



SARVAJANIK EDUCATION SOCIETY

# P. T. SARVAJANIK COLLEGE OF SCIENCE

NAAC ACCREDITED 'A' ( 3.03 CGPA )

*COLLEGE WITH POTENTIAL FOR EXCELLENCE*

No. :

Date :

## Policy for Internal Assessment

The assessment of the students is an integral part of the teaching-learning system. The Institute is affiliated to VNSGU, Surat and the college adheres to the norms proposed by VNSGU regarding the assessment policy of the students. A robust and transparent internal assessment helps in estimating the knowledge, the understanding and the skills attained by learners during the semester.

### Features of the internal assessment:

The internal assessment policy is:

- Impersonal, fair, robust and transparent.
- It is designed to objectively assess the acquired skills of the learners.
- It helps to expand appropriate student learning techniques.
- It includes formal and informal assessment methods to assess potential of the learners.
- It helps in achieving the objectives of COs and POs.

### Planning and organization of the internal assessment:

The formal method of assessment includes conducting unit tests, MCQ tests, home assignments, viva-voce, submission of completed journals/project reports etc. while the informal method includes classroom/laboratory attendance, one-to-one discussion on some specific topics, oral/ppt presentation and seminars by the students, field work etc.

- A common time table for the Internal test should be prepared at least one week before the scheduled date.
- The time table should be displayed on the Institutes notice boards/website.
- The question papers for the internal test should be in accordance with the directives received from VNSGU.
- It is mandatory for the faculty to inform the students about the syllabus and the syllabus should be displayed on the departmental notice board.
- During the exam, if any suspected malpractice is noticed during the internal exams, then it is reported to the senior superintendent of the exams by the invigilator, the senior superintendent of the exams assesses the matter and if the student is found guilty, then appropriate actions are taken against him/her.
- If a student fails to appear in the routine internal exams for some reason, then an extra test should be arranged as per the guidelines of VNSGU. Before allowing any student




to appear for an extra test, the HoD should verify whether the absence during the Internal examination was due to genuine reason or not.

- Only if the HoD is convinced about the genuineness of the cause for action the student should be allowed to appear for the extra test.
- The papers of the internal examination should be assessed by the faculty within stipulated time and it is mandatory to display the results on the departmental notice board.
- The students can approach the HoD for clearing any doubts which he may have regarding the assessment done. The HoD should collect a requisition letter from the student and get it checked by the concerned faculty. On discussing with the concerned staff the HoD should call the aggrieved student and clear the doubt or query.
- In case, the student is not convinced by HoD's explanation, the matter should be brought to the notice of LEC. The LEC's decision shall be final.

**Post internal assessment process:**

- The faculty should discuss the question paper in the class after the internal exams are over and inform the students about the model answers to those questions.
- For students who underperform, the faculty should conduct separate counseling sessions giving extra guidance to improve their performance.



  
Principal  
P. T. Sarvajanik College of Science  
Surat