

POLICY ON CONTINUOUS INTERNAL ASSESSMENT(CIA)

Assessment is a critical step in the learning process. It determines whether or not the course's learning objectives have been met. A learning objective is what students should know or be able to do by the time a lesson is completed. Assessment affects many facets of education, including student grades, placement, and advancement as well as curriculum, instructional needs, and school funding.

Broadly they can be classified into 'Formative Assessment' and 'Summative Assessment'. **Formative assessment** is continuous and is conducted during the teaching-learning process using variety of tools and strategies. Assessment will be conducted through the following strategies: Observation during class, Tasks set for home learning, Projects/presentations, Selected responses, Open-ended tasks, Performance tasks etc. On the other hand, the goal of **summative assessment** is to *evaluate student learning* at the end of an instructional unit by comparing it against some standard or benchmark. There will be University Examinations at the end of each semester for both Theory and Practical. In the light of above discussion it is observed that the summative assessment in Hindu College, Guntur (an affiliated college under Acharya Nagarjuna University) is in Semester-end for 75/100 marks for each course.

On the other hand, the academic quality of actual examination has long been a major complaint. The criteria in the system is the root cause that needs to be tackled on priority basis. The sizable weight for internal assessment is a major step. The main problem is the incomplete development and articulation of relevant and systematic schemes for internal assessment suited to the needs of different subjects and levels of the students. Hence, there is every need for a change in focus in the internal assessment from questions pattern that require simple memory recall to a judging of mix of questions which assess.

The major principal for improving the quality of internal assessment is that a variety of means of assessment should be used to match many dimensions of learning objectives. The use of many such devices is possible only in the college setting of internal assessment handled directly by the individual faculty member. Under the above circumstances, the CIA adopted by the faculty of Hindu College, Guntur has been divided into two broad categories of verifying tasks viz., Assignments and other class room activities as detailed below:

Assignments: A writing assignment encompasses any writing task a teacher asks of students that involves more or more thought processes including analysis, evaluation, interpretation, narration, syntheses, reflection, clarification summarization, creative expression and application or demonstration of knowledge or learning. Even faculty member should determine the purpose of the assignment and the levels of students and accordingly assignments should be given. There should be atleast one assignment for each unit/module. The weightage, assigned for the assignments should be awarded after completion of all the assignments in respect of all the units/modules are finished before the 1st and 2nd mid-term examinations are commenced.

Other suggested **class activities**-laboratory/manipulative/experiential skill which include as described below for different subject should be organized by every faculty member in respect of the subjects being taught by him/her

Sl. No	Subject	Suggested Activity/Activities for CIA
1	Sciences	Peer teaching, Student seminars, quiz, worksheets on subjects, KWL (Know, Want-to-know, and Learned) Group work, Work sheets on subject, Industrial visit , Field visit, Student projects, Student seminars, peer teaching, filling gaps, Matching, quiz, Hydroponic gardening, live projects, Vermi compost Preparation, growing Nursery plants, Aquarium maintenance, Fish farming, Lab visit, live projects, Mushroom Cultivation, Organic farming etc
2	Arts	Socio economic survey, Group discussions, Student seminars, peer teaching, quiz, worksheets on subjects, KWL, Field visits, Mock Parliament, Web assignments
3	Languages	Comprehensive paragraphs, Library visit, Student seminars, one word answers, Multiple choice questions, peer teaching, filling gaps, Matching, quiz, worksheets on subjects, KWL
4	Commerce and Management	Industry visits and tours, group discussion, group projects, Student seminars, one word answers, Multiple choice questions, peer teaching, filling gaps, Matching, quiz, worksheets on subjects, KWL, Socio economic surveys

However, the above given activities are just suggestative. The faculty/department may adopt any one or more from the above or any other of their interest. All the Heads of the Departments are advised to strictly follow the above policy while awarding internal marks to the students in each semester. The HoDs are advised to maintain proofs/records in prescribed proforma by IQAC

The model award list is as follows:

SL.No	Name of the student	Regd No	Group	Subject	Sem	Assignment	Student Activity	Total