

## **Criteria 2.5.2: Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level**

### **Mechanism to deal with grievances of Internal Assessment at department level.**

#### **B.Sc Mathematics**

Department is very transparent in dealing with internal assessment of students. As soon as the students submit their tests/assignment, teachers check their work and give marks and also give their copies back to them with marks. If any student finds any error she herself can talk to the subject teacher directly. If not satisfied then talk to T.I.C of the department. If still not satisfied can send mail to principal. But usually teachers are too dedicated to make any error.

#### **Sociology**

Students are given time to submit their improvement assignments in case they are not satisfied with their evaluation. Rubrics for evaluations are made and explained to students.

#### **Journalism**

The students are encouraged to approach the teacher with their grievances about their marks and the teacher explains to them why they got the marks that they did. The students, if they so wish are given the opportunity to improve their marks through a retest or by reworking their assignment.

#### **Political Science**

All the faculty members assess the students using flexible mechanisms. If some students miss a test, then there is always the option to appear for another, as the teachers ensure that the students do not miss out. In this way, most grievances related to IA are handled before they can arise. The second set of grievances related to IA occur in relation to the marks obtained. If students have an issue with the marks, they can directly approach the teacher. In most instances if the student desires to improve her marks, the teacher gives her an opportunity to do so by either appearing for another test, or by submission of an extra assignment. Also, the teachers consult amongst themselves regarding moderation of marks so as to ensure parity.

#### **Environmental Science**

Mostly the grievance is related to language of test which is addressed by giving test in both English and Hindi.

#### **Hindi Department**

To deal the grievances Hindi Department strictly followed the guidelines and rules issued by the university. For class test the time table for which is prepared well in advance and communicated to the students. After the evaluation of internal assessment if the students have any doubts, clarification is given by the subject faculty which enable them to fare better in future. Once assessment report are prepared it is shown to the student as well as uploaded on college portal, so the grievances (if any) can be resolved immediately. A

moderation committee including Subject teacher ,senior most ,previous TIC and present TIC are also working to deal with such type of grievances.

### **Physical Education**

If a student is not able to give the assignment on stipulated date and time due to medical or some unavoidable and genuine reasons, assignments are accepted after the due date. Any student who is not satisfied with the assessment and award of marks, opportunity is given to them to submit revised assignment to improve their marks. Personal guidance is given to the students who are weak or face any difficulty in understanding the subject. If there is any discrepancy observed in scores on the portal by the student, it is notified to the admin office for correction immediately. In case, if the student has failed to fill the examination form or unable to download admit card or for the correction of date of birth in the admit card. These issues are immediately communicated to the Examination Committee to be resolved at the earliest.

### **Economics**

The department follows the university norms to conduct the internal assessment. The method for internal assessment for each paper is decided in the annual course meeting at Delhi School of Economics. The courses of the department carry 100 marks of which the end semester examination is 75 marks and internal assessment is worth 25 marks. For most of the courses two tests of 10 marks each is conducted and 5 marks is given for attendance. In some courses one test of 10 marks and one presentation of 10 marks according to pre-announced schedule is organized. In some SEC courses like Contemporary Economic Issues and Understanding Economic Survey and Union Budget a project work of 20 marks is allocated in addition to 5 marks for attendance (as per university norms).

### **Psychology**

A repeat or improvement assignment on the same.

### **History**

Grievances is also part of teacher student relationship, hence in order to effectively solve it, teachers of our department interact with students on one to one basis, elaborately explaining them the marking criteria, only on their satisfaction and approval they are asked to reattempt the assessment.2. We do take care where students have not performed well, we guide them towards a better writing mechanism. 3. We also mentor them in assessment if its impacted due to personal reasons, giving them space and time within college.

### **Philosophy**

Tutorials are regularly held to address the grievances of the students related to IA. Writing skills and conceptual thinking patterns are honed during the tutorials. The faculty members also meet the students on one to one basis to take up their individual academic queries

### **Commerce**

If students face any problem in understanding of the assignment , then their doubts are cleared in tutorial classes and extra time may be provided to them to submit their assignments. In some situations, if students are unable to submit their assignments/projects/powerpoint presentation in time, then after considering the genuine problems of the students in not submitting the assignments in time, extra time may be granted to them. In case of test, if some students are unable to get satisfactory results, then they may be asked to give improvement test. In case of any grievances in attendance component of Internal assessment, the same is handled by the attendance committee.

### **English**

At individual teacher level, opportunity to improve grades through re-submission - IA moderation Committee at dept level (ex-tic, tic, seniormost )

### **GEOGRAPHY**

The subject teacher takes care of it.