

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

Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year.

- **Orientation on Evaluation Process:**
  - The students and their parents are made aware of the continuous evaluation process in the orientation programme.
  - The Academic Calendar notifies the CIE test dates.
  - The CIE consists of three internal tests, unit tests, surprise tests, quiz, seminars etc.
  - Separate assignment books are maintained to keep record of quiz, surprise test, assignment for each theory subjects.
  - Continues viva –voce is conducted during every laboratory hour.
  - Preparatory/mock tests are conducted in few of the courses.
  - Details of IA marks, scheme of evaluation are made available to the students online.
  - Topic wise question banks are provided for all subjects.
  
- **Result Analysis & Review Meeting:**
  - The performance of the students is monitored by the class teacher after every IA Test. Necessary feedback is given to the students.
  
- **Progress Reports & Parents Meetings:**
  - Progress reports are sent to the parents after each of the test to appraise the performance of their ward.
  - Parents/ Guardians are advised to note the performance of their wards and take remedial measure. Whenever necessary, the advisor shall recommend the visit of the parent to the college for a discussion about the student.

Remedial Classes are conducted for the slow learners.