



St. Joseph's College of Arts and Science for Women

(Affiliated to Periyar University, Salem)

An ISO 9001:2015 Certified Institution

Recognised U/s 2(f) and 12(B) of the UGC Act

Mookandapalli, SIPCOT, Hosur - 635 126



CONTINUOUS INTERNAL ASSESSMENT COMMITTEE (CIA)

POLICY

- To maintain regularity in performing the institution's Continuous Internal Assessments
- To ensure the fair and proper conduct of the CIA and eliminate any possibility of malpractice in the process
- To construct a supervisory workplace that is equitable and in favor of the faculty
- To establish an accepting atmosphere where students are allowed to write the CIA

PRACTICES

- All departments receive the question paper format beforehand.
- The CIA committee will convene ten days before the commission to determine how the same will be conducted.
- Compile the CIA schedule for each discipline to determine the seating configuration.
- Select the student's sitting configuration. 6. Prepare and post a list of all the duties involved in supervision.
- Make overall timetable timetables based on the departments' schedules and the attendance records of the students.
- Provide individuals who have temporary difficulties and physically challenged students with suitable seating.
- Carefully collect the examiners' student response sheets and verify the responses' completeness and validity.
- After the exam, provide the answer scripts to the faculty member in charge of that paper.
- Prepare the list of absentees and share them with the department
- Maintain a separate CIA for students who are unable to attend due to program commitments or official duties (e.g., NSS, NCC, etc.)
- To provide students who are ill or injured the support and guidance they require.

OUTCOMES

- Faculty will be able to finish the assignments on schedule and have the students prepared for the CIA
- The start and finish dates of the institution's assessments will be consistent.
- Students will receive advance notice of the CIA's dates and location.
- Students will be capable of adequately preparing for the CIA
- CIA works based on an error-free system.