



INTERNAL QUALITY ASSURANCE CELL (IQAC)

LAXMINARAYAN COLLEGE, JHARSUGUDA

(NAAC ACCREDITED)

PO- K.M.ROAD,

JHARSUGUDA-768202 (ODISHA)


Estd. 1969

LAXMINARAYAN COLLEGE, JHARSUGUDA

2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system

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Principal
Laxminarayan College
JHARSUGUDA

1. State Model CBCS Regulations

Laxminarayan College is affiliated to Sambalpur University. Though the examination and evaluation process is undertaken by the university, it is the responsibility of the College to implement the SOP and other guidelines. Further the Department of Higher Education, Government of Odisha has introduced State Model Syllabus and Common CBCS guideline from 2020. The introduction of Choice Base Credit System (CBCS) has enabled and uniformed and transparent method of examination, assessment and evaluation. And the College is strictly following all the modalities prescribed by the Sambalpur University and the Department of Higher Education, Government of Odisha. This regulation clearly says about the Credit System, Semester Examination, Evaluation and publication of results, Midterm examination etc. The UG CBCS Regulation (PDF) and the link for the said document from Sambalpur University website and from Laxminarayan College website is given bellow

<https://www.suniv.ac.in/ug-syllabi-regulation.php>

<http://lncollegejsg.org/CMS/Syllabus/d842baf0-ef23-4514-91b1-54fabdd50563REGULATION.pdf>

2. Blended Learning

An unique yet effective system, “to develop the habit of self-study and enhance the competency level among student” was introduced by Department of Higher Education, Government of Odisha on 19th June 2020. This concept where 25% syllabus will be guided but self-studied by the student is known as blended learning. One of the important aspects of this system is that to conduct internal or mid-term assessments from the section of self-study. The Government order for implementation of Blended Learning with all modalities are attached as Annexure 1.

3. CIE (POLICY DOCUMENT CONTINUOUS INTERNAL EVALUATION)

The institution understands the great responsibility toward the student, university and for the society at last. And the stand regarding conducting a continuous, transparent and effective examination and assessment process the college has formulated the POLICY DOCUMENT CONTINUOUS INTERNAL EVALUATION (CIE). It is uploaded in the College website for wider circulation among students and parents. Here in the CIE, the college has declared about the aims of the policy document, the formation of the office of Controller of Examination

(COE), the mechanism of Grievance redressal and Overall Rules & Guidelines of Continuous Internal Evaluation System. The link of the CIE is attached bellow for references.

<http://Incollegejsg.org/CMS/AQAR/1588a5b7-33f0-445b-a9c1-7d148bda662cPolicy%20Document%20CIE.pdf>

4. College Examination In-charge (COE)

With the commencement of new session, every year the college entrusted the faculty member with various extracurricular activities. With this regard the office of the Principal assigns various duties to College Examination In-charge. To conduct the quarter-end examination and internal examination and keep the record of the examination and evaluation, to prepare the annual report of the Final University Examination are some of the example of the duty of the COE of the college. Most importantly ensuring a transparent, equitable and just examination and assessment process in the college the aim of the COE.

5. Internal/Mid-term Examination

6. MID SEMESTER EXAMINATION:

- 6.1. Mid semester examination will be of 01 hour duration for 20/15 marks(20 for subjects having no practical and 15 for subject with practical papers). There shall be no pass mark in Mid Semester examination. The type of questions will be decided by the college authority.
- 6.2. The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or by any external faculty in the college(s). A student who fails to appear in a Mid-Semester Examination **will be allowed one more chance to take the same examination**. There will be no provision to re-appear in the Mid-Semester Examination for improvement.
- 6.3. The College has to conduct the Mid Semester Examination between 15th September to 30th October for 1st, 3rd, & 5th Semester and in between 1st March to 15th March for 2nd, 4th, & 6th

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Semester respectively and will feed the marks online under the University/College Examination management System within 15 days from the date of examination. In case of Mid Semester examination of Semester-I, marks shall be fed by 30th November.

- 6.4. The College authority will preserve the answer script of the Mid Semester examination for 06 months from the date of publication of result of concerned semester for reference.
- 6.5. The College authority of the valuation zones/University authority will preserve the answer Script of the End Semester examination for 06 months from the date of publication of result for reference.

The above picture of point 6 from the CBCS Regulation clearly shows about the conduct of the mid-term examination. Further the Department of Higher Education, Government of

Odisha has instructed to introduce the Blended Learning programme and to frame the question of mid-term examination from the portion of self-study. So the head of the department along with the concerned subject teacher use to take all necessary steps to follow the above guidelines.

6. Project/Dissertation Based Examination

To develop the tendency of research, project and dissertation based examination is conducted in accordance with the University Guidelines. The dissertation or project paper is there in the 6th Semester Examination for 6 Credits with 100 marks. The dissertation is evaluated by both internal and external examiner. The supervisor of the student takes all steps to bring out the best from the student.

7. External Examiner and Viva

For all practical subjects and for the viva of Dissertation paper external examiner are appointed. The external examiner freely evaluates the performance of the student to give justice to the student. As the viva is conducted with the presence of guide or supervisor teacher and the concerned head of the department, transparency is maintained.

8. Presentation, Seminar, Group Discussion

Presentation, seminar and group discussion have been a day today practice in the college. Not only for examination and assessment purpose but also for the development of potentialities of student it has been an effective way. The college timetable has a dedicated period for departmental seminar. State level seminar and national seminars are conducted by various department. As the institution offers various value added courses here group discussion is being used for assessment purpose.

9. Field Visit

To explore the world, beyond the four worlds of the class rooms, various department organises field visits for the student. During the time of visit the behaviour of students are observed by the supervisor teacher.

10. Surprise test, online test and quiz


To diminish the fear for examination many times surprise test and quiz are organised. To empower the student, and equipped them for future online competitive examination various department organizes online test.

11. Grievance Redressal System

The college has a well-structured and dynamic Internal Examination Grievance redressal mechanism in place linking students with the faculty in the continuous evaluation process. The cell follows the guidelines of the affiliated university for conducting internal examination and redressing grievances. Candidates have the option of seeking redressal and clarification on their performance by submitting an application to the Controller of Examination. The application is accessed by the Controller and forwarded to the concerned Department to report. The report is shared with the student and if the student is still not satisfied, the grievance is forwarded to the Academic Bursar. The Academic Bursar having gone through the application forwards it to the Principal or dismiss the case. The Principal, in consultation with the concerned department head, examines it in detail, make a remark on the application before sending it back to the examination cell. After taking necessary steps, students grievances are settled after due consultation with the Principal of the college. The Grievance redressal mechanism is completely transparent.

Beside these the University has its own system of Grievance Redressal System in accordance with the guideline of CBCS Regulations.




Principal
Laxminarayan College
JHARSUGUDA



**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No. 20119 /HE, Date: 19.06.2020
HE-PTC-MISC-0004/2015

From

Saswat Mishra, IAS
Commissioner-cum-Secretary

To

The Vice-Chancellors (All State Public Universities coming under Higher Education Department)

The Principals [All Government/ Non-Government (Aided/Un-Aided) Colleges coming under Higher Education Department]

Sub: - Introducing 25% Guided Student Self-Study (Blended Learning) at UG and PG levels

Madam/Sir,

Higher Education Department had held a video conference on 26th May, 2020 with Vice-Chancellors of State Public Universities, which was chaired by Hon'ble Minister of Higher Education Department. Vice-Chairperson of Odisha State Higher Education Council and Commissioner-cum-Secretary of Higher Education Department, along with senior officials of the Department, were also present in the VC. In order to develop a habit of self-study and enhance the competency level among students, it has been unanimously decided in the said VC to introduce 'Blended Learning' in the form of 'Guided Self Study' covering 25% of the syllabus both at Under-Graduate (UG) and Post-Graduate (PG) level from the next academic session i.e. 2020-21 as per the modalities given below.

1. Blended Learning is commonly understood as a synergetic combination of standard classroom teaching and experiential learning through projects, fieldwork and practical including student self-study facilitated through appropriate guidance by teachers.
2. For Under-Graduate courses (Honours as well as Pass), following revised CBCS syllabus effective from 2019-20(i.e. students taking admission in 2019-20 academic year and thereafter), the entire **second unit (i.e. 25% of total four Units) of each subject and paper** is hereby earmarked for student self-study, except AECC (Ability Enhancement Compulsory Course) and SEC (Skill Enhancement Course) papers. **However, for Post-Graduate Courses, the respective PG Departments shall identify and earmark 25% of the syllabus of each paper for student self-study. The papers that involve project work, field work and dissertation would continue to be conducted as before.**
3. For the portion of the syllabus earmarked for student self-study, no regular classroom teaching shall be held. Rather, a synergetic combination of Text Books and e-Learning Resources (PPTs/Recorded Lectures/Animated videos, etc.) shall be prescribed to students for self-study.
4. To maintain uniformity at UG level, Odisha State Higher Education Council shall prescribe the Text Books and e-Learning resources for Student Self-study by taking help of Universities and some Autonomous Colleges. For PG Courses, PG Departments of each University and College shall be competent to prescribe, at their level, Text Books and e-Learning Resources to their PG students for self-study.
5. Universities and Colleges shall facilitate easy access and availability of the Text Books and e-Learning Resources prescribed for student self-study for their students.

6. To ensure proper student self-study, teachers shall provide necessary guidance to students through 4 (Four) hours of doubt clearing classes (4/5 classes) in physical classroom teaching mode; one class at the beginning, one class at the end and 2/3 classes in between. While the first doubt clearing class should necessarily be used for orienting the students for self-study (including informing students about how to get access to prescribed Text Books and e-Learning Resources), the remaining doubt clearing classes should be utilized for doubt-clearance, explaining complex portions of the self-study syllabus, question-answering, analytical discussion amongst students, etc.
7. To ensure that the self-study is taken seriously by students, mid-term internal assessment in all subjects/papers shall be primarily based on the self-study portion of the syllabus. This should be clearly told to the students in the first doubt clearing class.
8. This 25% Guided Self-Study mode of teaching should have the approval of their respective Board of Studies as well as Academic Council of respective University/Autonomous Colleges.
9. Doubt clearing classes must be reflected in the Department Time-Table and the progress so made in these classes by the teacher be maintained in the Lesson Plan and Progress Register.

This is for kind information and necessary action.

Yours faithfully,


19.06.2020
Commissioner-cum-Secretary

Memo No. 20120 /HE dated 19.06.2020

Copy to Commissioner-cum-Secretary to Hon'ble Chancellor, Raj Bhavan, Bhubaneswar for kind information of Hon'ble Chancellor.


19.06.2020
Commissioner-cum-Secretary