

Govt. College for women, Guntur
Institutional Policies
Internal Quality Assurance Cell
Assessment and Evaluation Policy

Mission Statement

Assessment and evaluation aim to review the institutional teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals of students and including performance appraisal of the teachers for promoting improvement in the quality of the institution.

Execution Procedure

Assessment & evaluation process of Students

- The examination cell works with a vision to bring in the true spirit of assessment to motivate and evaluate the learning processes.
- The IQAC and Academic Council work for a transparent, genuine, evaluation pattern with a focus on constructive, formative & summative systems of evaluation.
- The Examinations Cell announces the calendar soon after the day of reopening of the Institution and follows scrupulously. The announcements and notifications are given periodically to keep the staff and the students on the alert.
- As the exam cell is automated, everything right from the enrolment to certification is done using the IT enabled exam-management system, 'Student Progression Evaluation System software'.
- The student evaluation process comprises of internal and external assessment with 70: 30 ratio.
- In the formative or internal evaluation 20 marks are assigned to mid semester examination and 5 marks are for assignments, seminars and projects. Attendance is also given due importance with 5 marks, thus a total 30 marks weightage is allotted for internal assessment.
- All the in charges of the departments will submit an approved copy of syllabus, model question paper, blue print and list of examiners and paper setters to the Academic Council. In turn these approved copies will be sent to the Examination Cell. The Examination Cell gathers the profiles of question paper setters and examiners from various colleges and calls for paper setting in the prescribed way for conducting external examination.
- Results will be declared in presence of the Examination Cell Committee with the permission of the Principal
- These results are notified to students through website, to the Departments through mails and also displayed on college notice board.
- Any grievances regarding the results will be solved through Grievance Redressal Cell.
- The Examination Cell takes the responsibility to publish the results within 40 days after the last date of the examination
- The marks memos will be issued to the students concerned

- Practical examinations will be conducted at the end of each semester
- Performance Appraisal of Teachers
- The performance evaluation of the teacher as well as the institution is monitored by the Academic Council and the IQAC.
- Teacher's performance appraisal is monitored by internal academic audit done by IQAC and external Academic Audit team appointed by CCE.
- The teacher's performance is measured by API (Academic Performance Index) score, that is based on the Seven Criteria prescribed by NAAC
- Every teacher has to evaluate his/her work under self assessment.
- Finally the Principal and IQAC coordinator examine the score sheet based on the evidences produced. Apart from the Internal Academic Audit conducted by Academic Council and IQAC, an Academic Audit team which will be appointed by Commissionerate of Collegiate Education visits the college once in a year.
- The members visit all the Departments and assess the performance of every teacher examining relevant documents and proofs.
- In the end they present a rank/grade to the college based on the total performance. These Annual Performance Indicator scores play an important role in transfers and promotions and for award of Best Teacher Selections.

Evaluation of teaching-learning process

- The IQAC reviews the Teaching Learning process, the objectives and the learning outcomes periodically.
- The Principal of the institution and the in-charges of the departments prepare the Annual Academic Curricular Plans reflecting the Curricular, Co-curricular and extracurricular vision of the institution, which paves the way for the academic and professional development of the students.
- It helps the departments in preparing annual academic curricular plans with the help of department plans and based on the examination calendar.
- Guidance for student related activities, seminars, assignments and projects. Activities for slow and advanced learners. Guidance for Bridge and Remedial courses.
- The IQAC prepares the Institutional Academic Plan which includes all the curricular, Co- curricular and different training sessions of the teachers.
- The IQAC monitors the performance of the departments through timely audits and periodical guidance.
- Outcomes
- Enhancing the potentials of students through outcome based learning
- Providing student centric instruction for better performance.
- Allow the teachers to assess and refine their instructional methods and techniques
- Empower the students to excel in higher education or vocations by bringing desirable changes in terms of knowledge, skill and attitude.
- Improve the productivity and effectiveness of teaching-learning process
- Promotes healthy competitive environment among teachers and students