

INSTITUTE OF HOME ECONOMICS
SOP OF THE INTERNAL ASSESSMENT AND ATTENDANCE COMMITTEE

1. The Internal Assessment (IA) and Attendance Committee will work towards compiling, and consolidation of IA and Attendance marks provided by individual teachers of various courses as per the CBCS/LOCF/NEP guidelines for each Programme of the Institute (except B.El.Ed).
2. The process of the Internal Assessment, Attendance and Grievance Redressal System at IHE will be as per the steps highlighted below:
 - Maintenance of assignment marks and attendance by individual teachers
 - Display of assignment marks and attendance for students on Department notice boards by individual teachers as per the schedule shared by IA&A committee
 - Correction of IA marks by individual teachers, in case of discrepancy
 - Uploading of IA marks on University Samarth portal by Admin/technical staff.
 - Generation of Programme wise and Course wise consolidated sheets from portal for student signatures and correction, if any.
 - Internal Assessment marks are screened by IA moderation committee.
 - University IA proforma is filled, depicting course titles for which consolidated sheets are submitted along with signatures of IA moderation committee.
 - Submission of IA proforma along with original signed consolidated sheets (hard copies) to university, one copy is kept in college administration for maintenance of records.
3. Student grievances are to be addressed at every stage and corrections in IA marks made in accordance with teacher's records.
4. The IA and attendance marks which are submitted to the University in the form of signed (student signatures) IA sheets, University IA Proforma, minutes of the meeting etc will all be maintained by the committee and submitted to the administration office at the end of each semester.
5. The Committee will ensure that the entire process of IA and Attendance marks is transparent and all grievances are settled before the final uploads on the portal.
6. The Committee constitutes of faculty members representing all departments of the college. The committee will coordinate with Orientation Committee to generate awareness among new students regarding the IA and Attendance marks as per CBCS/LOCF/NEP guidelines.