

**2.5.1 - The mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write a description within 200 words.**

The college prepares an academic calendar and event calendar at the beginning of the session taking into account the academic calendar of the University for effective implementation of curriculum. The college organizes a meeting of HODs and the college council to discuss the action plan. The suggestions given by faculty members are discussed and implemented accordingly. Syllabi of all the skill-based courses are designed by the respective coordinators and submitted to the university. IQAC plays an important role in the design, development, and deployment of action plans. It coordinates and monitors academic activities throughout the year. The heads of all the departments conduct their departmental meetings for the distribution of curriculum/syllabi/workload among the staff members and to discuss the activities to be conducted during the session. The principal conducts meetings with the council of heads and approves the academic activities to be conducted during the session.

Internal assessment helps to evaluate the student's performance accurately.

1. Bridge courses were conducted at the beginning of the first semester.
2. Teachers conducted the unit tests, and surprise tests as per the schedule given in the calendar.
3. Internal examinations were conducted.
4. Complete transparency is maintained while doing internal Assessments.
5. Marks of internal assessment were displayed on the noticeboard for students.



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