



Kanya Mahavidyalaya Kharkhoda (Sonipat) Haryana

Academic Policy on Monitoring & Evaluation

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Academic Policy on Monitoring & Evaluation has a critical role to play in effectively design & implement teaching learning process to ensure a sound evidence for long term objectives.

It can be used by educational institutes to maintain the records of students easily. It tracks all the details of students from the day one to the end of the course. Several quality parameters are continuously measured & tracked.

Continuous Internal Evaluation Process:

This process is followed as per directions given by affiliating university. The function of continuous assessment is to facilitate student's learning by

- Reinforcing & expanding student's learning.
- Assessing the students practical application of course material as well as their theoretical knowledge in each course.
- Providing feedback to students.
- Motivating students to work throughout the programme.

Communication of Internal Evaluation Process:

At the commencement of the semester each student will be communicated:

- A continuous assessment schedule which contains an overview of the compilation of marks for each course as set out in the approved programme schedule and course structure through orientation programme.
- Deadlines for the submission of continuous assessment elements and dates of assessment, events (e.g. class tests)
- Special regulations that relate to assessment, e.g elements which have specific pass requirements.

The results of continuous assessment will be communicated to students within a reasonable period & normally prior to the submission of the next continuous assessment.

Maintenance of Continuous Assessment Records:

- Each teacher maintains a record of assessment in his/ her record book. Students will have the opportunity to discuss their assessment with the concerned teacher. She is entitled to an explanation of how her overall continuous assessment marks are calculated.
- Maintenance of Record is completed prior to the end of the course.
- If the assignment is not submitted by the students within stipulated time, the marks of the assessment are deducted accordingly. If a student does not agree with the marks awarded,

she is entitled to review the assessment and give her complaint in written format to Internal Assessment Committee within five days.

Elements of continuous evaluation process

There are many parameters by which the performance of a student can be evaluated regularly:

- Assignments
- Unit tests
- Surprise tests
- Seminars/group discussion
- Attendance

Add-on facilities

- Guest lectures
- Value Added Course
- Various competitions at college level

Feedback mechanism:

This mechanism points out the short comings in the existing system.

Sr. No.	Stakeholder	Feedback About
1	Students	Teachings & Non Teaching Staff
2	Parents	About the overall facilities of department
3	Alumni	The curriculum & requirement in the industry.

Attendance Monitoring Process:

Institute follows strict norms to regulate student attendance. Student attendance is beneficial for knowledge acquisition & in depth understanding of subject.

Mentoring Scheme:

The Mentor Scheme is developed to ensure that the performance of students will improve & their parents should receive complete details of their ward.

Extra Tutorial / Lecture / Practical

It is well known that, Teaching Learning through Tutorial is more interactive and involve students participation. This gives freedom to the tutor to create interest and impart essential knowledge and insights about the particular topic of the subject.

Lecture Preparation

- Keep lesson plan, session plan & lecture notes and ICT material ready before start of term. Post the study material on Google Classroom.
- While preparing lecture notes- make use of **ONLY** Standard text books and reference books. Students should be encouraged to refer good reference books.
- Arrange expert lectures by Industry persons on upcoming technology or career opportunities in the respective subject.

Student Performance Improvement

1. Extra Lectures

- Identify weak students and arrange extra lectures after college hours.
- Arrange extra lectures for difficult subjects.

2. Remedial Coaching

Decision of conducting remedial classes for subjects should be taken at department level in consultation with HOD based on,

- a. Difficulty of subject
- b. Subject result is decreased compared to previous year result analysis and university result
- c. Subject result is below specified threshold (Ex. Result is below 60% etc)
- d. For slow learners identified at the beginning of the academic year

Outcomes:

- It increases self - learning ability of students.
- It improves student involvement in learning and understanding of the subject.
- Grades of students may increase.

Policy for Conduction of Lab Practical

Experimental Preparation/Setup

- Assign a Laboratory in-charge for each Lab Course.
- Laboratory in-charge should perform the experiment/ Program on his/her own to ensure setup is ready & functioning well.
- All equipment should be tested, calibrated and functioning as per the standard and prepare standard operating procedure of each equipment (SOP).
- Lab assignment list should contain some innovative assignments.
- Ensure lab manuals are updated before the start of every term.

Lab Conduction

- Staff member should be present in the lab for entire session.
- Complete practical assignment and its write-up in the stipulated time, so that students (and teacher as well) need not carry the burden till the end of term.

Internal Assessment Marks In UG And PG Courses as per guidelines of Maharshi Dayanand University Rohtak (Haryana)

Considered the recommendations of the Academic Council made vide Reso. No. 39 of its meeting held on September 22, 2009, based on the recommendations of the Committee constituted by the Vice-Chancellor that w.e.f. the Session 2009-10, the following mechanism be adopted for award of Internal Assessment marks in the UG and PG Courses.

- (i) The criteria for Internal Assessment of 10 Marks or 10% marks in theory papers for regular students already prescribed for UG courses (Annual) will remain the same and will also be made applicable to B.Sc./B.Com (Pass & Hons.) Classes Semester System from the Session 2009-10.
- (ii) For P.G. Courses i.e. M.A./M.Sc./M.Com (Semester System) being run in the University Teaching Departments, P.G. Regional Centre, Rewari and Affiliated Colleges, the criteria for award of Internal Assessment of 20% marks in theory papers for regular students may be prescribed from the Session 2009-10 as under:-

1.	One Class Test	10 Marks	
2.	One Assessment and Presentation		5 Marks
3.	Attendance	5 Marks	
	Less than 65%		0 Marks
	65% to 70%		2 Marks
	71% to 75%		3 Marks
	76% to 80%		4 Marks
	Above 80%		5 Marks

If a candidate is awarded Internal Assessment of more than 75%, the concerned teacher will give specific justification for the same which shall be considered by a committee to be constituted by the concerned Head of the University Teaching Department/Principal of the College as the case may be.

- (iii) The Schedule of class test and presentation of the assignments etc. will be finalized by the Head of the Department/Principal of College/Institute in consultation with the teacher concerned and shall be notified to the students accordingly. However, Internal Assessment shall be made by the teacher teaching the subject. A student who fails to appear in the class test or present the assignment on the scheduled date due to some emergency one more chance may be given to such students for appearing in the test or present the assignment as the case may be by the concerned Head of the Department/Principal of the College/Institute.
- (iv) The candidate will have to pass in theory papers and Internal Assessment separately and necessary amendment in the Ordinances of M.A./M.Sc./m.Com may be made accordingly.
- (v) The Internal Assessment awards of a candidate who fails in any semester/paper(s) shall be carried forward to the next examination.
- (vi) Candidate(s) who has not obtained pass marks in the Internal Assessment in any paper(s) will be provided an opportunity to appear before the Committee of Examiners, to be constituted by the Director/Principal of the Institute/College, to re-assess performance of the candidate (within three months of the declaration of result and receipt of the request of the candidate concerned), corresponding to schedule given for supplementary examinations

- and the Internal Assessment given by the Committee shall be final.
- (vii) Rest of the conditions regulating the Internal Assessment of marks shall be the same as were approved by the Executive Council in annual system.

Policy for Monitoring Academics

Responsibilities of Principal

- Principal should daily take round to monitor the lecture.
- They are encouraged to randomly observe the ongoing classes and monitor quality of the lecture and suggest for improvements.

Responsibilities of Mentor:

- Maintain Teacher Guardian Booklet.
- Maintain batch wise student roll call list
- Keep contact details of students & parents
- Record of previous semester result
- Record of Mentor-Student meeting every Saturday of month.
- Provide information about students to the each teacher whenever required.
- Student counseling should be done whenever required.
- Maintain discipline among students.