

Dr. G. J. Kharadi
(Officiating Principal)

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Ref No. : _____

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Procedures for Internal Assessment

The teaching-learning system includes student evaluation as a key component. The Institute is associated with Shri Govind Guru University, Godhra, and the college abides by the standards that Shri Govind Guru University, Godhra has suggested regarding the student assessment policy. A thorough and open internal evaluation aids in measuring the knowledge, comprehension, and abilities that students have acquired throughout the semester.

Features of the internal evaluation include:

The internal evaluation rule is:

- Fair, strong, impersonal, and transparent.
- It is made to unbiasedly evaluate the learners' learned skills.
- It aids in the expansion of effective student learning methods.
- It involves both formal and informal assessment techniques to know learners' potential.
- It aids in the accomplishment of CO and PO objectives.

Planning and structuring the internal evaluation:

The formal approach of evaluation includes internal and external exams, practicals, assignments, submission of journals/project reports, etc. While the informal approach include discussions on certain subjects, oral/ppt presentations and seminars for the students, field work, attendance in class or lab, etc.

- Preparation of a consistent planned schedule for the internal exam at least one week in advance.
- Institute notice boards and website display the timetable.
- The questions for the internal examination follow the instructions provided by SGGU.
- The teachers must inform the pupils of the curriculum and post the information on the departmental notice board.





Navjivan Science College Dahod

Ph. :(O) 94845 48232

(Conducted by : Dahod Anaj Mahajan Sarvajanic Education Society)

Affiliated to Shri Govind Guru University, Godhra
Re-Accredited by NAAC with B Grade with a CGPA of 2.31
Accredited "AAA" B Grade With a CGPA of 2.65

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- If any alleged misconduct is discovered during the exam or during the internal examinations, then the invigilator must inform the senior superintendent of the exams.
- If the student is found to be at fault, the superintendent of the exams evaluates the situation and takes appropriate measures against the student. If for some reason a student misses the regularly scheduled internal tests, an additional exam shall be scheduled in accordance with SGGU norms.
- The HoD shall confirm whether the absence during the first test was justified before permitting any student to take a second one.
- The student should only be permitted to take the additional test if the HoD is convinced of the validity of the reason for action.
- The professors should review the internal examination papers within given time.
- Results must be posted on the departmental notice board within the predetermined time frame.
- Students may speak with the HoD to get any questions they may have about the assessment process answered.
- The Head of Department should obtain a request letter from the student and have the appropriate academic member examine it. When speaking with the concerned staff, the HoD should call the offended student to address the question or concern.
- If the student is not persuaded by the HoD's justification, the matter should be brought up to the principal's knowledge. The principal's decision is conclusive.

After-assessment procedure:

After the internal exams are finished, a separate counseling session should be held by the faculty for under performing students. Extra classes or sessions must be conducted to provide additional assistance to the students in order to help them achieve better.



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Navjivan Science College,
DAHOD