



S.E.M.T'S

MOINUDDIN B. HARRIS COLLEGE OF ARTS,  
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.  
(Affiliated to the University of Mumbai)  
SOPARA GAON, SOPARA (W), Vasai, Dist- Palghar  
PIN - 401 203, (MAHARASHTRA)  
NAAC Accreditation : 'B'

## CONTINUOUS INTERNAL EVALUATION POLICY

### **I. Introduction**

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 student's abilities and skills like creative and critical thinking, working in a team, communication skill, etc.
- 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.

Shurparaka Educational and medical Trust's M.B.Harris college of Arts, A.E. Kalsekar College of Commerce and Management, Nallasopara is an affiliated college of University of Mumbai, Palghar 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 University of Mumbai. The College also follows a semester system of examination as per the commencement and conclusion dates prescribed by UOM. These examinations are conducted and managed by the College through a well-defined and robust mechanism. The examination policy is an important document for the Teaching Learning Evaluation process adhered to by the college. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation. The examination policy will be reviewed every year by the committee for the purpose and any changes as and when felt necessary are incorporated after due consultation with all the stakeholders. The purpose of this examination policy is:

- To ensure smooth planning, management and efficient conduct of the Internal and External examination processes in the best interests of the students.
- To have a streamlined mechanism of Continuous Internal Evaluation.
- To ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
- To have a transparent and effective mechanism to address any examination related grievances of the students.



Principal

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## 2. Examination responsibilities:

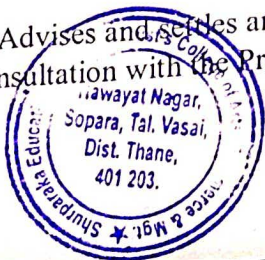
The affiliating university has introduced CBSC pattern at PG level in the year 2013 and at UG level in the academic year 2019-2020. In this pattern evaluation is done at college as well as university levels. Continuous assessment is carried out by college and Semester End Examination is carried out by the affiliating university with the help of college. Therefore, examination related grievances may be at two levels i.e. internal examination and external examination

The College has Examination Committee which ensures smooth and transparent conduct of Internal Evaluation Examinations. The internal tests, home assignments, orals, projects, group discussions, student's seminars and practical examinations are planned and conducted as per the University guidelines. The members of the committee monitor smooth conduct of the examination. 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

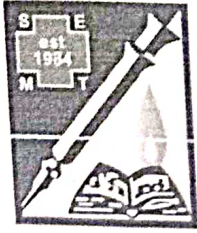
## 3. Examination Committee:

The college examination committee work for the conduct of UG and PG Internal examinations. The committee is constituted by the Principal of the College from among the teaching faculty and non-teaching office staff of the College. The composition and tenure of the committee decided by the Principal. The Committee is headed by the College Examination Officer (CEO) and

1. Prepares CIE calendar and look after its implementation.
2. Communicates regularly with staff and students concerning important deadlines and events.
3. Communicates through the Principal with the affiliating University in all matters relating to examinations.
4. Receives checks and stores and securely transports all examination related material as per guidelines.
5. Advises and settles any grievance related to evaluations both internal and external after due consultation with the Principal.



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#### 4. Components of Continuous Internal Evaluation:

For Internal Evaluation, the College follows a uniform and robust mechanism. The continuous Internal Evaluation is based on the following components:

1. Mid Term/semester exams aimed at Evaluation of the learning progress of the course contents. The guidelines and schedule for the conduct of this examination is formulated by the examination committee. Re-examination is to be conducted for the absent and failed students at departmental level
2. The methods for continuous internal evaluation conducted by individual departments are decided by the concerned departments and are aimed at both summative and formative evaluation of the students. These are in the form of class tests, home assignment, multiple choice questions based evaluation, seminar, presentations followed by question answer session, orals, attendance, group discussions among the students on specific topics moderated by the teachers, etc.

#### 5. Mechanism for Evaluation:

For the Internal Evaluation, the Department is responsible for smooth and fair implementation of the Evaluation process as per the examination policy of the College. Question papers for sessional as well as class tests are set and examined by the teachers of concerned departments. All members of the faculty are assigned responsibilities for specific subject of the programme. Evaluation and scrutiny of the answer scripts is done by the faculty of the concerned Department. The Head of the Department is responsible for allotment of evaluation duties amongst the departmental faculty as well as ensuring that the process of evaluation is fair and efficient. All issues arising out of and during the process will be taken up by the Department. The Department is responsible for proper maintenance of records. The process of conducting and monitoring the Continuous Internal Evaluation of the students is the sole responsibility of the Department. Each Department has the flexibility to design and decide on the components of the Continuous Internal Evaluation process as per the subject specific requirements whilst strictly adhering to the broad guidelines of the examination policy of the College and affiliating university. The department is responsible for finalising the grades/marks and maintaining necessary records.



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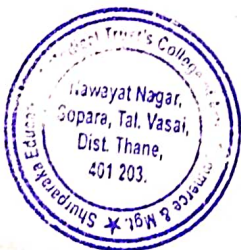
#### **6. Exam Grievance:**

The college has well-structures internal examination grievance redressal mechanism. The college follows the guidelines of the affiliating university for conducting internal examination and redressing grievances.

Candidates have the option of seeking redressal and clarification on their performance by submitting an application to the Examination committee Incharge through either an online mode or off-line mode. The application is accessed by the Examination committee Incharge and CIE forward it to concerned Department. The report is shared with the student and if the student is still not satisfied, the grievance is forwarded to the Principal of the College. The Principal in consultation with the concerned faculty make a remark on the application before sending it back to the examination section or reject it. After taking necessary steps, student's grievance will be settled after due consultation with the Principal of the college. The process is completely transparent.

#### **7. CIE rules and guidelines:**

1. The teachers should inform the students about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of each semester.
2. The teachers should also inform the students regarding different ways of internal assessment and their weightages through a course overview
3. All the teachers should prepare their course plan carefully and should share it with the students within first week of the semester.
4. The pattern of question paper for the Class Tests / Internal Exam should be structured by the concerned teacher.
5. The teachers should evaluate the papers of the Class Tests / Internal Exam in time bound manner. The teachers should evaluate the students continuously on the basis of performance in the unit Tests and other methods of evaluation.
6. The student may appeal for reviewing the grades/marks awarded by the teacher. If still there a grievance exists regarding the revision of the awarded grades/marks, student may appeal to HOD.
9. In the case of student failing to complete the CBC under extraordinary circumstances, as per university circular, the teacher would arrange additional assignment or any other course related work for such students.
10. The performance of the students in the practical subjects should also be evaluated on a continuous basis.
11. Internal evaluation of the final year Projects should also be done on a continuous basis.
12. Faculty members should maintain the proper records of each class of assigned subject.



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**University Examination and C.I.E Committee List 2021-22**

Sr No	Name of the member	Designation
1.	Mr. Irshad Shaikh	Chairperson
2.	Mrs. Elakshi Tawade	Chairperson
3.	Mr Ibrahim Chauhan	Member
4.	Mrs Pooja Shirsekar	Member
5.	Miss Rukshar Khan	Member
6.	Mrs Namrata Gurjar	Member
7.	Mrs Rohita Raut	Member
8.	Mr Abdul Rehman Mulla	Member
9.	Miss Murel Rodrigues	Member
10.	Miss Mamta Hati	Member

**University Examination and C.I.E Committee List 2020-21**

Sr No	Name of the member	Designation
1.	Mr. Irshad Shaikh	Chairperson
2.	Mrs. Elakshi Tawade	Chairperson
3.	Mr Ibrahim Chauhan	Member
4.	Mrs Pooja Shirsekar	Member
5.	Miss Rukshar Khan	Member
6.	Mrs Namrata Gurjar	Member
7.	Mrs Rohita Raut	Member
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### University Examination and C.I.E Committee List 2019-20

Sr No	Name of the member	Designation
1.	Mr. Irshad Shaikh	Chairperson
2.	Mrs. ElakshiTawade	Chairperson
3.	Mr Abdul Rab	Member
4.	Mrs Nasim Shaikh	Member
5.	Mr Ismail Shaikh	Member
6.	Mrs Namrata Gurjar	Member
7.	Miss Pooja Shirsekar	Member
8.	Mr Abdul Rehman Mulla	Member
9.	Mr. Ibrahim Chauhan	Member


### University Examination and C.I.E Committee List 2018-19

Sr No	Name of the member	Designation
1.	Mr. Irshad Shaikh	Chairperson
2.	Mrs. ElakshiTawade	Chairperson
3.	Mr Abdul Rab	Member
4.	Mrs Nasim Shaikh	Member
5.	Mr Irfan Patel	Member
6.	Mrs Namrata Gurjar	Member
7.	Mrs Rohita Raut	Member
8.	Miss DiksahVaje	Member

### University Examination and C.I.E Committee List 2017-18

Sr No	Name of the member	Designation
1.	Mr. Irshad Shaikh	Chairperson
2.	Mrs. ElakshiTawade	Chairperson
3.	Mr Abdul Rab	Member
4.	Mrs Namrata Gurjar	Member
5.	Miss DiksahVaje	Member



  
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Notice

Date :- 30/08/2021

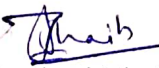
All the members of the examination committee are hereby informed that the first meeting of the committee for this academic year 2021-22 is scheduled on 2nd September 2021.

Venue – Principal office

Time -10.30 AM

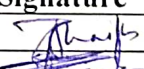
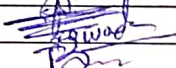
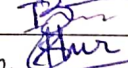
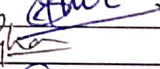

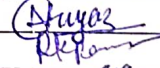
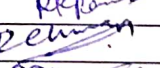
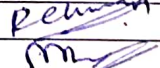
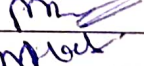
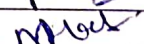
Agenda

1. To discuss about the continuous internal evaluation system
2. To discuss about examination dates for the academic year 2021-22


  
Mr Irshad Shaikh  
Incharge of Examination Committee

  
Dr Khalil Ahmad  
Principal

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EXAMINATION DEPARTMENT

Minutes of the meeting

Date:- 04/09/2021

The first meeting of the examination committee of the academic year 2021-22 was held on 2<sup>nd</sup> September 2021 under chairmanship of Dr Khalil Ahmad. Mr Najeeb Chawre and Mr. MoinChinde were the invited members for the meeting. Following are minutes of the meeting.

**1. To discuss about the continuous internal evaluation system**


From the Academic Year 2019-20, the University has established a credit system at the undergraduate level. The students are supposed to be evaluated continuously throughout the year under this credit system. The University has proposed a variety of approaches for evaluating students for this purpose. During the meeting, the committee members discussed all of the methods. The principal and the coordinators provided input for the successful implementation of the ongoing internal evaluation system.

Resolve that in the academic year 2021-22, home assignments, practise tests, and mid-term exams will be given throughout the year. The corresponding subject teachers will conduct practise tests and collect home assignments at the departmental level.

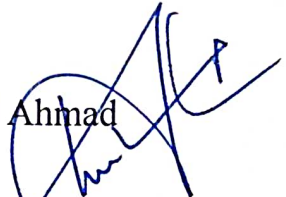
**2. To discuss about examination calendar for the academic year 2021-22**

As a prudent practice of the examination department an annual plan in the form of calendar about various examinations with tentative dates are to be prepared by the examination department. This is to be circulated amongst the all the departments for further implementation.

Resolve that the academic calendar is finalized for the academic year 2021-22

  
Mr Irshad Shaikh  
Incharge of Examination Committee



  
Dr Khalil Ahmad  
Principal

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