

Sipna Shikshan Prasarak Mandal, Amravati's
ARTS, SCIENCE AND COMMERCE COLLEGE
CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



Policy Document

INTERNAL EVALUATION PROCESS

Sipna Shikshan Prasarak Mandal, Amravati's
Arts, Science and Commerce College
Chikhaldara, Distt. Amravati

-POLICY DOCUMENT-

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Introduction:

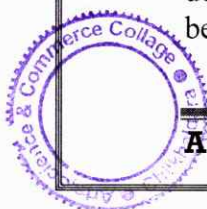
Internal assessment is a systematic process of finding out the extent to which students have achieved academic goals. Evaluation is not just an observation; it is an objective systematic process. Evaluation is useful to know the stage of progress of students. This allows the teacher to track the progress of the student. If the students are not progressing towards the set objectives, then it is possible for the teachers to take some measures in time and also evaluation is useful in terms of checking the teaching efficiency of the teachers. It is also possible to evaluate whether the teaching-learning activities that are going on in the classroom, the various tools that are being used, the way that the interaction between teachers and students is going on, are all going well. At the same time, college from time to time has to disclose to the parents about the progress of the students. Evaluation also helps parents to know the level of progress of students.

Objectives :-

- Carry out all Internal Assessment related works as per SGBA University norms
- Organize Unit Tests, Common Tests, Seminars, Group Discussion etc. for students and Record keeping of the internal evaluation
- Guide and help students for their better performance in Internal/University Examination
- Regular monitoring of students' progress through Internal Evaluation process
- Maintain transparency in the process of Internal Evaluation

Modus Operandi:-

The internal evaluation committee prepares the examination schedule according to the university academic calendar. According to the syllabus determined by the university, plan of internal evaluation is chalked out and the committee conducts the examination according to the schedule, the result is displayed on the notice board of the college. The college follows transparent mechanism in its internal assessment. The college Examination Committee carries out effective implementation of all examination, assessment process and elaborately discusses evaluation criteria with faculties and other stakeholders. Attendance, assignments & tests, seminars, group discussions, short quizzes, project work/assignment, etc. are the basis for formative assessment. Field works/visits are also a part of assessment and evaluation procedure. Induction programme for fresher is organized to introduce them to academic calendar, activity plan, and teaching, learning and evaluation process of the college. The department wise time-table for examination and other related matters is prepared in the beginning of each semester by respective departments. The time table is displayed on the notice



board and discussed in detail with the students. Open book tests to assess students are arranged frequently. Students are allowed to check and evaluate their answer-sheets to ensure them about their performance. Examination Committee ensures and maintains all sorts of confidentiality regarding question papers setting and evaluation procedure. The modifications & changes if any, either in examination or evaluation are brought to the notice of all. Students and their parents are adequately informed about examination and evaluation criteria. Students are examined and their works are evaluated as per the schedule and the norms of the university and college examination committee. Students can see evaluated internal papers, assignments and project assignments for verification. Aggrieved students can approach the concerned faculty, HOD and the principal for resolving grievances, if any.

Feedback Mechanism:-

There is a feedback system on the results of internal assessment. In order to maintain transparency in internal evaluation process, we record the students' responses through feedback mechanism which consists of Student Satisfaction Survey, feedback on Institutional Performance by all the stakeholders and one to one interaction with the students in the class rooms.




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