

## **Mittal Institute of Education**

(Approved by NCTE, New Delhi & Affiliated to BU, Bhopal M.P.)

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## **Mittal Institute Of education Academic Policy**

## 1. Academic Evaluation System

Mittal institution of Education focuses on quality Education with emphasis on Excellence in Education System. In order to maintain the standard of monitoring and evaluation the institution adopts the following measures:

1. Tutor Guardian is appointed for each class.
2. Respective Tutor Guardian takes care of students' attendance, meeting with parents, tracking of results and counseling etc.
3. Students are informed about various Notices, Class tests and Competitions from time to time through TGs/Notice Boards/What's app groups.
4. Students are being mentored for their academic performances and extra-curricular activities.
5. Academic Evaluation System also includes the tracking down of slow and advanced learners and encouraging them for performance improvement.
6. Internal tests are being conducted by respective subject teachers and these marks are recorded.
7. Examination Committee plans and executes the whole internal Examination Process.
8. Examination Committee plans and executes session ending examination according to the guidelines of Barkatullah University. The functioning of Exam Committee includes filling of examination forms, distribution of admit cards , Time table, sending of attestation to examination center, and follow-up for ATKT examinations, if required.
9. The academic performance of student is based on Theory lectures, Practical, Tutorials and Internal Exams (Seminars and Presentations). .
10. Internal Exam (Continuous Evaluation) is being discussed and explained by subject teachers to students viz.
  - What is expected
  - How it will be conducted.
  - Explanation of criteria and guidelines of exams
  - Last date is announced.
  - Queries of the students are solved.
12. Subject teachers maintain records of the Internal Exam.
13. Marks are submitted to the Head/In charge of the Department who forward it to the Examination Committee.

14. The Defaulters or students who remain absent in the internal exams are asked to provide reasons for their absence.

15. Additional Internal Exams are arranged for the students with valid reasons of absence and supporting documents.

16. Students without any valid reason or who fail to produce any supporting documents are not allowed to take the additional internal exams.

17. Final record is submitted to Examination Committee for result preparation .

- Internal Evaluation Process Comprises of
- Seminar
- Presentations
- Class test
- Surprise test
- Assignments/Projects
- Group discussion
- Overall conduct of student

18. Academic Evaluation System empowers students through

- Expert Talks
- Guest lectures
- Video Tutorials
- Practicals
- Hand on Training
- Workshops
- Industrial Visits
- Field Trips
- Demonstrations
- You tube links/blogs
- Internet support

## **2 Control of teaching process and service provision**

College plans and carries out all courses related activities as per norms and guidelines given by University from time to time.

### **Controlled Conditions includes**

- a) A unit plan is prepared, approved and displayed on notice board. The details provided are in the form of time table, topics, class rooms, lecturers/professors teaching the topics, practicals i.e. lab activities, tutorials etc.
- b) Wherever required, safety instructions are available to ensure that process is carried out in consistent and planned manner.
- c) The availability and use of suitable monitoring and measuring resources i.e. teaching aids like laptop, projector, and blackboards etc. The teachers are aware of the course syllabus. The syllabus is split into units by teachers to ensure adequate coverage by the stipulated time.
- d) Monitoring and measuring activities are carried out at various stages during teaching and after teaching as per unit plan to verify that criteria for control of processes or outputs and acceptance criteria for topics/syllabus are met
- e) Use of various required and suitable/capable teaching techniques like audio visual, use of projector, lap top, black boards with required measuring parameters/setting parameters and appropriate work environment for processes like adequate lighting, safety equipments.etc
- f) Engaging only trained/competent teachers for teaching are recruited.
- g) In case of emergency, if a particular topic is not covered during stipulated time, the same is covered later i.e. at a suitable convenient time to college, teacher & students by which it is ensured that all the topics to be covered during stipulated time are completed.

## **3. Identification and traceability**

The college assigns unique identification number to every student. The information regarding students is maintained in admission forms, online and general register maintained year wise. The college also maintains traceability of old students as far as possible.

The materials like chemicals, equipments/instruments are identified by markings by college or the suppliers. Where such identification is not available, marking is given by the college when the item/material is stored & records are maintained.

During teaching, attendance of students is monitored in an attendance sheet form wherein date, time, topic, teacher etc are mentioned. These records maintained help the teachers to evaluate the percentage attendance of a student which is essential for examination purposes.

#### **4. Monitoring, measurement, analysis and evaluation**

##### **General**

MIE has determined

- a) What is to be monitored and measured for various academic programmes conducted
- b) The methods for monitoring, measurement, analysis and evaluation needed to ensure valid results
- c) When the monitoring and measuring shall be performed
- d) When the results from monitoring and measurements shall be analysed and evaluated.

#### **5. Customer/Student satisfaction**

As one of the measure of the performance of College strives to obtain student feedback i.e. students' perception on the courses offered/teaching process executed in order to assess level of student satisfaction. The students are requested to give their feedback .College's performance in the various aspects of their needs and requirements. The response is directly obtained from the student, their parents.

The data is tabulated and suitably analysed to determine index of students satisfaction. If required, corrective actions are taken to improve the level of satisfaction.

The data is reviewed by the Management Review Committee during its meetings

#### **6. Property belonging to students or external providers (suppliers)**

In the case of MIE, following are the students' property:

- a) School leaving certificate (original)
- b) Marksheets (photocopy)

c) Caste certificate (photocopy)

d) Any other documents necessary for admission purposes & also as per University norms. (Photocopy)

### **7.Preservation**

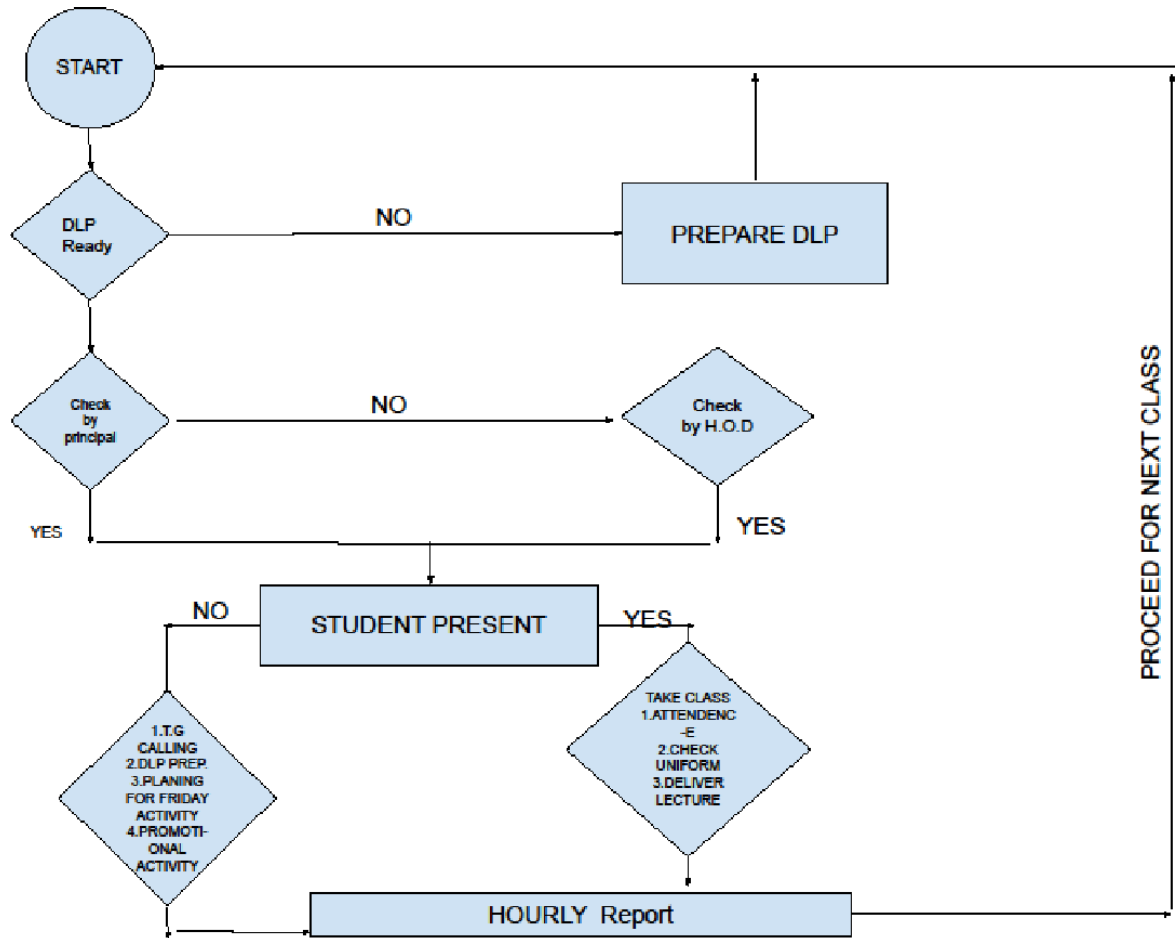
College preserves the outputs i.e. answer sheets (one year only), result sheets, marksheets etc. Even the chemicals, glass wares received for lab purposes are preserved to ensure conformity of those to requirements. All necessary actions like identification, storage, handling, issue/delivery, contamination control, packaging, protection and transportation from one place to another are effectively implemented. All those chemicals having shelf life are used before the expiry date.

### **8.Continual improvement**

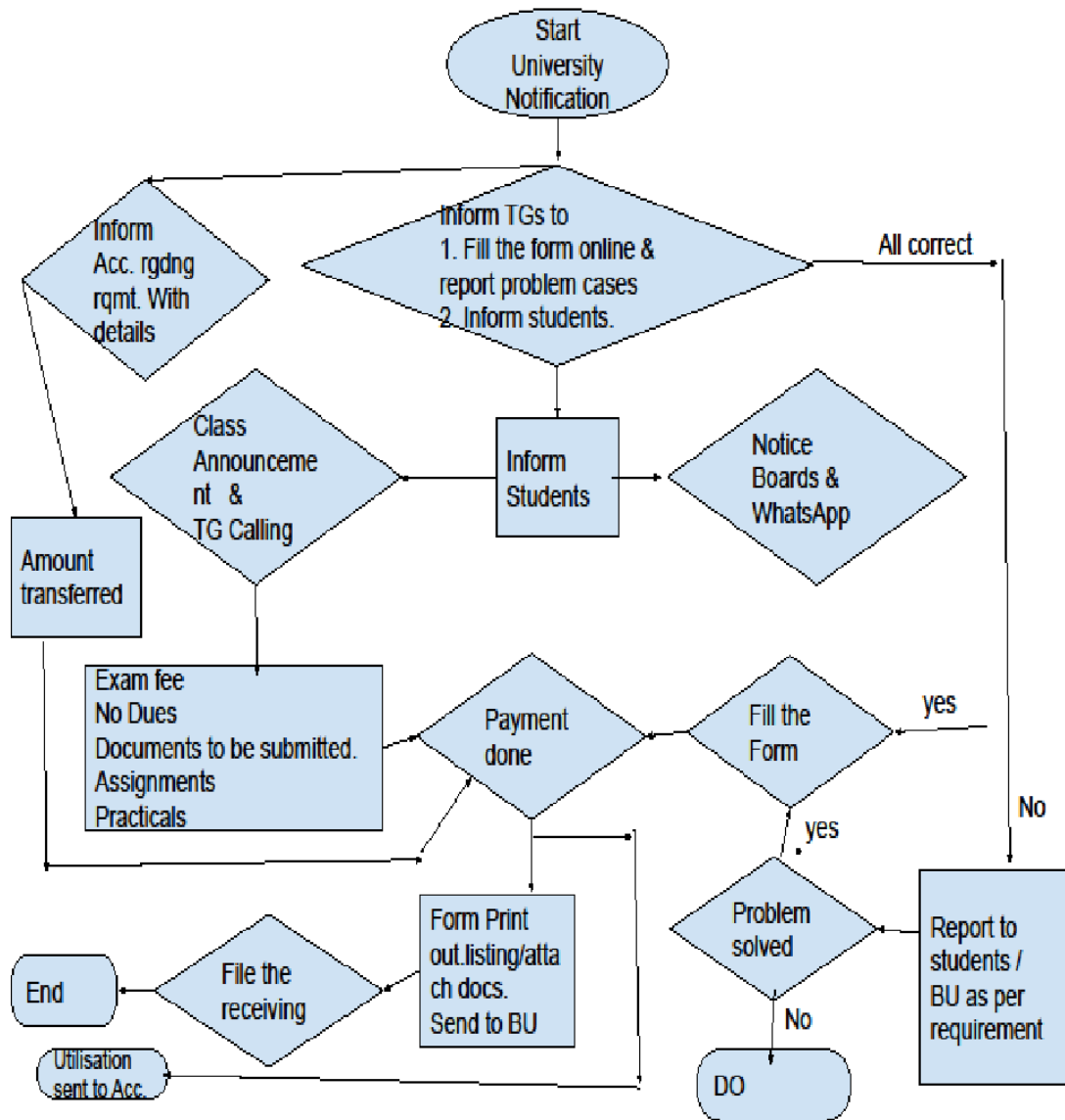
College strives to continually improve the suitability, adequacy and effectiveness IQAC. For this, MIE considers the results of analysis and evaluation and the outputs from management reviews to determine if there are any needs or opportunities that need to be addressed as part of continual improvement.

The effectiveness of Quality Management system is continually reviewed through analysis of data related to departmental quality objectives, internal and external audits, corrective and preventive action, review of quality policy and preventive action. Various flow charts have been developed as under

# 1. Daily Class flow chart.

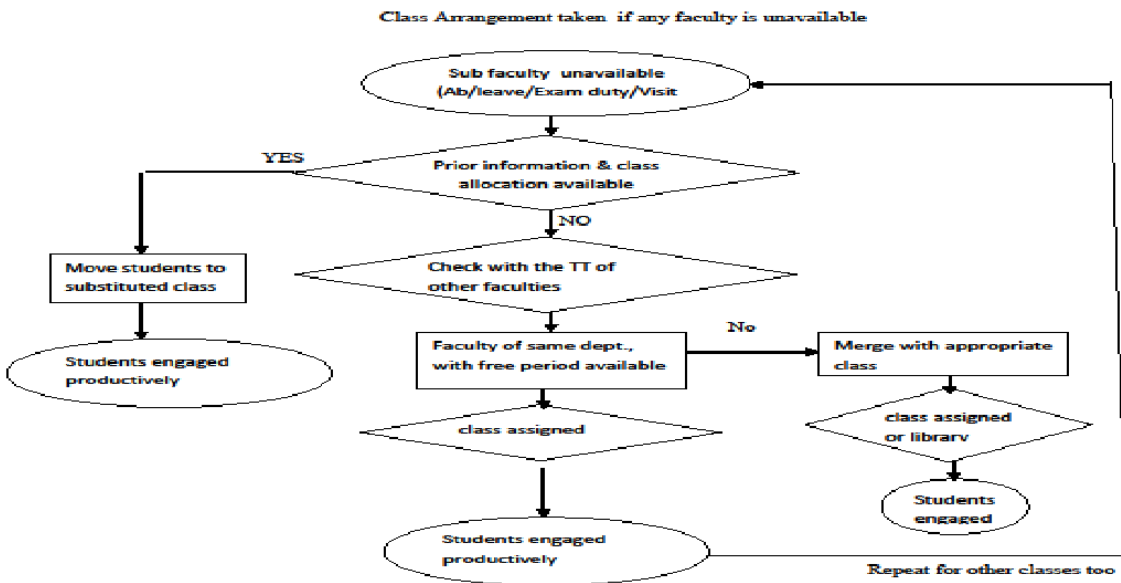


## 2.Examination form Filling Flow Chart

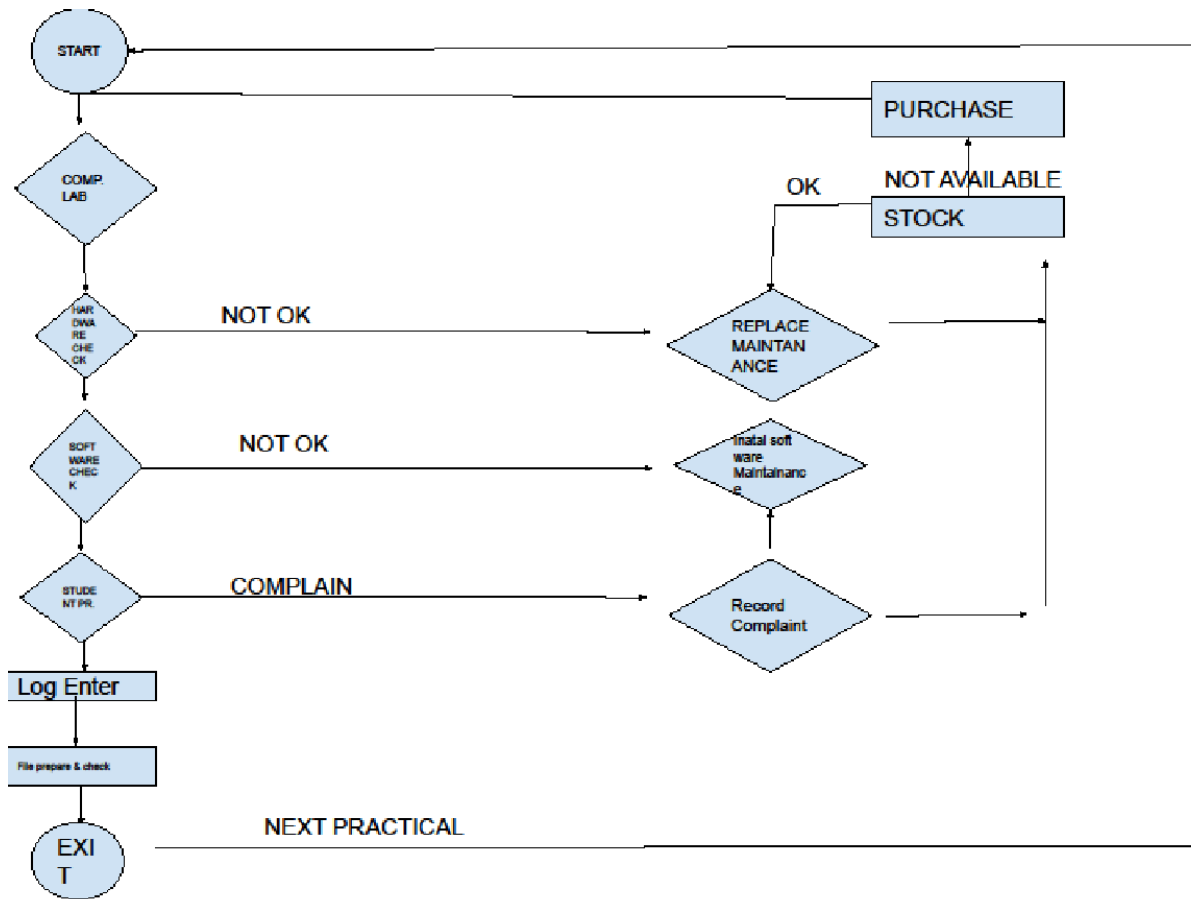




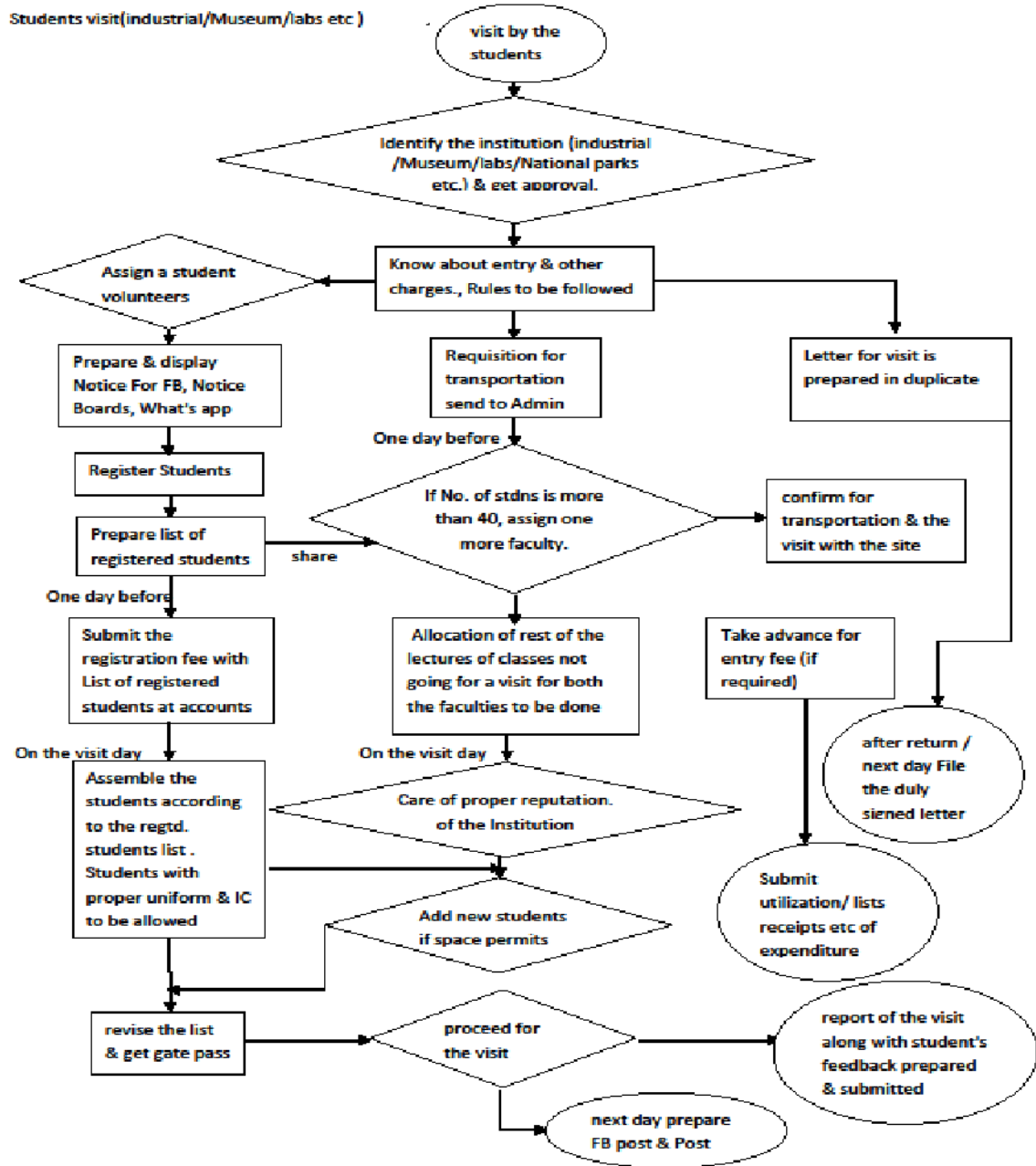
### 3 Class arrangement Flow Chart



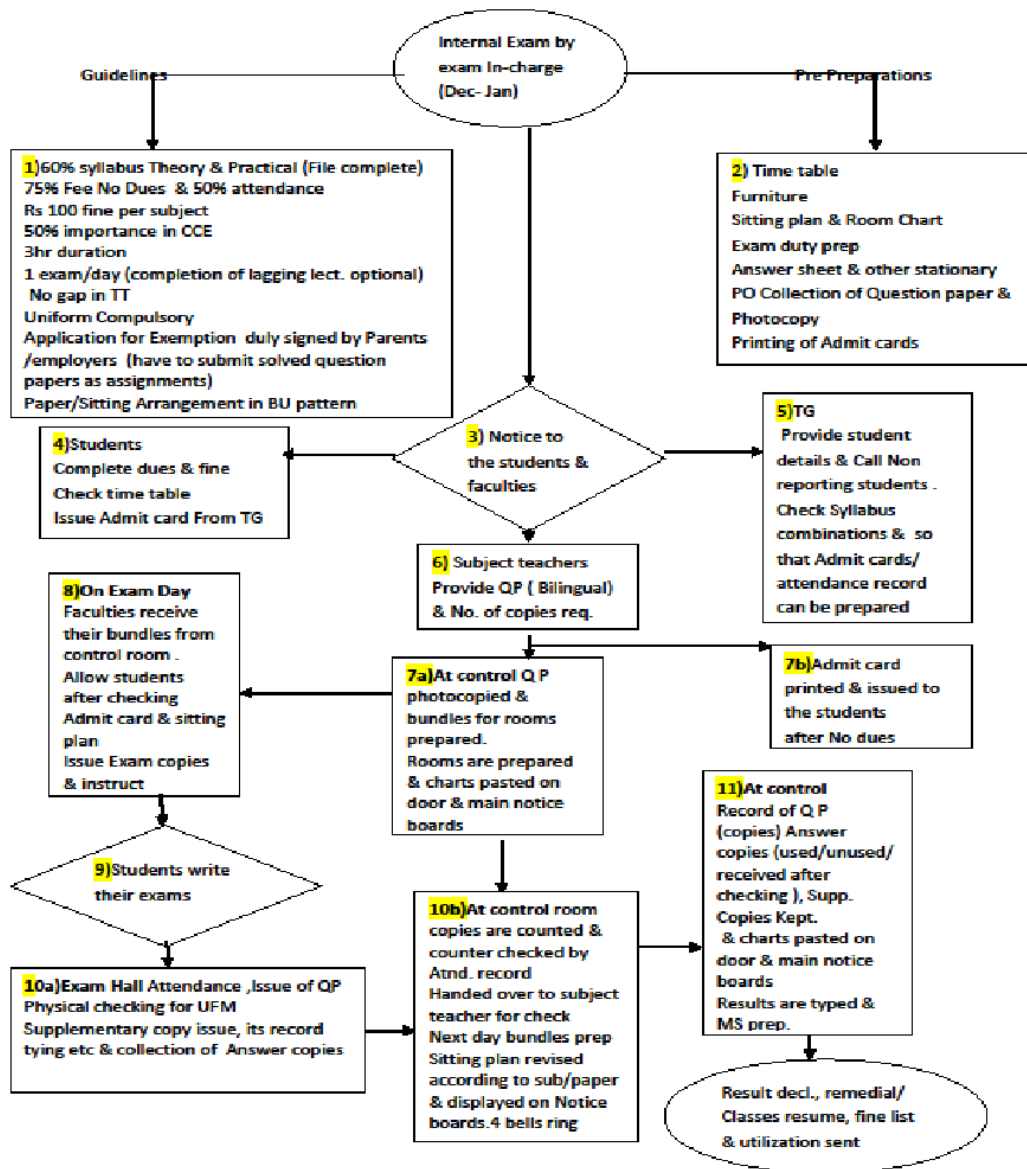
#### 4. Flow chart for Lab session



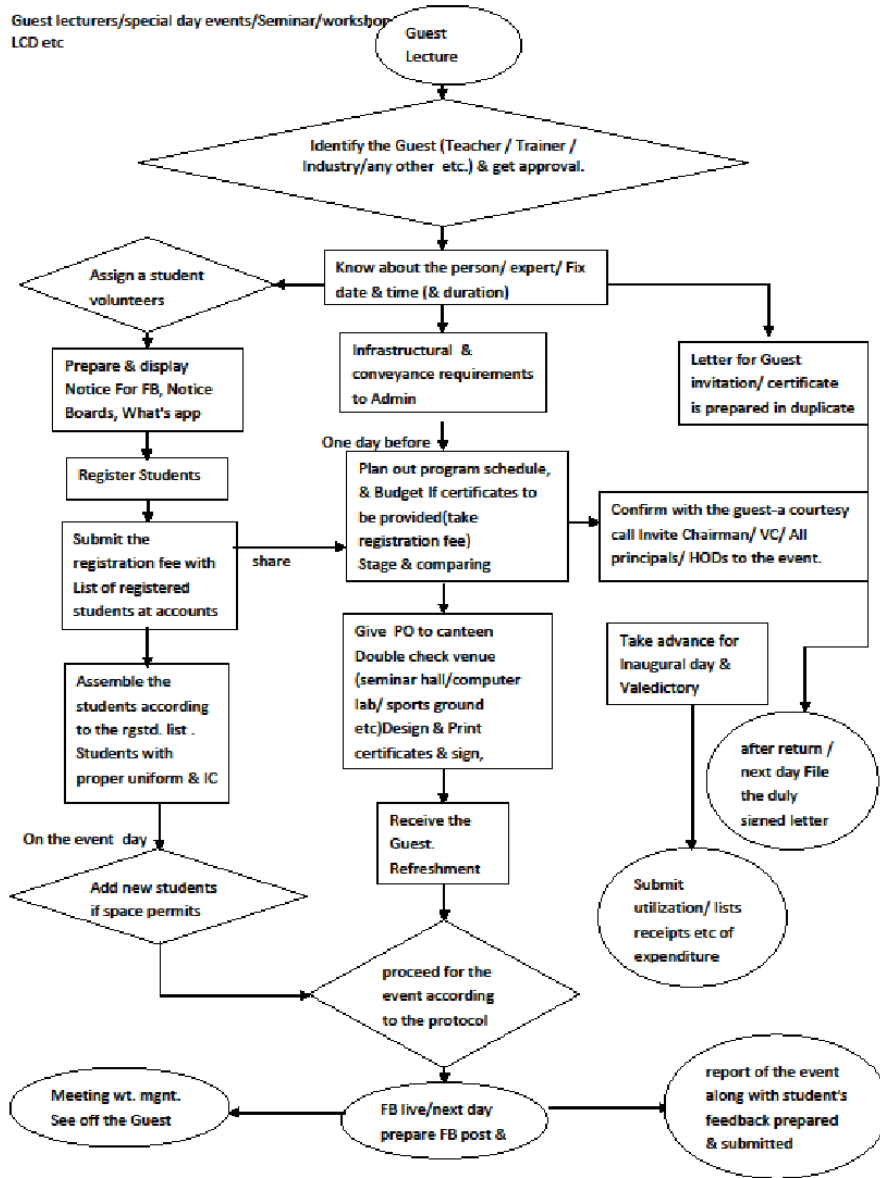
## 5 Flow Chart for students' visits



## 6 Flow chart for Internal Exam



## 7. Flow Charts For events



## 8. Flow charts for Final practical Examination.

