**M.D.S.D Girls College , Ambala City**

**Academic Policy**

**Academic Monitoring System and continuous internal evaluation**

The academic monitoring system is maintained in MDSD Girls College to track continous progress of student . It maintains student information in an organised manner Faculty can maintain records of students through this monitoring system.easily. It aids to track all the details of a student from the day one to the end of the course which can be used for all reporting purpose, tracking of attendance, progress in the course. Several quality parameters are continually measured and tracked.

**Continuous internal evaluation process**

The continuous internal evaluation (CIE) regulations are governed by the convener of the Assessment and Learning Policy. It recognizes that assessment is an integral part of the learning process The policy encompasses the following five principles:

1. Internal Evaluation promotes learning

2. Feedback is a core factor of assessment

3. Evaluation will be considered at the programme level

4. Assessment will be fair, ethical and learner-centred

5. Good practice will be supported

The Continuous Assessment procedures apply to all elements of student assessment except final examinations. Continuous assessment may include practical exercises and examinations, written assignments, projects, oral presentations, performances, reflective papers, portfolios, work placement assessments and tests, depending on the programme of study and on individual courses making up a programme.

The function of continuous assessment is to facilitate student learning by:

* Reinforcing and expanding students’ learning
* Measuring and certifying students’ learning.
* Assessing the students’ practical application of course material as well as their theoretical knowledge in each course
* Providing feedback to students
* Motivating students to work throughout the programme.
* Supporting diversity in learning styles among students.

**Evaluation Process**

* Our college is affiliated to KUK and the University conducts the examination semester wise for its affiliated colleges leaving very little scope for college authorities to introduce any major reforms on its own, however, college has scope in introducing reforms while conducting house test.
* A meeting of Examination Committee is conducted in the beginning of the year. The previous year’s exam results were analysed.
* It is decided to conduct Weekly tests (chapter wise) on the portions covered. This will help the students to prepare and practise well before the assessment test and semester exams.
* In order to maintain transparency, answer scripts duly evaluated by the faculty are shown to the students and their weak points are discussed and improvements are suggested. Group discussion, role play, case study and mini projects are also introduced to improve the communication and comprehension skills on a subject. Extra classes for slow learners are taken up for improving the academic result. Counselling of students is done to find out the academic progress and guide them towards improvement.

**Communication OF Continuous Assessment Information AND Results To Students**

At the commencement of the semester/year each student will be given:

* i) A continuous assessment schedule which contains an overview of the compilation of marks for each course as set out in the approved programme schedule and course structure.
* ii) An outline of those elements of the continuous assessment which are non-recoverable.
* iii) Deadlines for the submission of continuous assessment elements and/or dates of assessment events (e.g. class tests).
* iv) Special regulations that relate to assessment, e.g. elements which have specific pass requirements.

The results of continuous assessment will be communicated to students within a reasonable period and normally prior to the submission of the next continuous assessment. This will be done in a manner that will ensure the confidentiality of the marks for each student, or in case of group work, confidentiality of the group mark.

**Maintenance of Continuous Assessment Records**

Accountability for supervision of the receipt of evaluation rests with the faculty. Faculty must keep accurate and verifiable records of assessment submissions and of continuous assessment marks, in each component for each student in their courses.

Students will have the opportunity to discuss their cumulative continuous assessment marks for a course on an ongoing basis with their teachers and are entitled to an explanation of how their overall continuous assessment mark is calculated.

Eachteacher will provide an opportunity for his or her students to view the record of their cumulative continuous assessment marks during the semester.

Every reasonable effort will be made to ensure that all continuous assessment work is completed, submitted and marked prior to the end of the course, so that the mark recorded at this time is the final overall continuous assessment mark in the course.