



## POLICY AND STANDARD OPERATING PROCEDURE

### Internal Examination



## GOPIKABAI SITARAM GAWANDE MAHAVIDYALAYA

Umarkhed Dist. Yavatmal 445206

(Affiliated to Sant Gadge Baba Amravati University Amravati)

NAAC accredited by B<sup>++</sup> with CGPA 2.79 (3<sup>rd</sup> Cycle)

Yavatmal Zilla Akhil Kunbi Samaj Dwara Sanchalit  
**Gopikabai Sitaram Gawande Mahavidyalaya, Umarkhed**

Dist:-Yavatmal Pin Code – 445206  
Arts – Commerce – Science & M.C.V.C.

**Dr. S.R.Vadrabade**

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## **POLICY AND STANDARD OPERATING PROCEDURE FOR INTERNAL EXAMINATION CELL**

### **Title:**

The policy and the SOP entitled “Internal Examination Cell” sets a standard for conducting all internal exams including unit tests and pre semester exams of all classes across all programs in the college.

### **Scope:**

This SOP deals with all UG, PG students and all teaching staff. The rules and regulations regarding smooth conduct of all exams are created and is applicable equally to each and every related to teaching learning and evaluation process.

### **Objectives:**

The policy is designed with the following objectives to achieve.

1. To centralize the system of internal exams and to keep check on quality education through quality evaluation.
2. To bring into practice the centralized system of record keeping and documentation.
3. To map the level of course attainment through continuous evaluation.

### **Procedure and Practice:**

1. In every academic year, annual planning will be done by holding a meeting of all the members of the examination committee.
2. A unit test and a practice test are conducted in each semester of academic session.
3. Every year answer sheets of unit test/ portion test and practice test will be printed according to the number of students in senior colleges.
4. The schedule will be prepared and communicated to the students and teachers a week ahead before taking the unit test and practice test. It will be posted on WhatsApp groups and displayed on notice boards.
5. The coordinator, along with the committee members appoints teacher supervisors to conduct tests in a proper manner. For that the schedules are prepared and planned with the consent of the principal.

6. Examination will be strictly conducted as per schedule. Student attendance will be recorded for each paper separately
7. The solved answer sheets of the subject should be given to the teacher of the concerned subject for evaluation.
8. The assessment work shall be done within ten days from the date of examination and guidance is given to the students.
9. Students who fail to present for the exam shall be given permission only in case of medical emergency or academic reasons. Such students should be re- examined with eight days prior notice.
10. After evaluation within ten days of the examination, the concern teacher should enter the marks in the records kept with centralised exam cell.
11. The list of students absent in the examination is given to the concerned staff in the office for preparing clearance.
12. After the completion of the unit tests and practice exam in the academic session, a review meeting shall be held before the end of the session.

**Responsibility rests with:** coordinator, Centralized Exam Cell : Dr. K.B.Shirse

**Date of creation:** 10 June 2019

**Review Date:** July in each academic session

**Approved by :**

  
**Co-ordinator**  
**IQAC,**  
G.S.Gawande College, Umarkhed.



  
**Principal**  
G.S.Gawande College  
Umarkhed Dist.Yavatmal.