



Babu Jagjivan Ram Government Degree College

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POLICY ON MECHANISM FOR INTERNAL EXAMINATIONS

As Babu Jagjivan Ram Government Degree College, Narayanaguda, is committed to quality in all areas, it ensures that a rigorous mechanism of Internal Examinations, conducted as an integral part of the implementation of the Choice Based Credit System, is in place. Since examination is an important aspect of the academic curriculum through which the ability of the students in terms of knowledge, skills and aptitude can be assessed, Continuous Internal Evaluation (CIE) helps to improve the student regularity, participation and performance.

Rationale:

It is essential for the institution to have a proper mechanism to lay down the guidelines for the conduct of the Internal Examinations, as they are an integral part of the academic activities of the institution in the Choice Based Credit System. Accordingly, a systematic mechanism has been drafted for the conduct of the Internal Examinations and for grievance redressal.

Policy Statement:

The institution shall scrupulously follow all guidelines and procedures as instructed by the University and the Commissionerate of Collegiate Education, Govt. of Telangana, in the conduct of the Internal Examinations. Grievances, if any, will be handled and disposed of as per permissible rules and guidelines.

Implementation in terms of Transparency, Frequency and Mode:

The effectiveness of CIE is grounded on transparency of assessment, frequency and variety. In order to ensure rigor and transparency in the internal assessment, the following steps are taken:

Before the Examination:

- A schedule for the Internal Assessments, assignments, and Practical Exams as per the University Almanac, is drawn up at the beginning of the semester by the Principal and the Examination Committee.
- The timetable, seating arrangement and invigilation chart are prepared, well in advance, and displayed on the notice board.

- A meeting is conducted for the staff to apprise them of the arrangements and the need to ensure strict adherence to rules.
- All the details are informed to the students, through Whatsapp Messages and also through personal interaction with them during the regular classes.
- The students are informed about the weightage given, the types of questions, and the objectives of teaching and learning.

After the Examination:

- After the exams and evaluation, the marks are entered in the marks register and the same is submitted online to the Examination Branch.
- The declaration of results is done within a few days from the last date of examination.
- The institution ensures that it adheres to the Almanac released by the University.

Implementation of CBCS (Method, Pattern, Marks):

The State Government of Telangana started implementation of the CBCS from the Academic Year 2016-17 as per the guidelines of the UGC. The onus is on the university for framing the time-schedule for the semester exams and internal assessments in the form of Almanac for all the semesters. According to the guidelines of the CBCS, the university conducts two internals in odd semester and two internals in even semester. During each semester, two internal assessments are conducted for 15 marks each and the average of the two, along with the assignment (5 Marks) will be considered for deciding the grade for the semester. The division of 20 marks for the Internal Assessment is as follows:

- MCQ – 5 Marks
- Fill the Blanks – 5 Marks
- One-word Answers – 5 Marks
- Assignment submitted by the students – 5 Marks

After completion of the internal exams, the marks obtained by the students are uploaded on the University website through the login kept open by the University for a limited period of time. The performance of the students in CIE is reviewed in the Internal Academic Audit conducted by the IQAC with the help of Academic Coordinator and the remedial measures are initiated to improve the standards of the students.

Mechanism for Grievance Redressal:

The institution has a transparent, time-bound and efficient mechanism to ensure the smooth and effective conduct of the internal examinations in the college. The salient features of this mechanism are as follows:

- The examination rules, regulations, time schedules and all the pre and post examination activities framed by the affiliating University are clearly specified.

- The examination branch of the college circulates all the circulars issued by the university regarding payment of examination fee, examination timetable for theory and practical, recounting, revaluation process after announcement of results, and obtaining the photo start copy of the answer scripts etc.
- The students approach the examination branch of the college regarding various pre-examination grievances (late payment of exam fee with fine, non-receipt of hall tickets, printing mistakes on hall tickets) and the post examination grievances (recounting, revaluation and obtaining the photo copy of the answer scripts).
- The staff in the Examination Branch provides support to the students about the procedure and guides them to get speedy solutions to their grievances.
- The college examination committee is very dynamic and sorts out the issues pertaining to the internal assessments.
- In addition, the examination committee endeavours to redress the grievances of the students in a time-bound manner.
- The college was appreciated by the affiliating University for the fair and smooth conduct of internal and external examinations, without any grievance.

University Level

At the University level, if any student is unhappy with the score given to him or her in any paper, there is a provision for recounting or revaluation for the UG courses. Accordingly, the university releases a press note in this regard, with the following details:

- The time-line for applying for revaluation as announced by the university.
- The information regarding the persons who would provide necessary assistance and guidance
- The information regarding the procedure for applying for revaluation
- The relevant announcement/information is displayed on the University website

College Level:

At the College level, all Internal Assessment Examinations are conducted as per the university pattern and schedule, duly following the below:

- In case a student has queries he/she talks to the respective class in-charge and resolves the doubts on the matter as appropriate.
- The assessed answer-sheets are distributed to the students. The student can seek clarification from the teacher concerned regarding any grievances viz. unchecked part of answer, wrong posting of marks, totalling mistake, etc.
- The respective subject in-charge looks into the grievance and clarifies the points wherever the student has complaints.

- If the grievances are still unresolved, then the Principal refers the matter to the Examination Committee and Grievance Redressal Committee of the institution.
- The institution instills a responsive and accountable attitude among the faculty to ensure that there the students receive a fair deal.
- Attendance shortage cases are handled by the Principal with the respective class-in-charge.

Policy Title	Policy on Mechanism for Internal Examinations
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