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Internal Assessment Policy

This document outlines the internal assessment policy of St. Peter's Institute of Higher Education and Research. It details the purpose, scope, components, and procedures for conducting internal assessments, ensuring fairness, transparency, and continuous improvement in the evaluation of student learning outcomes. This policy aims to provide a comprehensive framework for faculty and students, promoting a robust and effective assessment system that supports academic excellence.

Introduction

Internal assessment is an integral part of the teaching-learning process at St. Peter's Institute of Higher Education and Research. It serves as a continuous mechanism to monitor student progress, provide timely feedback, and improve instructional strategies. This policy aims to establish a standardized and transparent approach to internal assessment across all departments and programs.

Objectives of the Policy

The primary objectives of internal assessment are:

- **Continuous Evaluation:** To provide ongoing evaluation of student learning throughout the semester/academic year.
- **Feedback Mechanism:** To offer timely and constructive feedback to students, enabling them to improve their performance.
- **Diagnostic Tool:** To identify areas where students are struggling and to adapt teaching methods accordingly.
- **Motivation:** To motivate students to engage actively in the learning process.
- **Preparation for External Exams:** To prepare students for the end-semester examinations by familiarising them with the assessment patterns.

- **Improvement of Teaching:** To provide faculty with insights into the effectiveness of their teaching methods and curriculum delivery.

Scope of the Policy

This policy applies to all undergraduate and postgraduate programs offered by St. Peter's Institute of Higher Education and Research. It covers all aspects of internal assessment, including the types of assessment, weightage, scheduling, and evaluation procedures.

Implementation of the Policy

Internal assessment comprises of the following components, with the specific components and their weightage determined by the respective departments and approved by the Academic council:

Continuous Internal Assessment (CIA): These are written examinations conducted periodically throughout the semester.

Model Examination: It is a written examination conducted before the End Semester Examinations.

Assignments: These include written assignments, problem-solving exercises, case studies, and project reports.

Presentations: Individual or group presentations on assigned topics.

Group Discussions: Facilitated discussions to evaluate understanding and critical thinking skills.

Laboratory Work: Evaluation of practical skills and understanding of concepts through laboratory experiments and reports.

Project Work: In-depth investigation and reporting on a specific topic or problem.

Attendance: Attendance may be considered as a component of internal assessment, with a defined weightage.

Viva Voce: Oral examination to assess understanding and application of concepts.

Weightage of Internal Assessment

The weightage of internal assessment in the overall evaluation scheme will be as per the regulations approved by the Academic Council of the Institute. The specific weightage for each component of internal assessment will be determined by the respective departments, ensuring a balanced approach to evaluation.

Scheduling of Continuous Internal Assessments

Academic Calendar: The schedule for continuous internal assessments will be included in the Academic calendar, which is published at the beginning of each semester/academic year.

Notification: Students will be notified of the dates and syllabus for each assessment component well in advance.

Conduct of Continuous Internal Assessments

Fairness and Transparency: All continuous internal assessments will be conducted fairly and transparently, ensuring that all students have an equal opportunity to demonstrate their knowledge and skills.

Invigilation: Adequate invigilation will be provided during written examinations to prevent malpractice.

Question Paper Setting: Question papers will be set by faculty members with relevant expertise, ensuring that they are aligned with the learning outcomes of the course.

Scrutiny: Question papers are scrutinized by a committee of faculty members to ensure quality and consistency which is constituted by the Head of the Department.

Evaluation and Feedback

Timely Evaluation: Answer scripts and assignments will be evaluated promptly, and performance will be provided to students within 3 days of the exam. The marks should be entered in the ERP system.

Constructive Feedback: Feedback will be specific, constructive, and focused on helping students improve their performance.

Transparency: Students will have the opportunity to review their evaluated answer scripts and assignments and to seek clarification from the faculty members.

Grievance Redressal

Mechanism: A grievance redressal mechanism will be in place to address any concerns or complaints related to internal assessment.

Procedure: Students can submit their grievances to the Head of the Department, who will investigate the matter and take appropriate action.

Documentation and Record Keeping

Records: Departments will maintain detailed records of all internal assessments, including question papers, answer scripts, evaluation schemes, and student performance data.

Retention: These records will be retained for a specified period, as per the Institute's policy and regulatory requirements.

Accessibility: Records will be accessible to authorized personnel for audit and quality assurance purposes.

Roles and Responsibilities

Heads of Departments: Responsible for implementing the policy within their respective departments, ensuring fairness and transparency in the conduct of internal assessments.

Faculty Members: Responsible for setting question papers, conducting assessments, evaluating student performance, and providing feedback.

Students: Responsible for actively participating in the internal assessment process and adhering to the guidelines and regulations.

Examination Cell: Responsible for coordinating the scheduling and conduct of internal assessments, maintaining records, and addressing grievances.

The internal assessment policy has been designed to promote a culture of continuous improvement and academic excellence at St. Peter's Institute of Higher Education and Research. By adhering to these guidelines, we can ensure that internal assessment serves as a valuable tool for enhancing student learning and improving the quality of education.

Jan Kumar

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