LUMDING COLLEGE,
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POLICY ON MECHANISM FOR INTERNAL ASSESSMENT

As Lumding College, Lumding, Hojai, Assam is committed to quality in all areas, it ensures that a rigorous mechanism of Internal Examination, conducted as an integral part of the implementation of the Choice Based Credit System, is in place. Since examination is an important aspect of the academic curriculum through which the ability of the students in terms of knowledge, silks and aptitude can be assessed, Continuous Internal Evaluation (CIF) helps to improve the student's regularity, participation and performance. Lumding College, Lumding in sync with the Gauhati University directions follows all the guidelines to ensure that the process of continuous assessment is efficient and in the best interest of students. The Institution has three levels to address the grievances related to internal assessment- Department, College and University. The protocol established by the college for grievance redressal aims to make the mechanism time bound, transparent and efficient.

Rationale:

It is essential for the institution to have a proper mechanism to lay down the guidelines for the conduct of the internal Examinations, as they are an integral part of the academic activities of the institution in the Choice Based Credit System. Accordingly, a systematic mechanism has been drafted for the conduct of the Internal Examinations and for grievance redressal.

Policy Statement:

The institution shall scrupulously follow all the guidelines and procedures as instructed by the affiliating University in the conduct of the Internal Examination. Grievances, if any, will be handled and disposed of as per permissible rules and guidelines.

Implementation in terms of Transparency, Frequency and Mode:

Lumding College, being an affiliated college of Gauhati University, is bound by the University rules regarding Internal Assessment. To maintain transparency in the mechanism of internal assessment the college takes adequate steps.

The Students are provided with information regarding mechanism of internal assessment in each paper/subject by the college through college Prospectus and Academic Calendar which

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are available in the college website. This information is reiterated to the students through classroom induction programme by individual teachers and by central induction programme during the initial classes at the beginning of the semester. Students are informed about internal assessment system and its significance detailing all the components of the assessment and marking system as well as the type of tests/sessional examinations to be conducted through notice boards. The college has an established Sessional Examination Committee which conducts the Internal Examination of all UG students centrally. Accordingly, the Examination Committee notify the Time Schedule for the Sessional examination well in advance for the students and faculty members. There are provisions for Re-Sessional Examinations for the absentee students having genuine grounds. The college authority uploads internal assessment marks in the University Portal after due verification.

Nature of Grievances:

The Internal Assessment related grievances include:

- Incorrect uploading of Internal Assessment marks.
- Marks not visible to the students on the University portal.
- Late submission of assignment.
- Non submission of assignment due to medical issues, family emergency or academic/ non-academic event participation.
- Showing absent in the internal assessment.
- Any other

INTERNAL ASESSMENT GRIEVANCES POLICY

The institution has a well-defined system in place to deal with internal examination related grievances. Internal assessment related grievances are dealt with at college level. All the faculty members must adhere to the guidelines laid down by the University guidelines for the Internal Assessment. In order to maintain transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment related issues, by discussing it among the faculty members. The College ensures that every student signs the hard copy of the Internal Assessment attendance sheet after a careful scrutiny before sending it to the examination branch of the University or the University portal. The evaluated answer scripts of Sessional examinations are shown to the students in class room for maintaining both transparency and objectivity and also for suggestion for betterment. Home assignments are also properly evaluated and accordingly marks are awarded. If any student has any grievance relating to marks obtained in the Sessional examinations and home assignments, he/she can approach the concerned subject teacher immediately after the notification of the mark list on the departmental notice board and in case of any complaint, the concerned teacher tries to solve the grievance of the students, if it is beyond his capacity then the HoD with Principal is consulted by the concerned teacher for resolution. Principal of the college may intervene if the subject teacher and the department are experiencing difficulties in sorting out the issues at their end. Apart from this if student is unhappy with their internal marks they can submit written application to the HoD. HoD will consult with the Departmental colleagues in a meeting and forward the application to the principal and Grievance Redressal Committee and finally the

Committee submit report by checking all necessary parameters. On the basis of Grievance Redressal Committee report action will be taken against the concern and if any mistake found then correction in internal marks will be done. The marks are uploaded in the University Portal with utmost care. Often some complaints of under-marking, students shown as absentees etc. are received from students which are done at University level and such discrepancies are sincerely settled by Principal. In this context, student is advised to write an application to the Controller of Examinations, Gauhati University duly forwarded by the Principal of the College.

Institutional measures to minimize the internal evaluation related to grievances

Other measures placed by the institute that help to minimize the grievances are as under:

- **Paper moderation:** Question papers are moderated in the department to keep the difficulty level neither too low nor too high.
- **Student absent in-sessional examination:** If a student is unable to appear in the sessional examination with a valid reason, he/she may appear in a re-examination conducted for the concerned subject.
- **Evaluation of answer scripts:** Answer scripts are evaluated uniformly maintaining parity in the class evaluation.
- **Assessment of Home assignments, seminar, project, and labs:** Assessment of these courses is carried out using uniform norms and by open presentations, written project/lab reports, and extent of participation in the practical work evaluated by departmental teachers.

Signature of the IQAC Coordinator

(Dr. Sanjay Kanti Das)
Coordinator, IQAC
Lumding College
Lumding, Hojai, Assam.

Co-ordinator
IQAC
Lumding College
Lumding, Hojai, Assam

Signature of the Head of the Institution

(Dr. Mrinal Kanti Paul)
Principal
Lumding College
Lumding, Hojai, Assam.

Principal
Lumding College
Lumding, Hojai, Assam