



B.Ed.

Yogoda Satsanga Palpara Mahavidyalaya

NAAC Accredited ('B' Grade) and NCTE Recognized (B.Ed. and M.Ed. Courses)

affiliated to

Vidyasagar University, Midnapore and WBUTTEPA, Kolkata, (Govt. of West Bengal)

At + P.O : Palpara, Dist : PurbaMedinipur, PIN Code – 721458, West Bengal, India

Date: 10.04.2019

POLICY DOCUMENT FOR INTERNAL ASSESSMENT AND EXAMINATION GRIEVANCE REDRESSAL

The assessment of the students is an integral part of the teaching-learning process. The Continuous Internal Assessment (CIA);

- ✓ encourages the students to progress continuously in the semester leading to thorough understanding of the course.
- ✓ allows teachers to assess the performance of their students in accordance with the course objectives.
- ✓ provides immediate knowledge of result to the faculty on learning progress of their students.
- ✓ enables the faculty to get immediate feedback on their teaching.
- ✓ awares the students to know the strong and weak points in each subject.
- ✓ distributes course work throughout the semester reducing stress on the students.
- ✓ enhances the students' abilities and skills such as creative and critical thinking, work in a team, communication skills, leadership abilities etc.

Yogoda Satsanga Palpara Mahavidyalaya is affiliated to Vidyasagar University (VU), Midnapore adheres to all the University norms and guidelines related to Internal Assessment. The College offers different Under Graduate Courses as per the curriculum developed by Vidyasagar University. The College also follows a semester system of examination as per the academic calendar prescribed by VU. 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 Assessment and 80% weightage to External Evaluation based on End Semester Examinations conducted by the VU. The College is committed to Ensuring that the process of management and administration of the examination in an effective and efficient manner. This examination policy is an important document for the

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Teaching-Learning and Evaluation process adopted to by the Institution. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation. The purpose of this examination policy is:

- ✓ To ensure smooth planning, management and efficient conduct of the Internal and External Examination processes in the best interests of the students.
- ✓ To have a robust and streamlined mechanism of Continuous Internal Evaluation.
- ✓ To ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
- ✓ To have a transparent and effective mechanism to address any examination related grievances of the students.

Examination Responsibility

The College has Examination Committee (Internal) which ensures smooth and transparent conduct of Internal Assessment. The internal tutorial 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.

The College has constituted Examination Grievance Redressal Cell to look into the grievances related to Internal Examination. Grievance related to Internal Examination is immediately informed to the department concerned and get it solved.

The parent University has introduced CBCS pattern with effect from the Academic Year 2017-2018 for Science Stream and 2018-19 for Arts Stream. In this pattern, the evaluation is done at College as well as University levels. Continuous Internal Assessment is carried out by the Institution and End Semester Examination is carried out by the University accordingly. Therefore, examination related grievances are sorted out at two levels.

Examination Committee

There is Examination Committee (Internal) for the conduct of UG Internal Examinations. The committee is constituted by the Principal of the College from among the permanent teaching faculty of the College. The composition and tenure of the committee is decided

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by the Principal. The committee takes the following actions regarding to the Continuous Internal Assessment (CIA).

- ✓ Prepares guidelines and time-lines for effective and uniform conduct of the Continuous Internal Assessment.
- ✓ Communicates regularly with staff and students concerning imminent deadlines and events.
- ✓ Communicates through the Principal with the affiliating University in all matters relating to examinations. E-receives, checks, stores and securely transports all examination related materials as per the guidelines.
- ✓ Advises and settles any grievance related to evaluations both internal and external after due consultation with the Principal.

Components of Continuous Internal Assessment

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

- ❖ 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 (Internal) mentioned in this document.
- ❖ The method(s) for Continuous Internal Assessment conducted are decided by the concerned departments and are aimed to ascertain the learning progress of students as well as to fulfil the evaluation purpose of the University Examination. 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.
- ❖ The College follows the provisions of Vidyasagar University related to the attendance rules. The weightage for attendance is assigned as follows:

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- More than 75% but less than 80 % - 1 mark
- 80 % or more but less than 85% - 2 marks
- 85 % or more but less than 90% - 3 marks
- 90% or more but less than 95% - 4 marks
- 95% and above - 5 marks

Mechanism of Assessment

Keeping in conformity with the CIA guidelines, question papers for sessional as well as class tests are set and moderated by department concerned. 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. All issues arising out of and during the process of assessment is sorted out at the departmental level. The committee is also responsible for proper tabulation and moderation of the marks and maintenance of other records. The process of conducting and monitoring the Continuous Internal Assessment of the students is the sole responsibility of the department. The Head of the 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 Assessment process as per the subject specific requirements by strictly adhering to the guidelines of the Internal Assessment/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. The Department is responsible for finalising the grades/marks and maintaining necessary records.

Examination Grievance

The College has a well-structured and dynamic Examination Grievance Redressal Cell (EGRC) in place linking students with the faculty in the Continuous Internal Assessment. 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 Head of the Department concerned in case of Internal Examination. And the matter needs to be settled within 15 days of the application through either online or off-line mode under intimation to the Convenor of the Cell. The report is shared with the student and if the student is still not satisfied, he/she may report to the Convenor of the Grievance Cell for further action. The Convenor of the Cell having gone through the application may forward it to the



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Principal or settle the case. With regard to the University Examination the grievance of the student needs to be intimated to the Principal through proper channel. Accordingly, the Principal forwards to the Controller of Examinations of the Affiliating Body (Vidyasagar University) for necessary action.

CIA Guidelines

- ✓ 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.
- ✓ The teachers should also inform the students regarding different components of internal assessment and their weightages through a 'course overview'.
- ✓ All the teachers should prepare their course plan carefully and should share it with the students within first week of the semester.
- ✓ The teachers should assess the students continuously on the basis of performance in the Unit Tests and Attendance of the students in the classes.
- ✓ The answer scripts of the Unit Tests should be shown to the students after evaluation for their information and necessary rectifications forensuring transparency and accountability.
- ✓ The pattern of question paper for the Unit Test(s) should be structured similar to the pattern of the End Semester Examination conducted by the University.
- ✓ The teachers should evaluate the papers of the Unit Test(s) within three working days after the end of examination.
- ✓ In relative grading system, the teacher should also take into account the various factors such as level of the question paper set, 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.



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- ✓ 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 the Head of the concerned Department. In the case of students absence in Internal Assessment under exceptional cases 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 assessed on a continuous basis. Faculty members should use Continuous Assessment Sheet provided for the assessment.
- ✓ Internal evaluation of the final year Projects and Seminar also done on a continuous basis.

S. S. Pal 10/4/2019

Co-ordinator, IQAC

Y. S. Palpara Mahavidyalaya

Co-ordinator, IQAC
Y.S. Palpara Mahavidyalaya

P. S. Pal 10/04/2019

Principal

Y. S. Palpara Mahavidyalaya

Principal
Y.S. Palpara Mahavidyalaya

