



### Internal Assessment Exam Policy

Students are our stake holders and will be representing the institution in future. It is essential to prepare them to do well, theoretically and practically. Exams are very important tools for checking student progress. In order to accomplish this, having proper mechanism of examination is essential. But, it is also necessary to conduct exams and get results done in the predetermined schedule for timely completion of curriculum.

The aim of this policy is to have a proper schedule of Internal Exams, which will be known by all well in advance and to maintain transparency in the process. In order to serve this purpose:

1. The institution shall prepare and display academic calendars from academic year 2016-17. All the events shall be included and marked.
2. The calendar shall be displayed on the notice board and website of the college.
3. Internal assessment Examinations shall be strictly followed according to the academic calendar.
4. It shall be the responsibility of every department to make the students aware of the course content and methods of evaluation giving them sufficient time for preparation.
5. Syllabus for Internal Exams shall be conveyed to students by putting it up on Notice Boards of respective departments.
6. It shall be mandatory for all students to appear for the exam. Only exceptional cases shall be considered after approval by the Institutional Grievance Committee.
7. All question papers shall be in the format prescribed by MUHS.
8. Respective departmental staff shall be nominated by the HOD for supervision on the day of exam. Strict action shall be initiated against students indulging in unfair means.
9. Results shall be prepared within one week and displayed on the notice board.
10. Signature of every student should be taken on every Answer Sheet and Final Marks List.
11. Students shall be allowed to approach the concerned teachers for query in Internal exam papers and ask for re-evaluation, re-totalling.
12. The Exam Section of the college should be easily approachable for students in case of any complaints or problems with respect to Internal Exams or University Exams.



  
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