6. Policy for Internal Assessment

Internal Assessment

Shri Bhawani Niketan P.G. Mahavidyalaya, Jaipur provides quality education to students. The College believes that assessment is the integral and vital touchstone of the teaching-learning process and is linked to the learning objectives. The assessment should foster and be instrumental to judge the inherent as well as the acquired skills of every learner. Besides, it should stimulate creative and critical thinking amongst learners and inspire independent thinking and concurrently encourage the students to accomplish measurable goals in their fascinating journey of education. Further, the institution considers that the main objective of internal assessment is to facilitate planning and enhance the processes of student learning, and not just focus on grades. Internal assessment is a strategy implemented to gauge the knowledge, understanding, and skills attained by learners.

Aims of the Policy:

The internal assessment policy aims to ensure that:

- The internal assessment is robust and transparent to nurture the inherent as well as the acquired skills of the learners.
- The internal assessment process in the college comprises a variety of modes viz. formal and informal assessment methods to assess the individual potential of the learners.
- The frequency of formal and informal internal assessment methods is adequate to facilitate the assessment and better judgements about students' attainment.
- The internal assessment process supports the objectives of the prescribed syllabus and encourages appropriate student learning.
- The internal assessment is impersonal, fair and executed effectively to gauge the knowledge, understanding, and skills of the students.
- The internal assessment is robust and efficient to evaluate the participation of students in various co-curricular and extra-curricular activities.

Planning and organisation:

The college is aware of the need for catering for learners from diverse backgrounds and the requirements of individual learners. Therefore, formal and informal assessment methods in this regard must be executed. The formal assessment methods must comprise unit tests, home assignments, in-house examinations and other suitable methods to encourage creative and higher-order thinking. The internal assessment must include informal assessment methods like attendance of a student, response to tutorials, learner's involvement while doing practical, interest in field projects, participation in seminars and oral presentations, active participation in classroom teaching, and timely submission of assignments. There shall be a committee, which shall look after the examination-related aspects and be responsible for the circulation of rules, notifications, circulars and other documents related to internal assessment received from affiliating universities. The Head of the departments and faculty members shall assure that schedule of class tests, home assignments are made known to the students well in advance through notices and the Academic Calendar. The internal assessment shall be conducted in the manner of university examinations with invigilation by teachers of all departments.

Responsibilities of Teachers

The teachers shall follow the rules and regulations verbalized by the affiliating university and college administration during the conduct of the internal assessment.

1. It is the responsibility of the various Heads of the departments and faculty members to inform students as to when an assessment is going to take place. Clear, accurate information must be provided within an appropriate timescale to be able to organise it without any issue. That is, the teachers will apprise all students about the rules and regulations of the examination.
2. The students need to know precise dates and the unit/chapters on which a faculty member is planning to conduct the internal assessment. Any change must be brought to the notice of students immediately.
3. All faculty members involved in the process of internal assessment must be provided details of the internal assessment like schedule, etc.
4. Individual subject teachers are responsible for the implementation of the assessment policy, smooth conduction of internal assessment and periodic assessment of students. The subject teachers must maintain regularity, periodicity and use of ICT tools for internal assessment to assure the fulfilment of this policy.

Conducting internal assessments–

1. The in-house examination must be conducted as per the pattern of university examinations to provide first-hand experience to the students of the entry year. The Dean, faculty shall appoint an invigilator other than the regular teacher during the conduct of the unit test to assure transparency during the assessment.
2. The students should be given enough time and opportunities to interact with the teacher to resolve their grievances, if any, regarding the assessment.
3. Students' grievances related to internal assessment must be redressed promptly with transparency.
4. The performance levels of the slow and advanced learners should be particularly evaluated to know the effect of special assistance provided to them.
5. If a student is absent, the teacher must allow that student the chance to make up the time if necessary.
6. If suspected malpractice occurs, appropriate actions against those who commit malpractices must be executed.

Post internal assessment process:

Merely conduction of internal assessments is not sufficient to achieve the purpose unless effective measures are executed to augment the performance of the students. After the evaluation, the answer books are to be shown to the students to enhance self-evaluation and for their self-satisfaction.

The model answers must be discussed in the classroom to enable the learners to understand their mistakes and to bring the required changes into their approach while answering the questions. In addition, all unit test marks within the stipulated time after unit tests must be displayed and brought to the notice of students.

The learners, who underperform in the internal assessment or are absent, must be provided adequate counselling and support through the mentoring system and the concerned HOD. If required, parents must be informed telephonically.