



YUGANTAR EDUCATION SOCIETY'S

SHRI BALASAHEB TIRPUDE COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

(Approved by AICTE, New Delhi, Govt. of India, Govt. of Maharashtra & RTM Nagpur University, Nagpur)

1, Shri Balasaheb Tirpude Marg, Civil Lines, Sadar, Nagpur - 440 001

Phone : (O) +91 712 2550695 Fax : +91 712 2550695

Email : tirpudehmct@gmail.com, Visit us at www.tirpudehmct.ac.in

AICTE Permanent Institute Id : 1-14318331 • DTE Institute Code : HM4219 • RTM NU College Code - 007 AISHE Code : C-18976

Internal Assessment Mechanism

Internal assessment is an integral part of the course and is compulsory for all students. It enables students to demonstrate the application of their skills and knowledge. Shri Balasaheb Tirpude College of Hotel Management and Catering Technology, Nagpur constructed a clear internal assessment policy to follow.

To maintain transparency in the mechanism of internal assessment following steps/initiatives have been taken:

1. Students are first informed about conduct of internal assessment in each subject by the college during their induction.
2. Just after admission and after the commencement of the academic session, again, through formal notice, students are informed about internal assessment system and its significance detailing all the components of the assessment and marking system as well as the type of tests/sessional examinations to be conducted.
3. The following are the components of internal assessment and distribution of marks thereof:

For Theory Examination (20 Marks)

- i) Sessional Examination- 05 marks
- ii) Home-Assignment/ Seminar/ Group Discussion- 05 marks
- iii) Class attendance- 05 marks
- iv) Group activity/ Food festival- 05 marks

For Practical Examination (Term Work- 20 Marks)

- i) Journal Completion and Submission- 05 marks
- ii) Grooming- 05 marks
- iii) Attendance- 05 marks
- iv) Group activity/ Food festival- 05 marks

So, out of the 100 marks allotted to each paper, total 20 marks are earmarked for internal assessment.

4. All Faculties take care to see that students are well explained about the purpose of the internal assessment system and how the marks obtained in internal assessment add to secure a good division/class.
5. As per university guidelines one sessional examination is conducted in each semester. The schedule of the examination is notified to the students well ahead and students are also informed that the examinations would be held only on the Courses covered.
6. The sessional examinations for each semester are conducted by the college internal examination head and other faculty members. The internal examination head fixes the date schedule of the examination in different subjects and allots the invigilation duty to teachers formally.
7. After the sessional examination is over, teachers evaluate the answer papers and submit the marks lists to the Principal of the college.
8. Internal marks secured by students are properly documented by the internal examination head and then put up on the college notice board.
9. Students are given liberty to know/note down their marks or look at their answer papers to clarify their doubts if any.
10. The teachers of the respective subjects accordingly take remedial measures for further improvement of student performance in future tests.
11. The subject faculty concerned decides whether students are to be given home assignments or conduct group discussion or hold seminar for 5 marks allotted against this component.
12. Students are awarded marks against their percentage of attendance in classes out of the 5 marks allotted against this component.
13. Students are awarded marks against their group activity/ Food festival as per their participation and performance out of 5 marks.
14. For practical, students are awarded 5 marks for Completion and Submission of Journal as per standards stated by the concerned faculty.
15. For practical, students are awarded 5 marks for their Grooming during practical and the examination.
16. Students having grievances in their attendance approach the examination in charge and the Principal that in turn verifies with the concerned faculty and addresses the issue.
17. In case of any grievances regarding internal marks of subjects, the students are shown their marks and if any discrepancy is sorted out by the concerned faculty.

Akshay Dandale

AKSHAY DANDALE
OFFICIATING PRINCIPAL
Shri Balasaheb Tirpude
College of Hotel Management
& Catering Technology, Nagpur

