

Shri Sai Sewa Shikshan Mandal's
Shree Sai Prasad College Of Art's Salwa

Affiliated to R.T.M.Nagpur University Nagpur

Ta- Mouda, Dist.Nagpur.Pin- 441401

College Website: saiprasadcollege.org.in Email:ssacsalwa@gmail.com Mo:9561400511

POLICY DOCUMENT

INTERNAL ASSESSMENT MECHANISM

Since the Rashtrasant Tukadoji Maharaj Nagpur University has introduced the semester pattern; the internal assessment has become mandatory and necessary. Now the question paper has been divided 80:20 pattern; the responsibility of the teacher has increased considerably. Now the teacher has to give 20 marks by observing student's all round performance. These twenty marks have been divided into four sections.

| | |
|---|----------------|
| 1. Students regularity/punctuality | 5 marks |
| a) More than 60% but less than 65% | (1 marks) |
| b) 65% or more but less than 70% | (2 marks) |
| c) 71% or more but less 75% | (3 marks) |
| d) 76% or more but less than 80% | (4 marks) |
| e) More than 80% | (5 marks) |
| 2. Assignment/viva-voce | 5 marks |
| i) Assignments | (2.5 marks) |
| ii) Viva-Voce | (2.5 marks) |
| 3. Performance in Unit Test | 5 marks |
| a) First Unit Test | (2.5 marks) |
| b) Second Unit test | (2.5 marks) |



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4. Behavior & Discipline

5 marks

Sometimes the students fail to fulfill all the above four criteria; this time his/her extracurricular activities such as in sports and cultural events are taken into consideration.

- The syllabus is divided into two Semesters of each subject. Each subject's teacher takes two unit-tests in each semester in order to assess the students learning. In this way students are prepared for their examination. After the examination is over the answer sheets are evaluated and shown to the students in order to check where they are weak. In the meantime the assignment has been given and checked by the subject teacher.
- In keeping with the university guidelines the college has set up an efficient Internal Assessment Monitoring committee chaired by the Principal which includes the members of the teaching faculty and the administrative staff. The committee is responsible for the entire process of Internal Assessment in the college, including the redressal of grievances, if any.
- Individual departments monitor overall assessment for individual subjects taught including the redressal of grievances, if any.
- The teachers shall be fair and unbiased while evaluating the assignments/viva-voce of students.



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