

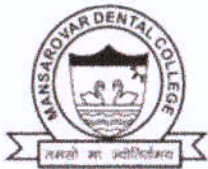


MANSAROVAR DENTAL COLLEGE

Mansarovar Campus, Rani Avanti Bai Marg, Village- Hinotia Aalam,
Ward No. 84, Kolar Road, Bhopal (M.P) 462042

Tel: +91-9111777225, 761158888. Website: www.mansarovardentalcollege.com

2.5.4 Policy document of midcourse improvement of performance of students



MANSAROVAR DENTAL COLLEGE


INTERNAL ASSESSMENT POLICY

1. TIMELY ADMINISTRATION OF CIE

Continuous interval evaluation (CIE) is an effective tool and this performance is considered as major component in all theory courses. An effective learning environment motivates and stimulates student's learning process. To maintain the quality of education, structured reforms have been framed.

- Emphasis on continuous internal assessment to reduce the load on students by inculcating regular study habit in them.
- The chairman of the Internal Assessment Committee (IAC) will convene a meeting once in two months and additional implementation to be made will be discussed and implemented.
- Members of IAC have decided to modify the question papers of I and II internal assessments by adding 10 MCQs for 5 marks for the purpose of NEET preparation.
- Typed examination question papers will be submitted in a sealed envelope to the internal assessment convener four days prior to the examination.
- The incharges of the internal assessment monitoring committee will take care about Xerox of the internal assessment question papers and those papers will be returned to the HODs /Incharges in a sealed envelope one day before the examination.
- The evaluated answer scripts along with the marks statement will be sent to the convener concerned of the internal assessment monitoring committee for scrutiny within a week.

Contd...2


Dr. B. Gurudatt Nay
Principal
Mansarovar Dental College
BHOPAL



MANSAROVAR DENTAL COLLEGE

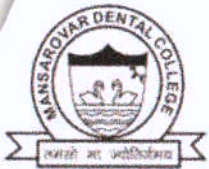
INTERNAL ASSESSMENT POLICY

-2-

- The convener of IAC will check whether all the questions have been evaluated and allotted marks.
- After scrutinization of the answer scripts by the conveners, all the answer scripts will be sent to the chairman of internal assessment monitoring committee for the final scrutiny.
- After final scrutinization, all the answer scripts will be returned to the respective departments.
- Slow learners will be given feedback forms to mention reasons for their poor performance and steps to be taken to improve their performance in future examinations.
- Along with the internal mark sheets, a copy of absentees and failures with reasons and the action plan taken by the mentor for their improvement to be submitted within 10 days from the date of examination.
- Continuous performance assessment forms have to be filled regularly by the respective mentor.
- All the heads of the departments will be requested to cooperate in the same for the smooth conduction of the internal assessment examination.

Contd...3

Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL



MANSAROVAR DENTAL COLLEGE

INTERNAL ASSESSMENT POLICY

-3-


2. ON TIME ASSESSMENT & FEEDBACK

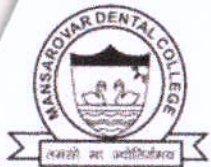
Continuous assessment is an important component in academics which encourages the students to work systematically throughout the year. Hence maintaining the transparency in conducting examinations will enhance the motivate of the students.

Measures to be taken to ensure transparency and robust internal assessment:

- The 3 internal assessment examinations will be scheduled according to the university and planned at the convenience of the academic calendar.
- Every department will prepare set of two question papers out of which one paper will be selected by the convener of internal assessment committee to avoid bias.
- The convener of the internal assessment committee collects the question papers of the respective department s and maintains the confidentiality by personally taking the Xerox copies.
- single copy of all the question papers for all the academic years will be preserved in a file and maintained by the convener of IAC.
- All the examinations will be conducted in hall which is under a strict surveillance by the faculty members as well as by the close circuit cameras and signal jammers.
- The sealed envelope containing question papers will be opened in front of the convener of the internal assessment committee just before the commencement of the examination.

Contd...4


Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL



MANSAROVAR DENTAL COLLEGE

INTERNAL ASSESSMENT POLICY

-4-

- Regular internal assessment examinations will be conducted and the evaluation will be done as per the predetermined date by the IAC.


3. MAKE-UP ASSIGNMENTS/TESTS

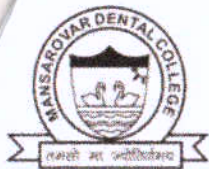
Being aware of why we are testing students and what exactly we want to test can help make students' and instructors' experience of exams more useful. The following tips will help you towards issues you should think about during the entire exam process, from planning to reflection.

What you want to assess should be related to your learning outcomes for the course.

- **Knowledge:** You can design your test questions to assess students' knowledge or ability to apply material taught in class.
- **Process:** You can test students' reasoning skills and evaluate the process by focusing the marks and other feedback on the process key follow to arrive at a solution.
- **The communication of ideas:** You can evaluate students' communication skills their ability to express themselves-whether this is by writing or creating an scientific proof.
- **Convergent thinking:** You can test your students' ability to draw a single conclusion from different inputs. Or you may alternatively want them to come up with different possible answers.

Contd...5


Dr. B. Gurudatt Nayak
Principal
Mansarovar Dental College
BHOPAL



MANSAROVAR DENTAL COLLEGE

INTERNAL ASSESSMENT POLICY

-5-

- **Absolute or relative standards:** Student success is defined by learning a set amount of material or demonstrating certain skills.

The overall exam should be consistent with your learning outcomes for the course. There are a number of ways to review and prioritize the skills and concepts taught in a course.

- Use the topics list provided in your course outline.
- Skim through your lecture notes to find key concepts and methods.
- Review chapter heading and subheadings in the assigned readings.

4. REMEDIAL TEACHING/SUPPORT:

- Remedial teaching is assigned to assist students in order to achieve expected competencies to improve the students' academic skills.
- This type of special education is designed specifically for the slow learners to achieve their special needs after continuous evaluation and monitoring during using internal assessment and required measures are taken constantly like chair side viva (case-based learning), Discussions, mentor-mentee counseling sessions



Dr. B. Gurudatt Noyak
Principal
Mansarovar Dental College
BHOPAL