



CONTINUOUS INTERNAL EVALUATION (CIE)

- The internal marks evaluation scheme is to be conveyed to the students at the start of each semester.
- The syllabus of the Programmes, its courses and outcomes as well as question paper pattern has to be communicated to the students by the teachers in the beginning of the new session.
- The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through the institute academic calendar, which is prepared based on the university academic calendar.
- The internal marks are to be allotted based on existing norms of the University
- Any student who fails to meet the eligibility criteria will have to reappear to ascertain the minimum eligibility
- The internal exam time table shall be displayed on the notice board a week in advance.
- Internal assessment tests and other measures taken to judge the performance of students shall be done fairly and in an effective manner.
- Valued answer scripts of internal assessment tests should be returned to students and their grievances if any has to be addressed.
- Internal Test performance is intimated to the parents and regular feedbacks shall be taken. Parent Teachers Meeting shall be conducted within a week to discuss the performance of their wards. Whenever class tests, internal assessment tests are conducted, the results of the students' performance may be used by the faculty to identify slow and advanced learners.
- Two Internal Exams shall be conducted in each semester for each course.
- The evaluations of all components are to be published and shall be acknowledged by the candidates.
- At least one assignment / seminar shall be mandatory in each semester for all courses.





- The faculty-in-charge of each subject will work out and announce the topic for assignments to be written by the students along with deadlines for submission.
- The teachers shall ensure that all students complete the assignment and seminar before the Model Examination.
- The criteria for assessment are timely completion, innovation, relevance, originality (plagiarism check may be done) and quality of the work.
- All documents of internal assessments are to be kept in the college for a period as specified by the university and shall be made available for verification on request.

