



POLICY FOR MIDCOURSE IMPROVEMENT OF PERFORMANCE OF STUDENTS

The governing council has laid down guidelines for awarding internal marks. Department faculty award the internal marks based on pre-set parameters. The parameters based on which marks are awarded are monthly tests, assignments, attendance, participation in classroom and college activities. There is no room for faculties to show favouritism to any. The process of awarding marks is completely transparent. The marks obtained are discussed in the classrooms and if there are any discrepancies, they are addressed immediately. After that, the final mark lists is prepared and send to exam cell. The question papers of the examinations are submitted to the exam cell confidentially (Online Mail). The exam cell will distribute the answer papers to respective departments and the department staffs have to submit the marks to the exam cell within a week's time. The marks will be send to all parents by post and weak students are called for parent teaching meetings. The co-ordinator for each batch identifies the weak students and a letter is send to the parents. A parent teacher meeting for the weak students are conducted and remedial measures are being taken. The students can approach the respective department staff members for any queries regarding internal assessment marks. Slow learners are given special attention during the entire academic year and the progress is constantly evaluated. Students are given a fair chance to score the internal marks. For those students who were not able to write internal exams or submit an assignment are given with opportunities to write the test or submit assignment again if they have a valid genuine reason which is supported by the letters from parents or guardians or after direct meeting of parents or guardians with the concerned faculty members. At the beginning of every academic year, a detailed internal examination assessment schedule is being made for the convenience of both staff and students along with the university calendar. As this is provided, there is ample time gap for students to prepare for all exams and tests. This ensures that students are not burdened and no pressure comes on the students in scoring internal marks. This whole process solidifies and ensures a strict and transparent process in awarding internal marks for students.

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