

Bahona College Internal Assessment Policy

Prepared by IQAC, Bahona College

1. Objective

The Internal Assessment Policy at Bahona College is designed to provide a fair, transparent, and consistent evaluation of students' academic performance throughout the semester. The policy ensures that students are continuously assessed, receive timely feedback, and have opportunities to enhance their learning and skills.

2. Components of Internal Assessment

Internal assessments will be conducted for each course in every semester. The assessment consists of two main components:

2.1. Sessional Examinations

- **Number of Exams:** Each student is required to appear in two sessional exams per course during each semester, as per the academic calendar.
- **Weightage:** Each sessional exam will carry 50% of the total end-semester marks allotted for the course.
- **Duration:** The time allotted for each sessional exam will range from 2.5 to 3.0 minutes per mark. For example:
 - **20-mark exam:** 50 to 60 minutes.
 - **30-mark exam:** 75 to 90 minutes.
- **Mark Allocation:** From the marks secured by the students in the sessional exams, a maximum of 10 marks will be given in proportion to the marks scored in each exam. Thus, the total marks obtained from both sessional exams will contribute 20 marks towards the internal assessment.
- **Special Sessional for absentee:** Departments will conduct special sessional examinations for those who fail to attend their sessional due to valid reasons.

2.2. Other Activities

- **Types of Activities:** The remaining 20 marks will be allocated based on participation and performance in at least two of the following activities:
 - Seminar/Presentation
 - Assignment
 - Group discussions
 - Quizzes
 - Debate
 - Viva voce
 - Project
 - Book Review
 - Fieldwork
 - Regularity (Attendance) or any other activity as deemed to be fit by the course teacher.
- **Marks per Activity:** Marks for each activity will be decided by the Department or the course teacher and as per the syllabus.
- **Notification:** The department will notify students about the specific activities for each semester within the first five days of the semester's commencement. The department will ensure that students engage in all the listed activities mentioned in the syllabus of the concern subject throughout their academic period at Bahona College.

3. Evaluation and Feedback

- **Mark Disclosure:** Marks for the sessional exams and other activities will be published on the Notice Board within 15 days from the date of assessment.
- **Workshop/Training:** The department will organize workshops or training programs if necessary to support students in excelling in their assessments. Departments may collaborate with other departments or cells to conduct these programs.

4. Grievance Redressal Mechanism

Students have the right to submit grievances related to internal assessments. The following steps should be followed:

- **Submission:** Grievances can be submitted to the department managing the course. Alternatively, students may submit an application to the Principal.
- **Resolution:** The department will address and resolve the grievance within 10 days of submission. If the grievance cannot be resolved at the departmental level, it will be forwarded to a higher authority for further action.

5. Responsibilities of the Departments

- **Activity Notification:** Departments must notify students of the assessment activities within the first five days of the semester.
- **Student Participation:** Departments must ensure that students participate in all listed activities at least once during their academic tenure.
- **Collaboration:** Departments should collaborate with other departments if needed to provide comprehensive training and support to students.

6. Adoption of NEP 2020 Guidelines

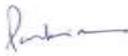
- **Implementation:** The department and college will adopt and implement the Dibrugarh University NEP Guideline and Syllabus, as well as follow the UGC guidelines and policies related to the implementation of NEP 2020.
- **Policy Alignment:** If any principle in this policy contradicts the Dibrugarh University guidelines, the Dibrugarh University guidelines will take precedence. The college will modify this policy accordingly to ensure compliance.

7. Compliance and Review

This policy will be reviewed periodically to ensure its effectiveness and alignment with the academic goals of Bahona College. Departments are required to comply with this policy and maintain transparency in the assessment process.

8. Adoption and Implementation

This policy is prepared by IQAC of Bahona College and adopted by the Academic Monitoring Committee of the college on 21st August 2024.


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