

### **2.5.1**

#### **Mechanism of Internal Assessment**

The college has a transparent and robust mechanism for internal assessment, ensuring fairness, objectivity, and continuous evaluation. At the beginning of each academic session, students are provided with detailed information about the assessment methods, weightage, and components through orientation sessions and academic calendars.

To ensure clarity and accountability, the institution has established an Examination Committee and a Grievance Redressal Cell. The Examination Committee actively monitors the university portal for updates and immediately communicates important information to students via SMS and WhatsApp. The HoDs of all departments check and validate records, ensure accuracy of marks, and approve internal assessment results, addressing any concerns raised by students.

Assessments are conducted through diverse modes, including class tests, assignments, quizzes, presentations, group discussions, practical, viva voce and mid-term tests. These are returned to students with constructive feedback to support their academic growth. Attendance concessions are granted to students engaged in co-curricular activities, while retests are arranged for those unable to appear due to illness or valid reasons. Provisions for revaluation of assessments, as well as grievance handling in cases of out-of-syllabus questions or scheduling conflicts, further reinforce the fairness of the system.

Thus, the college ensures a comprehensive, transparent, and student-friendly assessment mechanism.