



**SHETH LALJI DAYAL AMALGAMATED TRUST'S**  
**LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE**

375/77, Sardar Vallabhbhai Patel Road, Mumbai – 400 004. Tel.: 022 – 2382 7615/ 3507 7382

E-mail: lldhs2000@gmail.com/ info@lldhs.in

Website: www.lldhscoc.in

Govt. Order No.: NGC 2018 / (100 / 18) MHSI-4

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Ref. No. \_\_\_\_\_

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## 2.5.1 C Mechanism of Internal Assessment Method 1



Sheth Lalji Dayal Amalgamated Trust's  
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### 2.5.1. E Mechanism of Internal Assessment

The internal assessment process at our institution is structured to be transparent and effective, demonstrating a robust approach in terms of assessment frequency and methods. The assessment system is implemented through a series of clearly defined steps and procedures:

**Internal Assessment is conducted in the following two methods:**

#### Method 1

##### 1. Term Tests:

Term tests are organized each semester to evaluate students' understanding of course material. These formal examinations ensure a systematic assessment of academic progress.

##### 2. Evaluation Guidelines:

Faculty members receive detailed procedures and guidelines for term tests and additional assessments, including grading criteria and evaluation instructions, to maintain consistency, fairness, and transparency.

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### 3. Various Assessments:

Multiple assessment methods are used, including online tests, presentations, and assignments, to evaluate different aspects of students' knowledge and skills, offering diverse opportunities for students to demonstrate their capabilities.

### 4. Monitoring Results:

The administration monitors internal assessment results to maintain evaluation integrity, identify trends, address issues, and uphold academic standards.

### 5. Improvement Tests (Projects):

Improvement tests or projects offer additional opportunities for slow learners to enhance performance and meet academic expectations, supporting students in achieving better grades.

### 6. Online Examinations during the Pandemic:

During COVID-19, exams were conducted online via Eklavya, with proctoring through Zoom to continue assessments while maintaining academic standards.

### 7. Advance Provision of Examination Schedules :

Examination schedules are shared with students well in advance, allowing adequate preparation time and effective study planning.

  
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### 8. Review of Question Papers :

Faculty members for clarity, fairness, and alignment with the syllabus to ensure that assessments are both equitable and suitable examine question papers

### 9. Strict Invigilation during Exams :


Examinations are conducted under strict invigilation to prevent cheating and ensure adherence to examination regulations.

### 10. Evaluation of Answer Papers :

Faculty members evaluate answer papers based on established grading criteria to accurately assess performance and assign grades.

### 11. Maintaining a Strict Deadline for Evaluation :

Teachers must complete grading and submit results within a specified timeframe, ensuring timely evaluation and availability of results for students.

  
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## 2.5.1 C Mechanism of Internal Assessment Method 2



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### Method 2


- 1. Assignment-Based Internal Assessment:**

Regular assignments assess students' understanding and application of course material at designated intervals throughout the semester, contributing to their overall grade.
- 2. Online Assignments during the Pandemic:**

Assignments were administered through Zoom during the pandemic, with clear deadlines for submission to adapt to remote learning conditions.
- 3. Online Quizzes after Each Class:**


Quizzes conducted via Google Forms after each class session assess students' immediate understanding of the material covered.
- 4. Project-Based Assessments and Presentations:**

Students are assigned projects and seminars related to course topics, encouraging in-depth exploration and presentation skills.




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**5. Parental Involvement in Student Progress:**  
Parents are invited to discuss their child's academic progress at least once per semester to review performance and address concerns.

**6. Regular Monitoring of Student Progress by Mentors:**  
Mentors track students' academic performance through regular assessments, providing feedback and support throughout the semester.


**7. Feedback Mechanisms for Students :**  
Constructive feedback on assignments, quizzes, and projects helps students understand their strengths and areas for improvement.

**8. Maintaining a Structured Assessment Schedule :**  
A timetable for assignments, quizzes, and projects is created and shared at the start of the semester, helping students manage their time and prepare for assessments.

**9. Ensuring Accessibility and Fairness in Assessments :**  
Assessments are designed to be accessible and fair for all students, considering various learning needs and ensuring equal opportunities.


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## Mechanism for Addressing Internal Examination Related Grievances



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### 10. Evaluation of Answer Papers:

Faculty members evaluate answer scripts based on established grading criteria to accurately assess performance and assign grades.

### Mechanism for Addressing Internal Examination- Related Grievances

#### 1. Well-Structured Grievance Redressal System :

A formal grievance redressal system is in place for handling examination-related issues, with procedures for students to raise concerns and a clear chain of responsibility for resolution.

#### 2. Approaching Examination Committee Chairperson:

Students can address grievances with their subject teacher first. If unresolved, the issue can be escalated to the Examination Committee Chairperson for further action.

#### 3. Provision for Deferred Examinations Due to Valid Reasons :

Students can request to take examinations later for valid reasons, such as medical emergencies, by submitting a formal application with supporting documents.

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**4. Public Display of Examination Results and Parent Notification :**

Examination results are displayed on the notice board and communicated to parents to ensure transparency and keep them informed about their child's performance.

**5. Formal Grievance Submission Procedure:**


Students can formally submit written grievances if initial resolutions are unsatisfactory. The Examination Committee for appropriate actions reviews these grievances.

**6. Timely Resolution of Grievances:**

Grievances are addressed within a specific period to ensure timely responses and resolutions for examination-related issues.


**7. Documentation of Grievance Handling Process:**

All grievances and the actions taken are documented to maintain a record of the grievance redressal process.




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### 8. Regular Review of Grievance Redressal Procedures:

The grievance redressal mechanism is periodically reviewed and updated to ensure effectiveness and address emerging issues.

### 9. Awareness and Communication of Grievance Procedures:

Information about grievance procedures is communicated to students through orientations, handbooks, and announcements to ensure awareness of their rights and the process.

### 10. Training for Examination Committee Members:

Training programs are conducted for Examination Committee members to equip them with the skills and knowledge needed for effective grievance handling.

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