

- Students are briefed through faculty-wise opening addresses in orientation programmes by the Principal/Coordinator/HOD about internal assessment, question paper patterns and university examinations.
- Unit tests are conducted by all teachers at the end of each unit of syllabus. The teachers make sure that the pattern of the questions is varying for different units. The internal examinations are also conducted for practical courses.
- The university norms relating to course-wise examination pattern are communicated to the students through the college prospectus. The university circulars in this regard are circulated to the faculty members and administrative staff time to time and are also displayed on the notice boards for students.
- An examination committee is constituted every year to coordinate the internal and external examination activities and communicate to the students, teachers and administrative staff regarding examinations.
- For effective understanding of the evaluation process, the faculty members give class wise/ course-wise instructions about unique features of internal/external evaluation of that course.
- Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and also through classroom briefing by the concerned subject teachers.
- Internal examination schedule is displayed on notice board in advance. Two internal examinations are held per semester.
- The internal assessment mark lists are displayed on the notice boards.
- The subject teacher briefs the students in the classroom about their attendance and performance in the internal examinations. It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation.
- Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.