. is done.

The below listed efforts are made by the institute for smooth conduct of examination and related processes.

- The Academic calendar is prepared depicting the internal and University (Proposal) exams schedule & it is made public to all teachers & students.
- The results are declared by department within 10-12days after the conclusion of exam. Answer sheets are shown to students.
- TW marks are displayed on notice-boards, after the conclusion of term & as per schedule of University.
- The exam control room is available during each of the exam form where all the necessary activities are conducted & managed/monitored. Teaching & Non-Teaching staff is involved in the exam work.
- The student's attendance sheet, invigilator duties, seating arrangements are done & it is displayed at prominent places / notice boards etc.
- The schedule of internal/external examination(s) is displayed on college notice boards, website well in advance. Also, it is shared by class teachers with students using various ICT platforms.
- **For internal assessment** - The various weightage are given under different heads e.g. neatness, punctuality, self study/presentation on certain topics in the class, communication skills etc. And the same is made known to the students and teachers at the beginning of each semester and hence the transparency is maintained. These weightage are discussed during the departmental meetings and students are also involved during such meetings.
- **Behavioral Aspects:** Regular GFM's meetings and counseling sessions with students are arranged and specific time is mentioned in the individual time table of a teacher and is displayed on Departmental notice boards. 15-20 students are allocated to each of the GFM and their meeting is done by them. External counseling, personality development and communication skills-training sessions are conducted by "SPRUCE" and "RUBICON-BARCLAYS" which has helped students a lot. This helps students to enrich their performance during campus /off campus placement drives and has improved overall work culture/behavior of staff & students in the campus.

