2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

- The Institute prepares an Academic Calendar in line with university calendar prior to the commencement of each semester notifying the CIE test dates.
- An Internal assessment test committee consisting of a coordinator at the Institution level and departmental coordinators conducts the IA tests as per the schedule.
  - A notification is issued regarding the IA test guidelines and rules for both students and faculty members.
  - Detailed schedule of IA tests and seating arrangements are published in advance.
  - Departmental coordinators monitors the distribution of answer booklets, question papers to the students.
  - A squad team of senior faculty members move around the test rooms for ensuring smooth conduction without any malpractice.
- Evaluated answer books are distributed to the students, grievances if any are addressed.
- Scheme of evaluation is made available to students after the test to know how to present answer and in case of clarifications.
- Details of IA marks, scheme of evaluation are made available to the students online. Also the IA marks will be displayed in the department notice boards within a week time after completion of each internal test.
- A common question paper is set wherever a department has more than one section to maintain uniformity.
- After each internal test, progress reports are made available to the parents, which has cumulative attendance and mark report of their ward.
- For practical subjects a minimum two test are conducted. The laboratory IA marks is the sum of three components namely mark record work, continuous viva and average marks obtained in two tests.

The final consolidated list of CIE marks awarded to the students is displayed in the notice board. Individual student verifies his/her marks and acknowledges the same.