

# GOVT. MADHAV SCIENCE COLLEGE UJJAIN



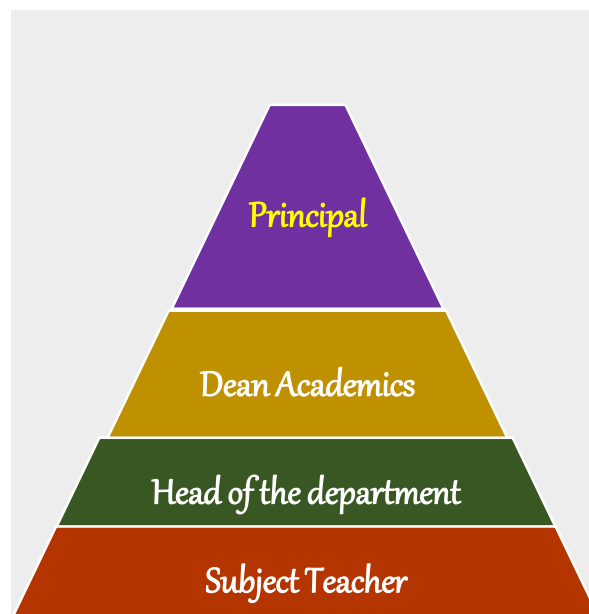
## MECHANISM OF INTERNAL ASSESSMENT

- Schedule of CCE will be declared as per Academic calendar declared by Department of Higher education Govt. of M.P. validated by the university
- CCE for different courses across a programme will be organized in different modes as per the temperament of the concerned subject. CCE mode will be decided by the concerned teacher or department as per the departmental practice
- Head of the departments will declare the consolidated final modes for CCE across courses
- Consolidated time table for UG and PG classes will be prepared by the centralized committee and displayed on the college notice board, departmental notice boards and will be shared through the LMS also
- For all the students failing to take First CCE, timetable for the successive CCE examinations will be declared well in advance
- Students willing to take second and successive CCE if any should seek permission from the college principal, the application should be submitted in the departmental office and addressed to the principal
- All the records and data related to CCE will be conserved by the teacher for academic audit. This includes attendance of students, question papers, valued answer sheets/ copies/ assignments/ projects/ Research Papers / summary of marks etc.
- There will be complete transparency in the internal assessment for each assessment method as described below.
  - Model answers and marking scheme is prepared by the subject teacher before valuation in case the mode is objective questionnaire or subjective test. HOD is informed about the preparation well in advance.
  - In modes like assignment, Presentation and Project Presentation mode participative evaluation and Peer evaluation methodology is used where a fraction of marks are allotted as peer judgment. Once the Instructor has submitted his marks total marks are calculated after awarding due weightage.
  - After Valuation marks will be displayed on the dates mentioned in academic calendar by the Faculty members.

- Students are given fair chance to go through their valued answer sheets, answer sheets will be shown to all students and answers are also discussed in the class. In case they have any objection to raise or there is a grievance, they will be given patient hearing and their issue will be addressed.
- In case of valuer awarding disproportionately less marks, valuer is advised to put remarks for that, to avoid any further confusion for the specific student
- Once the students are satisfied with the valuation of their CCE modes, they are advised to put their signatures on the valued answer sheets.

Following Hierarchy will be used to address any grievance related to internal examination at College level for annual and semester examination students are advised to follow the directions issued by University from time to time.

The grievance redressal is a four layered process, to make it robust, transparent and time saving the grievances are solved at the basic levels and move to the higher levels only in the rarest of rare cases. At every level any grievance should be cleared within two days, making the cycle to be completed within 7 days.



### INTERNAL EXAMINATION GRIEVANCE REDRESSAL BOARD

- Dr. Anil Pandey ( Dean Academics)
- Dr. Pinky Dwivedi (Coordinator CCE Core Committee)
- Dr. Brijesh Pare (Member CCE Core Committee)
- Dr. Shehla Ishaque (Member CCE Core Committee)