



# BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)  
KOTTAYAM  
(NAAC REACCREDITED)

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## INTERNAL ASSESSMENT POLICY

The purpose of internal evaluation is to improve student outcomes, and the institution gives utmost importance to this aspect. The students are to undergo two internal assessments in a semester for each course.

### OBJECTIVES

- (i) Ensure academic accountability in students.
- (ii) Define the quality of each component of the functionalities and ensure the quality of education throughout the system.
- (iii) Determine the effectiveness of the teaching-learning process
- (iv) Devise a methodology to maximize the output from faculty members and ensure the quality of education throughout the system.

### POLICY GUIDELINES

1. Quality quotient is to be maintained in the conduct of internal evaluations, and better evaluation practices are to be developed.
2. Internal examinations should be conducted and evaluated in all fairness and should be unbiased.
3. The periodic assessments should measure students' understanding of a course and aim towards a consistent result.
4. Two internal assessments will be conducted in a semester, along with grade enhancement assessments. (APEP- Academic Performance Enhancement Practice) before the University examinations.
5. Seminars and assignments given to students must be submitted on time, valued and returned promptly.



6. Question papers are to be effectively discussed after each examination.
7. Science departments shall evaluate students internally for laboratory work on parameters set by the department with allotted marks.
8. Arts departments can adopt creative methods for the internal assessment of students.
8. The internal evaluation system is to be periodically reviewed, and RUBRICS is to be followed.
9. There should be a uniform distribution of questions from the portions covered. Two Internal assessments are mandatory except under exceptional circumstances

### **LABORATORY WORK ASSESSMENT**

10. Practical instruction shall be prepared with theory, procedure, flow charts, equations, tables, model graphs and expected results. This shall be revised based on changes in the course content as prescribed by the University.
11. The first session in the laboratory for the fresher students shall be an introduction to the lab followed by a brief explanation of the pre-requisites, learning objectives and outcomes, rules and regulations of the lab and the list of experiments. Students are to be briefed on the expected student attitude, responsibility towards completion of experiments, and the experiences gained towards the end of the lab.
12. The students shall be instructed to come prepared for the practical classes, after going through the theoretical and practical aspects of the experiment, along with lab record, graph paper, drawing instruments etc. The student has to complete the experiment, perform necessary calculations/programmes/graphs plotting, inference of the results. The faculty in-charge should endorse the submitted lab records, which is further verified by the Head of the Department
13. .Conduct of a minimum number of experiments as specified in the syllabus is mandatory.



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