

Aditya Prakash Jalan Teachers Training College



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India**

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Internal Examination Policy

Prepared by : Internal Quality Assurance Cell



Internal Examination policy

1. Academic Calendar

- The tentative/Internal examination schedule for first year & second year is notified in the college academic calendar and exam are conducted according to scheduled plan.

2. Examination In-charge

- The Examination In-charge and other members of examination committee are selected by I.Q.A.C.

3. Planning

- The examination committee plans, organize and conduct internal examinations as per guidelines of Ranchi University, Ranchi.

4. Circular

- A circular is sent to all staff members mentioning the schedule of the Internal exam.
- The circular also requested teachers to prepare question papers, answer key and submit before the 10 days of scheduled date.
- After the circular is circulated, the Examination In-charge will circulate the exam Time-Table and then display it on the Notice Board.

5. Preparation of Question Papers

- The course teachers of respective subjects set their question papers by using blue print and submit the same to the Examination In-Charge.
- Preparation of question paper is as per Ranchi University regulation for B.Ed. Programme.



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- Proof reading and checking of compliance with syllabus and pattern shall be done thereafter.

6. Requirements

- All the requisite to conduct the internal examination as exam sheet, question paper and stationary items arrangement will be handled by examination in-charge with the help of storekeeper.

7. Room Identification

- Students are given answer sheet according to copy number.
- Examination halls are identified according to the requirement.
- Consolidated seating plan are prepared and intimated to the students through notice board and stickers on various entry points.

8. Allotment of Invigilators

- Invigilators are allotted according to need and are intimated officially about their invigilation duty.
- Concern teacher of the conducting exam is not appointed as invigilator.

9. Entering and Leaving Examination Rooms

- Candidates shall not bring any other items other than stationary and water to the examination hall.
- No candidates may enter the examination room later than half an hour after the start of the examination.
- No candidate may leave the examination room other than illness or other reason acceptable to the invigilator, before 30 minutes after the start of the examination.



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- No candidate may leave the examination room within the 30 minutes of the examination.
- All answer books shall be collected from candidates before they are permitted to leave the examination hall.

10. Code of Conduct During Examination

- The invigilators shall report to the exam cell and receive the answer books, attendance sheets and other documentation papers half an hour before the commencement of the exam and proceed to their respective exam halls/rooms.
- The exam conducting team shall hand over the required question papers to each room 5 minutes prior to the commencement of the exam.
- The Principal and Examination In-charge shall make surprise visits to exam halls/rooms occasionally during examinations.
- The candidates should maintain silence and talking or discussing anything with other classmates is strongly prohibited during examination.
- Attendance shall be taken in attendance sheets to get information about the strength of students.
- After the completion of the exam, invigilators shall report back to exam cell order to account for the question papers/answer books they had receive.
- The examination in-charge shall complete the documentation process and the answer books shall be handed over to the subject teachers for correction.

11. Malpractice During Examination

- The invigilator must report all cases of suspected or actual malpractice.



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- If candidates have committed malpractice, the Examination In-charge with concern to the Principal may disqualify or suspend him depending upon the severity of the case.

12. Bell Timing of Examination

- A short bell will ring 15 minutes before the start of the examination for invigilators to distribute the answer sheets to the candidates.
- A long bell will ring to distribute the question papers and start the examination.
- A short bell will ring after the completion of every hour.
- A short warning bell will ring 15 minutes before the end of examination.
- A long bell will ring for collection of used answer sheets at the end of the internal examination.

13. Evaluation and Declaration of Results

- Mark statement shall be collected from the subject teachers.
- Absentees should be marked with red.
- A consolidated statement of marks shall be prepared and after having made a preliminary analysis, the Exam In-charge shall appraise the Principal for the final approval for declaring the result.
- On approval, after having made the result shall be declared and displayed on the notice board.
- Declaration of result shall be the latest by 15 days from the last date of exams.



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- The results of those who have been caught for unfair means shall be withheld until decision on such matters are taken by competent authorities/committees.

14. Grievance Regarding Examination

- College has a Grievance Redressal Cell for dealing with any sort of grievance that students may encounter specially related to examination grievances of students, if any, are brought to the notice of the head of the institution, and the issues are amicably and promptly solved.
- A suggestion box is kept in the campus in which students can put their grievances/complaints. The authority will go through the same and tries to solve if possible.
- Any grievance/complaint received by the institution is discussed by the grievance Redressal committee to arrive at a concrete solution.
- Grievance application form is available on institute's website.

Principal

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