



Hyderabad Karnataka Education Society's

SMT. VEERAMMA GANGASIRI

COLLEGE FOR WOMEN, KALABURAGI -585 102

POLICY ON

Continuous

Internal

Examination



INTERNAL EXAMINATION POLICY

The Internal Assessment Examination (IA) plays an important role in deciding academic performance and attainment of the Course of the Students. Smt. Veeramma Gangasiri Degree College for Women is an affiliated college of Karnataka State Akkamahadevi Women's University, Vijayapura and our College follows the guidelines set by the University for the Conduct of Internal examinations. As per the code of conduct and professional ethics of the College, teachers follows the Internal Assessment Examination process.

Response:

- One major outcome of Internal Assessment is a continual learning and the continuous evaluation goes on uninterrupted.
- It acts as finest tool for teachers to monitor the Students career graph continuously.

Goals of policy:

- To ensure efficient and transparent conduct of internal examinations in the best interest of students.
- To determine whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the program and to update examination regulations.



- To improve and control the quality of internal examinations at institute level.

Procedure:

- At the commencement of academic year the students are made aware of continuous evaluation mechanism, types of evaluation and marking weightage scheme.
- Setting of time table, invigilation duties and question papers and moderation.
- Proof-reading of question paper and Printing.
- Security and delivery at examination hall.
- After the Examination answer sheets are handed over to the respective Departments.
- Scrutinization of checked answer sheet and display of statement of marks.
- For absentees with the genuine reason - NSS, NCC, hospitalization, not feeling well or for any other academic activities the request letter of the student is taken in to consideration and will be allowed them to write IA test in a discipline manner.
- The consolidated internal marks will be submitted to the university through online mode before final examination.

Details of Working

- For the smooth running of the College various committees are formed.
- Internal assessment committee comprises of chairman, coordinator for different Programmes and faculty as members as follows:



Chairman	<ul style="list-style-type: none">• Principal
Co-ordinators	Three Co-ordinators <ul style="list-style-type: none">• Science Coordinator• Arts Coordinator• Commerce & Management Coordinator
Members	3-4 Members <ul style="list-style-type: none">• From Science• From Arts• From Commerce and Management

- In each semester Two IA Tests are Conducted.
- The IA Test schedule is discussed in the meeting and the dates are finalized as per the calendar of events.
- The IA Test dates are communicated to the students well in time. The IA test Timetable is displayed on the central notice board, student's whatsapp groups and make announcements of the dates in the daily prayer assembly, notice is circulated among staff also.
- Notice is circulated for the faculty members for submission of question paper given in prescribed format, well in advance before commencement of examination.
- Setting of question papers by respective subject teachers and maintaining confidentiality of it. The IA test QP will be submitted to Concerned Coordinator through HOD's within the stipulated date.
- Appointment of invigilators considering various factors like number of students in exam hall is done and the Invigilation orders are issued to the Staff.



- Seating arrangements with due care are prepared and displayed on notice board one day before exam.
- On the day of examination, invigilators are required to collect the necessary things like question papers, answers sheets, attendance list and other required material for smooth conduct.
- After the exam answer sheet bundles are distributed to the concerned Departments for the evaluation by the concerned faculty.
- After the evaluation of the answer scripts the consolidated marks (IA test, Attendance, Seminar/Assignments etc.,) the marks list is prepared and submitted to the university after due scrutiny.
- Evaluated answer sheets are supposed to be shown by subject teacher to the students for their information and any grievances with respect to evaluation before the submission.
- Maintenance of all records related to examination.
- Solving grievances, if any, with respect to examination work.
- The Final Submitted IA marks list should be maintained in the Department.

Evaluation procedure:

Theory:

- According to the Non-NEP System 80:20 patterns are assigned i.e., 80 marks for the main exam and 20 for Internal Assessment.
- In the 20 IA marks are distributed as follows:
 - 14 marks –Test (Two Tests are conducted)
 - 03 marks – Attendance
 - 03 marks – Seminar / Assignments etc.,



- In the NEP system 60:40 patterns are assigned i.e., 60 marks for the main exam and 40 for Internal Assessment.
- In the 40 IA marks are distributed as follows:
 - 20 marks –Test (Two Tests are conducted)
 - 10 marks – Case Study/ Assignments/ Project work / fieldwork.
 - 10 marks – Seminar / Presentation/ activities.

Practical:

- According to the Non-NEP System 50 marks are assigned for practical's i.e., 40 marks for the main exam and 10 for Internal Assessment.
- According to the NEP System 50 marks are assigned for practical's i.e., 25 marks for the main exam and 25 for Internal Assessment.
 - 25 IA marks are divided as follows:
 - 15- Internal Practical Test
 - 05 Record/ Report
 - 05 Assignments.