



2.5.1. Mechanism for Internal Assessment

Khagarijan College, Nagaon is affiliated to Gauhati University, Assam. According to the directive of the University, the **Internal Assessment Examination** of the students is taken through an examination process which is set in the format of a class test with one mark, two marks and five marks questions, based on the syllabi. The students are informed regarding the test beforehand through the departmental and central notice board. The information regarding the assessment is also uploaded in the college website fifteen days prior to the exam. In case any student is unable to attend due to specific reasons, they are given an opportunity to sit for it again with special arrangements being made for them.

The test sheets are carefully scrutinized by the teachers. The copies of slow learners are being shown to the candidates for their reassessment. The marking scheme is absolutely transparent as the teachers give detailed feedback to the students regarding their strengths and weaknesses, helping them address the areas where they need further improvement. **Internal Assessment Examination is ideally accounted for 20% of the total marks allotted for a course/paper. For evaluating the performance of a student, in continuous way, the under mentioned measures have been taken for IA.**

1. Sessional or Mid Term examination is conducted for about 50% of the total marks allotted for Internal Assessment of a Course/Paper (For Example, if 20 marks is allotted for IA of a course, then 10 marks is kept aside for assessment in sessional or mid-term examination. The Sessional Examination is held for 30 marks for the convenience of setting questions and covering the syllabus and the marks secured by the students will be proportionately converted to be of 10 marks.
2. Duration of the Internal Sessional Examination is one hour.
3. The question paper of the sessional examinations is set by the concerned teachers and the evaluated answer script used to shown to the students and if corrections required then it is done the concerned teachers.


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Nagaon (Assam)



On the other hand the 20% of the marks allotted for Internal Assessment is awarded to the students based on class attendance. If the total marks for IA is 20, then 4 marks will be awarded is awarded to the students on the basis of the class attendance. The criterion for marks distribution in internal assessment is:

1. Class Attendance from 76% to 80% : 1 Marks
2. Class Attendance from 81% to 85% : 2 Marks
3. Class Attendance from 86% to 90% : 3 Marks
4. Class Attendance from 91 % and above : 4 Marks

Rest of the 30% of the marks (6 marks) is allotted for IA is distributed and awarded on the basis of performance of the students on the following criteria:

1. For practical courses: Practical
2. For Non-Practical Courses: (Home Assignment, Departmental Seminar/ Group Discussion, Field Work: Performance in Co-Curricular and Extra-Curricular activities.)

(Internal marks will be scaled up/down to ensure a maximum permissible deviation of 20 percent from End Semester marks. Thus, Internal Assessment marks can be deviate only within the marks band of % marks secured in the End Semester plus/minus 20 percent of marks.

With the above mentioned guidelines for Internal Assessment of the students, the college as per its Academic Calendar conducts the Internal Assessment of the students. Before conducting the examination, meeting of the Examination Committee is held and as per the decision taken therein the respective department instructed to conduct the examinations department wise without hampering the regular classes.

Due to pandemic situation, for the session 2020-2021, the internal assessment has been mostly done through online mode via. Google form, Google Classroom and through the link attached in the college website for submission of Home Assignment.


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