



ALPHONSA COLLEGE, PALA

Reaccredited to A Grade by NAAC in the
4th Cycle of Accreditation (CGPA 3.24)

Affiliated to Mahatma Gandhi University, Kottayam



POLICY DOCUMENT

**CONTINUOUS INTERNAL
EVALUATION POLICY**

CONTINUOUS INTERNAL EVALUATION POLICY

Continuous Internal Evaluation (CIE) is an integral component of our educational framework and Alphonsa College Pala has developed a carefully structured internal evaluation policy dedicated to assessing and improving educational quality. This policy outlines the principles, procedures and guidelines for implementing effective CIE practices across all programs and departments.

Principles

- **Fairness and Transparency:** Evaluation criteria, methods and expectations are communicated clearly to students, ensuring fairness, transparency and consistency in assessment practices.
- **Assessment Methods:** College adheres to the evaluation criteria and methods set by Affiliating University. A variety of assessment methods, including tests, quizzes, assignments, projects, presentations and practical exercises are utilized to assess different learning outcomes and cater to diverse learning styles.
- **Alignment with Learning Outcomes:** Assessment tasks and criteria are aligned closely with program learning outcomes, ensuring that evaluation measures are relevant and meaningful.
- **Continuous Improvement:** Feedback from CIE activities is used to inform instructional practices, curriculum development and student support services, fostering a culture of continuous improvement.

Procedures

- The internal marks evaluation scheme, including syllabus, programme specific outcome, course outcomes and question paper patterns, shall be communicated to students at the beginning of each semester.
- Schedules of internal assessments shall be shared with students and faculty at the semester's outset through the college academic calendar, aligned with the university calendar.
- Internal marks shall be allocated based on university norms, with students failing to meet eligibility criteria required to reappear to ascertain minimum eligibility.
- The internal exam timetable shall be prominently displayed on notice boards and circulated among students via WhatsApp groups one week before exams.
- Internal assessment tests shall be conducted fairly and effectively, with valued answer scripts returned to students for grievances to be addressed.
- Parent-teacher meetings shall be held promptly to discuss students' performance, with feedback mechanisms in place to gauge student progress.
- Two internal exams shall be conducted per semester for each course prior to university examinations.
- All evaluation components shall be published and acknowledged by candidates, with at least one assignment/seminar mandated per semester for all courses.
- Faculty-in-charge shall announce assignment topics and deadlines, ensuring timely completion, innovation, relevance, originality and quality of work.

- All internal assessment documents shall be retained in the college for university-specified durations and made available for verification upon request.

Grievance Redressal Mechanism

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

1. Level 1: Department Level

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

2. Level 2: College level

We have a college-level committee consisting of the Principal as the Chairman, the College Coordinator, the Head of the concerned Department and the Department Coordinator as members.

3. Level 3: University Level

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member-secretary.

The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of First semester. The internal evaluation marks/grades in the prescribed format should reach the University within the stipulated time.

- Grievances must be reported and addressed within one week of internal marks publication or within university-stipulated timelines.
- Grievances shall be addressed through an unbiased and fair process, ensuring students' concerns are duly considered and resolved.