

KAMPUR COLLEGE, KAMPUR

NAGAON, ASSAM

Accredited by NAAC with 'B' Grade (2nd Cycle)

INTERNAL EVALUATION GUIDELINES



FOR THE ACADEMIC YEAR

2023-2024

KAMPUR COLLEGE**কামপুৰ মহাবিদ্যালয়****Dr. Ashim Bora**, M.Sc., Ph.D, AES

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Ref. No.

Date

EVALUATION GUIDELINES

Although the college adheres strictly to the internal evaluation guidelines set by the parent university, it also defines its own key principles for the evaluation process. Below are the institutional guidelines regarding internal evaluation:

1. Accountability and Transparency

- All concerned are responsible for adhering to these guidelines to maintain transparency, fairness and consistency in the evaluation process.
- Faculty members must ensure that all assessments align with the intended learning outcomes of the course.

2. Components of Assessment

Each department must conduct the following assessments for each paper during a semester:

- Class Test: To evaluate students' understanding of specific topics.
- Online Quiz: To test conceptual clarity and application of knowledge.
- Home Assignment: To promote independent learning and critical thinking.
- Sessional Examination: To assess overall comprehension and application of the subject matter. The sessional examination process including evaluation, as per the guidelines of the parent university, must be completed within two weeks.

3. Use of Rubrics and Clear Evaluation Criteria

- Grading Rubrics must be provided to students before assessments, outlining the specific criteria for evaluation, weightage for each unit and contents.

4. Schedule of Assessment

- All assessments must be conducted and completed as per the timelines specified in the academic calendar. Any delay may only be allowed in exceptional cases, subject to proper scrutiny, including the submission and evaluation of home assignments.

5. Evaluation and Marking Procedure

- **Timely Evaluation:** Examiners must complete the evaluation of answer scripts within 7 days from the date of the examination to ensure the timely declaration of results.
- **Page-wise Marking:** Examiners must record the marks for each page of the answer script on the top of the respective page. These marks should be progressively added on each subsequent page, with the total calculated on the last page.

6. Academic Integrity

- Strict action should be taken against any form of academic dishonesty, including plagiarism or copying in home assignments.

- Students must be informed about the importance of academic integrity and the consequences of violating it.

7. Communication of Results

- The results of the internal assessment must be communicated to each student individually.
- Students must provide their acknowledgment of the result on the first page of their evaluated answer script.

8. Grievance Redressal Mechanism

- Any concerns or dissatisfaction regarding internal assessment may be appealed to the Grievance Redressal Committee.
- The committee must address and resolve all appeals within three days to ensure a fair and efficient process.

9. Record Keeping and Documentation

- All data related to internal assessments must be recorded at the departmental level, both manually and digitally, to ensure accuracy, accessibility and proper documentation.
- A centralized database should be maintained for all internal assessments to track student performance over time.

10. Fairness and Equal Opportunity

- Equal opportunities must be provided to all students, considering diverse learning styles, needs and backgrounds.
- Special accommodations (e.g., extra time or special examination) should be considered for CWSN (Children with Special Needs).

11. Transparency in Question Paper Setting

- The question papers for internal assessments should be prepared in a transparent manner, following the course syllabus and clearly reflecting the learning objectives of the subject. Faculty members must avoid setting overly difficult or ambiguous questions, ensuring fairness for all students. (see *Annexure-I*)

12. Use of Technology in Assessments

- Departments are encouraged to use online platforms (e.g., Learning Management Systems) for conducting quizzes, submitting assignments and tracking student progress.

13. Communication and Reminders

- Students should be regularly reminded about assessment dates, deadlines and any changes to the schedule through class announcements or online platforms.
- Faculty members must ensure open communication channels to address any concerns related to assessments.

14. Reflective Discussions on Students' Performance

- After each assessment, constructive feedback must be provided to students on their performance, highlighting strengths and areas for improvement.
- Students should have the opportunity to meet with faculty for clarification sessions if needed.
- At the end of the semester, a comprehensive analysis of student performance in internal assessments should be shared with the academic department and the student.
- Departments must ensure that performance data is used to improve future assessments and teaching strategies.

Internal Assessment Marks Distribution

For Four Year Under Graduate Programme (FYUGP) 40% of the total marks of each paper is allocated for Internal Assessment and this 40% marks is distributed as under-

1. Distribution of marks of Internal Assessment for 4 credit paper:

(a) Home Assignment	= 06 marks
(b) Attendance	= 04 marks
(c) Class Test	= 05 marks
(d) Quiz	= 05 marks
(e) Sessional Examination	= 20 marks
	<hr/> 40 marks

2. Distribution of marks of Internal Assessment for 3 credit paper:

(a) Home Assignment	= 06 marks
(b) Attendance	= 04 marks
(c) Class Test/Quiz etc.	= 05 marks
(d) Sessional Examination	= 15 marks
	<hr/> 30 marks

3. Distribution of marks of Internal Assessment for 2 credit paper:

(a) Home Assignment	= 06 marks
(b) Attendance	= 04 marks
(c) Sessional Examination	= 10 marks
	<hr/> 20 marks

4. Question Paper Pattern of Sessional Examination Under FYUGP

(a) The question paper pattern of sessional examination for a 4 credit paper with 2 hours duration:

i) 1 mark question x 8 Nos	= 08 marks (all are compulsory)
ii) 2 marks question x 6 Nos	= 12 marks (out of 8 or 9 options)
iii) 5 marks question x 2 Nos	= 10 marks (out of 3 or 4 options)
iv) 10 marks question x 1 No	= 10 marks (out of 2 or 3 options)
	<hr/> 40 marks (to be normalised to 20 marks)

(b) The question paper pattern of sessional examination for a 3 credit paper with 1 and a half hours duration:

i) 1 mark question x 5 Nos	= 05 marks (all are compulsory)
ii) 2 marks question x 5 Nos	= 10 marks (out of 7 or 8 options)
iii) 5 marks question x 1 No	= 05 marks (out of 2 or 3 options)
iv) 10 marks question x 1 No	= 10 marks (out of 2 or 3 options)
	<hr/> 30 marks (to be normalised to 15 marks)

❖ *If a 3 credit paper contains 1 credit of practical component, the marks of sessional examination would be of 20 marks*

(c) The question paper pattern of sessional examination for a 2 credit paper & CBCS 5th semester with 1 hour duration:

i) 1 mark question x 4 Nos	= 04 marks (all are compulsory)
ii) 2 marks question x 3 Nos	= 06 marks (out of 5 or 6 options)
iii) 10 marks question x 1 No	= 10 marks (out of 2 or 3 options)
	<hr/> 20 marks (to be normalised to 10 marks)


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INVIGILATION GUIDELINES

Although the college adheres strictly to the internal evaluation guidelines set by the parent university, it also defines its own key principles for the evaluation process. Below are the institutional guidelines regarding invigilation:

1. Appointment of Invigilators

- Invigilators must be appointed in such a way that they have no association with the subject or paper being examined.
- Invigilators must be issued appointment letters well in advance, clearly specifying the exact date, time and venue of their duties.
- Under no circumstances can invigilation duties be altered or changed without consulting the Assistant Officer In-Charge (A.O.C.).
- An invigilator may be assigned for every forty (40) examinees. Inexperienced invigilators may be paired with an experienced invigilator for guidance.

2. Reporting

- Invigilators must report to the examination centre 30 minutes before the commencement of the examination.
- They should collect the required examination materials from examination centre and enter the examination hall 15 minutes before the examination begins to ensure proper setup and readiness.

3. Distribution of Examination Materials

- Answer scripts are to be distributed 15 minutes before the start of the examination.
- Question papers must be distributed in such a way that the last examinee receives their question paper no later than the final minute before the start of the examination.

4. Permitted and Prohibited Materials

- **Permitted Items:**
 - ✓ Examinees are allowed to use only a pen, pencil, and scale in the examination hall.
- **Prohibited Items:**
 - ☒ All learning materials (e.g., notes, books), mobile phones, calculators and other electronic gadgets must be kept outside the examination hall or in designated areas.
 - ☒ Examinees found in possession of such items during the examination will face disciplinary action.

5. Entry and Exit of Examinees

- **Entry:**
 - ✓ Examinees must arrive at the examination hall at least 15 minutes before the examination begins.

- ✓ In exceptional circumstances, examinees may be permitted to enter up to 30 minutes after the start of the examination, with appropriate reasons documented.
- **Exit:**
 - ✓ Examinees may leave the examination hall for restroom use for a maximum of 5 minutes, with a designated guard assigned at the restroom to ensure proper monitoring.
 - ✓ Any delay in returning beyond the allocated time must be documented or reported to the A.O.C. or Officer-in-Charge (O.C.) immediately.
 - ✓ The examinees may be allowed to leave the examination hall **one hour** after the examination has started, provided that he/she is unable to continue answering. This permission can only be granted **after collecting the answer script**.

6. Seating and Attendance Management

- Ensure examinees are seated according to the seat plan to minimise the chances of malpractice.
- Attendance is to be taken by circulating an attendance sheet.
- Invigilators must ensure that each examinee signs the attendance sheet to confirm their presence.

7. Verification of Examinee

- Invigilators must sign in the specified space on the answer script after thoroughly verifying the examinees' details such as including the code/roll number, registration number, subject, paper, and the name of the examination.

8. Vigilance During Examination

- Invigilators must patrol the examination hall periodically to deter and detect any unfair practices.
- Invigilators must not leave the examination hall under any circumstances until the end of the examination, unless relieved by a designated reliever.
- The reliever will replace an invigilator for a maximum of 15 minutes at a time, or as needed.
- The reliever will carry out the same duties as the invigilators until the end of the examination.
- Invigilators may assist examinees if they have difficulty in understanding a word or phrase in the question paper. However, this assistance should be strictly limited to clarifying the language used, without providing any guidance on the content or answers. Examinees must raise their hand to seek attention if they have a query or require assistance, without calling out verbally.

9. Maintenance of Discipline

- Invigilators must maintain strict discipline in the examination hall by ensuring silence and orderly conduct.
- Any personal conversations or distractions that may compromise the sanctity of the examination should be strictly avoided.
- Invigilators should ensure minimal noise in the examination hall and surrounding areas by prohibiting conversation and loitering near/in the examination hall to avoid distractions.
- Invigilators must keep their mobile phones on silent mode to avoid distractions. Additionally, gossiping, engaging in conversations between invigilators or engaging in reading or writing is prohibited to ensure a focused and professional environment during the examination.
- No refreshments are allowed inside the examination hall, except for a cup of tea.
- Invigilators must not show any interest in observing or reading the question paper to maintain neutrality and avoid any appearance of bias or interference during the examination.

10. Handling Unfair Means

- Invigilators must be vigilant to detect and report the use of unfair means. Instances include, but are not limited to, the following:

- ✓ **Copying from Materials:** Printed manuscripts, loose sheets, books or scribbled notes on scales, blotting papers, question papers, etc.
- ✓ **Possession of Unauthorized Materials:** Printed or handwritten notes, loose sheets or books relevant to the examination.
- ✓ **Use of Electronic Devices:** Mobile phones, tablets, laptops, earphones/earpods, smartwatches or any electronic gadget.
- ✓ **Collusion:** Copying answers from or sharing answers with fellow examinees, as well as engaging in conversation or discussion during the examination.
- ✓ **External Inputs:** Smuggling answer scripts or receiving assistance from outside the examination hall.
- ✓ **Digital or Physical Aids:** Receiving answers through digital or physical means.
- **Action on Unfair Means:**
 - ✓ Confiscate any unauthorized material or devices.
 - ✓ **First Offense:** Issue a warning to the examinee.
 - ✓ **Second Offense:** Deduct 5 marks.
 - ✓ **Third Offense:** Expel the examinee from the examination hall, following the established procedure for expulsion.

11. Use of Bell Timings

- **Clear Announcement:** Ensure examination timings are clearly communicated to all examinees.
- **First Bell:** 15 minutes before the start of the examination.
- **Second Bell:** At the exact start of the examination.
- **Hourly Bell:** Ring at each hour to indicate the passage of time, helping students track their progress.
- **Warning Bell:** 15 minutes before the end of the examination as a reminder to complete or review.
- **Final Bell:** At the end of the examination.

12. Post-Examination Duties

- Collect and verify the answer scripts to ensure that all scripts are accounted for.
- Submit the answer scripts to the A.O.C.

13. Emergency Protocols

In case of emergencies (e.g., illness of an examinee), invigilators must promptly inform the A.O.C. and handle the situation calmly to avoid disruption.


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