



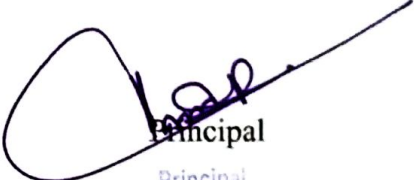
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TO WHOMSOEVER IT MAY CONCERN

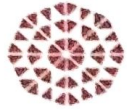
This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



Principal

Principal
KMCT College of Allied Health Sciences
P.O. Manassery, Mukkam
Kozhikode, Pin - 673602





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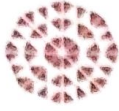
2.5.3 INFORMATION ON EXAMINATION REFORMS



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INTERNAL ASSESSMENT

- Three IA plus one model exam will be given for the students in an academic year, in this average of best two and is forwarded to the university as IA marks.
- Theory internal exam will be of 3-hour duration as that of university exam with a maximum 100 marks.
- Academic presentation, assignments, seminar presentation, extracurricular activities including sports and arts, as well the attitude and behaviour of the students are considered.
- The institution conducts internal exams for both theory and practical as directed by the statutory body.
- If the students have any grievance about the evaluation, the answer paper will be cross checked by the subject in charge and ensure the satisfaction of the students to get a fair evaluation.

SPECIAL EMPHASIS TO IMPROVE THE OVERALL PERFORMANCE OF THE STUDENTS

- Question bank which is updated each academic year based on the previous questions as regulated by the statutory body is provided to nurture and enhance the academic performance of the students.



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STANDARD OPERATING PROCEDURE FOR INTERNAL ASSESSMENT EXAMINATION

1. **Definition:** This procedure pertains to the steps to be followed in conducting internal assessment examination
2. **Objective:** to lay down the standard operating procedure for conducting of internal examination in the college
3. **Scope:** The SOP shall be applicable for all the internal examination

Procedure

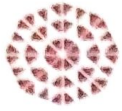
For the conduct of an examination, there are five stages

- 1) Preparation or pre-examination settings
- 2) examination
- 3) Evaluation and distribution
- 4) Grievance
- 5) Documentation

PREPARATION FOR PRE-EXAMINATION

- 1) Based on academic calendar prepared or direction of college Council as per the direction of IQAC examination time table will be prepared and displayed in the notice board two weeks before the date of examination
- 2) The same will be displayed in college notice board, classrooms and a copy will be circulated through the class in charge
- 3) External QP is collected to boost up the quality of academic progress.
- 4) 5 days prior to the date of examination concerned the subject in charge should handover the question paper to HOD confidentially.
- 5) HOD will maintain confidentiality and prepare the required number of question papers and will hand over the same to the invigilator on the day of examination before 30 minutes.
- 6) Class in charge / examination in charge should ensure the availability of examination hall with labelled table with register number
- 7) The person in charge of the exam should make sure that answer sheets and other necessary materials are available and inform the college office of this by specifying the amount needed at the time of notice.
- 8) The examination in charge or HOD will decide the duty of invigilator and other faculties required for the conduct of examination and a copy of the same will be circulated in the department.





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EXAMINATION

- 1) On the day of examination all faculty should reach 1 hour/ 45 minutes prior to the time of exam
- 2) All students will be allowed to enter into the exam hall before 30 minutes of exam and will be giving a cooling period of 15 minutes
(Cooling period is meant for mental stability and for the confidence building of the students.)
- 3) After the cooling period answer sheets will be distributed among the students
- 4) 10 minutes prior to the examination time question paper will be distributed
- 5) At sharp time the exam will be started, and hour reminder bell will be given in 1 hour gap
- 6) On the same day itself answer bundle will be handed over to the concerned subject in charge

EVALUATION AND DISTRIBUTION

- 1) All answer sheet should be evaluated within 5 days of receipt and it should be return to the HOD with mark list
- 2) The concerned faculty ought to make an answer key, and evaluation should be done using the answer key.
- 3) Any suspected case of malpractice should be intimated to the HOD
- 4) Answer sheet can be distributed to students with the consent of HOD.
- 5) Any complaints regarding evaluation by any student should be addressed by the subject expert initially and further complaints if any should be forwarded to HOD

GRIEVANCE

- 1) Any complaint from any student regarding the evaluation or the purposeful act by the faculty by reducing marks received by HOD should be forwarded to the grievance cell.
- 2) Grievance cell can authorise other faculty or an external faculty for the reevaluation of the answer sheet and that mark should be discussed with the students in front of HOD.
- 3) Make sure that the grievance cell is not biased.
- 4) Remedial measures should be made for the students shown below average performance.
- 5) Mentors should take care of the students before and after the exam.





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DOCUMENTATION

All stages in the conduct of examination should be documented batch wise


- 1) Notification
- 2) Preparation of time table
- 3) List of invigilators
- 4) List of current and additional batch students
- 5) Stock of answer sheet
- 6) List of evaluators
- 7) Copy of question paper prepared/ received
- 8) Copy of answer key prepared
- 9) Date of distribution of answer sheets for evaluation
- 10) Date of Return of answer sheets after evaluation
- 11) Complaints received to grievance cell
- 12) Change in mark after reevaluation
- 13) Final mark list with attendance percentage
- 14) Mark entry in academic portal and internal register




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