

RANI BIRLA GIRLS' COLLEGE

Affiliated to the University of Calcutta

**38, SHAKESPEARE SARANI
KOLKATA: 700017**



POLICY FOR CONTINUOUS INTERNAL ASSESSMENT(CIA)

SESSION: 2022-23



INTRODUCTION:

Continuous Internal Assessment (CIA) plays a crucial role in evaluating the progress and performance of undergraduate students. This policy document outlines the framework, principles, and guidelines for conducting CIA effectively at Rani Birla Girls' College.

PURPOSE:

The primary purpose of CIA is to provide a comprehensive evaluation of students' understanding, skills, and progress throughout the course. It aims to promote continuous learning, foster student engagement, and ensure fairness and transparency in assessment practices.

PRINCIPLES:

- a. **Fairness and Equity:** CIA should be conducted in a fair and unbiased manner, ensuring equal opportunities for all students regardless of their background or circumstances.
- b. **Transparency:** The faculty members should make the students aware about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of each semester. The teachers should inform the students regarding the concept of CIA, different components of CIA and their weightages through a 'course overview'. Assessment criteria, methods, and weightage should be clearly communicated to students at the beginning of the course.

The type of the assessment should be decided by the faculty members individually, in departmental meetings, or in consultation with the students based on the expected Course Outcomes (COs) and it should be announced in the class at least a week in advance.

- c. **Validity and Reliability:** Assessment tasks should accurately measure the intended learning outcomes and demonstrate consistency in grading across different evaluators and time points.
- d. **Feedback:** Timely and constructive feedback should be provided to students to facilitate their learning and improvement.

COMPONENTS OF CIA:

- a. **Assignments:** Regular assignments like written tests, MCQs etc. may be given to students to assess their understanding of course materials and encourage independent learning.
- b. **Quizzes:** Periodic quizzes can be conducted to evaluate students' knowledge retention and comprehension.
- c. **Projects and Presentations:** Group or individual projects, along with presentations, provide students with opportunities to apply theoretical concepts to real-world scenarios and enhance their communication skills.
- d. **Class Participation:** Active participation in class discussions, debates, and practical sessions can also contribute to CIA, reflecting students' engagement and critical thinking abilities.



e. **Online Assessments:** Utilization of online platforms for quizzes, discussions, and assessments can enhance the flexibility and accessibility of CIA.

ASSESSMENT CRITERIA:

Assessment criteria should align with the learning objectives of the course and be clearly defined to students. Criteria may include accuracy of content, analytical skills, creativity, presentation, and adherence to deadlines etc.

ASSESSMENT FREQUENCY AND PROCEDURE:

1. All departments will have one allotted class for CIA for each semester, in the departmental time-table.
2. CIA tests/assignments should be taken in the assigned classes for CIA.
3. Every faculty must take a minimum of two CIA assignments for each class, in each semester.
4. On completion of all assessments, and after sharing the feedback with the students, **Annexure-I** must be submitted to the Head of Department within 7 working days.
5. Heads of the Departments must maintain a register/file of all the records thus submitted.

WEIGHTAGE AND GRADING:

The weightage assigned to each component of CIA should be proportionate to its importance in achieving the learning outcomes. Grading criteria should be transparent and consistent across all assessments, and must be decided in departmental meetings at the beginning of each semester. Every assessment must be of a minimum of 10 marks to a maximum of 20 marks. Students can also be given grades like A, B, C etc. based on their scores, if so, decided in departmental meetings. Every department must have a uniform grading methodology for all faculty members.

FEEDBACK MECHANISM:

The faculty members should evaluate the CIA within seven working days after the end of examination, and marks must be shared with the students. Feedback should be provided after each assessment, highlighting strengths and areas for improvement. It should be specific, constructive, and actionable, guiding students towards self-improvement.

RECORD KEEPING:

Faculty members should maintain the proper records of CIA undertaken by them, and submit a copy of the same to the HOD. The record of internal assessment is to be maintained by the department (HOD) and produced as and when asked. The format for record keeping is enclosed in **Annexure -I**.

ETHICAL CONSIDERATIONS:



All assessment activities should adhere to ethical standards, respecting academic integrity and intellectual property rights. Any form of cheating or plagiarism should be addressed promptly and impartially.

CONCLUSION:

CIA serves as a valuable tool for assessing students' progress and promoting continuous learning. By adhering to the principles outlined in this policy document, educators can ensure the effectiveness, fairness, and integrity of CIA in undergraduate education.

This policy document is subject to review and revision as deemed necessary to meet the evolving needs and standards of undergraduate education.

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Annexure I

RANI BIRLA GIRLS' COLLEGE

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INTERNAL ASSESSMENT MARKS

Department:

Session:

Semester:

Name of the Teacher:

Course:

Sr No	Name of the Student	CIA 1 Date:	CIA 2 Date:	Type of Assignment	Total Marks	Marks Obtained	Remarks

DATE:

SIGNATURE:

NB:

Type of Assignment: Class Tests/ Project/Seminar/Group discussion/Quiz/Debate etc.

Remarks: EXCELLENT / VERY GOOD / AVERAGE / BELOW AVERAGE or Grades A, B, C etc.

