

Academic Year 2025-2026

Internal Examination Policy

Initiatives are taken by the institute for the timely administration of examinations for students. The institute's academic calendar is prepared in accordance with the university guidelines, and care is taken to ensure the periodic conduct of internal assessment examinations as per the academic calendar. Examinations are conducted according to the academic calendar prepared at the end of the preceding semester.

Guideline for setting question papers by faculty members

- The set question papers are moderated by a panel comprising the course faculty, subject teacher, and Dean Academics.
- The COs framed in the syllabus are used for assessing the answers.
- Two exams are conducted in every semester. The Mid-Term Exam is conducted after the completion of the first two modules, with questions framed based on CO1 and CO2. The End-Term Exam is conducted after completing all modules, with questions framed based on all COs.
- An assignment is given on all modules, and the questions are framed based on the respective COs.
- The Mid-Term and End-Term examinations are of 40 & 80 marks respectively, and the assignment carries 20 marks. These scores are used for awarding internal assessment marks. Internal assessment marks are given out of 20. Components of internal assessment also include attendance, participation in regular classroom activities, and timely completion of assignments, in addition to the academic scores, if any.

After valuation, answer papers are shown to the students. Learners who need support are identified, and remedial classes are conducted for them. The

institution takes extensive measures to provide opportunities for students' improvement. Remedial classes are one of the key initiatives provided to support their academic development.

