

2.5 Evaluation process and reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode: (200 words)

Mechanism of Internal Assessment:

There is a continuous internal evaluation procedure for UG and PG students as part of the curriculum. Tutorial system has been implemented to monitor the learning process and it helps to promote and ensure effective teaching. Different measures are taken at various levels to ensure the internal assessment transparent and robust in terms of frequency and mode.

Transparency Measures:

- The internal evaluation is based on a predetermined transparent system involving attendance in the classroom, assignments, seminars and periodic written tests etc.
- To ensure transparency of the evaluation process, internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of the external examination and collect the signature of each student. During the uploading of internal marks to the university portal, the students' signature should be collected prior and after the final submission to ensure the transparency.
- Attendance: Students are permitted to appear for the examination only if he/she secures a minimum of 75% attendance in each semester for UG and 80% of attendance for PG. For ensuring the transparency in attendance marking, software named educloud360 was implemented. The attendance of the students was entered daily and the parents concerned are informed about their children's absence through messages from the college office. In addition to it, a WhatsApp group of parents

with class teachers are created to intimate the hourly absence of students. A monthly attendance report duly signed by the Head of the Department and Principal was published at the end of every month.

- Assignment /Seminar/Viva: A minimum of one assignment for each paper should be submitted by a student in each semester. The marks allotted to each component are awarded based on the performance of the student. The department conducts internal viva for PG and UG students.
- Internal Examination: An internal examination wing is functioning for the smooth conduct of internal examinations. Internal exams are carried out to ensure complete understanding of each topic by the students. The question papers are prepared by the teachers concerned and forward to the email id (asmabiinternal@gmail.com) of internal exam wing. Practical examination and Viva Voce are conducted as per the syllabi. Coded answer sheets are provided to students for ensuring the transparency in internal exam.
- Once the examinations are conducted, the answer scripts of the students are evaluated by faculty members as per the guidelines and scheme of evaluation within five days after the examination. The papers are distributed to students by teachers, followed by a discussion of the correct answers. Suggestions are given to students who need to improve and the ones who performed well are appreciated. Final marks after verification are displayed on notice boards of the respective departments and uploaded on the college website on real time basis. The transparency of the marks is maintained by making the marks accessible to the students. The mark sheets are then intimated to the parents by conducting a parents meeting.
- There is a chance for students who are not able to write internal exams at the scheduled time due to their engagements in sports and cultural activities or due to personal valid reasons.

- CCTVs are installed in the examination hall and a visit of examination squad during the exam are done to ensure utmost transparency.
- The Ph.D. Programmers have regular progress presentations of their research work as per the university guidelines. There are department level progress presentation in each two months and also a college level and university level presentation in each six months are done.

Robustness Measures:

- Assessment practices are conducted and undertaken ethically, honestly and with integrity by faculty and students.
- Theory and practical course exams are conducted as per the university syllabi.
- CCTVs are installed in the examination hall and a visit of examination squad during the exams are done to ensure utmost transparency.
- Use of cell phones are strictly prohibited in the examination hall. There is grievance redressal cell to deal with the complaints regarding the CIE.

2.5.2 -Mechanism to deal with examination related grievances is transparent, time-bound and efficient (200 words)


There is a Grievance Redressal Committee in the college to redress time bound the grievances related to ragging, university exams, internal exams, sexual harassment etc. Any Grievances related to the conduct of examination or valuation of answer scripts may be reported to the teacher concerned and further to the tutor, HOD and Principal. In some unsatisfied cases, they are forwarded to Grievance Redressal Cell. Therefore the process of continuous internal assessment is carried out with complete transparency.

The students are intimated about the dates of internal examination prior two weeks of the commencement of the exam. Students can address their grievances related to internal examinations to the concerned teachers in written form after

getting their subject paper within three days. Grievances regarding the internal assessment tests are handled by the respective subject teachers and the Heads of departments concerned immediately within 3 days at the department level and should keep records of the same. They shall have initial jurisdiction over complaints against Continuous Internal Assessment.

The institution provides a student handbook with detailed information about the Evaluation System and redressal of grievances of the students regarding evaluation.




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CIE – Continuous Internal Evaluation Policy

The internal examination wing will discuss and fix the date and schedule for conducting internal exams as per university guidelines. Then a notice will circulate at the college level to intimate the same with the students. The tentative dates of the seminar, assignments etc. are communicated to the students by the concerned teachers.

In order to assess skill and knowledge gained by the students in the subject, the concerned faculty member conducts internal assessment.

The internal assessment comprises the following

- All the PG,UG and Ph.D. programmers have specified components for internal assessment. For example, tutorials, home assignments, seminars, presentations, laboratory work, unit test, workshop, project based learning, quizzes, other elements of participative learning etc.
- The schedule and pattern of continuous assessment or evaluation should be decided by the college and intimate all students and faculty through the institutional regulations.
- All the students are evaluated by a teacher and the evaluation outcome should be expressed by the marks or grades specified by the university.
- The evaluation outcome should be disclosed by the faculty with the parents of concerned students in the parents meeting.
- Based on the evaluation outcome teachers should identify advanced and slow learners from each class and give them remedies or suggestions.
- Teachers adopt relevant types of internal assessment suited to their needs and requirement of each specific subject.
- Two examinations are conducted, one at department level in the middle of the semester and one at the college level in the end of the semester.
- Internal examination wing should collect the question papers of all the subject and make seating arrangements by mixing students of all branches. It is intimated to students through the notice board.
- There is a question bank system and examinations are conducted by using the system for some selected subjects.
- Internal practical examination is conducted at the end of the session based on university exam pattern.

Transparency measures:

- Coded Internal Evaluation Record books are provided to all UG and PG students.


- Plan of the conduct of internal assessment process along with assessment tools is communicated to the faculty through the meeting with the Principal.
- Teachers initially communicate in the classroom the weightage and the process of continuous internal evaluation.
- After the evaluation, the grades or marks are given for the students.
- Students who are not able to give internal exams at the scheduled time due to their engagements in sports and cultural activities or due to personal valid reasons, are given opportunity to reappear for internal tests.
- Attendance records of students are strictly checked.
- The results of all the internal examinations are published and informed to the students.
- The record of the CIE is maintained and retained for three years at the departments under the custody of the HoDs.

Robustness measures: -

- Assessment practices are conducted and undertaken ethically, honestly and with integrity by faculty and students.
- In theory courses minimum two-unit tests are conducted along with assignments, seminar, attendance etc.
- For practical courses, attendance, preparation, conduction of lab, post experiment quiz and practical book are properly monitored.
- Prevention of malpractices in examination halls is also ensured by the vigilance of internal squad and surveillance of CCTV system.
- The heads of department look after effective monitoring and timely implementation of the internal examination and procedure of evaluation.
- Question paper setting and evaluation of some courses are carried out by the respective departments as per the university guidelines.
- There are other variety of assessment tools such as Viva Voce for Project Reports, home assignment, oral test, group discussion, Quizzes , question bank, presentations, brain storming sessions, preparation of tour reports etc. for UG students.
- Marks of the internal examination are communicated to the students by teachers and discuss the assessed answer sheets to the students.
- Use of cell phone is strictly prohibited in the examination hall.
- There is a Grievances Redressal Cell to deal with the complaints regarding the CIE.

Thus, the internal assessment mechanism of the college is transparent and robust in terms of frequency and variety.




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Mechanism for Examination Related Grievances

All grievances related to the internal assessment are primarily redressed by the respective heads of the departments. In some unsatisfied cases, they are forwarded to the examination committee and to Grievance Redressal Cell.

University Related Grievances:

In case of any university related grievance, applications in prescribed forms are collected and forwarded to the concerned authorities. The grievances of the students related to examinations such as online form submission, under marking, queries related to hall ticket viz. correction in name/ subject/ subject code/ programme/ pattern, wrong entry of marks and absentee etc. are addressed at college and university level in time-bound period.

Students can apply for online photocopy within 10 days after the declaration of the result. College/ university provides photocopy of the assessed answer sheets to students on demand within a period of 30 days from the date of receipt of application.

If students have any doubts regarding assessment of answer sheets then he/she can demand the photocopy of assessed answer sheet. Once the student receives the online photocopy of answer-sheet, the student consults with the respective subject teacher and takes his/ her opinion and then further processes for rechecking and revaluation is carried out within 10 days.

The result of revaluation is declared within 45 days. The benefit of revaluation is given to a candidate if the original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks as per university norms.

CIE Related Grievances:

Internal assessment is a continuous evaluation process. Any grievances regarding CIE are immediately resolved by the respective teacher and the head of the department. Grievances related to oral, project and practical examination are resolved at the department level. The CBCS based evaluation system at PG consistently assesses through various assessment criteria, viz. seminars, group discussion, assignments, research paper review etc. The grievances regarding the same are resolved at department level.

Grievances related to Ph. D. research centres are resolved by the research coordinator, heads of the department concerned and head of the institution. Students can approach teachers and heads of departments to resolve their queries related to the marks obtained in internal assessment.

Continuous follow up is taken with the university till the grievance is settled. Examination related grievances are received and resolved in a specific time by the concerned authorities.

Thus, all internal examinations are conducted adhering to the norms and regulations of the university. The students are given opportunity to redress their grievances concerning CIE marks if any through their department head and grievance form available on the college website.

There should be a Grievances Redressal Committee to redress timebound the grievances related to ragging, university exams, internal exams, sexual harassment etc.

Grievances Redressal Committee

- To prepare the format for the students grievances
- To collect the student grievances
- Analysis of the grievances
- Suggestions to the concerned authorities
- Action Taken Report-ATR
- And the related work

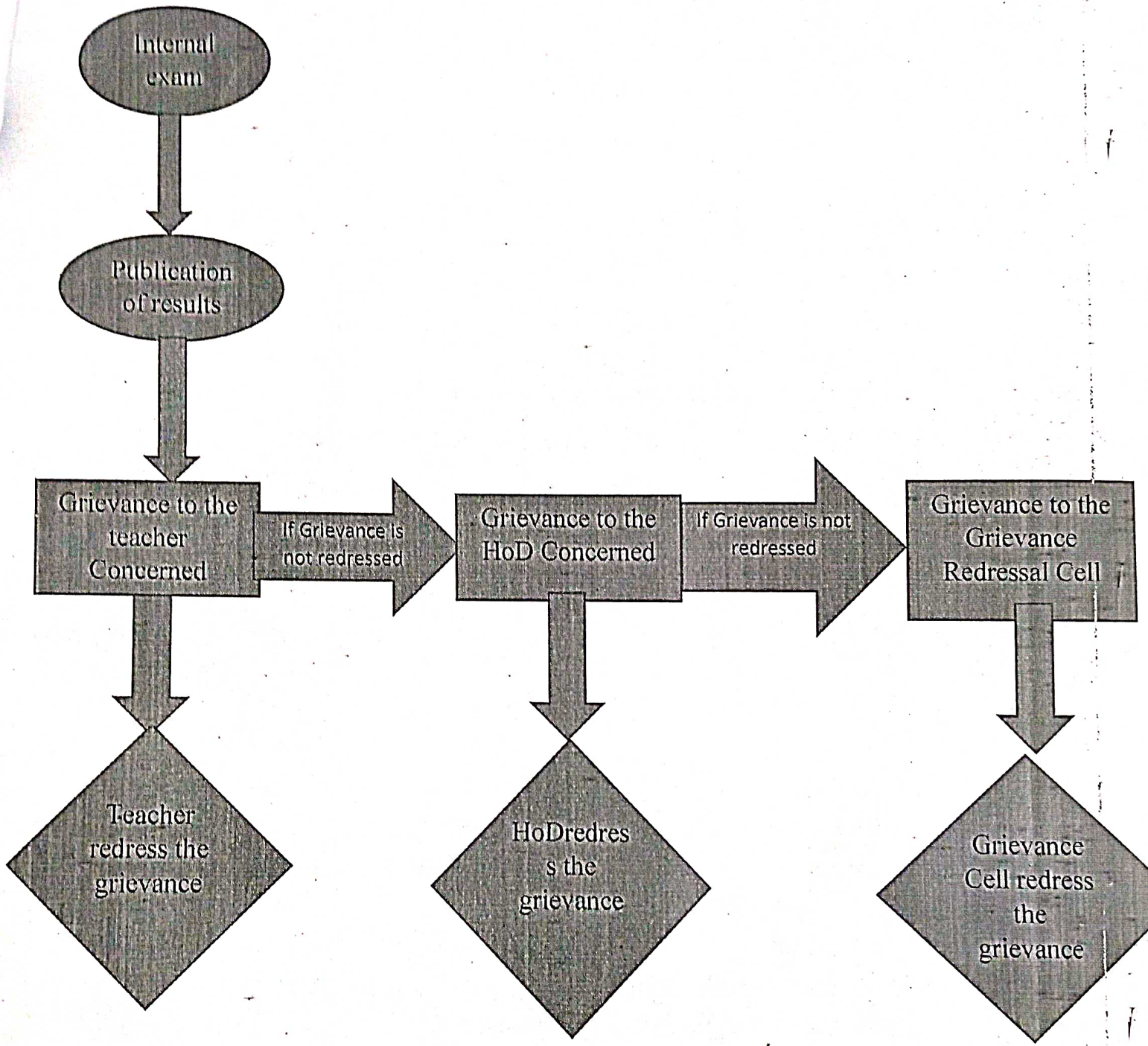
Functions of Grievances Redressal Committee

- To collect the grievances from all the stakeholders- students, teachers, parents etc.
- Process the same grievances
- Prepare the ATR – action taken report
- And the related work



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Grievance Redressal Process



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