

विद्यापीठ कॉलेज कोड : ३०७
कनिष्ठ कॉलेज कोड : जे-६२.०१.०११

कायम संलग्नित : स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड
मांजरा चॅरिटेबल ट्रस्ट द्वारा संचलित,

श्रीमती सुशीलादेवी देशमुख महाविद्यालय, लातूर
(कनिष्ठ/वरिष्ठ)

खाडगांव रोड, लातूर (महाराष्ट्र)-४१३५३१
फोन नं. ०२३८२-२२१५२४
मो. ९४२३३४५८२७, ८६९८९४००००
ई-मेल : sds.college@yahoo.in



University College Code : 307
Junior College Code : J-62.01.011

Affiliated to Swami Ramanand Teerth Marathwada University, Nanded.
Manjara Charitable Turst's, Latur

SMT. SUSHILADEVI DESHMUKH COLLEGE, LATUR
(Senior / Junior)

Khadgaon Road, Latur (Maharashtra) - 413531
Phone : 02382-221524
Mob. : 9423345827, 8698140000
Email : sds.college@yahoo.in

President : **Hon. Dilipraoji Deshmukh** (Ex. Minister)

Principal : **Ajay Patil** (M.A. Ph.D.)

CONTINUOUS INTERNAL EVALUATION POLICY

1. Introduction

The teaching-learning process is evaluated by the Continuous Internal evaluation (CIE) which helps:

- To assess the performance of students as per the course objectives
- To examine abilities and skills like creative and critical thinking and communication skill
- To reduce the stress on the students through distribution of the course work
- To motivate the students to comprehend the course

Smt. Sushiladevi Deshmukh Senior College, Latur is an affiliated college of Swami Ramanand Teerth Marathwada University, Nanded and is governed in principle by the acts and ordinances of the affiliating University for conduct of its internal and external examinations. The College offers Under Graduate course B. A. as per the curriculum approved by Swami Ramanand Teerth Marathwada University, Nanded. The College also follows a semester system of examination as per the academic calendar of the parent university. These examinations are conducted by the college through a well-defined mechanism. The final evaluation and grading of the students in every semester is done based on Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE) conducted by the university. CIE policy is an important document for the Teaching Learning and Evaluation process of the college. All the students and faculty are expected to understand the policy and follow it strictly. The examination policy is flexible which could be changed when felt necessary.

The purpose of this examination policy is as follows.

1. To ensure planning and well-organized conduct of the Internal and External examination.
2. To have an updated mechanism of Continuous Internal Evaluation.
3. To ensure role of students and faculty in CIE

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4. To develop a transparent mechanism to address examination related grievances of the students.

2. Examination responsibilities:

The affiliating university has introduced CBSC pattern at UG level in the year 2017-2018. In this pattern evaluation is done at college as well as university levels. CIE is carried out by college and ESE is carried out by the affiliating university. Therefore, examination related grievances may be at two levels i.e. internal examination and external examination.

The College has *Examination Committee* which ensures smooth and transparent conduct of CIE. The internal tests, home assignments, projects, group discussions, students' seminars and practical examinations are planned and conducted as per the University guidelines. The members of the committee monitor smooth conduct of the examination. The students are free to raise grievances regarding evaluation process if they are not satisfied. The college has *Students' Grievance Redressal Cell* which resolves all the grievances of the students. Grievances related to internal evaluation are immediately informed to the concerned departments and resolved.

3. Examination Committee:

The college *Examination Committee* which works for the conduct of UG Internal examinations. The committee is constituted by the Principal consisting the faculty members of the College. The composition and tenure of the committee is decided by the Principal. The Committee is headed by the senior most faculty member. The committee works as follows.

1. Prepares CIE calendar and ensures its implementation
2. Communicates regularly with staff and students regarding internal evaluation
3. Time to time communication is made to the university through the Principal

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4. Sooth conduction of internal examination as per guidelines
5. Forwards any grievance related to evaluation of CIE to the *Students Grievance Redressal Cell*.

4. Components of Continuous Internal Evaluation:

The College follows a uniform mechanism for Continuous Internal Evaluation based on the following components:

1. The guidelines and schedule for the conduct of CIE is formulated by the **Internal Examination Committee**. A supplementary examination is conducted for the absent students at departmental level.
2. The methods for CIE are decided by the concerned departments by following the directives of the parent university such as class tests, home assignments, seminar, presentations followed by question answer session, and group discussions among the students on specific topics given by the teachers, etc.

5. Mechanism for Evaluation:

Every department is responsible for implementation of the Evaluation process as per the CIE policy of the College. Question papers for internal evaluation class tests are set by the departments. All members of the faculty are assigned responsibilities for specific subject of the programme. Evaluation of the answer books is done by the faculty of the concerned Department. The Head of the Department is responsible for conduction of internal evaluation examination of his/her respective department. The Department is responsible for proper maintenance of records. CIE is conducted by every department as per the CIE policy of the college under the supervision of *Internal Evaluation Examination Committee*. Each department has flexibility to conduct CIE as per the CIE policy and the guidelines of the parent university. Every department is responsible to prepare mark list of CIE and maintain record.

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6. Exam Grievance:

The college follows the guidelines of the affiliating university for conducting internal examination and redressing grievances through its well-structured mechanism. The students have freedom for seeking redressal on their performance by submitting an application to the *Students Grievance Redressal Cell* of the college. The application is accessed by the cell and is forwarded it to the concerned Department for further action. The report of the concerned department is shared with the student and if the student is still not satisfied, the grievance is forwarded to the principal. The Principal in consultation with the concerned faculty make a remark on the application. The process is completely transparent.

7. CIE rules and guidelines:

1. The teachers should inform the students about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning.
2. The teachers should also inform the students regarding different ways of internal assessment and their weightages.
3. All the teachers should prepare their course plan carefully and should share it with the students at the beginning of the academic year.
4. The pattern of question paper for the Unit Tests should be structured by the concerned teacher.
5. The teachers should evaluate the papers of the Unit Tests in time bound manner. The teachers should evaluate the students continuously on the basis of performance in the unit Tests and other methods of evaluation.
6. The answer books of the Unit Tests should be shown to the students after evaluation for their information and should be distributed to the students.

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7. The student may appeal for reviewing the grades/marks awarded by the teacher. If still there a grievance exists regarding the revision of the awarded grades/marks, student may appeal to *Student Grievance Redressal Cell*.
8. The performance of the students in the practical subjects should also be evaluated on a continuous basis.
9. Internal evaluation of the final year Projects and Seminar should also be done on a continuous basis.
10. Faculty members should maintain the proper records of each class of assigned subject.

Department of Examination

Principal