



ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC, Recognized by UGC

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ACADEMIC POLICY ON MONITORING AND EVALUATION

St. Xavier's College, Mahuadanr, places a strong emphasis on delivering quality education and strives for excellence within its Education System. To uphold and monitor the standard of education, the institution has implemented the following measures:

- Appointment of Class Teacher in Charge: Each class is assigned a Class Teacher in Charge.
- Responsibilities of Class Teachers: Class teachers manage student attendance, parent meetings, result tracking, counseling, etc.
- Communication of Notices and Assessments: Students receive timely information about notices, class tests, and competitions.
- Mentoring for Academic Performance: Students are guided for academic and extracurricular achievements.
- Inclusive Evaluation System: The Academic Evaluation System identifies both slow and advanced learners, promoting performance enhancement.
- Internal Tests by Subject Teachers: Subject teachers conduct internal tests, and these scores are recorded.
- Examination Committee: The Examination Committee oversees the examination process, adhering to Nilamber-Pitamber University guidelines. This includes exam conduct, result declaration, revaluation, and additional exams.
- Holistic Academic Performance Evaluation: Students' academic progress is based on attendance, lectures, practicals, tutorials, seminars, presentations, and internal exams.
- Feedback Integration: The Examination Committee utilizes feedback for continuous enhancement of education quality.
- Orientation Program: Students are familiarized with examination processes during the Orientation Program or the commencement of first-year classes.
- Internal Exam Explanation: Subject teachers elucidate the internal exam process to students, covering expectations, conduct, criteria, guidelines, and deadlines.
- Internal Exam Records: Subject teachers maintain records of internal exams.
- Marks Compilation: Internal exam marks are collated by the Head/Department In charge and forwarded to the Examination Committee.
- Managing Absences: Absent students are required to provide reasons for non-participation in internal exams.
- Additional Exams for Valid Absences: Students with valid reasons for absence are offered supplementary internal exams with supporting documents.

Principal
St. Xavier's College
Mahuadanr

- **Non-Valid Absence Consequences:** Students without valid reasons or supporting documents are ineligible for additional internal exams.
- **Supportive Academic Evaluation Components:** The Academic Evaluation System incorporates seminars, presentations, class tests, surprise tests, assignments/projects, group discussions, and overall student conduct.
- **Empowerment through Various Means:** Expert talks, guest lectures, video tutorials, practicals, hands-on training, workshops, industrial visits, field trips, demonstrations, YouTube links, and internet resources contribute to students' empowerment.

Assessment Process:

- The Academic Calendar includes the provisional dates for internal examinations.
- The Examination Cell provides advance notice of the exam schedule.
- Question papers are crafted in accordance with the University examination format.
- The list of invigilators is prepared well in advance.
- The Controller of Examination supervises the examination proceedings.
- Evaluated answer sheets are distributed within 10 days of the examination.
- Departmental parent-teacher meetings are convened to discuss student progress with parents.
- The grievances related to end-semester University examinations such as revaluation, duration, and relevance of the question are collected by the principal through the HoDs and Controller of Examination, and the same is communicated to the exam section of the affiliated University.

Roles and Responsibilities

A) Principal

- Responsible for overall college matters and daily operations.
- Defines departmental responsibilities, authorities, and interactions.
- Manages academic activities like admissions, exams, results, and student communication.
- Identifies training needs, arranges training, and monitors its effectiveness.
- Ensures compliance with University and UGC norms.
- Takes corrective/preventive actions and reports to the Governing Body.

B) Head of the Department (HoD)

- Oversees departmental growth and academic excellence.
- Manages work distribution, innovative teaching methods, and syllabus completion.
- Reviews teaching plans, encourages professional development, and maintains equipment.
- Procures lab resources, recommends library books, and assists in administration.
- Conducts practicals, University Examinations, and supports the Principal.

C) Assistant Professors

- Deliver subjects punctually and maintain discipline.
- Ensure syllabus coverage and evaluate students according to guidelines.
- Guide and counsel students, engage in activities for holistic development.
- Adhere to norms, maintain quality, and follow UGC and University guidelines.

Quality Assurance Process

St. Xavier's College employs a comprehensive Quality Management System to ensure consistent academic quality. The process encompasses:

- **Controlled Conditions:** Unit plans, safety instructions, monitoring resources, teaching techniques, competent teachers, emergency coverage.
- **Identification and Traceability:** Student IDs, maintained records, marking of materials, attendance registers.
- **Property Management:** Safeguarding student documents, maintaining answer sheets.
- **Preservation:** Preservation of records, equipment, chemicals, and adherence to expiry dates.
- **Student Satisfaction:** Gathering student and parent feedback to assess satisfaction and make improvements.
- **Analysis and Evaluation:** Principals and Academic Council Coordinator analyze records to evaluate program conformity, student satisfaction, Quality Management System performance, and more.
- **Continual Improvement:** Regularly reviewing Quality Management System effectiveness, identifying needs and opportunities for enhancement.
- **Online Monitoring and Evaluation:** Adapting to the pandemic, conducting online assessments, preparing students, ensuring adherence to guidelines.



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