



**MECHANISM OF ASSESMENT & EVALUATION PROCESS
OF
MURAZAR COLLEGE**

MECHANISM OF ASSESMENT & EVALUATION PROCESS: The Murazar College is affiliated to the Gauhati University and it strictly follows the assessment and evaluation process of the University. The assessment of the learning levels of the students of Murazar College commences right from the very beginning of the process is admission to the college. The order of the merit list is prepared for admission on the basis student's academic performance. The strategy of evaluation is so far includes the following:

1. **External Evaluation:** The external evaluation includes the semester-end final examination of each odd and even semester at the end of the academic session according to the programme of the affiliating University.
2. **Internal Evaluation and Assessment:** Questions are set generally from the portions of syllabus that have already been covered and discussed in the classes. Results of internal examination are duly intimated to the students. Teachers can assess the students and guide them accordingly to their interests and capabilities for continuous improvement in teaching – learning and evaluation process. All the departments submit the marks of internal assessment to the examination in-charges, for submitting the same to the affiliated university and documentation. The IQAC of the college regularly monitors the mechanism of internal assessment. The internal evaluation and assessment of students is a continuous process that includes the following.
 - A. **Counseling at the Time of Admission:** The Admission Committee plays an important role in assessing the learning levels of students. On the day of admission, the admission committee members help and encourage the students in selecting the right subjects and course combinations of their choice. This is basically done in the case of first semester students. The counseling method helps and benefits the students by removing the dilemma of opting for the courses of their interest.
 - B. **Induction Programme:** An induction programme is conducted on the very first day of every academic session. The same is conducted by the principal, faculty members and newly admitted students. The main objective of the programme is to acquaint the newly enrolled students with the faculty members, to make them aware of the vision and mission of the college, to inspire them to abide by some do's and don'ts and to follow the ethics and code of conduct of the college. The students are also allowed to interact with the Principal and express their views freely.
 - C. **Mentoring for Slow Learners:** Murazar College provides mentoring for its slow learners. The IQAC is the chief mentor of students and faculty members of various departments. The HOD's nominates teacher mentors from his/her department for monitoring the Slow learner. The performance of the students in the internal assessment is used to identify slow and



advanced learners in different subjects. Slow learners are encouraged by one to one counseling, group discussion, remedial classes and tutorial classes.

- D. **Internal Assessment, Assignments, Project Work and Field Visits:** The semester- end internal assessment of all the students is mandatory as part of the final examination of the affiliating university. The writing of assignments on given topics, the submission of project work, and educational field trips are also integral parts of internal assessment.
- E. **Special Internal Examination:** Special internal examination is held for poor scorers.
- F. **Encouragement for Advanced Learners:** The advanced learners are inspired to go for higher studies and encouraged to take part in extracurricular activities such as debate competitions, quizzes, conferences, essay writing, personality development programmes, motivational talks with Eminent personalities.

There is a proper provision for redresses of grievances of the students, their queries and problems concerned with the examination are solved at Department level, College level & University level.

Department Level

If a student is dissatisfied with the evaluation process, he/she may raise grievance to the concerned Head of the department and it may be resolved at the departmental level, otherwise it may be raised to the examination cell.

College Level

College has also a common online / offline grievance forms in the website in GRC. The Grievance Redressal Cell (GRC) functions as Mechanism to meet up the grievances of the students. The cell maintains a Complaint Box in the college campus for the same. Student can write their complains on any issue, including internal assessment and drop it to the complaint box. The Box is checked time to time and actions are taken to redress their grievances.

University Level

Guahati University has a common online grievance form for students to raise issues regarding external examinations. The students have the facility of revaluation of their answer scripts if they are dissatisfied with their results. The students can also apply through RTI and demand a photo copy of their answer scripts. Thus the college gives all the best possible efforts to redress the grievances.

Thus the mechanism of internal and external assessment is transparent and the grievance redressal system is time bound and efficient.


Principal
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