

**NIRMALA ARTS & SCIENCE COLLEGE,  
MULANTHURUTHY**

*(Affiliated to Mahatma Gandhi University, Kottayam)*

**POLICY FOR INTERNAL EXAMINATIONS**

1. A minimum of two centralised internal examinations (theory and practical if any) are to be conducted every semester. The marks/grades of these internal examinations are considered for the internal assessment as per the regulations of the Mahatma Gandhi University, Kottayam.
2. In addition to centralised internal examinations the teachers in charge of the courses have to conduct one or more objective or descriptive test papers in each semester.
3. At the beginning of every academic year the principal has to constitute an internal examination cell consisting of a coordinator and a minimum of three faculty members in order to plan, coordinate and execute all the works in connection with centralised internal examinations.
4. The tentative schedules of internal examinations are to be published in academic calendar of the college in advance. The internal examination cell prepares and issues with the approval of principal the actual schedules of centralised internal examinations and evaluations consisting of timetable of examinations, the date of completion of valuation and the date of submitting the mark lists.
5. 15 days before the commencement of the scheduled internal examinations the coordinator of internal examination cell has to issue a formal communication, with the approval of the principal, to faculty members for submitting one set soft and hard copy of question paper with answer key for each course. Question papers and answer keys of all courses are to be collected 5 days before the commencement of the scheduled internal examinations.
6. The pattern of question paper in respect of the second centralised internal examination in each semester is to be exactly same as the pattern suggested in the university regulations.

7. The printed question papers are to be distributed to the students in the examination hall ten minutes before the commencement of examination.
8. After each exam, the answer scripts are gathered and sent to the department for evaluation by the course faculty. Valuation of the answer scripts is to be done within 7 days of each exam. After valuation of the answer scripts, the mark lists are to be prepared and submitted by the valuer to academic monitoring committee through the head of the departments .
9. The evaluated answer scripts are to be returned to students by the concerned course faculty. The students having grievances regarding the valuation can inform the respective faculty and if necessary to the departmental grievance redressal committee.
10. For the benefit of absentees in each centralised internal examinations, a repeat examination is conducted after analysing the reasons for their absence by Academic monitoring committee and as per the recommendations of Principal.