



ST. THOMAS COLLEGE

RUABANDHA, BHILAI – 490 006, DURG (DIST.) CHHATTISGARH
(A Post Graduate College, Affiliated to Hemchand Yadav Vishwavidyalaya, Durg)

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POLICY

FOR EVALUATION PROCESS AND

REFORMS

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

The Institution has an exclusive policy of internal evaluation apart from the University Examination. The college adopts several types of assessment methods to ensure consistency of the quality quotient. The internal evaluation is designed to be fair, consistent, unbiased, transparent and reliable. University guidelines and time table are strictly adhered to with respect to evaluation process. The assessment methods are adopted to produce valid, consistent and reliable results.

Following methods of internal evaluation are followed in the Institution

A. Internal Evaluation for Undergraduate Students

1. Unit Tests:

- Yearly 3 unit tests are conducted for each course.
- Time tables are prepared for the unit tests in accordance with the University and College calendar and displayed in the notice board of all departments and notified online also.
- Mark list of the unit tests are prepared and displayed in the department

2. Half Yearly Exam:

- Half Yearly exam is conducted following a common timetable for all courses within the stipulated period.
- 10% of the marks obtained for each paper is calculated for **internal marks** and uploaded in University portal, which will be included in the Annual Examination conducted by University.
- The schedules are displayed on the notice board, website and What's app groups.

3. Model examination:

- Model examination is conducted at the end of each session before the university examination.
- The examination is conducted in the same pattern as University exam

4. Practical Examination:

Practical subjects are assessed through

- Performance in the laboratory
- Practical file preparation
- Assignment submission.
- 20% of the marks in annual practical exam are awarded as sessional marks based on this internal evaluation

B. Internal Evaluation for Postgraduate Students

1. Unit Tests:

- 2 unit tests are conducted per semester for each course.
- Time tables are prepared for the unit tests and displayed in the notice board of all departments and notified online also.
- Mark list of the unit tests are prepared and displayed in the department

2. Assignments:

- Assignments based on syllabus are given to students for each course

3. Power point/Poster presentations:

- Weekly periods are allocated for presentation in the form of PPT or poster

4. Internal marks

- The internal marks for theory papers are awarded based on Assignment submissions, Power point presentations / Poster presentations and Unit Tests.
- 20% of the theory marks of semester exams are awarded based on internal assessments.

5. Evaluation of practical's

- Practical subjects are assessed through performance in the laboratory and practical file preparation.
- 20% of the marks in practical exam are awarded as sessional marks based on this internal evaluation.

2.5.2 Mechanism to deal with internal/external examination related grievances

St. Thomas College adheres to the academic calendar of Hemchand Yadav University and prepares an academic calendar for the college which is displayed in the website at the beginning of the session. The college conducts Internal and Model examinations as per the calendar. The college has a transparent mechanism to address examination related grievances. The grievance redressal cell of the college looks after the grievances related to internal/external examination

The College has an Examination Cell and a team of staff to take care of the Examination Control Room activities. Teachers from all the departments with the assistance of the non-teaching staff, carry out the examination and invigilation duty which will be informed to them by prior notice. The valued answer sheets are returned within a stipulated time with necessary feedback. The distribution of answer sheets is followed by peer discussion and class room analysis. Later the mark lists are submitted to the examination in charge.

Mechanism for grievance redressal

- The grievances regarding University examinations: For grievances regarding University examinations, an application from the candidate forwarded by the principal along with the document proof for the complaint is to be submitted to the grievance cell. The grievance cell will forward the applications to the University after verification.
- Grievances related to internal evaluation if any are to be redressed at teacher level first. If any grievance arises during or after the discussion of answer scripts, the teacher concerned can redress it.
- If it remains unsolved in the first stage, the issue can be brought to the notice of the Head of the Department and redressed then and there.

- If the complaint could not be solved at the level of the head of the department, a written complaint is to be given to the principal who will forward it to the Redressal cell
- If any student was not able to give the internal examination due to some genuine reasons, he / she may be allowed to give a re examination

Students are allowed to have a healthy competition among themselves. A real-time feedback system is implemented in each department for understanding and solving the troubles if any, faced by a student. The discussion of question papers helps every student to understand how to answer a question effectively and make it impressive. Thus a proper analysis of each internal exam helps them to become better learners. All the steps in the examination process are planned to make it as transparent as possible.
