



SOP for Internal Assessment

**Udali College, Bamungaon
Nagaon, Assam**

SOP for Teachers

1. The total marks for sessional Exam be 30 and it should be design covering the 50% of the syllabus.
2. The pattern of question paper be same as the Gauhati University End Semester question Paper
3. The Question Papers to be submitted to the Examination committee or HoD of concerned Dept.
at least 5 days before the scheduled date of the examination.
4. There will be no Sessional Examination for practical papers or Project Papers. •
5. Home assignments to be considered as a part of internal assessment As there is provision of Seminar Presentation. Hence, it is decided that Seminar Presentation to be conducted Departmentally and marks to be forwarded to the Exam Committee.
6. Sessional Examination Evaluation ReportCard to be maintained in the college.
7. Marks for Projects and assignments are given on contents and submission criteria
8. Students and parents to be duly informed about their attendance and marks through phone calls.
9. Retest to be conducted whenever necessary.

Principal
Udali College,
Bamungaon



**Udali College, Bamungaon
Nagaon, Assam**

Mechanism of Internal Assessment

Internal assessment is an integral part of the teaching-learning process. Udali College, being an affiliated College of Gauhati University, is bound to follow the University rules and regulations regarding Internal Assessment.

Internal Assessment carries 20% weightage in overall assessment of the students. (In the present Semester System, Total marks comprises of 80% marks from End Term Examination and 20% from Internal Assessment). The breakup as prescribed by the University is as follows:

10% through Class Tests and Tutorials;

6% through Assignments, Presentations or Seminars;

4% through Attendance.

An Induction Program is been conducted at the beginning of every session where the students are given an overview of the internal evaluation schedule and the Internal Assessment Evaluation Criteria. The Academic Calendar of the College delineates the schedule of Internal Assessment along with the other academic and co-curricular activities of the College.

Assignments and Tests are regularly conducted to check the overall performance of the students and are given an opportunity to improve their performance. The College encourages the teachers to adopt innovative methods, on a continuous basis before semester-end examinations held by the University. The Examination Committee has brought out an Examination SOP for smooth functioning of the examination processes of both the internal and the end Semester Examination.

1. There is a chance to Re-appear for sessional examinations for students who are unable to sit due to genuine causes.
2. Sessional exam results are hanged in the notice board
3. Sessional Examination Evaluation Report Card is maintained in the college.
4. Marks for Projects and assignments are given on contents and submission criteria.
5. Presentation Home assignments, seminar are held as a part of internal assessment.


Principal
Udali College,
Bamungaon