

## Internal Examination Policy

Initiatives are taken by the institution for timely administration of examinations. Institutional academic calendar is framed in accordance with the University calendar and care is taken to ensure the periodicity of conduct of Internal assessment examinations in accordance with the institutional academic calendar. Examinations are conducted as per the academic calendar prepared at the end of preceding semester.

Guidelines for setting question papers to members of faculty:

- Revised Blooms Taxonomy and course COs are used for framing questions.
- The set question papers are moderated by the panel comprising of Course Faculty, Subject Teacher and Dean Academics.
- COs as framed in the syllabus, are used for assessing answers.
- There are two exams conducted in every semester. Mid-term exam is conducted after completion of first two modules. Questions are framed on CO1 and CO2. End term exam is conducted after completing third and fourth module. Questions are framed on CO3 and CO4.
- Assignment is given on Module 5. Question is framed on CO5.
- Mid term and End term examinations are for 40 marks each and assignment carries 20 marks. These scores are used for giving internal assessment marks. Internal assessment marks are given out of 20. Components of internal assessment also includes attentiveness and participation in regular class room activities, attendance and periodical completion of assignments in addition to the scores in the academic events

After valuation answer papers are shown to students to address grievances if any.

Based on classroom participation slow learners are identified and remedial classes are conducted for them. The Institution takes immense measures in providing opportunities for improvement of the student. Remedial classes are one among the opportunities provided to the students in supporting their academic improvement.

