

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



CRITERION – II

2.5 Evaluation Process and Reforms

2.5.1

**Mechanism of Internal/ External Assessment Is
Transparent and The Grievance Redressal
System Is Time- Bound and Efficient**

■ President
Shri. Jagdish M. Gupta
(Ex. Minister of State, Maharashtra)
0721 (O)2522341 (R) 2572526



SIPNA SHIKSHAN PRASARAK MANDAL'S AMRAVATI

ARTS, SCIENCE &

COMMERCE COLLEGE, CHIKHALDARA

■ Principal
Dr. Rajesh S. Jaipurkar
(Mob.) 9423126066

Distt. Amravati (Maharashtra) 444 807
NAAC Reaccredited 3rd Cycle with CGPA 2.77 at grade B++ (2018-2023)

■ E-mail : ascc163@sgbau.ac.in ■ Website : www.sipnaascc.ac.in ■ Tel. (O) 07220-230309


Outward No : *ASCC/CERT/248/2023*

Date : *23/05/2023*

DECLARATION

This is to declare that the information, photos, reports, true copies, numerical data, etc. furnished in this file as supporting documents is verified by IQAC and found correct.


Dr. V.D. Kapse
IQAC Coordinator
Co-ordinator
IQAC
Arts, Science & Commerce College,
Chikhaldara
Distt.: Amravati (M. S.)


Dr. R.S. Jaipurkar
Principal
PRINCIPAL
Art, Science & Commerce
College, Chikhaldara



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



SUPPORTING DOCUMENTS

Sipna Shikshan Prasarak Mandal, Amravati's

ARTS, SCIENCE AND COMMERCE COLLEGE

CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)

Metric No. 2.5.1

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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-

INTERNAL EVALUATION PROCESS

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.




PRINCIPAL
Art, Science & Commerce
College, Chikhaldara

Arts, Science and Commerce College Chikhaldara
Report of the Internal Examination Committee
Academic Year :- 2021-22

Title of the Committee :- Internal Examination Committee (Arts Faculty)

Date /Period: - 2021 - 22

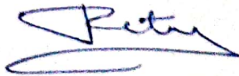
Number of beneficiary :All students of Arts faculty

Objectives :-


- To conduct all Internal Assessment Examination related works as per University notification.
- To keep the record of each and every issue related to the internal examination and organizing Unit Test, Common Test, Seminar for improvement of the examination system.
- To guide the students for their better performance in university examination.
- Regular monitoring of students progress in every test examination.

Brief Report : -

The internal examination committee monitors the timely conduct of Unit Test, Common Test, Seminar and Internal Test and entry level test for B.A I st year students also conducted by committee at the beginning of college after completion of first year admission . Guidelines have been provided to every teaching department to conduct unit test , seminar as per guidelines of S.G.B.A.University Amravati. Each teaching faculty conducted at least two unit test and is directed to maintain the record of test.



Acting Principal
Art, Science & Commerce College,
Chikhaldara, Dist. Amravati



मा. डॉ. प्रकाश भा. संकार

Arts,Science and Commerce College Chikhaldara

Report of the Internal Examination Committee

Academic Year :- 2020-21

Title of the Committee :- Internal Examination Committee (Arts Faculty)

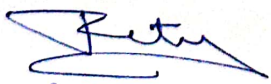
Date /Period: -2020 - 21


Objectives :-

- To conduct all Internal Assessment Examination related works as per University notification.
- To keep the record of each and every issue related to the internal examination and organizing Unit Test, Common Test, Seminar for improvement of the examination system.
- To guide the students for their better performance in university examination.
- Regular monitoring of students progress in every test examination.

Brief Report :-

The examination committee monitors the timely conduct of Unit Test, Common Test, Seminar and Internal Test. Guidelines have been provided to every teaching department to conduct unit test , seminar as per guidelines of S.G.B.A.University Amravati. Each teaching faculty conducted at least two unit test and is directed to maintain the record of test.


Acting Principal
Art,Science & Commerce College,
Chikhaldara,Dist.Amravati


प्रा.डॉ. मुकेश सखारे

Arts, Science and Commerce College Chikhaldara
Report of the Internal Examination Committee
Academic Year :- 2019-20

Title of the Committee :- Internal Examination Committee (Arts Faculty)

Date /Period: - 2019 - 20

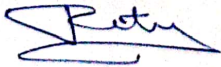
Number of beneficiary : All students of Arts faculty

Objectives :-

- To conduct all Internal Assessment Examination related works as per University notification.
- To keep the record of each and every issue related to the internal examination and organizing Unit Test, Common Test, Seminar for improvement of the examination system.
- To guide the students for their better performance in university examination.
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Acting Principal
Art Science & Commerce College,
Chikhaldara, Dist. Amravati



मा.उं. मुकेश सरकार

Arts, Science and Commerce College Chikhaldara
Report of the Internal Examination Committee
Academic Year :- 2018-19

Title of the Committee :- Internal Examination Committee (Arts Faculty)

Date /Period: - 2018 - 19

Number of beneficiary : All students of Arts faculty

Objectives :-

- To conduct all Internal Assessment Examination related works as per University notification.
- To keep the record of each and every issue related to the internal examination and organizing Unit Test, Common Test, Seminar for improvement of the examination system.
- To guide the students for their better performance in university examination.
- Regular monitoring of students progress in every test examination.

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Acting Principal
Art, Science & Commerce College,
Chikhaldara, Dist. Amravati



प्रा. डॉ. सुरेश खर्कर

Arts, Science and Commerce College Chikhaldara
Report of the Internal Examination Committee
Academic Year :- 2017-18

Title of the Committee :- Internal Examination Committee (Arts Faculty)

Date /Period:- 2017 - 18

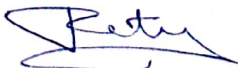
Number of beneficiary : All students of Arts faculty


Objectives :-

- To conduct all Internal Assessment Examination related works as per University notification.
- To keep the record of each and every issue related to the internal examination and organizing Unit Test, Common Test, Seminar for improvement of the examination system.
- To guide the students for their better performance in university examination.
- Regular monitoring of students progress in every test examination.

Brief Report :-

The internal examination committee monitors the timely conduct of Unit Test, Common Test, Seminar and Internal Test and entry level test for B.A I st year students also conducted by committee at the beginning of college after completion of first year admission . Guidelines have been provided to every teaching department to conduct unit test , seminar as per guidelines of S.G.B.A.University Amravati. Each teaching faculty conducted at least two unit test and is directed to maintain the record of test.


Acting Principal
Art, Science & Commerce College,
Chikhaldara, Dist. Amravati


ग.ज. मुकेश सरदार

Arts, Science & Commerce College, Chikhaldara
Internal Exam Committee Report

Academic Year :- 2021-22

Name of Committee :- **Internal Exam Committee (Science Faculty)**

Title of Programme :- Unit Test, Internal Test, Common Test

Date of Programme :- 30 August 2021 – 31 May 2022

Objectives of Programme :-

1. Time to time conduction of unit test.
2. Regular monitoring of students progress in every test.
3. To guide and promoting students for better performance


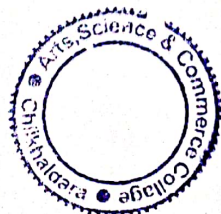
Brief Report :-

The exam committee monitors the timely conduct of unit test, internal test and common test. Entry Level Test for B.Sc. Ist year students also conduct by committee at the beginning of college after completion of Ist year admission. Guidelines have been provided to every teaching department to conduct unit test as per guidelines of S.G.B. Amravati University. Each teaching faculty conducted at least two unit tests and is directed to maintain the records of tests.

Number of beneficiaries : All students of Science Faculty



Rahul P. Rahate
Convener
Internal Exam Committee



Principal
प्राचार्य

कला, विज्ञान व वाणिज्य महाविद्यालय
चिखलदरा, जि. अमरावती

Arts, Science & Commerce College, Chikhaldara

Internal Exam Committee Report

Year :- 2020-21

Name of Committee: **Internal Exam Committee** Year: **2020-21**

Title of programme conducted : Unit test, Internal test

Date of programme : 4 August 2020– 28 August 2021

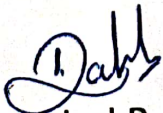
Objectives of programme :

1. Time to time conduction of unit test
2. Regular monitoring of students progress in every test
3. To guide and promoting students for better performance

Number of beneficiaries : All students of Science Faculty

Brief summary of the programme :

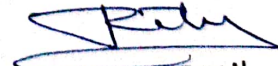
The exam committee monitors the timely conduct of unit test, internal test and common test. Guidelines have been provided to every teaching department to conduct unit test as per guidelines of S.G.B. Amravati University. Each teaching faculty conducted at least two unit tests online using Google Form and is directed to maintain the records of tests.



Rahul P. Rahate

Convener

Internal Exam Committee



Dr. V. R. Patil

Principal

Acting Principal

Art, Science & Commerce College,
Chikhaldara, Dist. Amravati

Arts, Science & Commerce College, Chikhaldara

Internal Exam Committee Report

Year :- 2019-20

Name of Committee: **Internal Exam Committee** Year: **2019-20**

Title of programme conducted : Unit test, Internal test

Date of programme : 1 July 2019 – 30 April 2020

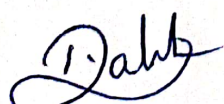
Objectives of programme :

1. Time to time conduction of unit test
2. Regular monitoring of students progress in every test
3. To guide and promoting students for better performance

Number of beneficiaries : All students of Science Faculty

Brief summary of the programme :

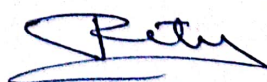
The exam-committee monitors the timely conduct of unit test, internal test and common test. Guidelines have been provided to every teaching department to conduct unit test as per guidelines of S.G.B. Amravati University. Each teaching faculty conducted at least two unit tests online using Google Form and is directed to maintain the records of tests.



Rahul P. Rahate

Convener

Internal Exam Committee



Dr. V. R. Patil

Principal

Acting Principal
Art, Science & Commerce College,
Chikhaldara, Dist. Amravati

Arts, Science & Commerce College, Chikhaldara

Internal Exam Committee Report

Academic Year :- 2018-19

Name of Committee :- Internal Exam Committee (Science Faculty)
Title of Programme :- Unit Test, Internal Test, Common Test
Date of Programme :- 14 June 2018 – 27 April 2019

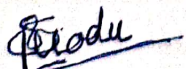
Objectives of Programme :-

1. Time to time conduction of unit test.
2. Regular monitoring of students progress in every test.
3. To guide and promoting students for better performance

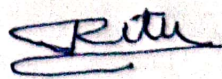
Brief Report :-

The exam committee monitors the timely conduct of unit test, internal test and common test. Entry Level Test for B.Sc. 1st year students also conducts by committee at the beginning of college after completion of 1st year admission. Guidelines have been provided to every teaching department to conduct unit test as per guidelines of S.G.B. Amravati University. Each teaching faculty conducted at least two unit tests and is directed to maintain the records of tests.

Number of beneficiaries :- All students of Science Faculty


Dr.S.R.Kadu
Convener
Internal Exam Committee




Dr.V.R.Patil
Principal
Acting Principal
Art, Science & Commerce College,
Chikhaldara, Dist. Amravati

Arts, Science & Commerce College, Chikhaldara.

Name of Committee: **Internal Exam Committee** Year: **2017 -18**

Title of programme conducted : Unit test, internal test and Common Test

Date of programme : 1 July 2017 – 30 April 2018

Objectives of programme :

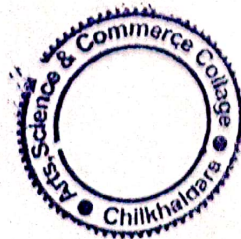
1. Time to time conduction of unite test
2. Regular monitoring of students progress in every test
3. To guide and promoting students for better performance

Number of beneficiaries : All students of science Faculty

Brief summary of the programme : The exam committee monitors the timely conduct of unit test, internal test and common test. Guidelines have been provided to every teaching department to conduct unite test as per guidelines of S. G. B. Amravati University. Each teaching faculty conducted at least two unit tests and is directed to maintain the records of tests.

(Dr. S.R. Kadu)

Convener
Exam Comitfee.



(Signature)
Acting Principal
Art, Science & Commerce College
Chikhaldara, Dist. Amravati

Arts, Science & Commerce College, Chikhaldara.

Format for Committee Report

Name of Committee: **Internal Exam Committee** Year: **2017-18**

Title of programmed conducted : Unit test, internal test and Common Test

Date of programmed : 1 July, 2017 – 31 March, 2018


Objectives of programmed :

1. Time to time conduction of unite test
2. Regular monitoring of students progress in every test
3. To guide and promoting students for better performance


Number of beneficiaries : All students of Commerce Faculty

Brief summary of the programmed :

The exam committee monitors the timely conduct of unit test, internal test and common test. Guidelines have been provided to every teaching department to conduct unite test as per guidelines of S. G. B. Amravati University. Each teaching faculty conducted at least two unit tests and is directed to maintain the records of tests.


प्रभारी प्राचार्य
कला, विज्ञान व वाणिज्य
महाविद्यालय, चिखलदारा.




(P.M. Kute)
Asst. Professor (Commerce)
Art's Science & Commerce
College, Chikhaldar

Arts, Science & Commerce College, Chikhaldara.

Format for Committee Report

Name of Committee: **Internal Exam Committee** Year: **2018-19**

Title of programmed conducted : Unit test, internal test and Common Test

Date of programmed : 1 July, 2018 – 31 March, 2019

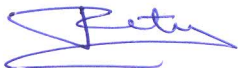
Objectives of programmed :

1. Time to time conduction of unite test
2. Regular monitoring of students progress in every test
3. To guide and promoting students for better performance


Number of beneficiaries : All students of Commerce Faculty

Brief summary of the programmed :

The exam committee monitors the timely conduct of unit test, internal test and common test. Guidelines have been provided to every teaching department to conduct unite test as per guidelines of S. G. B. Amravati University. Each teaching faculty conducted at least two unit tests and is directed to maintain the records of tests.


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कला, विज्ञान व वाणिज्य
महाविद्यालय, चिखलदरा.




(P. M. Kute)
Asst. Professor (Commerce)
Art's Science & Commerce
College, Chikhaldar

Arts, Science & Commerce College, Chikhaldara.

Format : Committee Report

Name of Committee: **Internal Exam Committee** Year: 2019-20

Title of programmed conducted: Unit test, Internal Test, Common Test

Date of programme: 01 July, 2019 – 31 March 2020

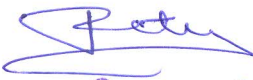
Objectives of program :

1. Time to time conduction of unit test
2. Regular monitoring of students progress in every test
3. To guide and promoting students for better performance


Number of Beneficiaries : All students of Commerce Faculty

Brief summary of the program :

The Exam committee monitors the timely conduct of unit test, common test and internal test. Guidelines have been provided to every teaching department to conduct unit test as per guidelines of S.G.B.Amravati University. Each teaching faculty conducted at least two unit test and is directed to maintain the records of tests.


प्रभारी प्राचार्य
कला, विज्ञान व वाणिज्य
महाविद्यालय, चिखलदारा.




V.M. Mory
Asst. Professor (Commerce)
Art's Science & Commerce
College, Chikhaldar

Arts, Science & Commerce College, Chikhaldara.

Format : Committee Report

Name of Committee : **Internal Exam Committee** Year: 2020-21

Title of programmed conducted : Unit test, Internal Test, Common Test

Date of programme : 08/03/2020 – 05/08/ 2021


Objectives of program :

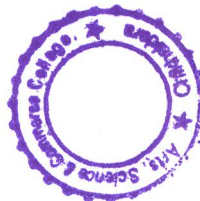
1. Time to time conduction of unit test
2. Regular monitoring of students progress in every test
3. To guide and promoting students for better performance

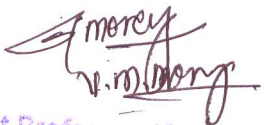
Number of Beneficiaries : All students of Commerce Faculty

Brief summary of the program :

The Exam committee monitors the timely conduct of unit test, common test and internal test. Guidelines have been provided to every teaching department to conduct unit test as per guidelines of S.G.B.Amravati University. Each teaching faculty conducted at least two unit test and is directed to maintain the records of tests.


प्रभारी प्राचार्य
कला, विज्ञान व वाणिज्य
महाविद्यालय, चिखलदारा.




Asst. Professor (Commerce)
Art's Science & Commerce
College, Chikhaldar.

Arts, Science & Commerce College, Chikhaldara

Internal Exam Committee Report

Academic Year :- 2021-22

Name of Committee :- Internal Exam Committee(Commerce Faculty)

Title of programme :- Unit Test, Internal Test, Common Test

Date of programme :- Academic Session 2021-22

Objectives of programme :-

1. Time to time conduction of unit test.
2. Regular monitoring of students progress in every test.
3. To guide and promoting students for better performance

Brief Report :-

The Internal exam committee monitors the timely conduct of unit test, internal test and common test. Entry Level Test for B.Com. Ist year students also conduct by committee at the beginning of college after completion of First year admission. Guidelines has been provided to every teaching staff to conduct unit test as per guidelines of S.G.B. Amravati University. Each teaching faculty conducted at least two unit tests and directed to maintain the records of tests.

Number of beneficiaries : All students of Commerce Faculty


Convener

Internal Exam Committee



Principal

Art, Science & Commerce
College, Chikhaldara