

NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

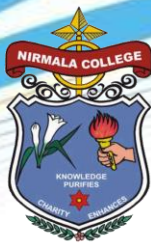
Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

CONTINUOUS INTERNAL ASSESSMENT COMMITTEE (CIA)

GBM: 28.03.2022
POLICY NUMBER: NCW043



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CONTINUOUS INTERNAL ASSESSMENT COMMITTEE (CIA)

CIA Committee ensures the quality of the Internal assessment, lays down the procedure to conduct the assessment and guides the students preparedness to meet the assessment procedures. The primary aim of this committee is to determine whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the program and examination regulations, for obtaining internal marks.

POLICY

1. To have uniformity in conducting the Continuous Internal Assessments in the institution
2. To ensure that CIA is conducted in fair and just way that there is no chance of malpractice possible during the conduct
3. To ensure that questions are adhered to Bloom's Taxonomy and is capable of evaluating the expected knowledge levels as per syllabi
4. To make equitable and conducive to the faculty as far the supervision is concerned
5. To create a congenial atmosphere for the students to write the CIA

PRACTICES

1. Controller of Examinations sends a circular 20 days in advance to all the departments to submit the soft version of question papers to COE's office within 10 days of the circular
2. Question paper format is provided to all the departments in advance.
3. Members of CIA committee to meet 10 days in advance of CIA to decide the conduct of the same
4. Collect the timetable of CIA from all the disciplines to decide the seating arrangement
5. Decide the seating arrangement of the students
6. Prepare and display an overall supervision duty list.
7. Prepare overall time table schedules based on the schedule given by the departments and Students' attendance sheets
8. Ensure that adequate stationary -Answer sheets, Drawing Sheets, charts, graph paper trays, thread and other items required for the conduct of CIA is made available before the start of the CIA
9. Paste the seating arrangement of the students in all the classrooms on a daily basis based on the requirement.
10. Provide comfortable seating for the physically challenged and students with temporary difficulties
11. Collect the answer scripts of the students from the invigilators with due care and check the authenticity and total of the answer scripts.
12. Handover the answer scripts to the faculty handling that paper after the exam



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13. Prepare the absentees list and inform the department
14. Conduct CIA separately for the students who miss the CIA on account of official duty /Program (i.e NSS, NCC, etc)
15. To provide necessary assistance and support for the students with sickness /ailments.

OUTCOMES

1. Faculty will be able to complete the portions on time and prepare the students for CIA
2. There will be uniformity in the start and end date of the assessment dates in the institution
3. Students will be well informed about the dates, venue of the CIA in advance
4. Students will be able to prepare for the CIA well
5. Hassle-free examination procedure both for staff and students
6. Error free system of conducting CIA.
