

### **2.5.1 Reforms in Continuous Internal Evaluation (CIE) system at the institutional level**

#### **Response:**

- Based on the Academic calendar, the Institute conducts Daily Practice test (DPT), three Internal Assessment Examinations and one Model Examination to evaluate the students.
- Each department has separate centralized exam cell to conduct these examinations. The exam cell is headed by exam cell coordinator supported by Head of the department, to take care of all activities.
- The Exam cell prepares exam schedule, the staff duty list, seating plan, etc.
- Faculty members prepare 2 sets of question papers as per the format given by the exam cell, from time to time. Out of these two sets of question paper any one set is selected by the exam cell coordinator, randomly.
- Once the exams are over answer scripts are evaluated in the exam cell by the concern faculty members within 2 days of completion of examination.
- Evaluated answer scripts are given to the students for verification and total checking. While distributing the evaluated answer scripts, the answer key/ scheme of evaluation is discussed in the class. Students are given a fair chance to appeal on any discrepancy in the valuation. Students are awarded additional/missing marks (if any) if the appeal is valid.
- The assessment marks are entered in the logbook of concerned subjects and also in the centralized software (ERP) called PALPAP so that any time it can be viewed by the faculty/Hod/ Principal.
- Daily Practice test is conducted during the first hour of weekdays and question paper is prepared for 20 marks, which aims in providing practice to the student,
- At present, there are three Internal Assessment tests, each carry 50 marks with the duration of 90 minutes and one model exam carry 100 marks with the duration of three hours.
- On realizing the need to secure maximum marks in part A in the University examination, 2 marks tests were introduced during academic year 2017-18. They carry 50 marks with the duration of 90 minutes.