



जयवन्ती हॉक्सर शासकीय स्नातकोत्तर महाविद्यालय, बैतूल (मप्र)

Jaywanti Haksar Government Post Graduate College, Betul (MP)

Office: Civil Lines, Betul- 460001

E-mail: hegjhgcbet@mp.gov.in Website: www.jhgovtbetul.com



Internal Assessment Policy

- ❖ The institution has a transparent mechanism for conducting internal assessments in accordance with the guidelines provided by the university and the Department of Higher Education, Government of Madhya Pradesh.
- ❖ Continuous Comprehensive Evaluation (CCE) for different programmes will be organized following the academic calendar of the academic session.
- ❖ The academic calendar shall be exhibited on the college website to inform the students about the CCE test in advance and start their preparations accordingly.
- ❖ At the beginning of the academic session, students will be informed about the entire procedure, modes, and mechanism of internal assessment during the induction program and initial classes through discussions with their teachers.
- ❖ The Semester Cell will prepare the schedule for the internal assessment of UG programs, while the HODs, in consultation with the faculty members, will prepare the schedules for the internal assessment of PG programmes.
- ❖ The internal assessment will include various modes such as class-tests, classroom seminars, group discussions, objective questionnaires, online quizzes, surprise tests, open book examinations, home assignments, report writing, role plays, and power point presentations.
- ❖ All the teachers will have the freedom to decide the modes of CCE. Head of the departments shall have deliberations with the faculty members and shall inform the students about the mode of CCE.
- ❖ The examination schedule will be displayed on the notice board and uploaded on the institution's website in advance.
- ❖ Students will be informed in advance about the units that will be covered in the CCE examination.

- ❖ Attendance of the students appearing in CCE will be maintained and their signatures will be taken on the attendance sheet.
- ❖ The respective teachers will evaluate the answer books of class-tests, assignments, and project reports.
- ❖ To ensure transparency in the evaluation process, the valued answer sheets of the internal assessment will be shown to the students, and their performance will be discussed in the classes. Students will be provided feedback on their mistakes and suggestions for improving their performance.
- ❖ If due to some reasons students fail to appear in the CCE examination, they will be given another opportunity to appear in the CCE examination.
- ❖ The internal examination mark lists will be displayed on the departmental notice boards, and the marks will be filled in the online portal of the university.
- ❖ Post-graduate students will be required to complete project work under the guidance of their teachers. The assessment will include a final presentation of the project report followed by a viva-voce examination.
- ❖ As per the guidelines of New Education Policy 2020, UG students will also undertake field projects, internships, and community engagements. The assessment process used for PG projects will be followed for these activities as well.
- ❖ All the documents related to CCE examination including the mark lists, papers, timetables, assignments, projects, valued answer sheets etc. shall be kept safely by the respective Head of the Departments.

Grievance Redressal System for Internal Examinations

- After valuation of the CCE marks shall be shown to the students. If students are dissatisfied with the valuation of their answer sheets or assignments; they will be allowed to register their complaints to the CCE grievance redressal committee.
- Grievance related to the dissatisfaction with the marks obtained in CCE will be looked by the subject teacher. In case the student is not satisfied with the marks provided by the of the subject teacher he shall be allowed to register his complaint to the Head of the Department.
- The concerning teacher will resolve the grievance on the same day, the HOD within three days, and the Principal within one week.