

SANDIP ARTS COLLEGE ZODAGE TAL- MALEGAON DIST-NASHIK - 423205

2.5.1 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redresses system is time- bound and efficient

Response:

The institution's internal evaluation mechanism is transparent and robust. It conforms to the Savitribai Phule Pune University, Pune (SPPU) regulations and guidelines for the internal assessment process of theoretical and practical subjects. At the beginning of an academic session, the college sets up an internal evaluation committee to effectively conduct the internal evaluation of the students. In coordination with all department heads, the internal evaluation committee draws up an annual program for the proper implementation of the internal evaluation. Students and parents are made aware of the internal assessment and review process during the orientation/integration program.

The internal evaluation program is drawn up and published on the university's website and distributed to employees and students. The internal evaluation program is communicated to the students in the class by the subject teachers one week in advance. The examination papers and the evaluation system are created by the professors of the subject in accordance with the curriculum and the guidelines of the college. The department's internal examinations coordinator and HOD moderate questionnaires after reviewing the syllabus and course results. To ensure transparency, students must record their answers in answer books provided by the college.

Internal assessment begins in class with unit tests. Two internal assessment tests are carried out for each subject in accordance with the university guidelines. The grades achieved in the internal evaluation tests are shown on the evaluation sheets. Throughout the academic year, student performance is evaluated through submitted term papers, project work, seminar presentations, group discussions, field trips, case studies, and practical work.

Subject teachers correct answer sheets and advise students on how to improve their answers. The correct answer sheets are provided to the students for general observation. The transparency of the internal evaluation is guaranteed by publication in the faculty register. In the event of a complaint, the students should contact the lecturers of their subject to have them corrected. Subject teachers solve students' problems related to assessment and grades. If the student is not satisfied, the matter goes to the head of the department.

At the end of the internal evaluation process, the answer books, assignments, projects, survey reports, case studies, field visit reports are collected and kept in the departments. Advanced mentoring, academic calendar, complaints management and internal assessments are practiced to ensure internal assessment transparency.

Written test, practical test, multiple choice question (MCQ), online exam, quiz competition, homework submission, project reports, seminar presentation, group discussion, survey methods, study visit, visits and site visits are methods of internal evaluation.