



**KHAGARIJAN COLLEGE**

**খাগৰিজান মহাবিদ্যালয়**

**Mechanism for Internal Assessment and Grievance Redressal**

**Khagarijan College, Chotahaibor, Nagaon, Assam**

**(DOCUMENT)**

**(Based on the Examination Guidelines Issued by Gauhati University dated. 08-11-2019)**

The College is an affiliated institution under Gauhati University and it follows the Rules and Regulations for conducting Programmes/Courses and Evaluation from time to time. On the basis of the Examination Guidelines, the college has developed a mechanism to deal with the Assessment and Assessment related Grievances of the Students.

**Evaluation:**

A student's performance will be evaluated throughout the year based on continuous assessment. Evaluation of the student's performance in each semester for every course will be based on the following:

- Internal Assessment (IA)
- End Semester Examination (ESE)

For a student to pass in a course, she/he has to pass on the basis of the marks secured in TOTALITY in both Internal Assessment and End Semester Examination.

**Internal Assessment (IA):**

IA will ideally account for 20% of the total marks allotted to a course/paper. For evaluating the performance of the students in a continuous way, the following measures will be adopted for distributing marks earmarked for IA.

- A. Sessional or mid-term examination will be conducted for 50% of the total marks allotted for IA of a course/paper. (For example, if 20 marks is allotted for IA of a course/paper, then 10 marks will be kept aside for assessment in sessional or mid-term examination. The sessional examination will be held for 30 marks for the convenience of setting questions and covering the syllabus and the marks secured by the students will be proportionately converted to be out of 10 marks. Duration of the examination will be one hour. The question papers of the sessional or mid term examinations will be set by the concerned teacher(s) and the evaluated answer scripts will be shown to the students and corrections will be made, if any.

B. 20% of the marks allotted for IA will be awarded to the students based on class attendance. If the total marks for IA is 20, then 4 marks will be awarded to the students based on class attendance. The following criteria will be adopted for awarding marks under this category:

- a) Class attendance from 76% to 80%..... 1 mark;
- b) Class attendance from 81% to 85%..... 2 marks;
- c) Class attendance from 86% to 90%..... 3 marks;
- d) Class attendance from 91% and above..... 4 marks.

C. Rest 30% of the marks allotted (i.e. 6 marks) for IA will be distributed and awarded on the basis of performance of the students on the following criteria:

i) for Practical Courses: Practical (internal practical including practical copy)

ii) For non-practical courses:

Home assignments; Seminar/Group discussions; Field work; Performance in co curricular and extra-curricular activities.

D. Internal marks will be scaled up/down to ensure a maximum permissible deviation of 20 percent from ESE marks. Thus, internal marks can deviate only within the mark band of % marks secured in ESE plus /minus 20 percent.

E. In case of ODI, learners admitted under GUIDOL, IA will ideally account for 20 % of the total marks allotted to a course (in a manner similar to conventional mode students) and will be distributed as follows:

i) Sessional or Mid-term examinations will be conducted for 50% of the total marks allotted for IA of a course ( in a manner similar to conventional mode students)

ii) Rest 50% of the marks allotted for IA will be distributed and awarded on the basis of performance of students on the following criteria ( in a manner similar to conventional mode students)

- Home assignments
- Seminars/Group discussions
- Field Work
- Performance in co-curricular and extra-curricular activities

### **Procedure for conducting Sessional examination:**

**A.** The sessional examination as part of Internal Evaluation will comprise of 50% of the marks earmarked. Since Internal Evaluation component will be of 20 marks, Sessional examination will be held for determining students' performance out of 10 marks. For the convenience of setting questions and covering the syllabus, the Sessional examination will be held for 30 marks of one hour duration and the marks secured by the students will be proportionately converted to be out of 10 marks. The sessional examination for a paper will be conducted by the teacher(s) who teaches that paper. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper will be done by the teacher(s) concerned as part of his/her normal duty without hampering regular classes as far as practicable.

B. The teacher(s) concerned will fix the date of the sessional examination in each paper. The students shall write their answers in the sessional examinations in proper 'additional answer scripts' of Gauhati University.

C. After evaluation, the answer scripts shall be shown to the students and corrections in evaluation, if any, shall be made. After this, the answer scripts shall be collected back from the students. The entire process of evaluation in the sessional examination should not take more than two weeks from the date of examination.

D. d Scrutiny of answer scripts of sessional examination will be done in the college by an Examination Committee formed by the Principal in consultation with the faculties of the college. During scrutiny, if any discrepancy is observed in the evaluation certain questions, the same should be re-evaluated by a teacher of that subject appointed by the Examination Committee.

E. Answer scripts of sessional examinations shall be submitted to the University after one year of the examination concerned.

F. Before the end of the End Semester Examination, the Colleges shall compile the marks obtained by the students under different heads of Internal Evaluation such as Sessional examination, Class attendance and from other criteria mentioned in 10.2.1a, 10.2.1b & 10.2.1c. The compiled marks will be submitted to the Controller of Examinations through online feeding.

## **At College Level:**

### **(Policy to meet the Internal Assessment Related Grievances)**

- The college has a policy for those students who are not able to appear in Internal Assessment examination due to genuine ground viz., medical or any other family related ground, with proper application, allowed to appear in the Sessional examinations.
- There is provision for slow learners, who scores less marks in the Internal Assessment examination, to reappear in the examination for improvement in examination.
- The grievances and action taken policy at the college level are shown in the departmental answer sheet.
- The answer script of the student, those who scores less marks in Internal Assessment examinations are shown to the student in their presence and options are provided for betterment to seat again in the examination.
- Any student not satisfied with his/her marks given by the concerned teacher are allowed to approach the HoD of concern Department for grievance redresses.
- The college follows a transparent policy for evaluation where marks of the students are shown in the concerned class and in Notice Board.

### **At University level:**

- In reference to the internal examination marks entry in final examination mark sheets provided by the university is less than the marks provided by the college, then application are sought from the students and the same has been forwarded by the Principal to the Controller of Examination of the Parent University for grievance redressal with due formalities.

**Prepared by:**  
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