

Mrs A V N College Visakhapatnam



Standard Operating procedures (SOP)- Bench marks

Standard Operating Procedures- Benchmarks

1) Continuous Internal Evaluation (CIA)

Question Paper Blue print is prepared by the college academic council and communicated to the teachers for the conduct of MID examinations.

2018-19 to 2022-23

S No	Type of assessment	Weightage assigned
1	Assignment	5
3	Testing of knowledge through MID term examination (Average of MID 1 and MID 2)	20
	Total	25

From 2022-23 onwards

S No	Type of assessment	Weightage assigned
1	Assignment	10
3	Testing of knowledge through MID term examination (Average of MID 1 and MID 2)	20
	Total	30

Assignments:

A writing assignment encompasses any writing task a teacher asks the students that involves more and more thought processes including analysis, evaluation, interpretation, narration, syntheses, reflection, clarification, summarization, creative expression and application or demonstration of knowledge or learning. Every faculty member should determine the purpose of the assignment and the levels of students and accordingly assignments should be given. There should be at least one assignment or each unit/module as and when the syllabus (unit/module) is completed. The marks are awarded after completion of all the assignments in respect of all the units/modules. Five assignment questions are given.

Slow and Advanced learners:

Students are divided into slow and advanced learners on the basis of previous examination results. First semester students are divided on the basis of first mid examination results. The academic progress of students is periodically reviewed and improvement is recorded. Accordingly changes are made in the list of slow and advanced learners. Remedial classes, personalized counseling, notes for important questions and considering mentor observations

are practiced for the slow learners. Classroom seminar presentations, question bank preparation, participation in research seminars and research projects are implemented for the advanced learners.

Benchmarks

IQAC framed benchmarks for the students in the classroom attendance, participation of sports/cultural/co-curricular/extracurricular activities.

- 1) **Classroom attendance:** Attendance may be compensated for the students who are absent due to health grounds and participation in activities by conducting extra classes. Benchmark is framed for the following percentage of students classroom attendance.

Above 70% level 3

Above 60% level 2

Above 50% level 1

- 2) **Students participation in co-curricular and extra curricular activities:** Benchmark is framed for the following percentage of students sports and cultural activities.

Above 70% level 3

Above 60% level 2

Above 50% level 1

3) Teachers performance appraisal system

Self performance appraisal system, external peer evaluation and stakeholders feedback are considered in evaluating the performance of the teachers.

The IQAC framed benchmarks for the ICT tools usage and course outcome attainment in the teaching learning process.

4) ICT tools Usage

ICT tools are defined as digital classroom, Youtube videos, animation, OER, social media for communicating course materials Benchmark is framed based on the number of ICT classes conducted in each semester.

5 classes level 3

3 classes level 2

Less than 3 level 1

5) Course outcome attainment

Greater than 0.7 level 3

0.6 level 2

Less than 0.6