



SIENA COLLEGE OF PROFESSIONAL STUDIES

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INTERNAL EXAMINATIONS

POLICY

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Introduction:

Internal examination has been introduced to ensure continuous evaluation of learning and to provide immediate feedback to the students at the end of each semester of UG and PG programmes. It is transparent, time-bound, and efficient just like the semester university examinations. Internal examinations are conducted in a centralized manner in the college. This gives teachers an opportunity to evaluate the students.

Objectives:

The objective of the internal examination is to sensitize the students to their university examinations and prepare for it, considering the important questions in the topics covered. Also, it helps to reduce the burden and tension related to the semester examinations.

Monitoring System:

Internal examinations are done regularly for each semester of UG and PG programmes in addition to other class tests, assignments, and seminars. In the odd semester, the dates for the first internal examinations for theory papers will be scheduled in August and the second internal examinations in November. In the even semester, the dates for the first internal examinations will be scheduled in January and, the second-semester examinations in the month of March. For the practical papers, internal examinations will be conducted at the end of each semester. The maximum mark of internal examinations for each subject is 40. The question paper is divided into three sections:

Part A contains 2 marks of 6 questions.

Part B contains 5 marks of 5 questions.

Part C contains 15 marks of 2 questions.

Before each internal examination, arrangements are discussed by the HOD meeting in the presence of the principal for the effective conduct of internal examination. Results of internal examinations are published within one week, and follow-ups are made. The schedule of the examination is communicated to the teachers and students in advance. All teachers look after effective monitoring and timely implementation of the internal assessment and procedure of evaluation. After the valuation of the answer papers, open house is conducted. The marks obtained by the students are communicated to the students and parents. All records of marks of internal examinations are maintained in the concerned departments. In case, students who are absent/failed for the internal examinations, we will conduct a retest before publishing the dates of the university examinations. The Grievance Redressal Cell is functioning for the redressal of any complaints regarding the internal examinations.

During the COVID-19 pandemic time, internal evaluation was conducted by the teachers in Google Meet, Zoom, WhatsApp, Google Classroom, etc.

Internal examinations are necessary for all subjects as it is very helpful to find out the slow and advanced learners among the students as well as their progress. It acts as a link that provides data related to student's performance. The university also prescribed the internal evaluation for the student as it is a part of their marking system.