



Sahayog Sevabhavi Sanstha's

**Vasant Kale College of Computational & Management Science**

Affiliated to Swami Ramanand Teerth Marathwada University, Nanded.



Sahayog Educational Campus, Vishnupuri, Nanded - 431 606 (Maharashtra)

Ref.No.

Date:

### **2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

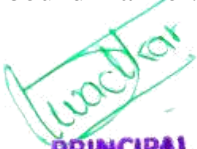
The college has framed significant reforms in the Continuous Internal Evaluation System (CIE) at the institution level which not only assesses the academic performance of students by frequent and consistent analytical processes but also records, publishes and stores the assessment data.

#### **Mechanism for Internal Examination Committee (IEC):**

- ◆ Internal Examination Committee (IEC) conducts centralized internal examinations.
- ◆ An Internal Exam Convener has been appointed by the Principal
- ◆ The College institutes an Examination Cell and an Invigilation Squad
- ◆ Circulates an Invigilation duty list for teachers
- ◆ Publishes Students' seating arrangement list well in advance.

#### **Procedure for Internal and Model Examination:**

- ◆ The frequency of the examination: Twice in a semester
- ◆ Faculty members submit the question papers in the prescribed format based on the question bank.
- ◆ Invigilation Duties are assigned to the faculties and is distributed as a circular.
- ◆ The examination has a randomly set seating arrangement.
- ◆ CCTVs are installed to ensure fair conduct of exams.
- ◆ Evaluated answer scripts are distributed to the students in a time bound manner.

  
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### **CIE Assessment and Grievance Redressal:**

- ◆ CIE assessment that are recorded in the A and B Forms are signed and verified by students, class tutors the HOD and the Principal.
- ◆ Two distinct redressal application forms are used by the departments to record grievances.
  - ❖ for grievances
  - ❖ for requests
- ◆ All CIE related Grievances are redressed with the help of specific redressal applications.
- ◆ Retest is declared for eligible students when applied in prescribed application format. Malpractices will be handled strictly.

### **Result Analysis and Reviews:**

- ◆ Staff Review meetings are conducted periodically.
- ◆ Result analysis is done at the departmental level.
- ◆ Regular PTA meetings are conducted.
- ◆ The parents or guardians are provided with progress reports, which they return with their signatures.

### **Assignments and Seminars:**

- ◆ Students are encouraged to make genuine and original Assignments, Seminars and Projects.
- ◆ Fifty percentage of the overall internal assessment are assigned to seminars, attendance and assignments.
- ◆ The students are asked to do the presentations using PowerPoint.
- ◆ Seminar assessment comprises classroom management, subject knowledge, language delivery and the quality of the content.
- ◆ The frequency of the assignments can typically be once or twice a semester.

### **Dispute about University Exam Results:**

Issues regarding withholding or delay of results, payment of fees or fines, questions that are not on the syllabus, the need for scribes, etc. are dealt with urgently by the cell and the Principal.

  
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