



# MAR GREGORIOS COLLEGE OF LAW

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## INTERNAL ASSESSMENT

All the assessment by the subject teachers shall be done through this office. The faculty members shall do prepare the necessary requirement for the internal assessment as per the following

- a. Test Papers** – Notification of conduct of Internal Test papers for the subjects as per the academic calendar shall be notified by the Principal/Vice Principal/HoD. The teachers shall prepare the class test question papers and submit the same to the academic office before the notified date, in a sealed cover, with subject and semester details. These question papers will be evaluated and scrutinized by the Internal Assessment Monitoring Committee.

After the examination the subject teachers shall collect the examination answer scripts from the academic office, along with the list of the students for awarding the marks. After evaluation the teachers shall show the answer scripts to students. The evaluated answer scripts along with the Mark list of the exams shall be submitted back to the office within the stipulated time. Strict adherence to the time schedule should be followed by faculty members. Corrections in the marks submitted shall only be entertained, after obtaining the written approval of the Principal.

- b. Assignment** – (i) Each student shall be assigned the topic for assignment. As far as possible the topic assigned shall not be same for two students. The topic along with the student list shall be submitted to the Academic office which shall publish the same after approval from the Principal. The subject teachers shall not notify the topic of assignment to the students neither change the topic without the taking necessary permission from the Principal. All kinds of changes, made with the permission of the Principal, shall be informed to the Academic office. The last date for submission along with the prescribed format of the assignment shall also to be submitted to the Academic office, which shall notify the same to students after the approval of the Principal.

(ii) The Academic Office shall notify students the topics of their assignment through e-mail/ in the classroom notice board. The students shall submit the Assignment to the Academic office on or before the due date. After the due date, students will be directed to HoD /Principal for late submission and only with the consent and signature and date of the HoD / Principal, students can submit it directly to the respective faculty members, NOT to the Academic Office. Academic Office will not be responsible for late submission. Late submission shall be entered in the records of the submission by the office and the same shall be noted in the Assignments also. The subject teachers have no authority for granting extension of time for submission once the topics are notified.

(iii) The Assignments and mark sheet should be collected by the subject teacher from the Academic office after the due date for submission by students. The evaluated assignments shall be submitted back to the academic office with mark list on the deadline date for submission.

Corrections in the marks submitted shall only be entertained, after obtaining the written approval of the Principal.

- c. Attendance** – It is the duty of the subject teachers to maintain the attendance record without any discrepancy. The attendance register along with the list of the students shall be collected by the subject teacher at the beginning of every semester. The subject teachers shall follow the procedure of taking the attendance with 5 minutes of starting of class. The late comers should be specially noted in the columns. Teachers must enter the attendance in the software available in the College within stipulated time, after which no entry is possible. It shall be the responsibility of the subject teachers to maintain the attendance register properly. At the end of every semester the attendance register shall be submitted back to the academic office along with details of total classes and attendance percentage and marks allotted within the deadline date. Any discrepancy in the attendance register shall be liability of the teacher concerned. Corrections in the marks submitted shall only be entertained, after obtaining the written approval of the Principal.
- d. Seminar** – The subject teacher shall prepare the list of seminar topics for presentation in the class. The teachers can assign the same topic of assignment as seminar presentation topic. If the subject teacher wants to assign a different topic for seminar presentation, the list of topic and student details should be submitted to the Academic office before the deadline date. The Academic office shall distribute the topics to the students. Any change in the topics shall be intimated to the academic office. The dates of presentation shall be as per the schedule provided or assigned by the subject teacher. After the seminar presentation the marks list shall be submitted to the Academic office on or before the specified date. Corrections in the marks submitted shall only be entertained, after obtaining the written approval of the Principal.