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INTERNAL EXAMINATION POLICY

Introduction

The examinations play an important role in deciding academic performance and future career choice of the students. In the current scenario to face competitive forces, ever changing technology and altering needs of industry and service sector, there is a need to inculcate required skills and decision making capacities amongst the students. Hence, the internal examination policy aims at covering different types of assessment to assess various abilities of the students such as application and presentation skills, analysis, evaluation, etc. It is the responsibility of teachers and students to read, understand and to help in effective implementation of this policy.

Goals of policy

- To ensure efficient and transparent conduct of internal examinations in the best interest of students.
- To provide clear guidelines to students and teaching faculty regarding internal examinations

UNDER GRADUATE PROGRAMMES (CBCS- 2017 Regulations)

The evaluation of each course in a semester shall contain two parts:

- i) Internal or In-Semester Assessment (ISA) ii) External or End-Semester Assessment (ESA).

The internal to external assessment ratio shall be 1:4.

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a paper in a CBCS UG programme.

For courses without practical

- a) Marks of external examination :80
b) Marks of internal evaluation :20

Components of Internal Evaluation of Theory	Marks
Attendance	5
Assignment/ Seminar/ Viva	5
Test Papers (2×5)	10
Total	20

- **For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.**

- a) Marks of external examination:60
b) Marks of internal evaluation:15

Components of Internal Evaluation of Theory	Marks
Attendance	5
Assignment/ Seminar/ Viva	2
Test Papers (2×4)	8
Total	15

- For practical examinations total marks for external evaluation is 40 and for internal evaluation is 10.

Components of Internal Evaluation of Practical	Marks
Attendance	2
Test Papers (1×4)	4
Record	4
Total	10

POST GRADUATE PROGRAMMES (PGCSS- 2019 Regulations)

The evaluation of each course in a semester shall contain two parts:

- i) Internal or Continuous Evaluation (CE) ii) External or End-Semester Evaluation (ESE).

The internal to external assessment ratio shall be 1:3

The direct grading shall be based on six letter grades-A+, A,B,C,D and E with numerical values of 5,4,3,2,1 and 0.

There is no separate minimum for internal evaluation (for both theory and practical). But an aggregate minimum of C grade is required for a pass for a paper.

For Theory(CE)(Internal)

	Components	Weightage
i.	Assignment	1
ii.	Seminar	2
iii.	Best Two Test papers	2(1 each)
Total		5

For Practical(CE)(Internal)

Components	Weightage
Written/Lab test	2
Lab involvement and Record	1
Viva	2
Total	5

For Project(CE)(Internal)

Components	Weightage
Relevance of the topic and analysis	2
Project content and presentation	2
Project viva	1
Total	5

Comprehensive viva-voce(CE) (Internal)

Components	Weightage
Comprehensive viva-voce (all courses from first semester to fourth semester)	5
Total	5

RULES REGARDING INTERNAL EXAMINATIONS

1. **Two internal examinations** will be conducted in a centralized manner for each semester.
2. Exemption from attendance at examinations and test papers is granted only by the Principal. Request for such exemption must be made in person at least two days before the commencement of the examination and shall be forwarded through the teacher concerned/the class teacher.
3. In case of illness, the Principal may insist on the production of a Medical Certificate or arrange the applicant to be examined by a competent medical officer. The expenses of such examinations will have to be borne by the applicant himself.
4. Only non-programmable ordinary calculators can be used in the Examination Hall.
5. Defaulters of payment of fees are not exempted from examination and test papers
6. A candidate shall be allowed to re-appear for any theory examination in order to improve the grades already obtained, subject to the following conditions
7. The candidates shall be permitted to take the improvement Examination only during the chance immediately after the first appearance. The improved grades (better of the two) obtained by the candidate for each course the candidate has appeared for shall be counted for all purposes.
8. No candidate shall be permitted to improve the grades for practical examinations.
9. IEC will assess the internal examination process after the submission of results to the principal and submit a report to IQAC.

INTERNAL EXAMINATION PROCEDURE

Step 1: During the commencement of each semester IEC in consultation with Principal and IQAC, prepares a schedule for the Examination for the various courses.

Step 2: Internal Examination Cell (IEC) publish this examination schedule (time table) of each class in the Department 10 days prior to the commencement of the examination and tutors will publish this schedule in each class.

Step 3: IEC collects question paper from the subject teachers through exam cell mail at least 5days before the examination.

Step 4: The IEC will take the printout of question papers and keep these question papers in the Principal's Office.

Step 5: The IEC will publish the Seating Arrangements and faulty requirement (for invigilation) to the principal and HOD's 3 days prior to the examination and the same should be forwarded to the IQAC.

Step 6: IEC will prepare the invigilation duty at least 2 days before the commencement of the examination and the same will be forwarded to the IQAC and published in the department notice board.

Step 7: The IEC collects the Question Papers from the principal's office every morning of the examination and distributes the question papers to various exam Halls.

Step 8: IEC should maintain a register to record the examination duties and for the distribution answer scripts.

Step 9: After the examination the invigilators should handover the written answer scripts and unused answer scripts to Exam Cell Members.

DOCUMENTS TO BE KEPT BY THE INTERNAL EXAMINATION CELL & DEPARTMENTS

- Internal Examination Register (kept at IEC)

These are the list of documents that should be kept by the IEC in the Internal Examination Register

1. Time Table
2. Exam Duty Log
3. Answer Sheet dispatch Log
4. Internal Summary Sheet

- Form A and B. (To be kept in Departments)
- Improvement Examination Documents. (To be kept in Departments)

EXAM TIME MANAGEMENT

1. All the invigilators should enter in the exam hall 5 minutes before the commencement of the examination and students should enter the exam hall 5 minutes before the commencement of examination.
2. All the internal examinations will start at 10:00 (FN) and 1.30PM (AN).The maximum time allotted for the internal examination is 1.5Hrs and students can leave from the exam hall only after 1Hr.

MALPRACTICES IN INTERNAL EXAMINATIONS

If any student is found with any malpractice that will be immediately reported to the Principal and that day's exam will be cancelled. They will be permitted to write remaining exams only after bringing their parents to the college pay a fine of Rs.500 and should write an apology letter to the principal. Fine receipts and apology letters are kept by IEC for the documentation purposes.

PUBLICATION OF RESULTS INTERNAL EXAM

Step 1: The Faculty in Charges should collect the written answer scripts from the Exam Cell Members and it should be recorded in the answer sheet dispatch log.

Step 2: The faculty members should verify and distribute the answer scripts to students on or before 7th day, after the completion of internal exams.

Step 3: The faculty members should upload the internal mark in PAAMS and a print out of the mark sheet is to be submitted to the HOD. The bundles of mark sheets for each class are to be submitted to Principal at least on the 10th working day, after the examination.

IMPROVEMENT EXAMINATION PROCEDURE

1. Interested students can improve their subject internals by attending improvement examination along with the supplementary internal examinations.
2. The fee for improvement/ Supplementary examination is Rs 50/- for each Subject and students should pay that amount in the office.
3. Students can collect the internal improvement (Re test) request form the tutors or from the college reprographic centre.
4. The internal request form duly signed by the student, Office staff and the tutor should be submitted to the HOD and the permission will be granted by the HOD.
5. The HOD shall prepare Improvement Examination Time tables in consultation with the Faculty in Charges.
6. Tutors shall prepare an attendance sheet of students those who are applying for the improvement examination and shall handover the attendance sheet & internal improvement application form to HOD.
7. The Question paper pattern of Improvement examination is similar to previous internal question pattern.
8. The Faculty in Charge will conduct the improvement/Supplementary internal examination and distribute the valued answer scripts within 5 days. The marks shall be uploaded to PAAMS as chance 2 within 2 days and the print out should be submitted to principal on the same day.

PUBLICATION OF FINAL INTERNALS

1. Faculty in Charges of each course should publish consolidated subject final internals Form A at least 2 days before the completion of the semester and display the internal hard copy in the department notice board after obtaining signatures from the subject teachers, HOD and Principal.
2. The hardcopy of the consolidated internals, after proper grievance redressal, should be shown to students and obtain their signature on it. This should be kept in department files.
3. The Class Tutor should enter the consolidated internals [after getting confirmation of internal Marks by the principal] in the university website and should forward the internals to the principal through the university website.
4. The Principal along with IEC will verify the internal forwarded by the tutors and submit those internals to the university.
5. The hardcopy of the consolidated internals (Form B & the print out of the uploaded marks) should be duly signed by the Principal and HOD.

INSTRUCTIONS TO CANDIDATES-INTERNAL EXAMINATION

1. All the candidates should enter in the exam hall at least 5 minutes before the commencement of examination.
2. The Invigilator can excuse a delay of 15 minutes and admit the candidates in the exam hall those who are having any satisfactory reason.
3. Candidates are not permitted to carry books/notes/papers to the exam hall.
4. Candidates should not write anything on the question paper except the name and roll number.
5. Candidates are not permitted to speak or communicate in any manner to fellow candidates.
6. Exchange of writing material, mathematical instruments etc. is strictly prohibited.
7. Candidates are not allowed to carry any additional answer booklets from the exam hall after the examination. If any Rough work is there it should do in the exam sheet itself and the rough sheet should be attached to the main answer book.
8. Candidates will not be permitted to leave the examination hall until one hour in the case of internal examination
9. If the candidate wants anything, they can request to the invigilator.
10. Every candidate must sign the attendance sheet against his/her name.
11. A candidate who disobeys the instructions issued by the invigilators or is found to adopt unfair means is liable to be instantly expelled from the exam hall and should be reported to the Principal and IEC for further action.

INSTRUCTIONS TO INVIGILATORS-INTERNAL EXAMINATION

1. All the invigilators should report to the examination hall 5 minutes before the commencement of the exam.
2. The Invigilator can excuse a delay of 15 minutes and admit the candidates in the exam hall who are having any satisfactory reason.
3. Invigilators should not carry any reading material / mobile phones during supervision.

4. They should not allow the students to leave the hall for the first one hour in the case of internal examination.
5. They have to collect the answer sheets immediately after the exam and handover the same to the Internal Exam Office.
6. If a student is found adopting unfair means, the answer sheet of the concerned student should be collected and the matter should be immediately reported to the Principal and IEC for further action.

GRIEVANCE REDRESSAL MECHANISM

The student's complaints related to internal assessment are resolved at various levels as stated below:

1. The student having any grievance regarding examination is first expected to approach the concerned faculty in charge at the time the teacher shows the evaluated sheets to the students in the class. The concerned teacher will rectify the error if any and update the student data in the records.
2. Internal examination marks are displayed on Notice Boards of respective departments and grievance is called within five days of the Displaying of the notice.
3. If the issue still persists, the student is required to approach the Head of the Department. The Head of the Department will take a second opinion from another senior faculty member to resolve the matter of the appeal.
4. Even if the issue is not resolved at the Head of Department and concerned subject teacher level, the student should write an application and submit the same to the Principal. The grievance committee chaired by the principal redresses the grievance finally.

INTERNAL EXAMINATION IN ONLINE MODE.

Internal examinations can be conducted in online mode through google class room, as per the directions of IQAC.

- A Class room should be created by the class tutor for the academic and examination purposes, all the faculties, HOD, Principal and students of that class are the members of that class room.
- Questions will be forwarded to class WhatsApp group / Class room at the starting of the examination and the teachers should create Assignment in classroom for Answer sheet uploading.
- Maximum time for the examination and the answer sheet uploading is 1.5 hrs for internal exams. Due to bad weather or network issues if any students failed to upload within the allotted time, students can take a maximum of 15 minutes more for uploading.
- If students fail to upload within 15 minutes 10% of the mark should be deducted from the marks obtained. Beyond 30 minutes after the exams [i.e after 2hours] file submissions are not allowed.
- Students who are facing any uploading issue through google classroom in this allotted time, can contact the subject teacher and can choose alternative options like email/ Whatsapp.
- Students should write the answers in the same sized paper and write their name and roll number on the first page. Margins and page numbers are mandatory in all pages. After the exams students should upload the scanned copy of the answer sheet as a single file in the google classroom.

- Faculties should complete verification of answer sheets within 7 days after the completion of their examination and should publish the marks to students through classroom.
- The marks are to be uploaded to PAAMS within 7 days after the completion of their examination.