Internal Assessment (IA) Transparency Policy and Documentation (Aligned with SEP Curriculum)

1. IA Policy and Guidelines
Objective:
To ensure a transparent, fair, and systematic approach in conducting and evaluating Internal Assessments (IA) for all undergraduate and postgraduate programs, in alignment with the Student Enrichment Programme (SEP) and outcome-based curriculum.

Components of IA:
- IA Test I and II (written tests)
- Assignments
- Seminars / Presentations
- SEP Activities / Value-added programs / Field-based projects
- Attendance and class participation (if applicable)

Weightage:
Total IA Marks: 20 (as per university guidelines)
- Written Test I: 5 Marks
- Written Test II: 5 Marks
- Assignment / Seminar / SEP-based work: 5 Marks
- Attendance / Class Participation: 5 Marks

Guiding Principles:
- Syllabus and IA plan should be clearly communicated in advance.
- Question papers and tasks must align with Course Outcomes (COs), Programme Outcomes (POs), and Bloom's Taxonomy.
- SEP components are assessed through structured rubrics focusing on skill development, creativity, and real-world application.
- IA evaluation must be completed within 7 working days after the test.
- Students must be informed of their marks and given access to evaluated scripts and feedback.

2. IA Blueprint / Assessment Plan
Each department shall maintain a semester-wise IA plan including:
- IA Test dates and SEP activity schedule
- Syllabus covered per IA
- Marks distribution per component
- Mapping to Course Outcomes (COs) and Programme Outcomes (POs)
- SEP-specific evaluation rubrics

Example:

Component	CO Mapped	PO Mapped	Assessment Mode
Seminar on GST	CO2	PO5	Rubric-based oral presentation
Field Visit Report	CO4	PO6	Report + Reflective journal

3. Question Paper and Answer Key Repository

For each subject:
- Maintain a soft and hard copy of IA question papers.
- Include answer key/model answers for each paper.
- Maintain rubrics for SEP activity evaluations.
- All papers approved by HOD and subject experts.

4. IA Marks Register Format (Sample)

Roll No	Student Name	Test I (10)	Test II (10)	Assignment/SEP (5)	Attendance (5)	Total (30)	Faculty Initial
001	Asha P	8	9	4	5	26	XYZ
002	Ravi K	7	8	5	5	25	XYZ

5. IA Result Communication Record
- IA results shared via: ERP / Google Classroom / Email / Notice Board
- Acknowledgment form signed by students (if offline)
- Date of communication and faculty responsible

6. Moderation & Review Meeting Minutes

A department-level meeting must be held after each IA cycle to:
- Review the difficulty level of question papers
- Evaluate consistency of rubric-based assessments (including SEP components)
- Document improvement strategies

7. IA Grievance Redressal Register

Date	Student Name	Roll No	Subject	Nature of Grievance	Action Taken	Faculty Involved
20/09/2025	Neha M	015	BCOM	Discrepancy in SEP mark	Re-evaluated and corrected	Ms. ABC

8. Student Feedback on IA and SEP Process

Conducted via Google Forms at the end of each semester. Sample questions:
- Were the IA schedules and SEP activities communicated in advance?
- Did the tests and assignments reflect classroom and enrichment learning?
- Were evaluated answer scripts and feedback shared with you?
- How useful were SEP activities in developing practical skills?
- Suggestions for improvement (open-ended)

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