



The Byramjee Jeejeebhoy College Of Commerce

(Affiliated to University of Mumbai)
33, M. Karve Marg, Opp. Charni Road Rly. Station
Mumbai 400 004.
Tel. 2388 9094 / 2385 1928
Email : byramjee_college@yahoo.com

Public Trust No. : C137

Ref. No. _____

Date _____

2.5.1. QIM Mechanism of internal assessment is transparent and robust in terms of frequency and mode

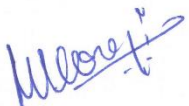
Internal Assessment is conducted in the following two methods:

I. Method 1:

- Step 1. At college level **one term tests** in a semester are conducted for internal evaluation.
- Step 2. The procedure & guidelines of evaluation are given to the teachers for both the exams.
- Step 4. Surprise tests, online tests, seminars, assignments are conducted for assessment.
- Step 5. The results are monitored by the Adiministration of the Instituion..
- Step 6. **Improvement tests (Project)** are also conducted to give a chance to the slow learners.
- Step 7. **In the pandemic the examinations were conducted online through Google classroom and proctoring was done via Google meet.**
- Step 8. Examination routine is given well ahead of the commencement of the exam. **Peer review of question papers is done.**
 - Exams are held under strict invigilation.
 - Evaluation of copies are done by teachers.
 - A strict deadline is maintained for completing the evaluation process..

II. Method2:

- Step 1. Internal assessment is giving assignments to students at certain intervals and the students are assessed on the basis of assignments.


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Step 2. Each theory and lab classes are followed by a workbook assignment and an online quiz test for performance evaluation and attendance by using Google Forms.

Step 3. In pandemic the assignments are being given in **Google classrooms and the students are given a deadline within which they have to upload the assignments in the Google classroom.**

Step 4. **After each class online quizzes are conducted using the Google Forms.**

Step 5. Giving projects and having seminars on the project work is another mode of internal assessment


- **Parents are invited at least once in a semester to discuss the progress of their wards.** This is in addition to the regular monitoring of the student's progress by their mentors.

2.5.2. QIM Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The institute has a well-organized mechanism for Redressal of examination related grievances.
- The student can approach the subject teachers or the Examination committee chairperson to redress the examination related grievance.
- If a student is not able to appear for examination due to medical or any genuine reason, he/she can give the examination later as per norms of the institute, provided that he/she submits application with proper documents.
- The student performance is displayed on the notice board and the same is informed to the parents to maintain transparency.

Transparency initiatives

There is a standard process of internal examination in the college.


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- The schedule of the internal examination is decided at the beginning of the session, in the academic calendar.
- All assessments are conducted as per the academic calendar.
- All teachers of both lab and theory keep the record of all internal exams.

Mechanism to deal with internal examination related grievances:

- The grievance may be there due to error in question, incomplete question or question being out of syllabus. If any such grievance is reported at the examination hall, then appropriate action is taken by the Controller of Examination.
- The grievance is at first verified with the respective department and necessary action is taken.

Mechanism to deal with marks related grievances:

- The faculty evaluates the papers within 15 days after the test.
- Any grievance related to marks by the student can apply for revaluation.
- For this the students need to apply within the prescribed number of days as stated by the Exam committee..
- The paper is then reevaluated and the result is published within the next 7 days.
- After these the mid semester marks are displayed on the notice board.
- During the pandemic the results are posted in the student WhatsApp group by the departmental SPOCs/HOD.
- The students have the freedom to use the suggestion box to give their feedback regarding the internal examination mechanism.
- The Controller of Examination keeps an eye on the overall procedure and periodical meeting with the internal examination committee are conducted to make the internal examination mechanism even better.


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