

## **Internal Evaluation Policy**

The college has a robust mechanism for the internal evaluation of the students. The CEO of the college is a senior faculty who follows all the norms of the assessment of Savitribai Phule University. The college follows all the standards of evaluation laid down by the university. The assessment parameters recommended in the semester system and NEP guidelines are implemented. The CEO appoints the HODs who allocate all the papers to the respective teachers and attempts are made to submit the marks online to the university within the stipulated timeframe. All the departments and committees in the college prepare annual planning and conduct the activities accordingly. The following activities are carried out and monitored to ensure effective evaluation of students:

- Class teachers are appointed every year for all the classes to support students in filling in the examination forms, and for the timely submission of assignments, homework and projects.
- The CEO identifies and addresses the queries and issues of the students and solves them in support of the HODs and college administrative staff.
- The college has its internal squad committee which maintains discipline and prevents students from copying during the examination.
- Unit tests, tutorials, quizzes, orals, home assignments, syllabus revision workshops, extra classes and preliminary examinations are conducted department-wise to track the academic progress of students.
- The internal marks are displayed on the notice board.
- The class teachers, subject teachers and HODs guide the students personally to improve the result.
- The college has a mentor-mentee mechanism to monitor internal evaluation.
- The college has a self-appraisal mechanism for teachers that records internal evaluation parameters.
- The semester-wise result is prepared and displayed on the notice board.