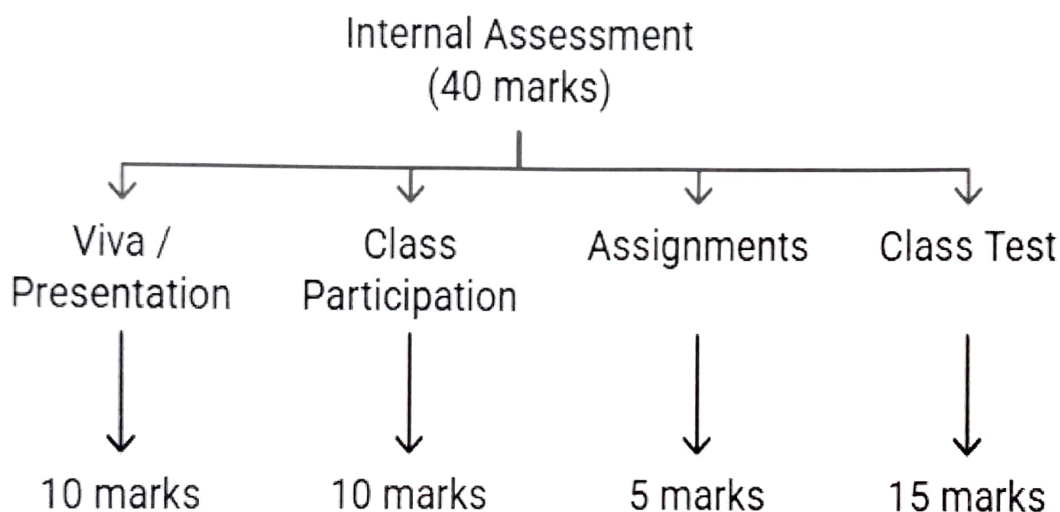


Internal Assessment Mechanism

2024-2025



HOD
BBA

HOD
B. Com(H)

Internal Assessment Mechanism

2024-25

The internal assessment process undertaken by the institution is systematic and confidential.

An activity calendar for examination activities during each semester is prepared at the start of the semester based on timelines mentioned in the academic calendar of the university. The Continuous Internal Examination (CIE) system of the department is regularly monitored for improvement and for achieving more streamlined processes with the clear objective of having discipline and better results.

- The assessment process is continuous and involves a mid-term test each semester.
- The students are also assessed through assignments, case studies, presentations, etc., and finally the semester-end examinations.
- Examination rules and guidelines are posted on notice boards and sent to students through mail well in advance.
- Examination and evaluation documents like date sheet, attendance sheet, award list, and seating plan are directly generated from the ERP system of the Institute.
- Two invigilators at a time are allotted in a class to ensure better discipline and strict conduct of examinations.
- Along with invigilation, a flying squad team is nominated and kept on duty for frisking students for any unfair means and monitoring the examination halls.
- After the examination, answer sheets are shown to the students. After discussion, the subject faculties upload the marks on ERP and the solutions of the test are discussed with the students in class.
- Slow learners and advanced learners are identified through mid-term results.
- Copies of the best answer sheets of each subject are kept as reference material in the library for students.
- Solutions prepared by the faculties for previous years' papers are forwarded to the students for their reference.