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

 $Q_1M$ 

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Two Internal assessment examinations are conducted at college level for the whole college. Other than this class tests and continuous evaluation and assessment processes are done by the respective subject teachers to ensure academic growth and understanding. Class room discussions and debates on relevant topics related to subjects as well as in general are organized during class hours which increase student involvement in the teaching learning process. Retests were given to facilitate and support absentee students. Students are provided with a chance for improvement through retests. Assignment topics are given to the students during each semester on individual or group basis by the respective subject teachers and they are given ample time for submission. Seminars/webinars are also given to selected semesters as per the syllabus, which the students present with support of ICT enabled tools. Following the presentation, an interaction, generating dynamic learning. Attendance is also given marks as per the university guidelines. Once marks are entered into A form and C form respectively for UG and PG, its presented to the students to ensure transparency and to rectify if there is any grievance from their part. Marks will be finalized only after this verification.

## MBA:

Continual Evaluation or internal assessment shall be conducted throughout the semester. It shall be based on internal examinations and various components as decided by the Faculty Member who is handling the course. Internal assessment is done as per the university norms and following are criteria used. The total internal marks is out of 40 and it is divided into 3 categories given below

- Test Papers (Subject to a Minimum of 2 tests including model exams each course) (50%)
- Assignments other components (25%)
- Class Participation, Punctuality, Discipline (25%)

## MCA:

The internal marks for each subject is 25 as per the university norms except a few papers having only sessional assessment. For the papers having only sessional assessment, the Head of the Institution should ensure that the class average does not exceed 80%. For the remaining papers the normalization method shall be implemented by the University.

Some of the Methods are:

- 1. Open Book Test (Class)
- 2. PPT evaluation (Open Course)
- 3. Group projects/presentations (Open Course)

- 4. Individual Project presentation and critical evaluation 5. Internal Exams Online and Offline
- 6. Assignments
- 7. Seminar papers (Response papers/Position papers)