DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Regd. u/s 2(f) and 12B of the U.G.C. Act., NAAC Accredited
[Affiliated to West Bengal State University]
208/B/2, Dum Dum Road, Kolkata 700074
E-mail: ddmrm2020@gmail.com

ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution

Continuous Internal Evaluation/Assessment Policy

Continuous Internal Evaluation/Assessment is a combination of class responses made by students, judging their ability to understand problems and recall the best problem-solving methods, students' awareness to the related issues and contemporary associations that may be made both within and beyond the curriculum. Viva-voce, that is a part of the recommended pattern for conducting examinations (practical examinations as in Commerce, Education, Geography, Journalism & Mass Communication etc), that require an extensive adoption of the viva-voce system-particularly at the time of submission of their dissertation papers and projects. Some departments prefer to include viva-voce in their internal examination system if the option is made available to them by the respective BoS. Class tests, MCQ and Reasoning and aptitude test are held.

Occasionally quizzes, students' seminars, presentation, question-answer session, and group discussions are held in class so that the CIE becomes a matter of enjoyment. Students need to acquaint themselves with the subject and feel a closer proximity with the issues that they are to study.

Multiple assignments are conducted in order that an average grading might be done and that goes on to reflect the ideal continuous assessment or evaluation. This process also helps in a large extent to locate and identify the advanced learners from the slow learners.

Some regular ways to conduct CIA are as follows:

- Viva-voce
- MCQ
- Logical Reasoning & Learning Aptitude
- Students' Seminar
- Question-Answer/ Interaction
- Class Tests
- Project/ Assignments

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The evaluation process covers various aspects of a student's learning, such as subject knowledge, practical skills, critical thinking, communication, and teamwork. The significance of some testing methods are as follows:

1. Quizzes and Tests: Regular quizzes and tests are administered to assess students' understanding of the material covered in lectures or readings.

2. Assignments: Students complete assignments that require them to apply concepts, conduct research, or solve problems related to the course material.

3. Class Participation: Teachers assess students based on their engagement, participation in discussions, and willingness to ask and answer questions.

4. Presentations: Students make presentations on topics relevant to the course, showcasing their research, communication, and public speaking skills.

5. Case Studies: Analyzing real-world scenarios or case studies helps students apply theoretical concepts to practical situations.

6. Laboratory Reports: For laboratory based courses, laboratory reports evaluate students' ability to conduct experiments, analyze data, make inference, etc.

7. Online Assessments: Utilizing online platforms for quizzes, assignments, and discussions allows for flexibility in assessment and feedback.

8. Peer Assessment: Students evaluate the work of their peers, promoting self-assessment skills and encouraging constructive feedback.

9. Classroom Observations: In subjects like teaching and communication, teachers observestudents in simulated teaching or speaking scenarios.

10. Online Discussions/Forums: Virtual discussions allow students to engage in in-depthconversations, contributing to their understanding of the subject.

11. Projects: Projects provide opportunities to apply specific concepts or skills

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within a limited timeframe.

12. Debates: Organizing debates on relevant topics assesses critical thinking, research skills, and the ability to present persuasive arguments before an audience.

13. Self-Assessment: Encouraging students to assess their own progress fosters metacognition and a deeper understanding of their learning journey.

14. Surveys and Questionnaires: Gathering feedback from students about their learningexperiences and preferences can help refine the teaching approach.

15. Problem-Solving Tasks: Presenting complex problems to students challenges them tothink critically and develop innovative solutions.

EVALUATION PROCESS:

In keeping with the norms and regulations, West Bengal State University, Dum Dum Motijheel Rabindra Mahavidyalaya observes the system of marking for attendance of students in each semester under CBCS Curriculum accordingly. The university prescribes the marking system for attendance from 0-5 (https://wbsu.ac.in/web/wp-content/uploads/2023/02/Exam-Regulations-UG-2018-2019.pdf). The teachers of Dum Dum Motijheel Rabindra Mahavidyalaya likewise are bound to follow the pattern of marking for students. Calculation of marks for Internal Assessment attendance is made not merely on presence of students but consideration is also made on grounds of Continuous Internal Assessment in which a candidate's overall class performance is graded.

Grievances regarding the internal assessment tests are taken care of by the respective departments as follows:

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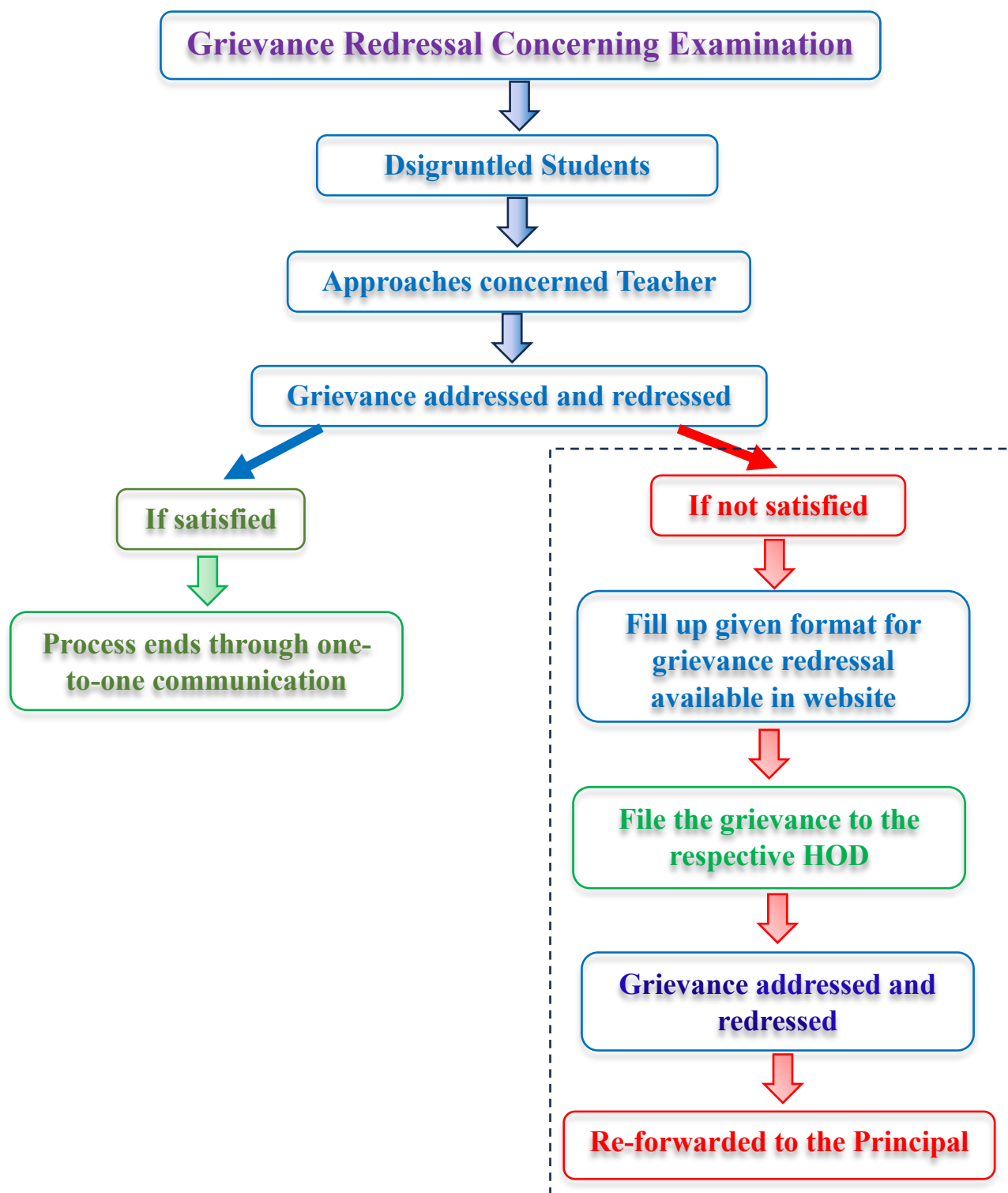**DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA**
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Grievance Redressal Concerning Examination

⬇

Dsigruntled Students

⬇

Approaches concerned Teacher

⬇

Grievance addressed and redressed

↙ **If satisfied**

⬇

Process ends through one-to-one communication

↘ **If not satisfied**

⬇

Fill up given format for grievance redressal available in website

⬇

File the grievance to the respective HOD

⬇

Grievance addressed and redressed

⬇

Re-forwarded to the Principal

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Apart from these guidelines, the teachers are encouraged to adopt various innovative assessment practices and tools that they may consider proper and fit for better andjust assessment of their students.

One of the fundamental components of the Choice Based Credit system is continuous internal evaluation. For the year-end theory exam, external evaluation will count for 50 of the total points. The final 25 points are determined by an internal exam. Our institution has made use of formative evaluation in the classroom as its hallmark.

Under the direction of the IQAC and the Academic Sub-committee of the college, the examination sub-committee of the college manages the administration of internal exams. Internal exams are conducted at the college level or even at University level strictly in accordance with the norms of the examination procedure prescribed by WBSU. Members of the Examination Committee are allotted supervisions and other responsibilities such as invigilation, serving and managing the discipline of the examination halls etc. Each hall has minimum two or more invigilators assigned to it, and each block has some relievers as well. For each semester, there is one mid-semester examination. The foundation of internal evaluation at the college level is formed by formative assessment and mid-semester examination.

Since the university so demands, Internal examination marks are awarded in strict confidentiality at the examination portal that is controlled solely by WBSU. Attendance of students too needs to be marked and the CIE process helps students to achieve good marks if they make satisfactory performance.