

## Evaluation Process and Reforms

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

#### Response:

The Assessment of the course conducted by the Institute consists of two modes Internal and External assessment as per Jiwaji University norms. The continuous internal assessment consists of Tests, Assignments, Seminars, Marks of Attendance and co-curricular activities.

- The best of two tests out of three is taken into consideration for assessment. The students who missed any test components due to genuine reason are given one more opportunity.
- In the assignment every student is given a specific topic of the syllabus on which he/she has to prepare, comprehensive, essay or a critical analysis.
- The seminar components vary from paper to paper in some subjects where needed. Paper presentation, group presentation of a course or topic is also taken up in such cases. Direct and immediate feedback on the performance is shared by the course teacher and peer group.
- The attendance as prescribed by the Jiwaji University, Gwalior e.g. minimum 75% of attendance is compulsory for course curriculum. If student have more than that he/she has awarded additional marks in their internal assessment. The class mentors monitor the attendance and encourage maximum attendance to avail more marks in this component.
- For all-round personality development of the students they are encouraged to participate in co-curricular activities.
- The question papers setting is allotted to the faculty members which they handover to the central internal assessment committee where they are kept safe and secure. The envelopes of these question papers are opened just before the examination in the presence of internal assessment committee.
- The internal examinations are organized at the prescribed frequency namely; Education – once in a semester; Physical Education – thrice in a semester; Commerce and Science– thrice in a year; Management and computer application – thrice in a semester.