

# Continuous Internal Assessments Policy of Government Serchhip College, Mizoram

w.e.f 10<sup>th</sup> May, 2024

**The institution's policies for Continuous Internal Assessments are as follows:**

## **1. Timely Feedback and Self-Evaluation:**

- Corrected answer scripts will be distributed to students promptly for self-evaluation and verification.
- At this juncture, facilitating discussions is highly recommended to ensure the identification of mistakes, thereby enhancing students' preparation for the upcoming examinations.

## **2. Transparent Mark Recording and Display:**

- Internal assessment marks will be meticulously recorded and provided to students, enabling them to monitor their progress and implement necessary improvements.
- The consolidated internal marks will be showcased on the institution's website, promoting transparency and enabling students to identify any inconsistencies.

## **3. Open Communication for Grievance Resolution:**

- During the display period, students are encouraged to discuss any concerns regarding their assessment marks directly with their teachers.
- Teachers are available during designated office hours to ensure students can easily seek clarification and resolution.

## **4. Empowered Faculty for Immediate Resolution:**

- Teachers have the authority to address and correct any grading errors on the spot. Any changes to scores will be documented and updated immediately in the system.
- This empowers teachers to make swift adjustments, minimizing delays in resolving student concerns.

## **5. Multiple Channels for Complaint Submission:**

- Students can submit grievances verbally, through an online portal, or via a designated complaint box.
- This ensures all students have a convenient and accessible way to report issues, fostering an inclusive environment.

## **6. Escalation to Grievance Redressal Cell:**

- If a teacher cannot resolve an issue immediately, the matter will be escalated to the college Grievance Redressal Cell.
- The Cell will review and address these cases promptly, ensuring fair and thorough resolution.

#### **7. Regular Training and Development for Faculty:**

- Teachers will receive regular training on best practices for assessment and feedback.
- This ongoing professional development ensures faculty members are well-equipped to handle assessments fairly and effectively.

#### **8. Student Feedback Mechanism:**

- The anonymous feedback mechanism of the institution will enable students to provide input on the assessment process and suggest improvements.
- This feedback will be reviewed periodically to enhance the assessment policies continually.

#### **9. Periodic Review and Audit of Assessment Policies:**

- The institution will conduct periodic reviews and audits of the assessment policies to ensure they align with best practices and meet the needs of students and faculty.
- This process will involve both internal reviews and external audits by educational experts.

#### **10. Clear Communication of Policies:**

- The institution will ensure that all assessment policies are clearly communicated to students and faculty at the beginning of each academic term.
- Detailed guidelines will be available in the student handbook and on the institution's website.

