

Maharashtra Shikshan Samiti's

# Maharashtra Mahavidyalaya, Nilanga



Continuous Internal Evaluation Policy

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## INTRODUCTION

Evaluation is one of the key elements in the entire pedagogical and educational system. Evaluation does not only shed light on the development of students and attainment of the programme outcomes, it also gives an important feedback on the process of curriculum delivery. Evaluation system is meant to reveal systematic identification of the learning levels of the students. End semester examinations often do not justify the means. End semester examinations do not provide any opportunity to the students for improvements and corrective measures. It merely gives a judgment on the levels of attainment. Therefore, continuous internal evaluation is an important mechanism.

### 1) Importance of Internal Examination and Evaluation Process

Internal examinations of the college are as important as the university examination. By effective internal evaluation mechanism, the students receive guidance and teachers get a feedback on their teaching. Internal evaluation prepares the students for the university examinations. It is a process by which the qualitative and unquantifiable learning behaviours of the students are evaluated. In contrast to the end semester examination which merely gives judgment on the attainment levels of course outcomes. Internal evaluation, instead, forms the basis of initiating corrective measures and determination of requirement of remedial coaching. The practical skills, the qualitative learning behavior changes and the consistency of the learners cannot be evaluated through written examinations. The end semester examination only evaluates the memorizing and comprehension skills. The other learning levels like application of knowledge, analysis of data, acquired skills and creativity are hard to measure in the end semester examination. Therefore, parent university has given due weightage to these important aspects of pedagogy. In some courses, a weightage up to 50% is given to internal evaluation. Maharashtra Mahavidyalaya has established a special committee, as it important, to consistently conduct and monitor the process in order to improve the teaching-learning process and avoid injustice to the students. It is transparent, efficient and effective.

## I) Process of Internal Examination and Evaluation

Planning of all internal examinations held in the college is done by the Examination and Evaluation Cell. All the teachers are informed by circulating notices about the dates of internal examinations, dates to set question papers, assessment, declaration of results, dates to register complaints and their redressal. All question papers set by the teachers are collected from the teachers and the printed in the exam department. Time table of internal examination is circulated to professors and students. It is displayed on the notice board. According to time table, internal examination is conducted. After completion of examination, answer books are assessed by the concerned teachers and the results are prepared. Accordingly, the list of the advanced and slow learners is prepared on the basis of marks achieved. On the basis of the marks achieved the remedial coaching activities are decided as per the requirements.

## II) Guidelines for Internal Evaluation

1. The internal tests of 25 or 20 marks will be conducted strictly as per the syllabus of the programmes/course.
2. The examination schedule will be prepared and communicated to the professors and students ten days before.
3. After assessment of the answer books, the results will be prepared within the next 15 days. The list of the advanced and slow learners should be submitted to the examination department.
4. The examination department should circulate the notices regarding students' complaints and objections to the results of the examination. The objections, if any, should be taken up and the complaints should be redressed within next 7 days.
5. The answer sheets of the exams should be shown to the students in the class and their doubts need to be cleared. There should be a discussion about the expected answers.
6. Marks obtained by student should be displayed on the Notice board.
7. Planning and execution of the Internal Examinations must fair, transparent, impartial, time-bound and free of any unfair means.

8. Arts, Science, Commerce, Computer Science, B. C. A. and B. Voc. Courses should be conducted according to the schedule of internal evaluation.

## V) Transparency in Examination

1. Question Papers and Answer Sheets are given to students in printed form.
2. Exam schedule is posted on notice board 15 days before the exam schedule.
3. The question papers set by the teachers are kept confidential.
4. The marks obtained by the students are displayed on the notice board. After showing answer sheet to students in class.
5. Students are given time to file objections. If there are any grievances of the students, they are resolved.
6. Examinations are organized, planned and executed without any discrimination on the basis of caste or gender.
7. CCTV cameras have been installed in the examination hall.
8. The instructions given by the university regarding the examination are placed on the notice board regarding the misconduct in the exam for instance, carrying pages of books, notebooks, etc. or write answers on the body. The Students are warned that those who commit such misconduct will have their entire examination canceled.

## VI) Initiatives for Quality in Internal Evaluation

The following important things are done to improve the quality of the examination.

1. Exam schedule is displayed on the notice board and circulated through social media groups.
2. The pattern of the question papers, the units on which the test will be conducted are communicated to the students.
3. A preliminary examination is conducted before the university examination.
4. Practical examinations are conducted and seminars are conducted for the students of Science and Commerce.

5. Poster presentations are taken.
6. The question papers are done in DTP format. Seating arrangement is done as per number.
7. Group discussions are conducted to maintain coordination among the students to progress in their studies.

## VII) Internal Evaluation Committee

Through internal examination have preparation of students, know the way of study, how to ask questions. The committee does important task for knowing the seriousness of regular attendance in the college. By classifying students as in advanced learners and slow learners groups, they are provided proper facilities. It is tried to bring slow learners at par with the advanced learners by conducting extra classes and for advanced learners recommendations are given to acquire extra knowledge. We believe that students become more skilled by their active participation in seminars, by solving previous examination question papers and by organizing group discussions on the syllabus units.

### Examination & Evaluation Committee

Senior Teacher	Coordinator
Teacher	Member
Teacher	Member
Teacher	Member
Teacher	Member
Teacher	Member
Clerk	Member

Policy Signed by



  
**Principal**  
 Maharashtra Mahavidyalaya  
 Nilanga-413521 Dist. Latur