



Guru Vishwambharkrupa Bahuuddeshiya Shikshan Prasarak Mandal Lakkadjawalga's

Shivneri Mahavidyalaya

(Arts, Commerce & Science)

NAAC accredited 'B+' Grade with 2.54 CGPA

Shirur Anantpal – 413 544 Tq. Shirur Anantpal, Dist. Latur

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Calendar (2020-21)

Internal Examination Committee Policies and Procedures

Introduction

Shivneri Mahavidyalaya, Shirur Anantpal, has a Continuous Assessment internal examination committee that works in accordance with the policies of the college and Swami Ramanand Teerth Marathwada University. The committee constituted with the faculty members collaborates to conduct internal examination in a disciplined manner.

Purpose/ Objective

- To determine whether a student meets the requirements with regard to subject Knowledge, which are laid down in the program and examination regulations, for obtaining internal marks.
- To improve and control the quality of internal examinations to be conducted at institute level.
- To scrutinize all the checked papers and submission of internal marks to University.

Procedure Working

- Setting of time table, invigilation duties and question papers
- Submission of internal marks to the university before final examination.

Details of Working

- Internal assessment committee comprises of chairman, coordinator and faculty members.
- At the start of session, collection of the data of admitted students in all the classes for current academic session.
- Preparation of tentative exam schedule as per the academic calendar
- Inventory control of the various items required (like main answer sheet and supplements)
- Display of notice for concerned faculty members for submission of question paper given in prescribed format, well in advance before commencement of examination

- Display of exam notices followed by time table well before commencement of exam.
- Setting of question papers by examiners in the examination section and maintaining confidentiality of it.
- On the day of examination, invigilators are required to collect the necessary things like question papers, answers sheets, attendance list and other required material for smooth conduct.
- All the concerned teachers are required to collect the answer sheets from exam section and evaluate and submit within time as per exam section notification.
- Submission of internal marks to the university after the answer sheets and marks entered in exam record.
- Solving grievances, if any, with respect to examination work.
- Subject in charges is supposed to submit the evaluated answer sheets to exam section and entry of marks in exam record.

Internal Exam Pattern:

- The internal exam committee shall follow the rules of the University regarding internal assessment and evaluation.
- Weightage for internal marks, discipline/faculty wise.
- Number of internal tests to be conducted, repeat tests in case of medical emergency, less attendance, poor performance.
- Nature of internal tests, such as theory exam, practical exam, project work, home assignment, seminar, etc.
- Duration of test(s).
 - Paper setting for internal tests (teacher who teaches shall set the question paper) question paper based on respective syllabus.
- Transparency in internal Assessment, Departmental meetings for assessing performance of internal tests.
- Communicating the results of internal tests to students through notice board, what's app message, etc.
- Communicating results of internal test to co-ordinator exam section/vice principal/ Principal
- Discussing the performance of students in internal tests in IQAC.

Attendance:

1. As per University rules and regulations there should be 75 percentage attendances.
2. In case of medical, attendance concession could be given if he produces appropriate medical certificate.
3. Students will not be allowed to appear in the exam without completion of attendance.

Internal Exam:

1. Internal exams are compulsory to all the courses.
2. To promote in second year or third year, student must clear internal as well as external exams

Project:

For B.Com. T.Y. Project work is compulsory.

Field Work:

The Departments like Geography and History take their students for field trips and.

Student Centric learning

Learning is made more student-centric through a combination of traditional and modern methods of teaching. Optimal ICT use along with Chalk and duster in both online and offline teaching is being adopted. Experiential Learning through the ICT enabled learning environment. The techniques of group discussions, debates, and joint projects are used for participative and collaborative learning. Shivneri Mahavidyalaya conducts classes Using ICT tools very effectively. IQAC should monitor the teachers' use ICT effectively, and record of the same is maintained by the IQAC to improve the teaching learning process.

Transparent Internal Assessment:

The Internal Examination Peer Committee (IEPC) of the institution coordinates the internal examinations comprising of unit tests, assignments, seminar presentations