



CIE POLICY

1. INTRODUCTION

The examinations play an important role in deciding the academic performance and future career choices of the students. In the current scenario to face competitive forces, everchanging technology, and altering needs of industry and service sector, there is a need to inculcate required skills and decision-making capacities amongst the students. Hence, CIE policy aims at covering different types of assessment to assess various abilities of the students such as application and presentation skills, analysis, evaluation, etc.

The Internal Assessment Examinations (IAE) and End of Semester Examinations (ESE), carrying 20% and 80% of marks respectively, form the basis for grading student performance in each course. There is no passing minimum in IA. A candidate must receive 35% in ESE and 35% in the combined ESE and IA scores in order to be declared "Pass".

2. OBJECTIVES

The evaluation of the students is an integral part of the teaching-learning process. The objectives of Continuous Internal Evaluation (CIE) are :

1. Encourages the students to progress continuously in the semester leading to a thorough understanding of the course.
2. Allows teachers to evaluate the performance of their students in accordance with the course objectives.
3. Enhances the students' abilities and skills such as creative and critical thinking, working in a team, communication skills, leadership abilities, etc.
4. Distributes course work throughout the semester reducing stress on the students.

3. IAE THEORY

Internal Assessment examinations for theory are centrally administered by the Institution through the internal Examination Committee. Two internal assessment examinations are conducted for each



theory paper. In exceptional cases one IA examination and an assessment of accepted innovative components such as a seminar, project, assignment, portfolio, power-point presentation, quiz, objective test, etc, or a combination of the above, as decided by the course teacher or HoD (The program of such evaluation will be fixed before the commencement of that semester in consultation with the respective Academic Deans). Each examination will carry a maximum of 25 marks. The Time table for the IA examinations is mentioned in the College Calendar. Other CIE practices based on innovative techniques will span over the entire duration of the semester.

4. IAE PRACTICAL

course teacher or HoD. Re-test is not allowed except for the students who had represented the College in sports or cultural activities on the dates of the scheduled ICA tests or for students with any justifiable reason acceptable to the Principal. The Principal may grant special permission to such candidates for taking one additional test of three hours duration encompassing the entire syllabus of that paper.

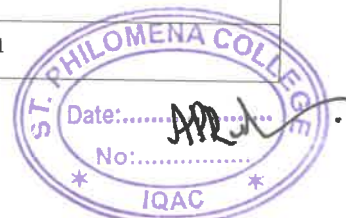
All IAE activities would take place before the commencement of the End of Semester Examination of that semester. A record of such assessment procedure is maintained by the department and is open for clarification by students. Students have the right to appeal to the Principal/HoD in case of glaring disparities in valuation. A systematic grievance-redressal mechanism is in place to deal with such cases.

5. CHOICE-BASED COMPONENT (CBC) OF INTERNAL ASSESSMENT

The Institution adopted Choicebased Components for the internal assessment of the theory subjects which are useful for evaluating the various abilities of the students which cannot be tested otherwise with the semester-end examinations (SEE). The performance of all the students will be evaluated internally on a continuous basis by the concerned faculty member. The type of the choice-based component (CBC) of the assessment would be decided by the faculty member in consultation with the students based on the expected Course Outcomes (COs) and it would be announced in the class within the first fortnight of the semester. The suggestive list of these components is given below.

6. IA SCHEMES

SCHEME-I	One IA Examination of one-hour duration and + One CBC
SCHEME-II	Two IA Examination of one-hour duration



7. LIST OF CHOICE BASED COMPONENTS (CBCS) OF INTERNAL

1	Class Test	7	Lab Assignments
2	Open Book Test	8	Case Study
3	Home Assignments	9	Group Discussions
4	Class Seminar	10	Role Play
5	Mini Project	11	Portfolio
6	Periodical quizzes	12	Any other component that the teacher considers necessary for assessing the student's performance

8. VALUATION, ANNOUNCEMENT OF RESULTS, AND PERSONAL SEEING OF SCRIPTS

The concerned subject teachers shall be in-charge of the examination of the answer scripts. If two or more teachers teach the same subject, all of them must participate in the examination process. The valuation process must be completed within 10 days after the examination's conclusion. Each and every student will have access to the valued scripts and results for verification and return.

9. CHALLENGE VALUATION AND REVALUATION

Valued answer scripts of the students are distributed to the students in the classroom. Students were given enough time to analyze the valuation done, and if they noticed any concerns, they were allowed to raise them right away and they would be resolved amicably on the spot. If students are still dissatisfied with the valuation, they may request a re-valuation of their answer scripts by filling out the appropriate form and submitting it to the heads of the respective departments. The HoD will make the necessary arrangements for a second valuer from the same department to value the same script. The average of the first and second valuations is then determined, and the students are awarded that score. Within 5 working days, the revaluation would be completed.

10. REDRESSAL OF GRIEVANCES

Any student grievances on examinations, evaluations, or results shall be reviewed, discussed, redressed, and resolved by competent authorities. There is a systematic mechanism in place to address student grievances about examinations.

- a) A student shall approach the Convener, Examination Committee with concerns about his or her eligibility to appear for the examination, the timetable, timing, seating, and code of conduct of fellow students in the examination hall, among other things.



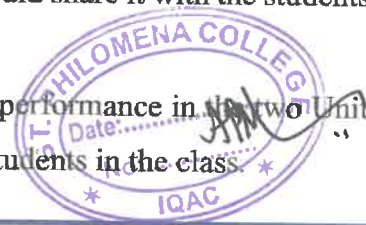
- b) For any concerns about the Room Invigilator, Office Superintendent, Deputy Superintendent, or Flying Squad's code of conduct, a student shall contact the Principal.
- c) If a student has any concerns about the evaluation of answer scripts or the awarding of marks, he or she shall contact the specific subject teacher.
- d) If the complaint is not resolved at this level, he or she may appeal to the Head of Subject Department or the Dean of Faculty.

11. SPECIAL EXAMINATION

- a) Only one special examination shall be conducted to provide an opportunity for those who missed the first and second Internal Examinations. Students who wish to appear for the special examinations must submit an application with a fee of Rs. 100 per course, as well as supporting documents that explain why they were unable to attend the scheduled examinations.
- b) The syllabus contents studied up to that point of time will be used to set the question paper for special re-examination.
- c) Only those students who participated in the College or University's official events may be eligible for a fee waiver as a special case.
- d) The application for the special examination, as recommended by the Convener of the examination committee, must be submitted to the office, by the candidate, along with the prescribed fee, by the latest day stipulated for the purpose. The Office Head will supply the Convener of the Examination Committee with a consolidated list of students who will be taking the special examination. The Examination Committee will put in place the required logistics to ensure that the examination is completed on time.

12. GUIDELINES

- The teachers should inform the students about the course curriculum, its objectives, course outcomes, and learning activities such as experiential learning and participative learning at the beginning of each semester.
- The teachers should also inform the students regarding different components of internal assessment and their weights through a 'course overview'.
- All the teachers should prepare their course plan carefully and should share it with the students within the first week of the semester.
- The teachers should evaluate the students continuously based on performance in ~~two~~ Unit Tests, Choice-Based Component (CBC), and Attendance of the students in the class.



- The answer scripts of the Tests should be shown to the students after evaluation for their information, providing sufficient transparency and accountability.
- The pattern of question paper for the Tests should be structured similar to the pattern of the Semester End Examination which is conducted by the University.
- The teachers should evaluate the papers for the Tests within three working days after the end of the examination.
- In a relative grading system, the teacher should also take into account the various factors such as the level of the question paper set, the inherent difficulty of the course, the prerequisites to the course, relative performance of the current batch of the students compared to the earlier batches, participation of the students in active learning mode, etc.
- The faculty members should display the grades/marks on the departmental notice board before submitting the same to the respective Head of the department.
- 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, the student may appeal to HOD.
- In the case of a student failing to complete the CBC 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.
- The performance of the students in the practical subjects should also be evaluated on a continuous basis. Faculty members should use the Continuous Evaluation Sheet provided for the assessment.
- Internal evaluation of the final year Projects and Seminars should also be done on a continuous basis.
- Faculty members should maintain the proper records of CBC undertaken for each class.
- Faculty members may offer more than one CBC in a class depending on the interest of the students


Coordinator

IQAC

St. Philomena College, Puttur




PRINCIPAL

ST PHILOMENA COLLEGE
PHILONAGAR, DARBE, PUTTUR - 574 202