

2.5.1: Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Academic calendar of the institute provides planned dates of internal assessment tests, projects, and term work submission. Academic calendar is made available well before the commencement of the semester through college website. Internal assessment comprises of term work assessment and internal tests which are two separate heads of passing as per the syllabus scheme prescribed by the University of Mumbai.

Internal assessment is carried out on periodic basis over the entire semester. The evaluation of the term work is done for 25 marks in majority of the subjects and 50 marks in few subjects. The assessment of term work is based on the performance and evaluation of assignments, case studies, project-based learning and experiments on a regular basis. Concerned students are also aware of their grades/marks obtained in a particular assignment or experiment or case study as the marks are awarded in front of the students.

Two internal tests are conducted for 20 marks and an average of two tests is considered as 20% of the total weightage in each theory subject along with end semester examination of 80 marks.

The first test happens within 45 days of college reopening in such a way that at least 40% syllabus should have been covered in the class and the second test is scheduled after the next 40 % is covered. The academic calendar finalized by the academic council lists the dates for these internal tests at the beginning of the semester for the faculty to plan the course conduction.

The solution of the test along with question wise marking scheme is displayed on notice board within an hour after the test to maintain transparency and uniformity in the assessment of the internal tests. In certain cases, the solution keys are also shared with students through email or faculty website. The evaluated test booklets are shown to the students and individual discussion/clarification with a student on the paper is taken up if required by the student.

In mid of every semester, parent teachers meeting is conducted to update the parents about their ward's attendance and performance in internal assessment of all subjects and feedback is also sought from parents to improve the system.

The internal assessments are routinely monitored by Department Advisory Committees to ensure that they meet the learning outcomes outlined in the course syllabus.

With these systems in place, SIESGST very well exhibits transparency in the mechanism of internal assessment and robustness in terms of frequency and variety.