



INTERNAL EXAMINATION POLICY

The evaluation of the pupils is an essential component of the teaching and learning process. The college abides with the standards recommended by VNSGU with relation to the assessment policy of the students because the institute is connected with VNSGU, Surat. The knowledge, understanding, and abilities that students have acquired over the course of the semester can be estimated with the use of a thorough and transparent internal assessment.

Features of the internal assessment:

Policy of internal assessment consists:

- Impersonal, fair, robust and transparent.
- It is designed to objectively assess the acquired skills of the learners.
- It helps to expand appropriate student learning techniques.
- It includes formal and informal assessment methods to assess potential to the learners.
- It helps in achieving the objectives of cos and Pos.



(2)

Planning and organization of the internal assessment:

- The formal method of assessment entails administering unit tests, multiple-choice tests, home assignments, viva-voques, submitting a completed journal or project report, etc., while the informal method entails attending class or a lab, having one-on-one discussions about a particular subject, giving oral presentations, etc. The principle has formed a committee to oversee internal exams.
- At least one week prior to the scheduled day, a standard timetable for the internal test should be created and posted on the institutes' website or notice board.
- The internal test's question papers should follow the instructions provided by VNSGU.
- The faculty must provide students with information regarding the syllabus, which must also be posted on the departmental notice board.
- If any suspected exam malpractice is discovered during the internal examination, the invigilator immediately reports it to the senior superintendent of exams, who investigates the situation and, if necessary, takes appropriate action against the student.
- If for some reason a student is unable to attend in the required internal tests, an additional exam shall be scheduled in accordance with VNSGU norms. The Head of the Department should confirm whether a student's absence from the internal examination was real before enabling them to take an additional test. The student should only be permitted to take the additional test if the Head of the Department is persuaded of the validity of the reason for action.
- The internal examination paper must be graded by the faculty within the given time limit, and the departmental notice board must be updated with the results. If any student is not satisfied with the result, can concern the Head of the Department for reassessment.




3/

- A request letter from the student should be obtained by the Head, who should then have the relevant faculty to review it. After speaking with the concerned personnel, the HoD should call the offended student to address the question or concern and it will be resolved by the head.

Post internal assessment process:

- After the internal exams are over, the faculty should talk about the question paper in class and let the students know the sample responses to those questions.
- The teachers hold individual counseling sessions with underperforming students, providing additional guidance to help them do better.




Principal,
B.K.M. Science College,
Valsad, Gujarat, India.