

EXAMINATION AND RE-EVALUATION PROCEDURE

1. University guidelines are to be strictly adhered with respect to evaluation process.
2. Three internal tests should be conducted.
3. The schedules of internal assessments should be communicated to students and faculty in the beginning of the academic year through institutional academic calendar which is prepared based on the university academic calendar.
4. Internal exam timetable should be displayed on the notice board at least two weeks before the commencement of exam.
5. The subject faculty prepares three set of questions that covers equal number of questions from each unit, covering all the topics. HOD and Exam scrutiny cell checks for the standard of the questions.
6. One question paper will be selected anonymously from the question bank and will be distributed to the students.
7. Faculty ensures smooth conduction of test and proper valuation of answer papers.

8. Faculty prepares the answer key / scheme of evaluation.
9. Internal assessment tests and other measures taken to judge the performance of students should be done fairly and in an effective manner. Students are allowed to go through the valued answer scripts of internal assessment tests and doubts regarding evaluation are cleared.
10. Declaration of internal examination result shall be done within 7 working days.
11. Internal Test performance will be intimated to the parents through progress cards and Parent - Teachers Meeting which will be conducted in a year to discuss the performance of their ward.
12. Whenever class tests, internal assessment tests are conducted the results of the student's performance will be used by the faculty to identify slow and advanced learners.
13. Students will be encouraged to improve their performance in future by counseling. As mentors and advisors of the students, students are entrusted to each faculty member.

14.The mentors will sort out the personal issues, academic and non-academic problems of their mentees and provide counseling and guidance.

15.Average marks will be calculated by taking the marks of best two examinations.

16.Retest will be conducted for the students who fail in the average based on the decision of exam scrutiny cell.