



**Shree Guru Gobind Singh Ji Government College
Paonta Sahib, District Sirmaur, Himachal Pradesh**

2nd Cycle of NAAC Accreditation

Criterion 2 Teaching- Learning and Evaluation

Key Indicator 2.5 Evaluation Process and Reforms

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

***Internal Assessment
System***

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1. Internal Assessment System

The college believes that the internal assessment system has a key impact on the academic performance of the college considering its influence on the teaching and learning process. Term End Examinations alone should not be the only parameter to evaluate students' learning, but a continuous comprehensive internal evaluation through internal assessment must also be an integral part of the evaluation system. As per the guidelines of the affiliating Himachal Pradesh University Shimla, internal assessment is done based on student's attendance, writing skills (assignment), presentation skills (seminar) and knowledge levels (internal examination). The major components in Continuous Internal Evaluation system at the institutional level are described below.

2. Transparency in the Mechanism of Internal Assessment

a. Internal Examination Committee

The internal examination committee entrusted with the tasks of collection, sorting and coding and security of question papers, conducts the internal examinations in the college.

b. Internal Examinations

The question papers are prepared by teachers in charge by giving careful consideration of syllabus prescribed and at least 75% syllabus completed in the classroom.

c. Timely Evaluation

On the completion of the exam of the said course the answer scripts are issued to the concerned course teacher for timebound evaluation. The evaluated answer sheets are shared with the students for peer discussion and classroom analysis. Suggestions are given to students who need to improve and the ones who performed well are appreciated. The discussion of question papers helps every student to understand how to answer a question effectively and make it impressive. Thus, a proper analysis of each internal exam helps them to become better learners.

d. Transparency in Internal Assessment

The college observes complete transparency in the award of internal assessment based on the performance of the students by displaying it on the notice board.

e. Attendance

Appropriate weightage is also given to attendance. The marks are allotted as per rules depending on the attendance in the course lectures according to the affiliating university guidelines.

f. COVID-19

Complete sincerity and transparency was observed in awarding internal assessment during the COVID 19 pandemic. The world witnessed unprecedented adverse situation and hence the college also adopted a flexible approach keeping in view the reality of digital divide and

the constraints of the students mostly belonging to rural areas. The predominant mode of assessment was online connectivity through WhatsApp groups.

g. Open Evaluation System

The marks obtained by the students are displayed on the notice board and College website along with their attendance. Each student is required to validate its acceptance by signing the award list within the notified time after which his acceptance is deemed understood. Thereafter the marks are uploaded on the University Portal.

h. Uploading Internal Marks to University Portal

At the end of each session, the teachers are notified to timely upload the internal assessment marks with due care on the university portal. These uploaded awards are then verified by the authorised nominee of the principal through principal's ID. This internal assessment along with the term-end examination awards uploaded by the university is reflected in the grade card issued by the university.

3. Robustness of the Mechanism of Internal Assessment

i. Frequency

The college conducts one internal examination per course in all the programmes in a centralised manner on the University examination pattern.

j. Conduct of Internal Examinations

The internal examination committee assigns the invigilation duty in strict adherence to norms similar to those prescribed for the university external examinations. The seating plans are displayed on the notice board one hour before the commencement of examination. Identity card is must for the students at the time of exam. Marking of attendance on the attendance sheets is mandatory for all the examinees. Invigilators submit the answer scripts to the internal examination committee in the exams control room.

k. Variety in Modes of Assessment

The college gives freedom to the faculty to select appropriate methods of Continuous Internal Evaluation which may include assignments in the form of hand scripts/ seminar/ quizzes/ class tests/ presentations/ viva/ group discussions/ project.

l. Special Provisions for Sports and Cultural Events Participants

Students who represent the college in sports, N.C.C., N.S.S. and other extra-curricular activities are allowed additional time for submission of written assignments, projects and get the benefit of attendance for Internal Assessment for the classes missed. In exceptional circumstances, students may be assessed through an alternative mode.

m. Option of Retest

Since the college is student centric, the college keeps an open approach in allowing retest of the students who fail to appear in the internal exam for some genuine reason as per special provisions mentioned above.

n. Resubmission of Assignments

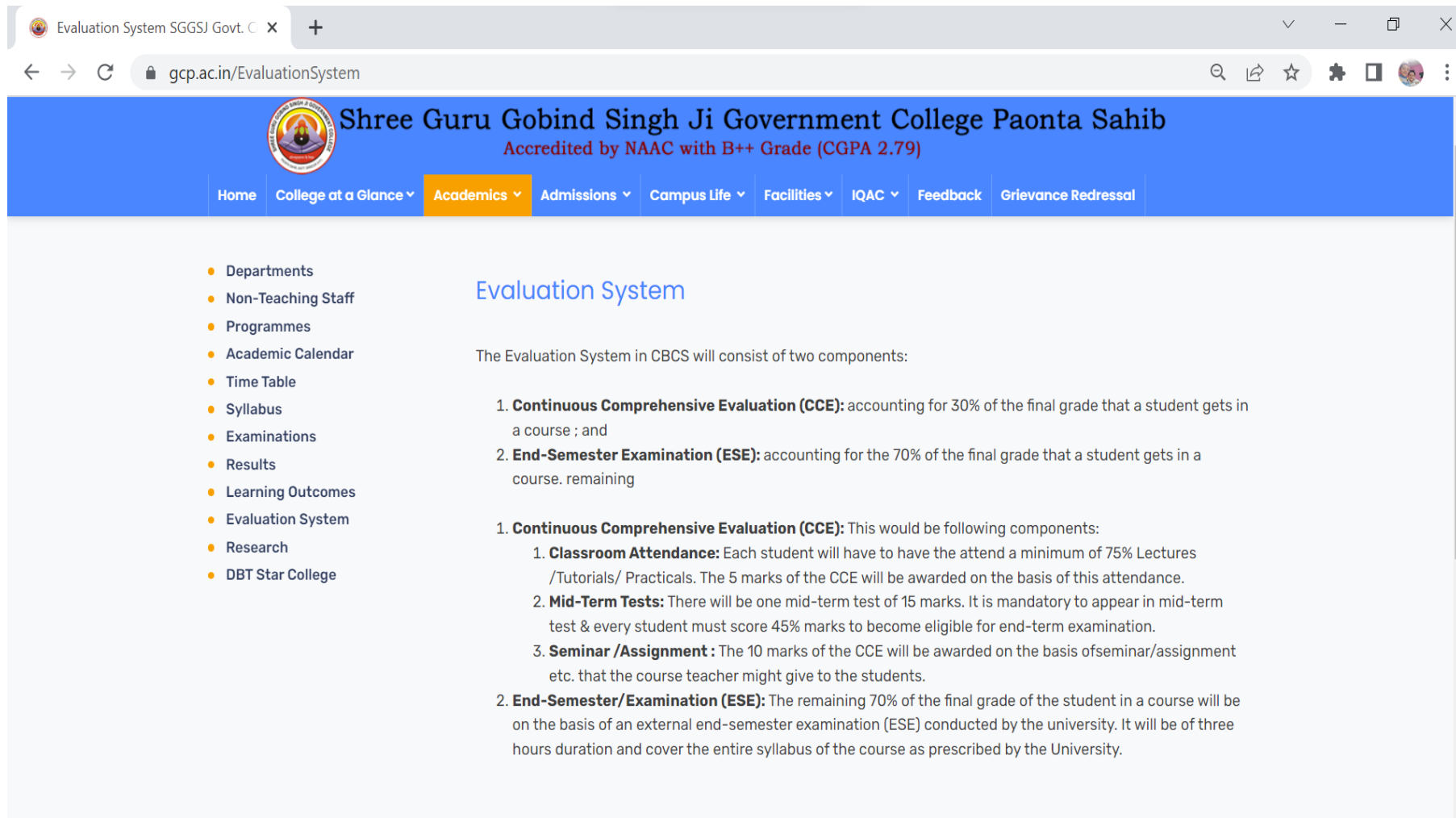
The students who fail to earn the minimum passing awards in internal assessment are given a chance to resubmit their assignments.

4. Pariksha Pe Charcha by Hon'ble PM of India

The students learnt from the Hon'ble Prime Minister Sh. Narendra Modi by collectively watching in the college the live streaming telecast of the *Pariksha Pe Charcha*, a unique interactive programme of Hon'ble Prime Minister of India with the students. Thus, they joined hands in celebrating the Utsav of Examinations which helped the students overcome examination related stress and anxiety.



5. Link on the College Website describing the internal assessment rules



The screenshot shows a web browser window with the URL gcp.ac.in/EvaluationSystem. The page header features the college logo and name: "Shree Guru Gobind Singh Ji Government College Paonta Sahib", along with the accreditation "Accredited by NAAC with B++ Grade (CGPA 2.79)". A navigation menu includes "Home", "College at a Glance", "Academics", "Admissions", "Campus Life", "Facilities", "IQAC", "Feedback", and "Grievance Redressal". The "Academics" menu is active, showing a sidebar with links to Departments, Non-Teaching Staff, Programmes, Academic Calendar, Time Table, Syllabus, Examinations, Results, Learning Outcomes, Evaluation System, Research, and DBT Star College. The main content area is titled "Evaluation System" and contains the following text:

The Evaluation System in CBCS will consist of two components:

- 1. Continuous Comprehensive Evaluation (CCE):** accounting for 30% of the final grade that a student gets in a course ; and
- 2. End-Semester Examination (ESE):** accounting for the 70% of the final grade that a student gets in a course. remaining

1. **Continuous Comprehensive Evaluation (CCE):** This would be following components:

- 1. Classroom Attendance:** Each student will have to have the attend a minimum of 75% Lectures /Tutorials/ Practicals. The 5 marks of the CCE will be awarded on the basis of this attendance.
- 2. Mid-Term Tests:** There will be one mid-term test of 15 marks. It is mandatory to appear in mid-term test & every student must score 45% marks to become eligible for end-term examination.
- 3. Seminar /Assignment :** The 10 marks of the CCE will be awarded on the basis ofseminar/assignment etc. that the course teacher might give to the students.

2. **End-Semester/Examination (ESE):** The remaining 70% of the final grade of the student in a course will be on the basis of an external end-semester examination (ESE) conducted by the university. It will be of three hours duration and cover the entire syllabus of the course as prescribed by the University.

Link for Evaluation System

