

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

#### **Response:**

The students are well informed during the orientation programme itself regarding the university norms for the award of internal assessment marks as well as the rules and regulations pertaining to the internal assessment tests and university examination.

As per the COE (Controller of examination, Anna University) notifications, Academic activity plan and Internal Assessment Examination Schedule is prepared. Based on the Academic Calendar, the Internal Assessment Examination (IAE) will be conducted at regular intervals of time. The timetable for the Assessment test will be prepared by the Department Exam cell and displayed in the Department Notice Board and also circulated to students.

The college conducts three IAE and one Model Exam. IAE will be conducted for 50 marks with duration of 90 minutes and Model Exam will be conducted for 100 marks with duration of 3 hours. The institute also conducts Daily Practice test (DPT) every first hour during weekdays for 20 marks with duration of 50 minutes. The DPT marks will be informed to the students on the same day and for slow learners Special Evening Classes will be conducted to improve their Performance.

The evaluated answer sheets will be issued to students in class room. The student can approach the teachers in case they need a clarification on the award of marks based on the scheme of valuation discussed in the class. The mark list for Internal Assessment will be prepared and displayed in the notice board. The Assessment marks of the students are updated in the ERP (PALPAP) and also the Progress of Students in Internal Assessment is sent to their parents through SMS.

Remedial classes are conducted to improve the academic performance of slow learners. The college conducts Internal Assessment re-exam for the slow learners and the updated marks are displayed in the notice board.

The Internal Assessment marks and attendance percentage obtained by the students are entered periodically in Anna University Web Portal in four scheduled phases in a semester. The students can view/ access the attendance percentage and their web portal marks through Anna University Student login.