



## **Internal Examination Committee**

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### **Policies and Procedures**

NAVAJYOTHI COLLEGE

CHERUPUZHA | KANNUR 670 511

# **Internal Examination Committee**

## **Policies and Procedures**

### **INTRODUCTION**

Navajyothi College has an Internal examination committee that works in accordance with the policies of the college and Kannur University. The committee constituted with the faculty members collaborating to conduct internal and model examinations in a disciplined manner.

### **PURPOSE**

- To establish procedures and instructions for assessing and determining the results of examinations.
- To determine whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the program and examination regulations, for obtaining internal marks
- To improve and control the quality of internal examinations to be conducted at the institute level.
- To safeguard the quality of the examination procedures.
- Setting and moderation of the question papers.
- To display the statement of internal marks on student notice board and sending a mark sheet of student to respective Department.
- To take measures against any misconduct.
- Preparation and submission of annual exam report to Principal office.
- To scrutinize all the checked papers and submission of internal marks to University.

### **PROCEDURE**

#### **WORKING**

- Submission of internal marks to the university before final examination.
- Scrutinization of checked answer sheet and display of statement of marks.
- Security and delivery at examination hall.
- Proof-reading of question paper and Printing.
- Setting of time table, invigilation duties and question papers
- Marking scheme and conventions for classification.

## DETAILS OF WORKING

- Internal assessment committee comprises of chairman, coordinator and faculty members.
- At the start of session, collection of the data of admitted students in all the classes for current academic session.
- Preparation of tentative exam schedule as per the academic calendar of NJC.
- Distribution of the students in their respective batches.
- Inventory control of the various items required (like main answer sheet and supplements)
- Display of tentative exam schedule on notice boards for students and faculty.
- Display of notice for concerned faculty members for submission of question paper given in prescribed format, well in advance before commencement of examination
- Display of exam notices followed by time table well before commencement of exam.
- Setting of question papers by examiners in the examination section and maintaining confidentiality of it.
- Submission of question papers to internal examination committee for all the subjects where pattern, marking scheme, quality and out of syllabus questions are checked and necessary correction in question papers are suggested.
- Seating charts with due care are prepared and displayed on notice board one day before exam.
- Appointment of invigilators considering various factors like number of students in exam hall.
- 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.
- All the concerned teachers are required to collect the answer sheets from exam section and evaluate and submit within time as per exam section notification.
- Submission of internal marks to the university after due scrutiny of the answer sheets and marks entered in exam record.
- Maintenance of all records related to examination
- Solving grievances, if any, with respect to examination work.
- The subject in charge is supposed to submit the evaluated answer sheets to the exam section and entry of marks in the exam record.

- Evaluated answer sheets are supposed to be shown by the subject in charges to concerned students for their information and any grievances with respect to evaluation before submission to the exam section.

#### INTERNAL EXAM PATTERN

- The internal exam committee shall follow the rules of the University regarding internal assessment and evaluation.
- After the completion of the model examination, the CIE split copy has to be countersigned by the students and a copy of the same from the department has to be collected.

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