



Gokhale Education Society's  
H.P.T. Arts and R.Y.K. Science College, Nashik-05

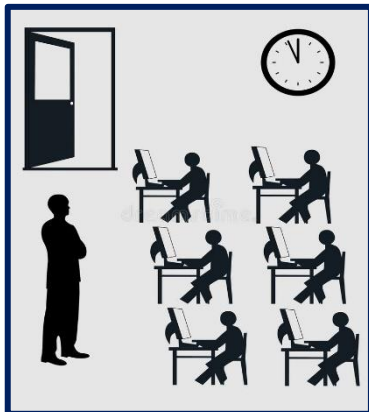
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"Higher Education for All"

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Permanently Affiliated to Savitribai Phule Pune University (ID No.: PU/NS/AS/001(1924)

NAAC Re-Accredited: 'A' Grade, ISO 9001:2015 Certified College, Best College award by SPPU 2019-20



## Continuous Internal Evaluation

### POLICY

#### Policy for Continuous Internal Evaluation

## **Introduction:**

Continuous Internal Evaluation (CIE) is an educational approach aimed at providing ongoing assessment of students' learning and performance throughout an academic course. Unlike traditional evaluation methods that rely heavily on end-of-term exams, CIE integrates various assessment tools such as quizzes, assignments, presentations, and class participation to gauge students' understanding and progress. This method promotes a more holistic and accurate measure of student achievement by offering timely feedback, encouraging consistent study habits, and identifying areas for improvement early on. By fostering a culture of continuous learning and self-assessment, CIE helps students develop critical thinking skills and better prepares them for future academic and professional challenges.

## **Objectives:**

- To promote regular assessment of students, ensuring consistent academic engagement.
- To assess student performance based on Course Outcomes (COs) and Program Outcomes (POs)
- To provide regular feedback, helping students identify and address their weaknesses
- To reduce exam-related stress by spreading the evaluation over time
- To test various skills, competencies and measure the gradual progression
- To encourage diverse assessment methods, including projects and presentations, fostering a more comprehensive evaluation of student abilities.
- To align with modern educational goals of holistic development, preparing students better for real-world challenges.

## **Procedures:**

- CIE is governed by the rules and regulations decided by Savitribai Phule Pune University as the H.P.T. Arts & R.Y.K. Science College is affiliated with it. The directives in this regard are issued through acts and ordinances by the university on regular basis.
- **CBCS Pattern and CIE-** The college follows CBCS pattern, where in evaluation includes internal assessment and external evaluation. The External Evaluation (End Semester Examination) part is taken care by the University whereas the Internal Evaluation (In-Semester Assessment) is carried out at the college and departmental levels. The external evaluation carries 70% and CIE is for 30%.
- **Structure of CIE monitoring-** CIE is conducted through well-defined system under the monitoring of CEO and Examination Committee. The detailed idea of CIE is given to students at the beginning of the academic year. The announcements of CIE are made by the departments and college well in advance, giving proper time to students for preparation. CIE of UG classes is conducted at college and departmental levels whereas departments prepare their own schedule for PG assessments. All the schedules are duly approved by CEO and Examination Committee.

- **Modes of internal evaluation-** CIE is conducted by using different modes of assessments like written examinations, home assignments, presentations, open book test, research papers, classroom notes, quiz, study tours, report writing, viva-voce etc. In some cases, the modes specified by the University are followed and other cases, teachers are free to select their modes. In case of college level examinations, the CEO and Examination Committee will decide the schedule and mode of tests. The notice of such CIE should be displayed minimum 7 days prior to the examination. Every teacher should maintain proper record of CIE for at least 3 years.
- **Redressal of CIE related grievances-** The results of CIE are displayed on notice boards and also shared on communication channels. If a student has any type of grievance, s/he can approach head of dept. or the concerned teacher for clarification. In case of absent students, re-test is allowed after understanding the reason for his/her absentee. College authorities may call for re-test on the basis of medical emergency or any other unavoidable instance. The CEO is authorised to make such investigation and take proper decision within the 7 days of receiving written application of the concerned students or his/her parents. The application can be made either off-line or on line through email. In some case, if a student fails to complete the CIE under extraordinary circumstances, the teacher may arrange for additional test/assignment or practical work, keeping in tune with the university rules.
- **Internal Marks Entry System-** After the completion of CIE, all teachers are directed to fill the internal marks on the University portal (<https://spintmarks.unipune.ac.in/>) within the time span specified by the university. Every teacher uses the Teacher Login and Password for this purpose. The batches are allotted to each teacher through HoDs. The report of filled marks are also shared with students for making them aware.
- The principle of ‘transparent but not partial’ is adapted by the college in case of CIE.

## **Examination Committee:**

The examination committee in college plays a critical role in ensuring the fairness and integrity of assessments. It is responsible for conducting all types of examinations, internal and external in the college during the academic year. The committee is comprised of members from teaching and non-teaching staff and is constituted by the principal. The College Examination Officer (CEO) is the head of this committee. The composition and nature of this committee is decided by the Principal and s/he is authorised to make any changes in the committee. The committee is responsible to carry out the following tasks.

### **1. Planning and Scheduling**

- Develop the academic calendar for examinations.
- Ensure timely announcement of examination dates and schedules.
- Coordinate with academic departments to finalize examination timetables.

### **2. Examination Preparation**

- Oversee the preparation of question papers.
- Ensure the confidentiality and security of question papers.
- Arrange for printing and distribution of question papers and answer booklets.

### **3. Coordination and Communication**

- Communicate examination schedules and guidelines to students and faculty.
- Handle any changes or updates in the examination schedule.

### **4. Invigilation**

- Assign invigilators and ensure proper invigilation during exams.
- Train invigilators on their duties and responsibilities.

### **5. Logistics and Infrastructure**

- Arrange examination venues and ensure they are properly equipped.
- Provide necessary materials (e.g., answer sheets, writing materials) for the exams.
- Arrange for writers/scriber as per the demands

### **6. Conducting Examinations**

- Ensure examinations are conducted smoothly and fairly.
- Address any issues or discrepancies that arise during exams.

### **7. Security and Integrity**

- Implement measures to prevent cheating and malpractice.
- Maintain the integrity and confidentiality of the examination process.

### **8. Grading and Evaluation**

- Oversee the collection and safe custody of answer scripts.
- Conduct Central Assessment Programme (CAP) at college level after end-semester examinations of First Year Degree
- Coordinate the grading and evaluation process with faculty members.
- Ensure timely and accurate marking of answer scripts.

### **9. Result Compilation and Announcement**

- Compile examination results accurately.
- Ensure the timely announcement and dissemination of results to students.

### **10. Handling Grievances**

- Address and resolve any grievances or discrepancies related to examinations.
- Provide a mechanism for students to appeal or query their examination results.

### **11. Record Keeping**

- Maintain records of examination schedules, question papers, answer scripts, and results.
- Ensure the confidentiality and security of examination records.
- Prepare bills for invigilators, supporting staff and get them sanctioned by university

### **12. Compliance and Reporting**

- Ensure compliance with university and regulatory guidelines related to examinations.

- Prepare and submit necessary reports to the college administration and regulatory bodies.

### 13. Continuous Improvement

- Gather feedback from students and faculty to improve the examination process.
- Implement changes and improvements based on feedback and best practices.

By adhering to these responsibilities, the examination committee can ensure a smooth, fair, and efficient examination process in colleges.



A handwritten signature in blue ink, appearing to read "Dr. V. N. Suryawanshi".

**Principal**  
Dr. V. N. Suryawanshi