



**Rayat Shikshan Sanstha's  
Arts, Science and Commerce College, Ramanandnagar (Burli)**

**Continuous Internal Evaluation (CIE) Policy**

College Examination cell oversees the conduct of internal examinations under the guidance of IQAC and Student development cell of the college. The evaluation of the students is an integral part of the teaching-learning process.

The Continuous Internal evaluation (CIE) encourages the students to progress continuously in the semester leading to thorough understanding of the course. It allows faculty members to evaluate the performance of their students in accordance with the course objectives. CIE enhances the students' abilities and skills such as creative and critical thinking, working in a team, communication skill, leadership abilities, etc. It also distributes course work throughout the semester reducing stress on the students.

Our College adopted the Choice-based Components for the internal assessment of the theory subjects which are useful for evaluating the various abilities of the students which cannot be tested otherwise with the semester end examinations (SEE). The performance of all the students will be evaluated internally on a continuous basis by the concerned faculty member. The type of the choice based component (CBCS) of the assessment would be decided by the faculty member in consultation with the students based on the expected Course Outcomes (COs) and it would be announced in the class within the first fortnight of the semester. The suggestive list of these components is as given below.

1. Unit Tests
2. Home Assignments
3. Open book Tests
4. Projects
5. quizzes
6. Group Discussions
7. Oral Examinations
8. Seminars
9. Faculty members can consider any other component that the necessary for assessing the student's performance.

The college takes care to maintain the confidentiality in the work of internal evaluation process. The utmost care is taken for the maximum attendance of the students in the evaluation. The results of the internal examinations are published as early as possible. The concerned subject faculty members conduct a personal interface meeting with the students. The students are apprised of their strength and weaknesses for further improvement. The IQAC and CIE committee monitors the evaluation process in its meetings and provides suggestions for improvement.

### **CIE Rules and Guidelines-**

1. The faculty members should inform the students about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of the academic year.
2. The faculty members should also inform the students regarding different components of internal assessment and their weightages at beginning of the semester.
3. All the faculty members should prepare their teaching plan carefully and should share it with the students when curriculum of semester started.
4. The faculty members should evaluate the students continuously on the basis of performance in Two Unit Tests, Pre-Semester Examination, Choice-Based Component (CBC) and attendance of the students in the class.
5. The pattern of question paper for the Unit Tests should be structured similar to the pattern of the Semester End Examination which is conducted by the University.
7. The faculty members should evaluate the papers of the Unit Tests within three working days after the end of examination and the answer scripts should be shown to the students after evaluation for their information, providing sufficient transparency and accountability.
8. The faculty members should display the grades/marks on the departmental notice board before submitting the same to the respective Head of the department.
9. The student may appeal for reviewing the grades/marks awarded by the teacher. If still there exists grievance regarding the revision of the awarded grades/marks, student may appeal to HOD.
10. In the case of student failing to complete the CBC under extraordinary circumstances such as the death of any member of the family, accident leading to hospitalization, suffering from contagious diseases, natural or social calamities affecting the student and such other situations which the Faculty member deems fit to be considered, the Faculty member would arrange additional assignment or any other course related work for such students.

11. The performance of the students in the practical subjects should also be evaluated on a continuous basis.

12. Continuous Internal evaluation of the final year Projects and Seminar should also be done on a continuous basis.

13. Faculty members should maintain the proper records of CBC undertaken for each class.

14. Faculty members may offer more than one CBC in a class depending on the interest of the students.



Dr. N. J. Dahale  
Member Coordinator  
IQAC



Prin. Dr. S. T. Salunkhe  
Chairman  
IQAC