



**St. Joseph College of Teacher Education for Women
Ernakulam**



CRITERION II

2.6.3 ANY OTHER RELEVANT INFORMATION

Submitted to
National Assessment and Accreditation Council (NAAC)
3rd Cycle of Assessment



CRITERION -2.6.3

2.6.3 INSTITUTIONAL GUIDELINE FOR INTERNAL ASSESSMENT

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ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala
(Affiliated to Mahatma Gandhi University, Kottayam)

2.6.3. INSTITUTIONAL GUIDELINE FOR INTERNAL ASSESSMENT

Affiliated to Mahatma Gandhi University Kottayam, Kerala, St. Joseph College of Teacher Education for Women Ernakulam strictly adheres to the evaluation pattern recommended and approved by the University Curriculum. (B.Ed. Programme Page 8). Continuous Internal Evaluation is envisaged, implemented and monitored in the institution. Examination Committee 2022-2023 and Examination Grievance Redressal Committee for the academic year 2022-2023 was formed on 30/05/2022 before the commencement of academic year and Evaluation Guideline 2022-2023 and Examination Calendar was prepared by the Examination Committee in the institution.

St. Joseph College of Teacher Education for Women Ernakulam being an affiliated to Mahatma Gandhi University enjoys restricted freedom to design the mode of evaluation. Exam Committee is function in the college which improvises and tailor made and monitor the measurement tools and ensures Continuous Internal Evaluation (CIE) in the institution as it is transparent, psychological and robust practice.

CONTINUOUS INTERNAL EVALUATION(CIE) IN THE INSTITUTION

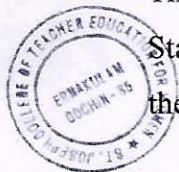
For each course of all the programmes, B.Ed., M.Ed. and Ph.D. there are both CIE during the semester and an external evaluation at the end of the semester. Portfolio based Assessment is followed as an innovative practice for Continuous And Comprehensive Evaluation.

EXAMINATION PROCEDURE FOR B.Ed. PROGRAMME

The evaluation of each theory course shall contain two parts. (a) Internal or In Semester Assessment (ISA) (b) External or End Semester Assessment (ESA).

The evaluation of practical course shall be conducted by internal or in semester Assessment.

Standardization of the assessment shall be done by external examination board constituted by the university.





There will be no supplementary examinations. For reappearance / Improvement, the students can reappear along with the next batch. A candidate who has not secured minimum marks/ credit in internal examinations can re-do the same in concurrence with the university. They should register and reappear for external examination along with the subsequent batch.

A candidate who has not secured minimum marks/ grades in external examinations in any of the course/ courses can reappear for the same within the specified period mentioned in University Regulations.

A candidate who has secured minimum marks/ grades in external examinations in all the courses and fails to get semester minimum has to reappear for all the courses within the specified period mentioned in the University Regulations.

A candidate who failed to secure minimum grade points in any of the courses of B.Ed. programme, can re-do the same with the ensuing batch in concurrence with the university.

All courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification number and this number is to be attached with the codes of the courses for which he/she can perform examination duty.

CREDIT POINT AND CREDIT POINT AVERAGE.

Credit Point (CP) of a course is calculated using the formula, $CP = C \times GP$, Where C= Credit, GP = Grade Point

Credit Point Average (CPA) of a semester / Programme is calculated using the formula, $CPA = \frac{TCP}{TC}$, Where TCP = Total Credit Point TC = Total Credit

Semester Credit Point Average shall be denoted as SCPA and Cumulative Credit Point Average as CCPA. Cumulative Credit point Average (CCPA) = $SCPA I + SCPA II + SCPA III + SCPA IV$ Where, SCPA is credit point average (CPA) of a semester.

For all courses (Theory and Practical) grades are given on a 7 point scale based on the total percentage of marks as given below. For theory courses total mark is calculated by adding internal and external marks. For practical courses total mark is calculated by considering the internal assessment of each component during 1st semester and that of 2nd, 3rd and 4th semesters are calculated by considering internal marks and the standardization procedure executed by the respective external examination boards.





Percentage of Marks	Grade	Grade Description	Grade Point
90 and above	A+	- Outstanding	10
80-89	A	- Excellent	9
70-79	B	- Very Good	8
60-69	C	- Good	7
50-59	D	- Satisfactory	6
40-49	E	- Adequate	5
Below 40	F	- Failure	4

Note: Decimal are to be rounded to the next whole number

Overall grade and Semester grade for the B. Ed. Programme is calculated on a 7 point scale. Grades for the different semesters and overall programme are given based on the corresponding CPA as shown below.

Grades for the different semesters and overall programme are given based on the corresponding CPA as shown below:

CPA	Grade
Above or equal to 9.5	A+ - Outstanding
Above or equal to 9, but below 9.5	A - Excellent
Above or equal to 8, but below 9	B - Very Good
Above or equal to 7, but below 8	C - Good
Above or equal to 6, but below 7	D - Satisfactory
Above or equal to 5, but below 6	E - Adequate
Below 5	F - Failure

For a pass in the examination of B.Ed. programme, a candidate should secure a minimum of E Grade (CPA= 5) in aggregate for each semester with a minimum of E Grade (40% MARKS) in each theory course and D Grade (50% MARKS) for each practical course (Engagement with the field) and viva-voce. A separate minimum of 30% marks each for internal and external assessment of all individual theory courses is required for pass for a course.





INTERNAL ASSESSMENT

The internal assessment of all components of theory courses are to be published before the University Examinations and are to be acknowledged by the candidates. All the details of internal assessment are to be kept in the college for two years after the end of the programme and shall be made available for verification by the University if needed. All the documents and

records pertaining to the practical courses shall be made available before the External Examination Board constituted by the University. The responsibility of internal assessment is vested on the course coordinator. If any irregularities are found in the matter of examination, it shall be reported to the University.

PROCEDURE OF ASSESSMENT

The performance of student teachers shall be evaluated by both external and internal assessment mechanisms. A student teacher portfolio showcasing all practical and practicum and its internal assessment shall be maintained by every student teacher. It shall be duly signed by course coordinators, college coordinator, and principal and shall be made available for verification.

A Separate certificate for Competency Profile together with a college certified digital copy of the best class presented by the student teacher shall be given to him/her along with the University Certificate. Competency Profile shall be prepared by the institution. The following competencies may be considered for preparing competency profile.

- i. Knowledge management
- ii. Communication
- iii. Instructional Designing
- iv. Class room Management
- v. Instructional Management
- vi. Student Assessment
- vii. Student Diagnosis
- viii. Professionalism





EXTERNAL EVALUATION:

- i. External evaluation of all theory courses** shall be done by End Semester Examinations conducted by the university.
- ii. External evaluation of practical courses** in the II, III and IV semesters shall be done by the examination board constituted by the university from time to time. There shall be no external examination for practical courses in the I semester. The present practice of appointing Zonal Examination Boards on the basis of existing norms shall be continued. In addition, each Zonal Examination Board shall have one expert from the stream of core or associate courses.

The examination board of the II and IV semesters shall comprise of the Zonal chairperson and one expert from the stream of Core or Pedagogic courses. The examination board of the III semester shall comprise of the Zonal chairperson and experts from the stream of Pedagogic Courses and Health and Physical Education. The examination board shall evaluate the teaching competence of each student teacher by observing the classroom teaching in the III semester. The examination board shall evaluate all the documentary evidences in the form of records, reports, materials and soft copies in respect of the student teacher portfolio in the respective semesters. The standardization process of internal assessment shall be done by estimating the average of internal and external assessment marks assigned by the Institution and External Board respectively.

The institution shall hand over the internal assessment marks only to the Zonal Chairperson/Coordinating Chairperson. It is the duty of the Zonal Chairperson to compile the internal assessment and external assessment marks. If there exists a difference of 20% or above between internal and external assessment, a third evaluation by the Zonal chairperson shall be done. The decision of the Zonal chairperson shall be the final. If any discrepancies are observed in the matter of documental evidences, it shall be reported to the university. A minimum of 16 school students are to be present for conducting classes for practical examination.

INTERNAL EVALUATION

- i. Internal evaluation of theory courses** shall be done by class tests and the related practicum. Two class tests and one practicum shall be done by all students for every course. The detailed report of internal assessment shall be maintained in the college and shall be produced if needed.





ii. Internal evaluation of practical courses shall be done by means of appropriate instruments and suitable criteria designed and developed by teacher educators or by means of standardized instruments.

I. PROGRAMME FRAMEWORK

Semester	Working Days	Working Hours	Marks		Credits		Total	
			Theory	Practical	Theory	Practical	Marks	Credit
I	100	600	440	160	22	8	600	30
II	100	600	380	220	19	11	600	30
III	100	600	60	540	3	27	600	30
IV	100	600	260	340	13	17	600	30
Total	400	2400	1140	1260	57	63	2400	120

II. COURSE STRUCTURE OF THE PROGRAMME

A. Theory Courses :

Courses	Sem I	Sem II	Sem III	Sem IV
Core Courses	EDU 101 EDU 102 EDU 103	EDU 201 EDU 202 EDU 203		EDU 401 EDU 402
Pedagogic Courses	EDU 104 EDU 105	EDU 204 EDU 205	-----	EDU 403
Associate Courses	EDU 106	----	EDU 301	



**B. Engagement with the field (Practical): Comprised of College Based, School Based and Community Based Practicals**

Courses	Semester I	Semester II	Semester III	Semester IV
Core- EPC1.EPC2.EPC3.EPC4	EDU 107.1	EDU 206.1	EDU 302.1	EDU 404.1
Pedagogic- EPC1.EPC2EPC3.EPC4	EDU 107.2	EDU 206.2	EDU 302.2	EDU 404.2
Health & Physical Education, EPC4	EDU 107.3	EDU 206.3	EDU 302.3	EDU 404.3
Drama and Art in Education-EPC2	EDU 107.4	EDU 206.4	EDU 302.4	EDU 404.4
Communicative English- EPC 1	-----	-----	-----	EDU 404.5

NB: EPC-Enhancing Professional Capacities

- EPC 1-Reading and Reflecting on Texts
- EPC 2-Drama and Art in Education
- EPC 3-Critical Understanding of ICT
- EPC 4- Understanding the Self

III.SEMESTER WISE PROGRAMME FRAME**Semester 1**

Category	Course Code	Course Name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	Core EDU101	Contemporary India and Education	100	80	20	100	5
	Core EDU102	Childhood and Growing Up	100	80	20	100	5
	Core EDU103	Development and Resources in Educational Technology	60	50	10	60	3
	Pedagogic EDU104	Understanding the Discipline of ----- Education	60	50	10	60	3
	Pedagogic EDU105	Learning to function as.....teacher	60	50	10	60	3





Semester I only			000	300	5+0	000	30
the field with Engagem Practical	EDU 1014	Education- EBC3 Drama and Art in	50	--	50	50	1
	EDU 1013	Education-EBC4 Health: Physical	50	--	50	50	1
	EDU 1015	EBC3' EBC4 EBC3' Pedagogic-EBC1'	80	--	80	80	4
	EDU 1011	EBC3' EBC4 Core- EBC1' EBC3'	40	--	40	40	2
	EDU 100 Associate-	EBC126	00	20	10	00	3

Semester II

Category	Course code	Course name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	Core EDU201	Knowledge and Curriculum	100	80	20	100	5
	Core EDU202	Learning and Teaching	100	80	20	100	5
	Core EDU203	Assessment for learning	60	50	10	60	3
	Pedagogic EDU204	Pedagogical Dimensions of... ..	60	50	10	60	3
	Pedagogic EDU205	Curriculum and Resource Development in...Education	60	50	10	60	3
Practical/ Engagement with the field (Includes School)	EDU206.1	Core- EPC1,EPC2,EPC3,E PC4	80	--	80	80	4
	EDU206.2	Pedagogic- EPC1,EPC2, EPC3,EPC4	100	--	100	100	5
	EDU206.3	Health & Physical Education- EPC4	20	--	20	20	1
	EDU206.4	Drama and Art in Education- EPC2	20	--	20	20	1
Semester Total			600	310	290	600	30





Semester III

Category	Course Code	Course name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	EDU 301	Language Across the Curriculum	60	50	10	60	3
Practical/ Engagement with the field (Includes School Internship- Phase II)	EDU302.1	Core- EPC1,EPC2,EPC3,EPC4	80		80	80	4
	EDU302.2	Pedagogic- EPC1,EPC2, EPC3,EPC4,	360		360	360	18
	EDU302.3	Health & Physical Education.EPC4	40		40	40	2
	EDU302.4	Drama and Art in Education-EPC2	20		20	20	1
		Viva-voce	40	40	---	40	2
Semester Total			600	90	510	600	30

Semester IV

Category	Course code	Course name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	Core EDU401	Gender, School and Society	100	80	20	100	5
	Core EDU402	Personality Dynamics in Education	100	80	20	100	5
	Pedagogic EDU403	Professional Development of..... Teacher	60	50	10	60	3
Practical/ Engagement with the field	EDU404.1	Core- EPC1,EPC2, EPC3,EPC4	140	--	140	140	7
	EDU404.2	Pedagogic- EPC1,EPC2, EPC3,EPC4,	120	--	120	120	6
	EDU404.3	Health & Physical Education- EPC4	20	--	20	20	1
	EDU404.4	Drama and Art in Education-EPC2	20	--	20	20	1
	EDU404.5	Communicative English- EPC 1	40		40	40	2
Semester Total			600	210	390	600	30
Programme Total			2400	970	1430	2400	120





IV. SCHEME OF ASSESSMENT

A. Internal evaluation of theory courses

a. Theory Courses with Credit 5

Title	No of Tasks @ course	Marks	Total Marks
Internal Test	2	10	20
Practicum	1	10	

b. Theory Courses with Credit 3

Title	No. of Tasks @ course	Marks	Total marks
Internal Test	2	5	10
Practicum	1	5	

NB: A detailed report of the Practicum is to be prepared by each student teacher for each course.

B. External evaluation of Theory Courses

Semester 1

Course Code	Course name	Duration of examination External (Hrs)	Marks		
			External	Internal	Total
Core EDU 101	Contemporary India and Education	3	80	20	100
Core EDU 102	Childhood and Growing up	3	80	20	100
Core EDU 103	Development and Resources in Educational Technology	2	50	10	60
Pedagogic EDU 104	Understanding the Discipline of ----- Education	2	50	10	60
Pedagogic EDU 105	Learning to function as ----- Teacher	2	50	10	60
Associate EDU 106	Elective	2	50	10	60





Semester II

Course Code	Course name	Duration of examination External (Hrs)	Marks		
			External	Internal	Total
Core EDU 201	Knowledge and Curriculum	3	80	20	100
Core EDU 202	Learning and Teaching	3	80	20	100
Core EDU 203	Assessment for Learning	2	50	10	60
Pedagogic EDU 204	Pedagogical Dimensions ofEducation	2	50	10	60
Pedagogic EDU 205	Curriculum and Resource Development in.....Education	2	50	10	60

Semester III

Course code	Course title	Hours	External marks	Internal marks	Total marks
Associate Course EDU 301	Language Across the Curriculum	2 hours	50	10	60

Semester IV

Course code	Course name	Duration of examination- External (Hrs)	Marks		
			External	Internal	Total
Core EDU 401	Gender, School and Society	3	80	20	100
Core EDU 402	Personality Dynamics in Education	3	80	20	100
Pedagogic EDU 403	Professional Development ofTeacher	2	50	10	60



C. Pattern of Questions

Form of questions	Number of questions		Total marks	
	Courses with Credit 5	Courses with Credit 3	Courses with Credit 5	Courses with Credit 3
Very short answer	10	10	10	10
Short answer	8 12	5 6	16	10
Short Essay Problem Solving	6 9	5 7	24	20
Essay Higher Order Thinking	2 4	1 2	30	10
Total	35	25	80	50

For the B.Ed. programme, CIE has two components namely, Internal Tests and other modes of practicums for theory papers including Performance Tests. The other modes of practical are carried out effectively by the respective teacher-educator. The practicum totalling for a maximum of 10 marks for credit:5 and 5 marks, for Credit 3 comprise of innovative assignments/performance tests/projects (compulsory) as practicum given in the syllabus. Test items are designed based on Blooms Revised Taxonomy of Instructional Objectives. The academic calendar carefully includes the schedule of internal test which is displayed on the notice board two weeks in advance. Students are allowed to go through the valued answer scripts and doubts are clarified. All that is pertaining to CIE is well documented for future reference.

GRIEVANCE REDRESSAL MECHANISM

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: Dept. Level: The department cell chaired by the College Coordinator; and the Course Coordinator and the faculty advisor, as members.

Level 2: College level: A committee with the Principal as Chairman, College Coordinator; Course Coordinator and faculty advisor, as members.





Level 3: University Level: A Committee constituted by the Vice-Chancellor as Chairman and Pro-Vice-Chancellor, Convener - Syndicate sub10 committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examinations as member-secretary.

There shall be **3 level monitoring committees** for the successful conduct of the Programme.

They are:

Level 1: Dept. Level: The department cell chaired by the College Coordinator; and the Course Coordinator and the faculty advisor, as members.

Level 2: College level: A committee with the Principal as Chairman, College Coordinator; Course Coordinator and faculty advisor, as members.

Level 3: University Level: A Committee constituted by the Vice-Chancellor as Chairman and Pro-Vice-Chancellor, Convener - Syndicate subcommittee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examinations as member-secretary.

EXAMINATION COMMITTEE AND EXAMINATION GRIEVANCE REDRESSAL COMMITTEE

At the Programme commencement students are oriented towards the Evaluation Scheme and functioning of Examination Committee and Examination Grievance Redressal Committee in the Institution.

EVIDENCE

- 1.B.Ed. and M.Ed. Curriculum of Mahatma Gandhi University Kottayam, Kerala
- 2.Institutional Guideline for Internal Assessment 2018-2023
3. Examination Committee Report and Examination Grievance Redressal Committee Report 2018-2023



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