

LAXMINARAYAN COLLEGE, JHARSUGUDA

(Affiliated to Sambalpur University, Odisha)



Policy Document

Continuous Internal Evaluation (CIE)

POLICY DOCUMENT

CONTINUOUS INTERNAL EVALUATION (CIE)

1. Introduction

Evaluation or Assessment is an integral part of the curriculum in order to measure the academic progression of students. To assess the progress of students in a regular interval is a vital part of teaching learning method in the academic arena of higher education institutions. Through continuous assessment, students' progress as well as their understanding of lectures and coping up with the teaching methodologies during the course are assessed. The present education system is based on student-centric outcome based education and accordingly the students' satisfaction in their studies is explored. The continuous internal assessment of the students is an important tool for the measurement of quality improvement of students. Assessment is absolutely a pronouncement of the developmental capability of the students, capturing knowledge and the prospect of scoring marks in university examination. There are several techniques for measuring assessment of the students, through class tests, internal assessment examinations on a regular interval, seminar presentation, viva voce, extempore presentation etc. Surprise tests and pre-notification assessments are some of the techniques of continuous internal evaluations. Thus the students are encouraged to study well and stay prepared always. This helps in the qualitative growth of the students.

Laxminarayan College, Jharsuguda is an affiliated College of Sambalpur University and is governed in principle by the acts and ordinances of the affiliating University for conduct of its examinations. The College offers different Under-Graduate courses as per the curriculum approved by Sambalpur University. The College also follows a semester system of examination as per the academic calendar prescribed by Sambalpur University. These examinations are conducted and managed by the College through a well-defined and robust mechanism. The final evaluation and grading of the students in every semester is done based on 20% weightage to Continuous Internal Evaluation and 80% weightage to Semester examinations conducted by the University. The College is committed to ensuring that the process of management and administration of the examination is effective and efficient. This examination policy is an important document for the Teaching Learning and Evaluation process adhered to by the institution. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation. The examination policy is reviewed every year by a committee formed by the Principal for the purpose and any changes as and when felt necessary is incorporated after due consultation with all the stakeholders. The purpose of this examination policy is:

1. To ensure smooth planning, management and efficient conduct of the Internal and External examination processes in the best interests of the students.
2. To have a robust and streamlined mechanism of Continuous Internal Evaluation.

3. To ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
4. To have a transparent and effective mechanism to address any examination related grievances of the students.

2. Examination Cell

The College has an Examination Cell which ensures smooth and transparent conduct of Internal as well as University Semester Examinations. The mid-term internal and practical examinations are planned and conducted as per the University guidelines. The students are free to raise grievances regarding evaluation process if they are not satisfied. Grievance related to internal examination is immediately informed to the concerned departments and get them resolved. If not resolved, the Principal takes it to her/his hands.

The affiliating university has introduced CBCS pattern in the academic year 2016-2017. In this pattern evaluation is done at college as well as university levels. Continuous assessment is carried out by the institution and End Semester Examination is carried out by the University. Therefore, examination related grievances may be at two levels.

The Examination Cell is headed by the Examination In-charge (designated as the Controller of Examinations). The Principal calls the Cell members from time to time and:

- i) prepares guidelines and time-lines for effective and uniform conduct of the Continuous Internal Evaluation process.
- ii) communicates regularly with staff and students concerning imminent deadlines and events.
- iii) communicates with the affiliating University in all matter relating to examinations. e. receives, checks and stores and securely transports all examination related material as per guidelines.
- iv) advises and settles any grievance related to evaluations both internal and external after due consultation with the Principal.

3. Continuous Internal Evaluation

For Internal Evaluation, the College follows a uniform and robust mechanism. The continuous internal Evaluation is based on the following components:

- a. Mid semester sessional/Unit exams aimed at Evaluation of the learning progress of the course contents. The guidelines and schedule for the conduct of this examination is formulated by the examination committee.
- b. The method(s) for continuous internal Evaluation conducted by individual departments are decided by the concerned Department and are aimed at both summative and formative Evaluation of the students. These are in the form of periodic class tests, assignments, problem solving sessions, multiple choice questions based evaluation, classroom demonstrations, seminar presentations followed by question answer sessions, viva and

practical demonstrations in subjects with practical papers, group discussions among students on specific topics moderated by teachers etc.

c. Question papers for sessional as well as class tests are set and moderated by departments. All members of the faculty are assigned responsibilities for specific units of the syllabus. Evaluation and scrutiny of the answer scripts is done by the faculty of the concerned Department. The Head of the Department is responsible for allotment of evaluation duties amongst the departmental faculty as well as ensuring that the process of evaluation is fair and efficient. All issues arising out of and during the process of will be taken up by the Departments. The process of conducting and monitoring the Continuous Internal Evaluation of the students is the sole responsibility of the Department. The Head of Department must ensure uniform distribution of workload among all the faculty members of a Department for this purpose. Each Department has the flexibility to design and decide on the components of the Continuous Internal Evaluation process as per the subject specific requirements whilst strictly adhering to the broad guidelines of the examination policy of the College. At the end of each semester, an overall grading of the performance of the students is made based on the different components.

Exam Grievance

The college has a well-structured and dynamic Internal Examination Grievance redressal mechanism in place linking students with the faculty in the continuous evaluation process. The cell follows the guidelines of the affiliated university for conducting internal examination and redressing grievances.

Candidates have the option of seeking redressal and clarification on their performance by submitting an application to the Controller of Examination. The application is accessed by the Controller and forwarded to the concerned Department to report. The report is shared with the student and if the student is still not satisfied, the grievance is forwarded to the Academic Bursar. The Academic Bursar having gone through the application forwards it to the Principal or dismiss the case. The Principal, in consultation with the concerned department head, examines it in detail, make a remark on the application before sending it back to the examination cell. After taking necessary steps, students grievances are settled after due consultation with the Principal of the college. The Grievance redressal mechanism is completely transparent.

Overall Rules & Guidelines of Continuous Internal Evaluation System

1. The teachers should inform the students about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of each semester.
2. The teachers should also inform the students regarding different components of internal assessment and their weightages through a 'course overview'.

3. All the teachers should prepare their course plan carefully and should share it with the students within first week of the semester.
4. The teachers should evaluate the students continuously on the basis of performance in the Unit Tests, internal assessments and attendance of the students in the class.
5. The answer scripts of the Unit Tests and internal tests should be shown to the students after evaluation for their information, providing sufficient transparency and accountability.
6. The pattern of question paper for the Unit Tests should be structured similar to the pattern of the Semester End Examination which is conducted by the University.
7. Fifty percent of the internal questions will be from the 2nd unit as it has been in the blended mode.
8. The faculty members should display the grades/marks on the departmental notice board before submitting the same to the respective Head of the department.
9. The student may appeal for reviewing the grades/marks awarded by the teacher. If still there exists grievance regarding the revision of the awarded grades/marks, student may appeal to HOD.
10. In the case of student failing to appear in any of the internal tests under extraordinary circumstances such as the death of any member of the family, accident leading to hospitalization, suffering from contagious diseases, natural or social calamities affecting the student and such other situations which the teacher deems fit to be considered, the teacher would arrange additional assignment or any other course related work for such students.
11. The performance of the students in the practical subjects should also be evaluated on a continuous basis. Faculty members should use Continuous Evaluation Sheet provided for the assessment.
12. Internal evaluation of the final year Projects should also be done on a continuous basis.
13. Faculty members should maintain the proper records of CIE undertaken for each class.
14. The mentors should keep the records of their mentees and inform the parents if required. The mentees should be guided properly for their academic growth.

This policy aims at building a wholesome growth of students in a fair, transparent and homely way by promoting the steady student progress throughout the semester, fostering development of critical thinking, teamwork, and other valuable skills, reducing exam pressure for students.

Our Motto: Together we make the difference.