



St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015 Certified

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Student Academic Mastery Mandate Policy

Policy Number: SJCW011

GBM: 01-08-2022

We at St. Joseph's College for Women (A), steadfastly uphold our commitment to delivering exceptional education, equipping students with the skills they need to thrive in both academic and professional spheres. Integral to this commitment is our continuous assessment of student learning levels, a vital tool enabling us to gauge the effectiveness of our educational programs and guarantee that our students consistently achieve their expected learning outcomes.

The **objective** of this policy is to delineate transparent guidelines and protocols for evaluating student learning levels at SJCW. This policy endeavors to:

- Ensure that assessment practices maintain fairness, validity, and reliability.
- Equip faculty with pertinent information to enhance teaching and learning methodologies.
- Foster an environment conducive to students' attainment of their academic objectives.

Policy:

1. Ensure uniformity in conducting Continuous Internal Assessments across the institution.
2. Conduct CIA in a fair and just manner to prevent any possibility of malpractice.
3. Design assessment questions based on Bloom's Taxonomy to evaluate expected knowledge levels.
4. Ensure equitable supervision arrangements for faculty.
5. Create a conducive atmosphere for students during assessments.

Practices:

1. Issue circular to departments 20 days before CIA, requesting submission of question papers to COE.
2. Distribute question paper formats to departments in advance.
3. Plan CIA conduct in advance through committee meetings.
4. Collect CIA timetables from departments for seating arrangements.
5. Organize seating plans for students.
6. Prepare and display the supervision duty lists.
7. Create overall timetables based on departmental schedules and student attendance.

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8. Ensure availability of necessary stationery before CIA commences.
9. Post daily seating arrangements in classrooms.
10. Provide comfortable seating for physically and temporarily challenged students.
11. Collect, verify, and distribute answer scripts to faculty after exams.
12. Prepare absentee lists and notify departments.
13. Conduct separate CIA sessions for students absent due to official duties/programs (e.g., NSS, NCC).
14. Offer assistance and support to students with illnesses or ailments.

Assessment Methods

Assessment methods encompass a variety of approaches, which may include but are not restricted to:

- Bridge Courses
- Ongoing Internal Evaluation
- Mid-Semester Examinations
- Paper Presentations
- Internships/Projects
- Participation in Co-curricular Activities
- MOOCS

These methodologies ought to be harmonized with the learning objectives of each program or course, offering a holistic assessment of student learning.

Frequency and Timing

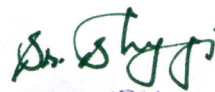
Assessments will be administered periodically throughout the academic year, with the precise timing determined by individual faculty members and Head of the Departments. Semester End Examinations will typically be scheduled at the culmination of each semester.

Resources and Support

SJCW is dedicated to furnishing students with a spectrum of resources and support services to bolster their academic success. These may encompass remedial classes, tutoring, academic guidance, and counseling provisions.

Reporting and Feedback

Assessment outcomes will be promptly communicated to both students and mentors to furnish timely feedback on student progress. Faculty and mentors will utilize assessment results to pinpoint areas for refining their instructional methodologies.


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Quality Assurance

SJCW maintains an unwavering commitment to upholding assessment practices that are equitable, authentic, and dependable. Accordingly, assessments will undergo regular scrutiny by faculty and administrators to identify avenues for enhancement.

Stakeholder Involvement

Students, faculty, administrators, and other stakeholders will actively participate in crafting and executing this policy. Feedback from stakeholders will be harnessed to refine assessment practices over time.

Review and Revision

This policy will undergo periodic reviews and revisions as needed to ensure its ongoing relevance and efficacy. Any modifications to the policy will be communicated comprehensively to all pertinent stakeholders.

Outcomes:

1. Faculty can complete the syllabus on time and adequately prepare students for CIA.
2. Uniformity in CIA start and end dates across the institution.
3. Students receive timely information about CIA dates and venues.
4. Enhanced student preparedness for CIA.
5. Streamlined examination procedures for both staff and students.
6. Error-free CIA conduct system.

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