



MES COLLEGE ERUMELY

INTERNAL EVALUATION POLICY



Internal Evaluation Policy

Introduction

M.E.S College, Erumely affiliated to Mahatma Gandhi University strictly adheres to the prescribed guidelines of the university regarding internal assessment evaluation. The continuous internal evaluation is based on four components -internal examinations, attendance, assignment and seminar / viva voce, with a fixed weightage to each component .But the college has its own perspective regarding the process of conducting internal evaluations. This policy is going to be a framework for the better organisation of the process of internal evaluation.

Appropriate authority

M.E.S College Erumely conducts internal evaluation in a systematic way. The institution takes effective measures in identifying and unraveling the anxieties and grievances faced by the students related to the examination. The internal evaluation committee comprise of Principal, IQAC Coordinator, Internal examination Coordinator, senior assistant of examinations and members. They effectively work together to generate a better outcome in the internal evaluation process. The body takes necessary actions to carry out quality policy in the evaluation process.

Components of internal assessment

There are four components constituted under the internal evaluation committee. They are internal examinations, Assignments, Seminar and Attendance.

Internal examinations

Internal examinations are conducted with utmost seriousness. The odd semester internal examinations are regularly conducted in August and October and the even semester internal examinations in January and the beginning of March. These tests are conducted in a centralized manner. The results of internal examinations must be published within 10 days from the date of examination and are displayed on the notice board for students' clarification. The Head of the departments carefully examines and double-checks the evaluation before the publication of marks to avoid any dispute/problems in the future. Each internal examination result should be signed by the concerned teacher, internal examination Coordinator and Principal. Internal examinations are monitored and supervised by the internal examination Coordinator. It is advisable to conduct module wise tests after the completion of each module in the syllabus. This will help the students to get better grades in internal and university examinations. Each department takes necessary actions regarding the same and submits the mark list within ten days of the assessment.




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Execution of Internal Examinations

The internal examinations are conducted by the Internal Examinations Committee. The Planning of Timetable, allotment of classrooms, collection and sorting of question papers, valuation and the publishing of consolidated mark lists are under the responsibility of this committee. The committee plans the timetable and submits it to the Principal through Internal examination Coordinator. Once it is verified, the internal examinations shall be announced by the Principal. After the announcement of the examinations, faculty members submit questions papers in the prescribed format of the university examination pattern to the Internal Examination Committee. After the scrutiny of the question papers, the committee approves the question papers and sends them to the printing section. The venue and the date of the internal examination will be announced one week before the exam. The invigilation duty for the teachers is allotted by the Internal Examination Coordinator. Complete transparency is maintained throughout the examination and CCTV Surveillance in the examination halls ensures it. Internal examinations are held centrally, as per university pattern, under the invigilation of faculties with one invigilator to 30 students. The examination halls will be open 15 minutes before the examinations. The invigilators are given proper guidelines for the betterment of the examination. The answer scripts are valued on time and distributed to students to ensure transparency. The distribution of valued answer sheets along with the discussion of question papers, enable the students to verify the fairness of evaluation. PTA meeting is conducted after every internal examination. Also parents are encouraged to have individual conferences with class teachers regarding the academic performance of their ward apart from PTA.

Online Examinations

If there are feasibility issues in conducting offline examinations, online examinations are administered in place of it and conducted very effectively. The approval for conducting online examinations should be given by the internal examinations committee. The examinations should be conducted in an appropriate medium and scheduled before and have to be completed within the stipulated time.

Assignments

Assignments are another strategy for internal evaluation. The concerned teacher should share the assignment topics at the beginning of every semester in the course plan. The format and the date of submission should be mentioned in the same. Once assignments are collected on the given date, the concerned teacher should evaluate the assignments within ten days and send/give them back with feedback. Teachers should submit the marks to the Internal Evaluation Committee within the timeframe. The date of submission of assignments should be mentioned on the first page along with the signature of the class in charge and HOD.




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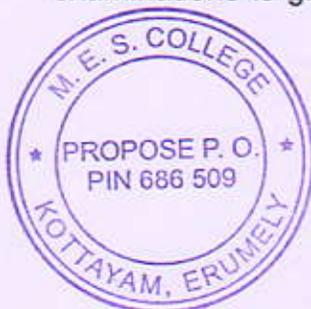
Seminars

The concerned teacher has to give the seminar topics at the beginning of the semester. The format and date of submission should be mentioned in the same. The students submit the seminar topics within the time frame. Once the topics are finalised, the concerned teacher should prepare a tentative presentation schedule. Then the teacher should evaluate the presentation in terms of content, delivery presentation, references and interactive session. Teachers should submit the marks and procedural details to the Internal Evaluation Committee within the fixed time. All the faculties are advised to systematically monitor and document the attendance and it should be entered on Educloud, an online platform. If any student is absent without informing the mentor, the class in charge should take necessary action to look into the matter. At the end of the semester, monthly attendance and consolidated statements are displayed on the department notice board.

Internal Evaluation Grievance Committee

The internal Evaluations are conducted by the Internal Evaluation Committee (IEC). Once the evaluation process is completed the HODs are directed to take necessary actions for uploading the internal marks into the portal. Internal mark sheets of each course: Form A and consolidated internal mark sheets: Form B is published on the notice board. The students are given provision to verify the internal marks and submit their grievances. Online grievance submission form is available in the website. The verified marks are uploaded to the university website within the given time after the three-tier process of verification by the faculty, HOD and Principal level.

A three-level Grievance Redressal mechanism is implemented in the institution to address the grievance of students, the level includes; Department, college and University. If the grievance is not settled at the lower level, a student can approach the upper level. Grievance redressal application form is available on the website for any time access. Students can also put complaints in complaint boxes outside the camera surveillance. Department Level: At the Department level, grievances are resolved by the HOD and concerned faculty. Grievances related to inability to attend examination on specified dates can be first presented to the HOD who directs it to the concerned teacher or department. Grievances regarding valuation are brought to the notice of the concerned teacher at the time of distribution of valued answer scripts. The discussion of question papers at the time of distribution of valued answer scripts offers a first chance for the student to scrutinize their answer scripts in presence of the faculty. Grievances, if any, can be resolved at this stage. In addition to this, a progress report of internal examinations is given to the parents in the class wise PTA meeting. At this stage too




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students can raise their grievance, if any. Display of internal mark sheets of each course, form A and consolidated internal marks. Form B in the notice board gives provision for the students to verify their internal marks and ensures transparency.

Grievances are resolved through a committee constituting the principal as chairman, internal evaluation cell Coordinator and HOD of the concerned department. The grievances which are not resolved at level one are redressed by a college level committee. If the grievance is not resolved at the lower levels, a student can approach the University level. At the University level, a Committee is constituted by the Vice-Chancellor as the Chairman and Registrar as a member. Also members are from Syndicate, Academic Council, Students Union, Head of the department of affiliated colleges etc. Formal enquiry on a grievance will be conducted by the committee and the report will be submitted to the University.




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