



Policy Document: Committee for Internal Assessment / Evaluation

Note: As per the University of Mumbai FAQ_SBCGS of 12-10-2011

The Examination Committee shall work under the direction, supervision of the Principal / Head of the Institution as per the directives of the University / Competent Authority (Examination) from time to time.

The Examination Committee will act as the custodian and shall be In- charge of all the matters pertaining to the Internal Assessment at Semester I to VI and Semester End Examination at Semesters I to IV of regular as well as ex- learners.

The Examination Committee shall be in- charge of preparation of time table, setting of the question paper, arrangement for assessment of the answer books, the declaration of the results, attending to and resolving the grievances/queries of the learners which are not part of Unfair Means Inquiry Committee, keeping records of all the assessments and examinations, scrutiny of the learners eligible to appear for the additional examination and any other matter pertaining to the conduct of the additional examinations and examination for the ATKT/ex- learners.

Composition:

1. Principal
2. Vice Principal – Aided Section
3. Vice Principal – SFC Section
4. Chairperson of Examinations
5. Student Representative - Aided Section – (Only to bring / report student issues to the committee not for decisions)
6. Student Representative - SFC Section– (Only to bring / report student issues to the committee not for decisions)

Internal Assessment Defined:

- i. As per individual programmes and courses.
- ii. For 20 / 25 40 marks
- iii. Tests / assignments / projects with viva-voce.

Responsibilities of the Committee:

- i. Schedule internal assessment dates after getting inputs about the format from each Head of Department / Coordinator.
- ii. A schedule / timetable for the test / submission of project / assignment / viva-voce should be displayed within a month of the commencement of the semester.
- iii. Respective teachers should be given a standardized mark list in excel format with names and roll numbers of students. The mark list should include the Academic year, Semester number, Course title, Professor's name, maximum marks.



ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE

ACCREDITED - 'A' GRADE BY NAAC

Best College Award (2015-2016) University of Mumbai

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- iv. The mark list should be submitted to the examination committee 15 days before the Semester end examination, in soft copy format as well as hard copy format with the teacher's signature.

Responsibilities of individual course teachers / coordinators

- i. Conduct the internal assessment as per the schedule
- ii. In the case of class tests two sets of question papers should be set. One of which should be used for the first test; the second one for a re-test if required
- iii. Submit the mark list to the examination committee on time
- iv. In case there are students who missed the test or the deadlines for assignment / project submission, conduct a retest / accept assignment before submitting the mark list. Note; the student should have given a letter addressed to the Principal to the office, with the requisite proof e.g., doctor's certificate if unwell, NSS, sports; stating why s/he missed the test / project deadline and requesting for a second chance.
- v. No marks are assigned for attendance directly. However, maximum 05 marks may be assigned for active participation and overall conduct may be assigned a
- vi. The marks of the internal assessment should not be disclosed to the students.
- vii. As per University of Mumbai, the answer books / assignments / projects should be preserved for a period of six months from the date of declaration of results of the concerned examination. It would be advisable to preserve them till the student has cleared the academic year.

About Photocopy/Revaluation of Internal Assessment:

- i. As per VCD-1 of 2016, if the student is not satisfied with the marks awarded s/he may apply for photocopy / revaluation to the College in the prescribed form within the prescribed period and in the prescribed manner.
- ii. Application for photocopy / revaluation is permitted only wherever the written scripts are available.
- iii. Note: (i) The Photocopy(ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.
- iv. (ii) The Photocopy of the Revaluated Answer-Book(s) shall not be provided to the Examinee(s) in any case.

M. B. Fernandes

Dr.(Ms) M. B. Fernandes

Principal