

MALNAD COLLEGE OF ENGINEERING, HASSAN

Office of Dean of Examinations

20.02.2026

CIRCULAR

Sub.: Guidelines for Continuous Internal Evaluation (CIE)

As per the guidelines of VTU (Notification No. VTU/BGM/SA/Aca-Cirs/2024-25/6446, Dt. 24.03.2025, Section 7.2.2, Page-31), a Moderation Committee has been constituted for Continuous Internal Evaluation (CIE) to ensure fairness, transparency, and academic rigor in Continuous Internal Evaluation across departments and courses, in line with Outcome-Based Education (OBE) and VTU autonomous regulations. The committee will visit the departments as and when required and oversee the complete assessment and evaluation process. In this view, the heads of the departments are requested to ensure that the following guidelines are followed..

1. Pre-Assessment

- a. Students having 85% attendance are eligible for appearing for the CIE.
- b. Consideration up to 10% may be given if the student has participated in sports, conference, workshops, etc., on deputation by HOD (documentation of request letters and certificates is necessary).
- c. Documents for CIE structure (tests, assignments, quizzes, laboratory assessments, project reviews, seminars, etc.).
- d. Ensure alignment with Course Outcomes (COs), Program Outcomes (POs), and Academic Regulations of the institution (Approved by Academic Council).
- e. Ensure uniformity in question paper pattern, difficulty level, and weightage across multiple sections, Parallel batches, Different faculty handling the same course.

2. During-Assessment

- a. Oversee the conduct of internal tests, quizzes, and assessments to ensure adherence to approved schedules, proper invigilation and academic discipline, address deviations, if any, reported by departments.
- b. Monitor adherence to Academic Council approved norms for Make-up tests across departments.

3. Post-Assessment

- a. Analyze CIE marks for abnormal variations, inconsistencies across sections, etc.
- b. Apply moderation methods wherever necessary.

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- c. Ensure use of proper answer keys and rubrics, uniform valuation standards, and transparent allocation of marks.
- d. Verify that evaluated scripts are shown to students as per regulations.
- e. Scrutinize consolidated CIE marks being uploaded to Examination portal

4. Grievance Redressal

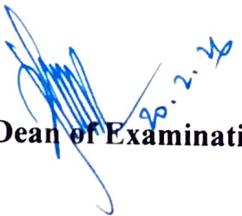
- a. Examine student grievances related to CIE marks, Evaluation methods and Non-uniform assessment.
- b. Take corrective actions such as Re-evaluation, Re-calculation, Re-assessment (if justified)
- c. Maintain proper documentation of decisions.

6. Continuous Improvement Role

- a. Analyze trends in CIE performance to identify gaps in teaching–learning processes.
- b. Adopt improvements in assessment methods.
- c. Record development initiatives on Assessment design, Rubrics and OBE-aligned evaluation.

8. Compliance and Quality Assurance

- a. Ensure CIE practices comply with UGC Autonomous College Regulations, Institutional Academic Regulations, and NAAC/NBA accreditation requirements.
- b. Support internal and external audits related to examinations and assessment.


Dean of Examinations

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1. Principal's Table
2. Director's Table
3. All Deans for information
4. HODs/ BOE Chairs and Section Heads.
5. O/C