



PITHAPUR RAJAH's GOVERNMENT COLLEGE [AUTONOMOUS]: KAKINADA

INTERNAL QUALITY ASSURANCE CELL [IQAC]

&

CENTRE FOR EXCELLENCE IN TEACHING, LEARNING AND EVALUATION (CETLE)

CIRCULAR

Rc.No.1/IQAC & CETLE/ Evaluation standards/ 2023-23, 21 July 2023

Preamble:

In the random verification of evaluated answer scripts of CIA (Mid-term Examinations, Assignments, Seminars, Project works, etc.) it was observed that

1. The evaluation is either under evaluation or over evaluation
2. Careless evaluation by certain faculty members giving undue importance to certain students and intentional harm to some other students in awarding marks, which are tantamount to dilution of ethical and professional practices and evaluation standards which may catapult in demotivating certain genuine students and may have adverse implications on their lives. It also promotes indiscipline and poor learning levels in some other students.

Hence, the following instructions are given to all the faculty members vis-à-vis CIA.

1. Each faculty members shall prepare the scheme of evaluation for the question paper and the Answer sheets of Mid-term examinations shall be evaluated within one week from the conduct of the examinations.
2. In order to ensure transparency, The marks secured shall be announced and evaluated sheets shall be supplied to students on the 8th day and the performance shall be discussed with each student (it shall be recorded in diary). The students Strengths, weakness, Opportunity (SWOC) Analysis in all assessments (Mid-term tests, Assignments, Seminars, Project works, GDs, etc.) shall be carried out and students be informed them and suggest remedial measures.
3. The evaluation shall not be done at the whims and fancies of the evaluator (faculty member) nor show any kind of nepotism or favoritism. Evaluations shall be as per the scheme of evaluation an only for relevant content, etc., only. Comments or justification shall be written in case of awarding less marks.
4. The evaluated answer sheets and marks awarded shall be verified by a three-member Department level scrutiny committee headed by Head of the Department and two more regular faculty members immediately 10 days after completion of CIA. It would be better if a student is also included in the committee. The award lists of Mid term shall be submitted only after the verification of the Department level evaluation verification committee and with signatures of the team members. The team shall verify the evaluation standards with respect to question paper, award of

marks, complying with rules, etc. If any discrepancy is found, it shall be reported to the Principal immediately. The Departments shall immediately constitute Department level CIA monitoring and grievance redressal committee to address grievances of students arising out of evaluation of CIA including CSP/ Internships/ Apprenticeships and submit the details of the committee by 22 July 2023 to the undersigned.

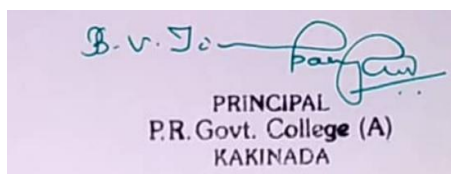
5. The Examination Cell shall constitute a five-member college level CIA standards compliance committee under him as Convener and Principal as Chairman to verify evaluation of CIA tools (Mid-term Examinations, Assignments, Seminars, Project works, CSP/I, nternships/Apprenticeshps etc.) within 15 days from the conduct of each CIA including assignments, seminars, etc.,
6. The faculty members shall submit the marks lists along with the evaluated papers (CIA) to the Principal within 15-20 days from the date of conduct of the CIA examination of that particular paper. The timelines are furnished hereunder.

S.No	CIA tool	Timeline for completion of evaluation and publication of result giving evaluated answer sheets to the students and & discussion on the performance & grievance redressal	Time line for verification of evaluation of CIA tools by the Department level verification committee & Committee constituted by the Principal	Time line for Submission of marks award lists along with verified Answer scripts/ Assignments/ Project reports/ CSP/ Apprenticeship reports
1	Mid term exams evaluation	10 days after the date of examinations	12 days after the date of last examination of Mid term examinations	Within 15 days after the date of last examination of Mid term examinations
2	Assignments (5 in each semester)	5 days after it is conduct	Within 10 days after the conduct of Assignment	Within 15 days after the conduct of Assignment
3	Projects (As per BoS)	Within 5 days after its report submission	Within 10 days after report submission	Within 15 days after report submission
4	Seminars	5 days after its completion	Within 10 days after completion of seminar	Within 15 days after completion of seminar.
5	CSP/Apprentice ship Internships	5 days after its completion	Within 15 days after submission of respective project reports	Within 20 days after submission of respective project reports

7. The CIA marks shall be displayed in the notice board within 10 days from the conduct of the examination by the faculty member and Heads of the Department to ensure transparency.
8. The marks shall be displayed in the website also. Incharges shall take initiation in this direction.

9. Each faculty member, through performance in Mid-term or other examinations, shall understand the learning levels of students in terms of understanding subject, knowledge, skills, etc., and categorize them as students with low learning levels, moderate and good learning levels.
10. The remedial steps for overcoming demerits of the students shall be suggested by each faculty member such as conduct of more number of classes, more no.of tests, assignments etc., so as to enable students overcome their weakness.
11. Faculty members shall conduct at least one test at the end of covering each chapter before Mid-term examinations and evaluate the performance of students and record performance (marks). As per the resolutions of the strategy development and deployment committee, each faculty member shall conduct at least two slips tests (one offline and another one online) and five assignments before I mid examinations and another two tests (Online & offline each) and five assessments before II mid-term test. The marks shall be recorded and submitted to the Principal before each mid-term examination.
12. Focus shall be laid on the irregular students and ensure their at least 75% attendance as they prove to be potential failures.
13. A minimum of 90% pass percentage shall be ensured by all faculty members both in CIA and SEE, which is very much possible with personal attention and care on each student by faculty members.
14. Strict action will be initiated against those who intentionally dilute evaluation and assessment standards and involve in unethical practices that prove to be detrimental to the interests of students as well that of the institution.
15. Implementation of strict attendance and strict evaluation measures are focused at the learner centric curriculum transaction. It improves the learning capabilities of the students.
16. The above measures are intended to promote standards in evaluation including ensuring transparency for the greater benefit to the students which could be possible with the academic integrity and motivation among faculty members.

The instructions shall be followed scrupulously.



PRINCIPAL
P.R. Govt. College (A)
KAKINADA

Principal & Chairman (CETLE & IQAC)

21 July 2023

Copy to all HoDs and faculty members

Copy to the CoE

Copy to the IQAC and Academic Coordinators

Copy to the Office