



**Shirdi Sai Rural Institutes
ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA**

POLICY DOCUMENT

INTERNAL EXAM POLICY



**Prepared by
Internal Quality Assurance Cell (IQAC)**

**ASCC,
Rahata**

INTERNAL EXAMINATION POLICY

Continuous Internal Assessment:

The institution follows a Continuous Internal Evaluation System. The main objective of it is to evaluate student learning at regular intervals by conducting Class Tests, Internal / Term End Examinations, Classroom Assessment, Projects and Practical's.

Academic performance of students is evaluated both by Continuous Internal Assessment (CIA) and University Examinations. The following is the ratio of marks allotted for CIA and University Examinations.

Pattern	Course	CIA	University Exam.
2013	UG	20 %	80 %
	PG	50 %	50 %
2019	UG	30 %	70 %
	PG	30 %	70 %

Marks in each course are assessed by Class Tests, Internal/Term End Examinations, Assignments/ Seminars and Attendance in respect of theory courses and Lab involvement.

Attendance in all the tests is compulsory.

The Class Test is conducted at department level where as Internal /Term End Exam is at institute level The Timetable of Internal /Term End Exam is duly prepared and circulated among the students in advance.

To ensure transparency of the evaluation process, the marks allotted are displayed on the Department Notice Board. Internal Marks are calculated on the basis of the marks secured in the Class Tests, Seminars/ Assignments, Classroom performance and Internal Exam.

The candidate has to secure 40% to pass in UG/ PG.

The test papers of both theory and practical are distributed to the students after every Class Test.

The Internal Exam papers are preserved in the departments till the completion of the student's course of study.

Precision and transparency in the internal assessment are achieved assessment components by following measures:

1. Communicating the internal assessment components in advance through Academic Calendar, Notice Boards and announcement system.
2. Circulating and publishing the internal assessment marks.
3. Giving opportunity for the students to approach grievances redressal committees - Department, College and University levels.
4. Discussing the internal assessment class wise record in Parent Teachers Meeting.

University Examinations:

For information regarding University Examination visit website <http://exam.unipune.ac.in/>

Examination Grievances Redressal:

There is complete transparency in the internal assessment. Examination planner for internal examination is prepared by College Examination Committee. College Examination Officer (CEO) monitors the schedule of internal examination and internal evaluation process. The student's grievances related to internal examination are solved by College Examination Committee.

Redressal of Grievances at College Level Examinations:

All the Internal Examinations are conducted as per the regulations of SPPU. Transparency is maintained during the examinations.

For any query or grievances regarding the internal examination, the concerned students can approach to respective course-teacher, class teacher or head of the department.

All the college level internal examination related grievances are resolved at the level of course-teacher, class teacher or Head of the department.

Redressal of grievances at University level:

The queries or grievances related to the examination forms, hall ticket correction, results, correction in marks sheets or other certificates etc. are handled by College Examination section.

Applications regarding these are collected from the students and are forwarded to the University.

CEO monitors the progress of such cases so that students get their grievance redressed as early as possible.