

KURIAKOSE GREGORIOS COLLEGE PAMPADY



Website: www.kgcollege.ac.in

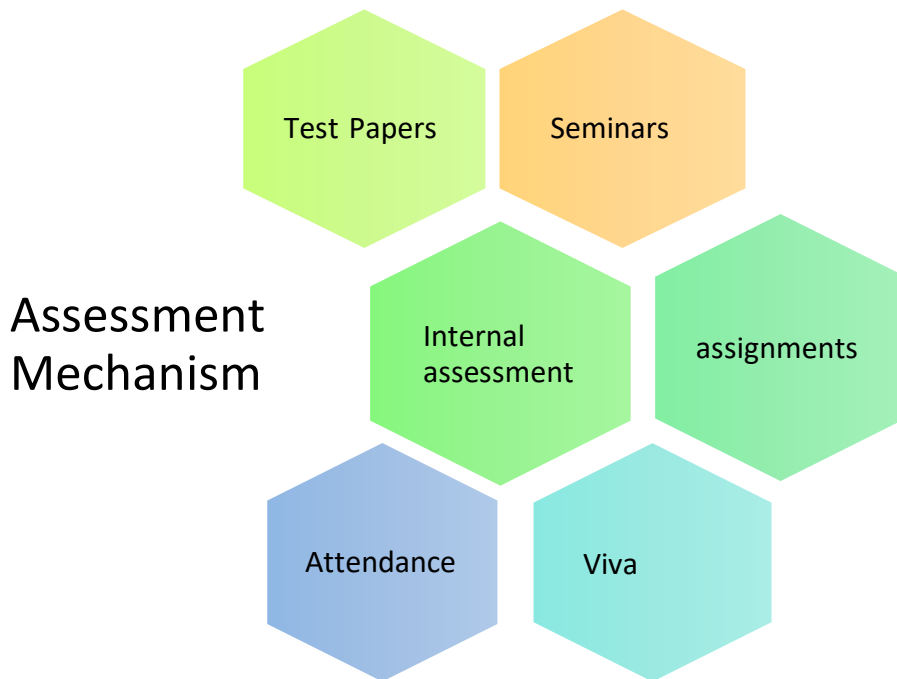
Phone: 0481 2505212

Email: mail@kgcollege.ac.in



1.1.1 CURRICULUM PLANNING AND DELIVERY

CONTINUOUS INTERNAL ASSESSMENT (CIE)



The college meticulously follows the internal evaluation guidelines mandated by Mahatma Gandhi University. The University has implemented specific criteria for assessing undergraduate (UG) and postgraduate (PG) students through continuous internal evaluation (CIE) and assigning marks, ensuring a comprehensive and standardized evaluation process.

At the onset of each academic year, a comprehensive overview of the Continuous Internal Evaluation process is offered to both parents and students during the commencement of the first-year classes. Each faculty member takes the lead in imparting detailed information to students within their classes concerning the specific parameters governing both internal and external evaluation systems for the respective courses. The particulars of the internal evaluation mechanism are thoroughly outlined in the college handbook and on the institution's official website.



The internal assessment score for students is ascertained through a comprehensive evaluation considering attendance, internal exam performance, assignments/seminars, and viva. The curriculum of the UG and PG course mandates internal examinations to calculate the internal marks. In every semester, our college conducts two internal exams, and the internal exam coordination committee is responsible for publishing the timetable and duty list for teachers. Furthermore, the committee manages all other exam related matters. The valued answer sheets, along with constructive feedback, are handed back to students. Subsequently, all the questions and their answers are thoroughly discussed with them. This process aids students in understanding how to effectively respond to questions, facilitating better preparation for the final exam. In instances where students are unable to take internal exams due to valid reasons, a retest is arranged to ensure fair assessment opportunities.

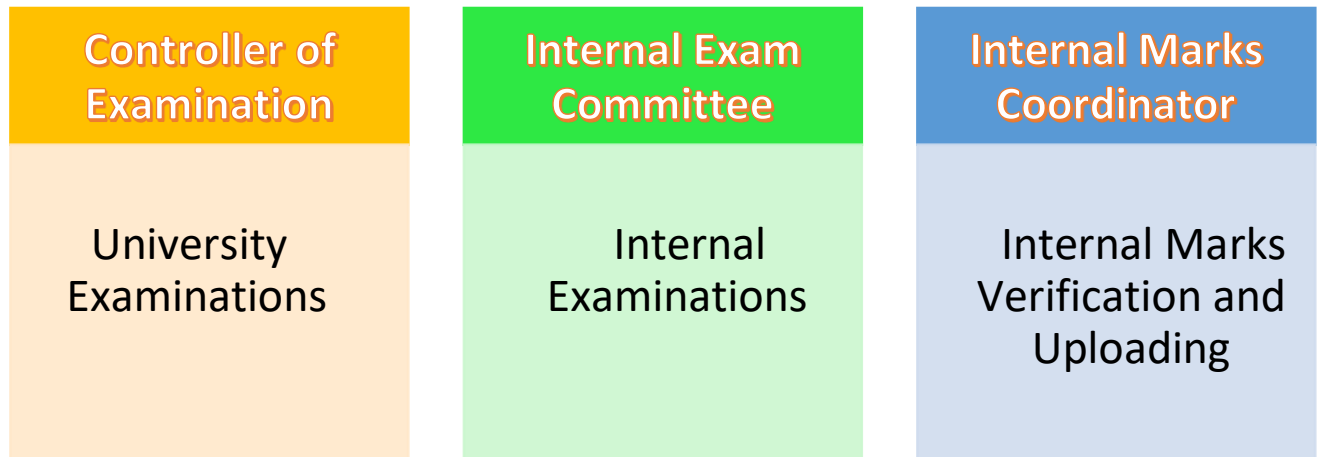
The internal exam coordinator collects and compiles exam mark lists. The marks are also entered in the progress report and these reports are then presented to parents during Parent-Teacher Association (PTA) meetings.

Apart from this, class tests, assignments, and seminar presentations are regularly conducted in each course by respective teachers. Combining all these components, internal marks are tabulated in a standard format 'A' form for each course ahead of the end-semester exams. The class teacher further consolidates these marks for all courses and prepares a 'B' form for each program. The finalized internal marks are presented to students for verification. The class teacher and Head of the department verify the internal marks and upload them to the university exam management portal. The college internal exam coordinator conducts a final verification before forwarding the verified marks to the university. This process ensures the precision and reliability of the internal marks submitted for inclusion in university records.





Mechanism of Internal / External examinations

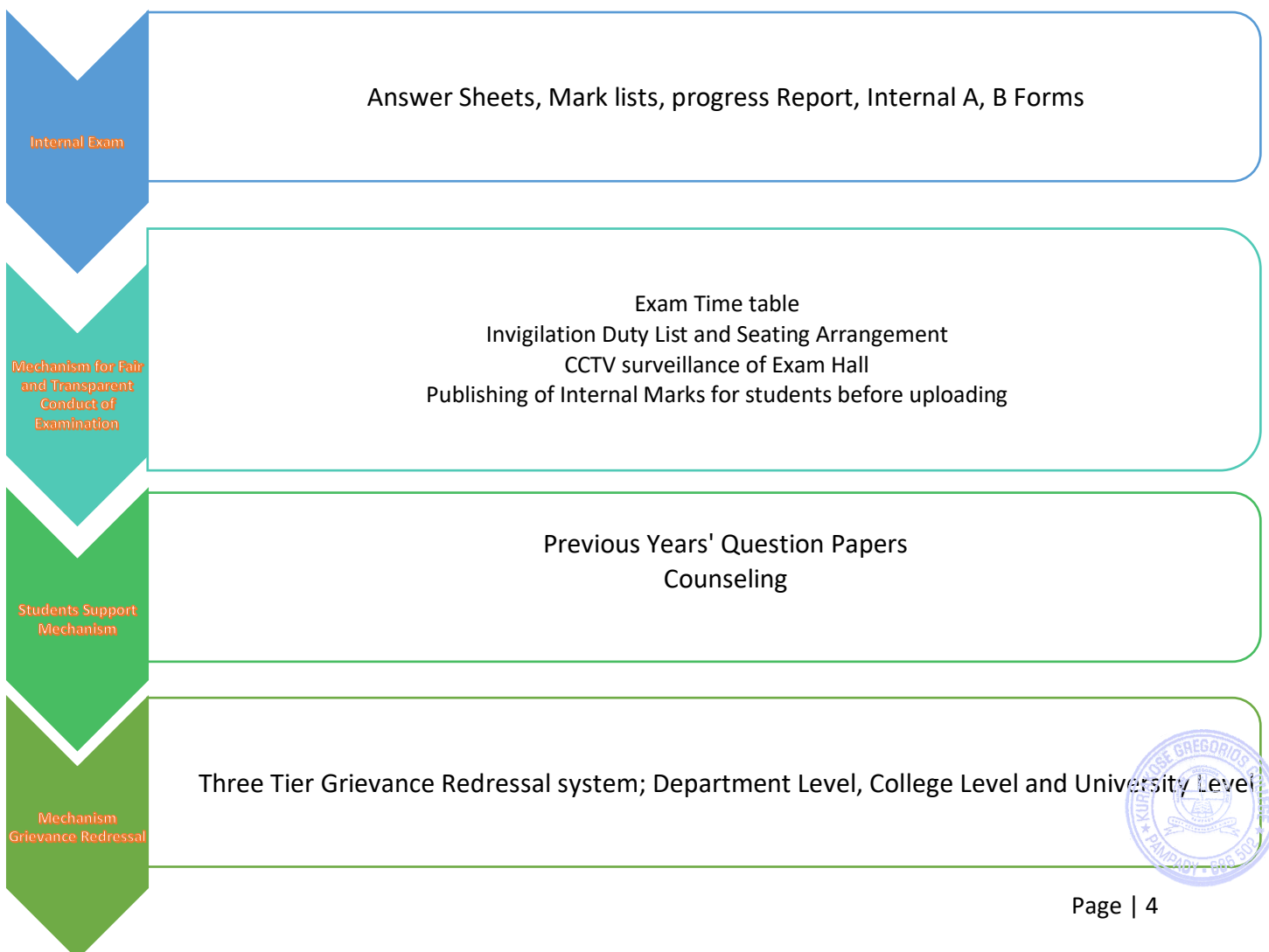


- One senior faculty member is assigned the charge of additional superintendent of examinations who acts as the college Controller of Examinations and he coordinates the entire University exam related procedures. College has a dedicated space marked as exam control room for safe handling and safekeeping of exam related materials.
- Internal examination committee is formed by the Principal every year and one teacher is appointed as the convenor
- Internal marks coordinator is appointed by the principal every year to verify the internal marks of the students before uploading
- Internal exams are conducted twice in every semester
- Meticulous planning and execution is done for the smooth and transparent conduct of the internal exams
- Time table would be set and distributed to the students well in advance
- Question papers are collected by the internal exam committee





- Students are deployed to different halls set for the exam
- Invigilator duty list is prepared and distributed well in advance
- Question papers and answering sheets are distributed to the teachers and they will return the answer sheets to the exam room from where it is distributed to the faculties concerned
- Principal would announce a last date for the distribution of valued answer scripts to students and a discussion thereafter. Faculty members are directed to prepare the mark lists and hand them over to the exam committee for filing.
- Conduct retests for students who could not attend the exam for valid reasons
- All documents related to the exams were kept filed in the exam room
- Faculty members enter these marks in the progress reports and presented to parents during the PTA meeting





Mechanism for transparent Evaluation of Seminars, Assignment and Viva

- As per University norms for continuous internal evaluation, around fifty percentage of internal marks is distributed for attendance and seminar/assignment/viva
- Department attendance registers are kept in every department in which the students sign in before the commencement of the first hour and after the last hour.
- Monthly attendance is calculated and displayed in the notice board. Any shortages would be informed to the students and parents.
- Even though the students are required to do any one of seminar, assignment or viva, students were given the opportunity to take part in the three and the best is considered for assessment
- Assignments submitted were evaluated and returned to students in a time bound manner
- All these are tabulated in the form A for internal assessment and displayed for students well in advance of the commencement of the University Examination
- Students have the opportunity to raise their concerns regarding internal assessment in the three-tier grievance redressal mechanism designed
- Form B of continuous internal evaluation would be tabulated by every class teacher consolidating the A forms. This form B is verified by the internal evaluation coordinator of the college

Mechanism for Result Analysis

- Result analysis is done at the Department level
- Mentors would discuss with students about their exam performance and suggest improvements whenever needed
- The marks are entered in the progress report and these reports are presented to parents during Parent-Teacher Association (PTA) meetings.

