



### *Internal Quality Assurance Cell*

## **Rules & Regulations for conduct of Continuous Internal Assessment (CIA)**

Continuous Internal Assessment (CIA) in Raj Narain college is based on well-defined criteria- Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work, Quiz and Seminars Presentation. Unit tests are conducted regularly during each Semester.

The performance of the students will be displayed on the Notice board and communicated to the concerned students. Personal guidance may be provided to those who do not perform up to mark.

Students appearing for II & III Semesters Examinations (PG) and the VI Semester Examination in UG will be asked to present a Paper in the Seminar of the concerned Department. Topic/ themes of the Seminar will be decided by the teachers for the students to prepare their Presentation.

**A. For transparent and objectively conducted Internal Assessment, the following mechanisms will be adopted:**

- i. Internal Examination Committee.
  - ii. Question Paper Setting, moderated by the Head of the concerned Department
  - iii. Conduct of Examination
  - iv. Result display
  - v. Interaction with students regarding their performance in the internal assessment.
  - vi. In some cases, google form is used to assess the performance of the students .
  - vii. Departmental level assessment could be conducted second times if some students fail in regular assessment.
  - viii. Students are allowed to see the evaluated answer-books and re-total the marks.
- Any grievance immediately addressed to by the Department concerned.



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#### **B. Continuous Internal Assessment of Performance Under Semester System for Postgraduate students:**

1.1 The performance of a student in each paper will be assessed on the basis of a Continuous Internal Assessment (CIA) of 30 marks, besides an 'End of Semester Examination' (ESE) consisting of 70 marks.

1.2 The components of C.I.A. shall be as follows:

- |      |  |            |
|------|--|------------|
| I.   | Two mid-semester written tests of one hour duration each |            |
|      |  | - 15 Marks |
| II.  | Seminar/Quiz.  | - 05 Marks |
| III. | Assignment.  | - 05 Marks |
| IV.  | Punctuality and conduct                                  | - 05 Marks |
|      | Total.   | - 30 Marks |

1.3 All admitted students shall be assessed on the basis of a continuous Internal Assessment (CIA) of 30 marks and the End of Semester Examination of 70 marks.

The performance of a student in the elective papers AECC-1 & AECC-2, and AEC-1 in each semester will be assessed as per following format addressing the issues of:

- i. Skill Development,
- ii. Human Values,
- iii. Sustainability and Swachchha Bharat Abhiyan Activities,
- iii. Professional Ethics,
- iv. Gender Sensitization, Environment
- v Computer and I.T. skills

1.4 The components of C.L.A. in these papers shall be as follows:

- |        |   |            |
|--------|---|------------|
| I.     | One mid-semester written tests of one hour duration each:                         |            |
|        |   | -10 Marks  |
| (ii)   | Seminar/Quiz:   | - 10 Marks |
| III.   | Assignment:   | -15 Marks  |
| IV     | Discharge of Social Responsibility & Community Services (report to be submitted): |            |
|        |   | - 15 Marks |
| Total. |   | -50 Marks  |

1.5. The concerned Head/ senior Faculty of the concerned Postgraduate Department as well as the Faculty of the Course/ Paper shall be responsible for conducting the mid-semester tests and other components of the CIA.

The evaluation of laboratory paper and field work, wherever applicable will also be based on CIA and an end-semester practical examination.

1.6 All such examinations shall be conducted as per the provisions of statutes for CBCS Postgraduate examination, as approved by Hon'ble Chancellor, Universities of Bihar.

1.7. Only those students who secure minimum qualifying marks of 45% in each Paper in the CIA shall be allowed to fill up the End Semester Examination form.

1.8. The marks of CIA in each paper be submitted by the Department along with the End semester Examination form failing which the student may not be issued admit card for the examination.

1.9. The above structured Format of Continuous Internal Assessment is intended to assess and evaluate students from diversified perspectives on skill-based learning outcome. This will also make the process of learning an enriching experience.



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**Continuous Internal Assessment of Performance Under 4 Year CBCS Semester System  
 for Undergraduate students (effective from 2023 onwards):**

Evaluation of Performance Under C.B.C.S.:

1 Any student admitted to Bachelor programme and registered in the University shall be eligible to appear in the University Examination for each Semester only after securing 75% attendance both in theory and practical classes separately and must have also passed in all CIAs.

2 The University Examination of each course in all semesters shall have two components:

- i. Continuous Internal Assessment (CIA) of MJC, MIC, MDC, AEC & SEC containing 30 marks.
- ii. End Semester Examination (ESE) of MJC, MIC, MDC AEC & SEC, VAC containing 70 marks.

• Components of CIA (For theory course):

- |  |           |
|--|-----------|
| i. One mid-semester written tests (1x15) | =15 Marks |
| ii. Seminar/Quiz/Presentation/Assignment | =10 Marks |
| Attendance and conduct                   | =5 Marks  |
| Total                                    | =30 Marks |

• Components of CIA (For practical course):

- |  |           |
|--|-----------|
| i. One mid-semester written tests (1x15) | =15 marks |
| ii. Seminar/Quiz/Presentation/Assignment | =10 marks |
| iii. Attendance and conduct Total        | =5 Marks  |
| Total                                    | =30 marks |

3 The CIA component of the Examination shall be conducted by the department under the concerned teacher of the course/paper. He/ She will be responsible for the submission of CIA marks after evaluation to the Head of the Department.

4 Only the End Semester Examination (ESE) shall be conducted by the University. For the theory courses / papers of 3 credits or more, there shall be a written examination of 3 hours duration. For theory papers of less than 3 credits, there shall be ESE of two hours duration. However, the ESE of Practical and Project Dissertation viva-voce shall be conducted in the respective department.

5 The evaluation of the Project Dissertation will also be based on CIA and the end-semester examination.

6 All such examinations shall be as per the provisions of the Examinations Board.

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