

## **Mechanism of internal/ external assessment Assessment and Evaluation Mechanisms at Siliguri Mahila Mahavidyalaya**

As an affiliated college under the University of North Bengal (NBU), Siliguri Mahila Mahavidyalaya (SMM) adheres strictly to the university's regulations for assessment and evaluation, ensuring a robust and transparent process within the Choice Based Credit System (CBCS) pattern, implemented since the Academic Session 2018-2019, alongside the Annual System. Here is an in-depth look at our assessment mechanisms and related practices:

### **1. Weightage Distribution**

#### **Theoretical Courses:**

- Internal Assessment (IA): 20%
- End Semester Examinations (ESE): 80%

#### **Practical-Based Courses:**

- Internal Assessment (IA): 60%
- End Semester Examinations (ESE): 40%

This distribution ensures a balanced evaluation that accounts for continuous assessment and final examination performance.

### **2. Continuous Internal Assessment (CIA)**

**CIA is conducted in multiple phases and employs various evaluation methods to gauge student performance comprehensively:**

- Multiple Choice Questions (MCQs)
- Projects
- Objective Type Questions
- Open Book Exams
- Viva Voce
- Student Seminars
- Assignments

These varied methods allow for a thorough assessment of different skill sets and knowledge areas.

### **3. Attendance Requirement**

**Maintaining a minimum attendance of 75% is mandatory for students to be eligible for examinations. Additionally, marks are awarded based on attendance to encourage regular participation:**

- 75% to <80%: 2 marks
- 80% to <85%: 3 marks
- 85% to <90%: 4 marks
- 90% and above: 5 marks

### **4. Internal Assessment Breakup**

**The internal assessment components are broken down as follows:**

- 10 marks for internal assessments (projects, assignments, etc.)
- 5 marks for attendance

This structure ensures that both academic performance and class participation are recognized.

### **5. Online Submission and Transparency**

**To maintain transparency and efficiency:**

- Internal assessment marks are submitted online via the NBU Marks Capture Portal.
- External assessments are conducted per university guidelines, with external examiners appointed by the University.

### **6. Adaptation to Online Mode During COVID-19 Pandemic**

**During the COVID-19 pandemic, SMM adapted swiftly to online modalities:**

- Examinations were shifted to online platforms.
- Faculty provided continuous guidance to students.
- Marks were uploaded to the University portal, ensuring continuity in assessment.

### **7. Parent-Teacher Meetings**

**Parent-teacher meetings are conducted every semester, with online meetings held during the pandemic to:**

- Update parents on student progress.
- Identify any additional support students may need.

## **8. Grievance Redressal Mechanism**

**A dedicated Grievance and Redressal Committee addresses student complaints:**

- A transparent reporting mechanism is in place.
- The committee meets regularly to resolve issues promptly.

## **9. Formal and Structured Assessment System under CBCS**

**Since the implementation of CBCS:**

- Internal and external assessment systems have become more formal and structured.
- 25% of marks are allocated for internal assessment, including 20% for assignments and projects, and 5% for attendance.

## **10. Transparency and Student Communication**

**Transparency is ensured by:**

- Informing students about the assessment system during induction meetings.
- The examination cell, comprising teaching and non-teaching staff, upholds the integrity of the examination process.
- Opportunities for student improvement through assignments, mock tests, and remedial classes.

## **11. Innovative Pedagogical Practices**

**Teachers employ various innovative practices to enhance student engagement:**

- Encouraging self-learning.
- Facilitating discussions and presentations.

## **12. Active Engagement and Support**

**The college administration, including the Principal and IQAC Co-ordinator, actively engages with students to:**

- Address concerns.
- Provide necessary support.

### **13. Communication with University for Critical Issues**

For critical issues, the college promptly communicates with the University to take necessary actions.

### **14. RTI Cell and Counseling Services**

- The RTI Cell and Grievance Redressal Cell function effectively.
- Counseling services are available for extreme cases, ensuring student welfare and support.

### **Conclusion**

The assessment and evaluation processes at Siliguri Mahila Mahavidyalaya are meticulously designed to foster student development, ensure fairness, and maintain transparency. By integrating continuous assessments, innovative pedagogical practices, and robust support systems, SMM creates a conducive learning environment that prepares students for academic and personal success.