



“Education for Knowledge, Science and Refined Culture” – Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur’s

Arts and Commerce College, Nagthane



INTERNAL EXAMINATION

- Evaluation is an integral part of teaching-learning process.
- Internal assessment process is conveyed to students in advance by conducting awareness programme regarding internal examination process, its time table, nature of question paper and evaluation as well as assessment to assure discipline and transparency.
- As per suggestions of Internal Quality Assurance cell (IQAC) evaluation and communication process is introduced for making more transparent and robust.
- With regular interactions of IQAC and Heads of department, examination committee plans and works out for evaluation system.
- College prepares academic calendar by including internal assessment, short term courses and University examination.
- College internal evaluation system is decentralized in order to make it more transparent and objective.
- More relevant methods such as open book test, surprise test, multiple choice questions, mid-term examinations, peer evaluation, project work, internship, seminar, quiz, unit test, question paper solution etc. are conducted.
- As per academic calendar, tentative schedule is prepared and displayed on notice board, website and on WhatsApp group of classes.
- College takes efforts for slow and advanced learners where they are assessed by different methods.
- Examination committee monitors and conducts internal examinations in College.
- All Departments assess learning levels of students by assigning some projects, internships etc.
- Pre-semester examination is arranged before University examination.
- Assessment work is carried out by subject faculty.
- Evaluation reports are prepared within stipulated time and communicated to students in classroom and displayed on notice board.
- Answer books are shown on demand and guided them for better performance in forthcoming examination.
- Question papers for all tests and assignments are linked with course outcomes (COs).
- Students are provided with question bank.
- Results are declared within a week from end of exam.
- To encourage students in co-curricular activities ten extra marks are assigned who successfully complete two years of NSS with camp and Physical Examination conducted by University.

- Question papers set as per University format.
- Confidential Printing and Xeroxing of question papers is done.
- Hand over answer books to students for verification of marks and answers Organized meetings with students to clarify doubts and queries.
- Guidance regarding examination is given to slow learners.
- Tour reports, bank visits, field visits, field surveys are conducted and strictly monitored.
- Internal evaluation process runs continuously throughout year and every department maintains record of internal examination.
- College takes lead for robust and transparency in internal examination.
- College gives freedom to departments to choose method of evaluation process which contains multiple choice type questions, home assignments, seminars, unit tests, class tests, surprise tests, project reports, oral tests, e-tests and common core.
- Seminar presentations are strictly monitored by subject experts.
- Project work is strictly checked in front of students.
- Evaluation and communication process system creates faithful relationship between student and teacher.

Sr. No.	Internal Examination Methods
1	Unit Test
2	Open Book Test
3	Surprise Test
4	Diagnostic Test
5	Aptitude Test
6	Seminar
7	Project
8	Quiz
9	Home Assignment
10	Oral
11	Practical Exam
12	Survey Report
13	Practice Exam
14	Question Paper Solution Practice
15	Pre-Semester Exam



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MECHANISM TO DEAL WITH INTERNAL EXAMINATION RELATED GRIEVANCES

- IQAC consistently works on student centric activities and interacts with exam committee.
- College and University have well-defined process for addressing evaluation grievances.
- Evaluation of first year is done at College level and second and third years at University level for University Exams. Grievances related at College level are solved by College Exam Committee and grievances related at University level are solved by University Exam Cell.
- Exam Cell collects applications and fees of answer books for photocopy. Photocopy is given to students. Student can apply photocopy within fifteen days after declaration of result. After receiving photo copy, students should consult subject experts.
- If there is possibility of change in marks then they can apply for re-evaluation.
- Examination Department reassesses answer book by another subject expert appointed.
- If there is any change in marks, it is to be corrected.
- Student can apply for revaluation within four days after receiving photocopy and final revaluation result is declared within fifteen days.
- College conducts home assignments, tests, presentations, group discussion, etc. to assess performance of students and College exam committee executes its internal exams in meticulous manner. Unit tests and pre-semester answer sheets are shown to students on scheduled day after assessment.
- Grievances related to internal examination, students should submit application to committee.
- Committee takes review of grievances and gives suggestions to particular subject expert for solving complaint.
- Subject experts arrange meet with students and clear doubts related to grievances.
- Committee takes review of report of subject experts and conveys same to student.
- All exam related grievances are addressed to committee where Principal is chairperson.
- However, internal supervisors and internal flying squad are deputed for smooth conduction of exams.
- If any grievance occurs, student needs to apply to exam committee. Committee discusses with concerned teacher and solves issue at primary level.
- Internal exam marks are displayed on notice board and queries are discussed with them.
- Generally there is zero tolerance policy for malpractices of students.
- Teachers prepare question papers by keeping ethical values of academic integrity.
- Internal assessment is carried out in class in jovial way by asking questions.

- Students have freedom to use suggestion box for queries and instructions.
- Students go through answer books and know performance regarding strength and lacunas.
- If there are any complaints regarding assessment, they are clarified on very day.
- All mechanism to deal with examination related grievances is transparent, time bound and efficient.
- Mentor-Mentee Scheme helps students to feel ease before going to committee with any grievance.