

Dakshin Maharashtra Shikshan Mandal's
BHAURAO KAKATKAR COLLEGE, BELGAUM

(B.A., B.Com, B.Sc, M.Com, M.Sc.)
Re-Accredited by NAAC with 'A' Grade
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CONTINUOUS INTERNAL EVALUTION POLICY (CIE)

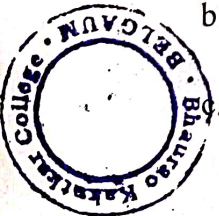
Introduction

Dakshin Maharashtra Shikshan Mandal's Bhaurao Kakatkar College, Belgaum is affiliated college of Rani Channamma University, Belagavi (RCUB) and is governed in principle by the acts and ordinances of the affiliating University for conduct of its internal and external examinations. The college offers various under Graduate and Post graduate courses as per the curriculum approved by RCUB and also follows a semester system of examination as per the commencement and conclusion dates prescribed by the RCUB.

These examinations are conducted and managed by the college through a well-defined and robust mechanism. The final evaluation and grading of the students under New Education Policy (NEP) in every semester is done based on 40% weightage to Continuous Internal Evaluation and 60% weightage to external evaluation based on End Semester Examinations conducted by the RCUB. This examination policy will be reviewed every year by the Examination Committee for the purpose and any changes as and when felt necessary are incorporated and communicated with all stakeholders.

The evaluation of the students is an integral part of the teaching-learning process. The continuous Internal Evaluation (CIE) helps:

- To evaluate the performance of their students in accordance with the course objectives.
- To enhance the students' abilities and skills.
- To distribute course work throughout the semester for reducing stress on the students.
- Encourages the students to progress continuously in the semester leading to thorough understanding of the course.



Objective of the examination policy

- a. To have a streamlined mechanism of Continuous Internal Evaluation.
- b. To carry on effective examination system with clearly defined roles for all stakeholders.
- c. To have a transparent and effective mechanism to address any examination related grievance of the students.
- d. To ensure smooth planning and implementation of internal and external examination processes in the best interests of the students.

Examination Committee

The college examination committee works for the conduct of UG and PG Internal Examinations. The committee is constituted by the Principal of the college. The Committee is headed by the IQAC Co-ordinator. The Examination Committee should:

- a. Prepares the Internal Examination Time Tables and look after its implementation.
- b. Communicates regularly with staff and students concerning important deadlines and events.
- c. Communicates through the Principal with the RCUB in all matters relating to examinations.
- d. Receives checks and stores and securely transports all examination related material as per guidelines.
- e. Suggest and settle any grievance related to evaluation with consultation with the Principal.

The college has examination Committee which ensures smooth and transparent conduct of Internal Evaluation process. The internal Tests, Home Assignments, projects, group discussions, student's seminars, study tours, field visits and practical examinations are planned and conducted as per the University guidelines.

The students are free to raise grievances regarding evaluation process if they are not satisfied. The Examination Committee to look into the grievance related to internal examination. Grievance related to internal evaluation is immediately informed to the concerned departments and get them resolved. The grievances related to external evaluation are informed to the University through proper correspondence.



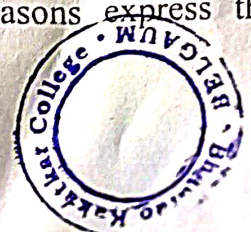
Mechanism of Internal Evaluation Process

- The tentative schedules of internal tests are included in the calendar of events.
- College displays on notice board, the time table and seating arrangement of internal assessment tests well in advance.
- The supervisor's allocation is also displayed to promote accountability.
- Syllabus, portion for the internal tests is shared with students.
- Students who remain absent in IA tests due to valid reasons are given the opportunity to appear for I A tests conducted separately by respective departments.
- The internal marks are displayed on notice board and grievances if any are redressed.
- The marks obtained in I A tests are uploaded on the UUCMS websites as per RCU circulars.
- Practical examinations are conducted by internal and external examiners as per university guidelines and marks are uploaded on the same day.
- For smooth conduct of internal tests, the department wise committees are formed.
- The marks are allotted on the basis of IA Tests, home assignment, seminars, tutorials, attendance, publications, presentation, case studies, classroom exercise etc under NEP curriculum.
- Some students who have doubt are allowed to see their answer papers and raise queries and get them duly clarified from staff.
- Separate arrangement is made for special children to write the answer papers of tests with the help of a scribe as per university rules.

Mechanism to deals with Internal & External Evaluation related Grievances

A. Internal Evaluation related grievances:

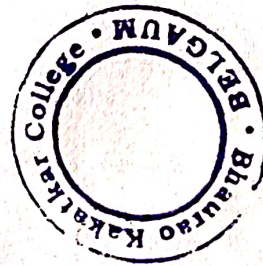
- Separate examination committee for internal assessment test is formed stream wise under the chairmanship of Principal.
- Students who remain absent in IA Tests, due to various reasons express their grievances.



- The department analyses the grievances of students and conducts separate internal assessment tests for such students.
- The answer booklets and marks obtained are shown to the students to attend to their grievances within a week.

B. External Examination related grievances:

- The University examination is conducted as per rules prescribed by the university. The examination forms of students need to be filled online. Hence, a separate committee is formed to help them.
- Some faculty members give their personal ATM cards for the purpose of online payment of exam fees.
- Administrative staff of our college helps the students to download the hall tickets from the student's portal and also attends correction if any.
- Batch wise time table of practical examination of science subjects is sent to the university well in advance and also displayed on the notice board and sent to Whats App group of students.
- If the results are withheld due to various reasons, the administrative staff with the help of the university resolves the issue.



M. Chavhan
IQAC Co-Ordinator
Bhaurao Kakatkar College
Belgaum

[Signature]
Principal
Bhaurao Kakatkar College
BELGAUM