



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**Maulana Azad College**



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**POLICY ON STUDENT PORTFOLIO FOR CONTINUOUS INTERNAL EVALUATION**  
**(C.I.E.)**

Maulana Azad College, Kolkata, is committed to ensuring academic excellence and holistic development of its students. In line with this, the college adopts the Student Portfolio for Continuous Internal Evaluation to monitor and assess student progress. This evaluation mechanism is designed to reflect the academic, cognitive, and practical skills that students develop during the course of their studies. This document outlines the policy regarding the two key components of the continuous internal evaluation: Tutorial Examinations and Class Tests.

**Objective of the Policy**

The purpose of this policy is to:

- Provide a structured approach to monitor student performance throughout the academic session.
- Encourage active learning and regular assessment to identify students' strengths and areas for improvement.
- Ensure that students receive timely feedback on their academic progress.
- Align with the academic guidelines and evaluation standards prescribed by the University of Calcutta.

**Components of Continuous Internal Evaluation**

The internal evaluation of students will be based on two components:

**1. Tutorial Examinations**

**Objective:** Tutorial Examinations aim to assess the student's understanding of core concepts and their ability to apply knowledge in practical scenarios.

- **Frequency:** Tutorial examinations will be conducted at the end of each semester (one exam per semester) of all the subjects.
- **Structure:** The format of the tutorial examination will consist of both theoretical and practical questions, reflecting the key topics covered during the semester. It will focus on conceptual understanding, problem-solving abilities, and critical thinking.
- **Weightage:** The Tutorial Examinations constitute 10% of the overall internal evaluation score for each course for CBCS and 25% under NEP 2020 curriculum.


**Assessment Process:**

- **Grading:** Tutorial Examinations will be evaluated based on a grading system (A, B, C, D, and F) or percentage scores.
- **Feedback:** The students will receive detailed feedback on their performance, including strengths and areas for improvement, within a week of the examination.
- **Record Keeping:** The results will be documented and stored in the student's portfolio for reference during the final assessment.

**Class Tests**

**Objective:** Class Tests will serve as short, frequent assessments aimed at gauging the student's day-to-day understanding and application of the subject matter.

- **Frequency:** Class tests will be conducted on a regular basis, ideally once every month or as per the academic calendar.
- **Structure:** The format of the class test will vary based on the subject, ranging from multiple-choice questions (MCQs) to short answer questions and essays. It will be based on topics that have been covered in recent lessons to ensure ongoing assessment.

  
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**Assessment Process:**

- **Grading:** Class tests will also be graded based on a clear rubric, and the scores will be communicated to students within a week.
- **Feedback:** Immediate feedback will be provided to the students to help them understand their mistakes and improve.
- **Record Keeping:** Class test scores will be maintained in the student portfolio to monitor consistent progress across the semester.

**Student Portfolio**

The Student Portfolio is a cumulative record of a student's academic performance throughout the semester, which includes all evaluations, feedback, and progress reports.

**Components of the Portfolio:**

- Tutorial Examination Scores
- Class Test Scores
- Feedback from Tutors and Professors
- Assignments and Project Evaluations
- Participation in Classroom Discussions
- Attendance Records

**Purpose of the Portfolio:**

- To track individual progress over time.
- To provide students with clear feedback to help them improve.
- To ensure a transparent, fair, and consistent evaluation process.

**Record Maintenance:**

- The portfolio will be maintained by the course instructor and updated regularly.
- A copy of the portfolio will be shared with the student at the end of each semester.
- The final portfolio will be submitted as part of the internal evaluation process for final grading.


**Evaluation Guidelines**

The evaluation through the Student Portfolio will adhere to the following guidelines:


- 1. Transparency:** Evaluation criteria for both the tutorial examinations and class tests will be clearly communicated to students at the start of the semester.
- 2. Timely Evaluation:** All assessments, including class tests and tutorial examinations, will be evaluated promptly, and feedback will be provided to students within a week.
- 3. Fairness and Objectivity:** The evaluation process will be conducted with fairness and objectivity, ensuring that all students are assessed based on their individual performance and progress.
- 4. Academic Integrity:** Students are expected to adhere to academic integrity, and any form of malpractice in assessments will lead to disciplinary action in accordance with college guidelines.

**Monitoring and Feedback Mechanism**

- 1. Regular Monitoring:** The academic progress of students will be regularly monitored through the portfolio. Tutors and faculty members will hold periodic meetings to discuss any concerns related to student progress.

  
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**2. Feedback Sessions:** Students will have opportunities to discuss their performance and receive guidance for improvement during regular tutorial and class test review sessions.

**3. Parental Involvement:** For students facing difficulties, the college may invite parents for a meeting to discuss progress and devise strategies for improvement.

**Recording and Feedback for Further Action**

To maintain fairness and uphold ethical standards, a proper recording system must be established and clearly communicated to students prior to the assessment process. All assessment-related activities, including tutorial examinations, class tests, assignments, and other evaluations, must be documented in Google Classroom using appropriate platforms (e.g., Google Meet Record, Google Quizzes, Assignments). This ensures transparency, accessibility, and consistent record-keeping.


As part of the Portfolio Mode of Evaluation, students must actively participate in the feedback process and be involved in the necessary actions for further improvement. Mentoring feedback, along with any corrective or developmental actions, must be recorded and tracked for future use in remediation and enrichment activities.

**Implementation and Review**

- **Implementation:** The policy will be implemented at the beginning of each academic year. All faculty members will be briefed on the guidelines for conducting tutorial examinations and class tests.

- **Review:** The policy will be reviewed at the end of each academic year by the College Academic Council, which will assess its effectiveness and make necessary adjustments based on feedback from students and faculty.

The Student Portfolio for Continuous Internal Evaluation is an essential tool in the academic journey of Maulana Azad College students. By focusing on regular assessments through tutorial examinations and class tests, we aim to provide a holistic, ongoing evaluation that reflects the true academic potential of our students. This policy supports our commitment to student development and aligns with the standards set by the University of Calcutta.

  
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