



SOP for internal Assessment



Hatichong College, Nagaon

Internal assessment is an integral part of the teaching – learning process. Hatichong College, being an affiliated college of Gauhati University, is bound to follow the University rules and regulations regarding Internal Assessment.

Internal Assessment carries 20% weightage in overall assessment of the students. (*In the present Semester System, Total marks comprises of 80% marks from End Term Examination and 20% from Internal Assessment*). The breakup as prescribed by the University is as follows:

- 10% through Class Tests and Tutorials;
- 6% through Assignments, Project Presentations Seminar
- 4% through Attendance.

An Induction Program is been conducted at the beginning of every session where the students are given an overview of the internal evaluation schedule and the Internal Assessment Evaluation Criteria. The Academic Calendar of the College delineates the schedule of Internal Assessment along with the other academic and co-curricular activities of the College.

Assignments and Tests (both written and oral) are regularly conducted to check the overall performance of the students and are given an opportunity to improve their performance. A variety of techniques and methods such as MCQs, Classroom presentations, individual and group projects are employed. There is a chance to Reappear for sessional examinations for students who are unable to sit due to genuine causes.

SOP for Teachers

- The total marks for sessional Exam be 30 and it should be design covering the 50% of the syllabus.
- The pattern of question paper be same as the Gauhati University End Semester question Paper.
- The Question Papers to be submitted to the Examination committee or HoD of concerned Dept. at least 3 days before the scheduled date of the examination.
- There will be no Sessional Examination for practical papers or Project Papers.
- Group discussions, home assignments to be considered as a part of internal assessment As there is provision of Group- Discussion and Seminar Presentation. Hence, it is decided that Group-discussion and Seminar Presentation to be conducted Departmentally and marks to be forwarded to the Exam Committee.
- Sessional exam results to be hanged in the notice board.
- Student progress monitoring Record/ Sessional Examination Evaluation Report Card to be maintained in the college.
- Marks for Projects and assignments are given on contents and submission criteria.
- Students and parents to be duly informed about their attendance and marks through phone calls.
- Retest to be conducted whenever necessary.

There is proper provision for redresses of ***grievances*** of the students', their queries and problems concerned with the examination both at Department Level, college level and university Level.

Department Level

If a student is dissatisfied with the evaluation process or the marks obtained on the assessment/test, he/she may raise grievance to the concerned Head of the Department and it may be resolved at the departmental level, otherwise it may be raised to the examination committee.

College Level

Our college has also a common online grievance form in our college website and a Grievance Redressed Cell to meet up the Grievances of the students. The cell maintains a Complain Box in the college Campus for the same. Students can write their complains on any issue, including internal and drop it to the Complaint Box. The box is checked time to time and actions are taken to redress the Grievances.

University Level

Gauhati University has a common online grievance form for students to raise issues regarding external examination <https://guportal.in/HelpPage.html> .

The students have the facility of revaluation of their answer sheets if they are dissatisfied with their results. The students can also apply through RTI and demand a photocopy of their answer sheet.

Best possible efforts are made to redress the grievances.



PRINCIPAL I/C
Luit Hazarika
Hatichong College

Principal I/C, Hatichong College