



Anjuman-e-Islam's



ANJUMAN ARTS, SCIENCE, COMMERCE COLLEGE & PG STUDIES, DHARWAD -580001

Affiliated to Karnatak University

Anjuman Estate Opp. Old Bus stand, Dharwad-580001 Karnataka State

Ph: 0836-2448472

e-mail: principaladcd86@yahoo.in Website.: www. anjumancollegedwd.edu.in

THIRD CYCLE NAAC ACCREDITATION 2021

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

**Internal Assessment Mechanism
Institutional Policy Draft**

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

INTERNAL ASSESSMENT (POLICY DRAFT)

Contents

1. Preamble
2. Aims and Objectives of the Policy on Internal Assessment
3. Organization structure
4. Internal Assessment Tests
5. Post Internal Assessment
6. IA Documenting, Compiling of Marks, Grievanceredressal:

INTERNAL ASSESSMENT (POLICY DRAFT)

Preamble:

The word assessment refers to a systematic process of collecting, understanding, and acting upon the data related to a student. Furthermore, this data help in understanding the students learning about what they know and what they do not know. Our college instructs the faculty members to motivate the students and impart effective teaching in order to help the students to achieve more internal marks.

This process is carried out by conducting surprise tests in the classroom, home assignments, projects, oral tests, presentations, group discussions and practical. Internal assessment is the process in which the teachers and College judge the students' performance on the basis of his/her performance. Internal Assessment is formative in nature that is conducted within the college premises only. The students will be more attentive towards study in each course. In addition, it reduces the chances of anxiety and nervousness in students.

The college is affiliated to the Karnatak University. So, the college follows the University's rules & regulations regarding evaluations. The Internal Assessment committee comprising of teachers representing various faculties and departments, is formed each year, which takes care of internal evaluation for the entire college. Under both CBCS and Non CBCS systems, each course has a Semester End Examination [SEE] (carrying 80% weight) and Intra-semester Assessment [ISA] (20% weight).

After the assessment, the teachers give back the answersheets to the students with instructions and suggestions which help them to realize and understand their mistakes committed in the paper, hence paving the way for them to perform better in the forthcoming examination.

KUD Regulation on Internal assessment (IA) examinations:

1. Theory Papers: The College shall conduct IA examination for theory subjects in the 8th week for 10% and 12th week for remaining 10% of maximum marks allotted for each paper/subject. Duration of examination shall be 1hr. each.
2. Practical: The College shall conduct IA examination for practical paper in the 14th week for 20% of maximum marks allotted for each paper/subject. Duration of examination shall be 3hr.

3. Project work /dissertation: The College shall conduct IA examination for Project work /dissertation in the 14th week for 20% of maximum marks allotted for each Project work /dissertation. Duration of examination shall be 1hr.
4. Concerned teacher shall display the marks on notice board within 4 days after IA examination and allow the student for verification of IA Booklet if he wishes.
5. Grievances, if any, shall be solved by the concerned teachers, further if any by the Principal/ representative of Principal as per internal mechanism of the College.

Aims and Objectives of the Policy on Internal Assessment:

1. To make the evaluation more scientific and foolproof.
2. To upgrade and also to improve the quality of the students
3. The main purpose of the Periodic Assessment is to assess the learning progress of students.
4. To enhance the students' academic activity.
5. To find out areas for improvement and assess the students comprehensively.
6. It also aims to inform the students about his/ her progress over a period of time enabling them to develop strategies to improve learning.

Organization structure:

The internal assessment of examinations is the mirror of the success of Teaching. The college is aware of the need for catering learners from diverse background and requirements of individual learners. Internal Assessment helps in upgrading the graph of students' academic success. The Internal Assessment committee comprising of teachers representing various faculties and departments, is formed each year, which takes care of internal Assessment Test in the college. The committee also looks after the examination related aspects and responsible for circulation of rules, notifications, circulars and other documents related to internal assessment received from affiliating university.

Mechanism of internal assessment:

1. Schedule of Class Assessment Test & Sessional Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of session.
2. The course teachers display question bank in advance for IA-I and IA-II which is conducted for one hour as per academic Calendar.
3. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the students.

4. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.
5. After the evaluation, the answer books are shown to the students to enhance self-evaluation, self-satisfaction and perform more confidently in the forthcoming University examination.

Internal Assessment Tests:

Each sessional examination shall be conducted by the concerned teacher(s) of the course. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper shall be done by the concerned teacher (s) as a part of his/her/their normal course complying with the Academic Calendar of the University. The students shall have to write the answers in the scripts provided and duly authenticated by the college/institute concerned. The computation of IA marks is based on the University rules and regulations. Two internal assessment exams will be conducted every semester (odd and even) for all students of B.A., B.Com /M.A & M.Com.

1. The duration of each test is an hour.
2. The internal assessment tests will be for 20/25 marks each.
3. Each of the tests, are encompass 50% of the syllabus.
4. The question paper format is to be decided by the respective departments.

The internal assessment shall be conducted in the manner of university examinations with invigilation by teachers of all departments. Individual course teachers are responsible for implementation of the assessment policy, smooth conduction of internal assessment and periodic assessment of students.

Post Internal Assessment:

Every subject teacher goes through the answer paper immediately. Valuation is done by the respective subject teacher within two days within the department. Marks allotted for IA is 20/25 based on each course requirement. If a course is taught by more than one teacher then the concerned teachers shall conduct the process of internal assessment together. After evaluation students will be given enough time and opportunities to interact with the course teacher to resolve their grievances, if any, regarding the assessment.

Further, If a student misses any sessional examination for unavoidable reasons. The concerned teacher may allow the student to appear in a separate examination at his/her own

discretion. At the end of the semester (before the end-semester examinations begin) the concerned College shall submit the internal assessment marks in proper format to the University.

IA Documenting, Compiling of Marks, Grievance redressal:

1. The marks obtained by each student in all courses, across all tests will be maintained by the respective faculty.
2. The marks once converted to IA will be submitted to the HOD for review.
3. The IA marks obtained by each student will be displayed on the notice board.
4. This announcement is done at least one week before the University deadline.
5. Faculty and HOD announces that if the students have any grievance about the IA marks they have to bring it to the respective faculty.
6. If students have grievances and complaints about the IA marks announced, they are expected to bring it to the notice of the respective faculty/ HOD to address the same.
7. Faculty/ HOD/ office are expected to prioritize the student's grievance and the issue has to be addressed and settled within the reasonable time.
8. The Internal Assessment marks are then countersigned by the respective subject teachers, HOD and Principal.
9. The marks are then uploaded on the University portal.




Principal
Anjuman Arts Sc. & Com. College
Dera