

Internal Examination Cell

An internal examination cell is a specialized unit within an educational institution that handles internal assessment and quality assurance processes. It designs assessment criteria, conducts assessments, grades and evaluates them, monitors and reviews the process, manages data, implements quality assurance measures, provides training and support to faculty, provides student support, coordinates with other departments, and collects feedback to identify areas for improvement. The cell plays a crucial role in ensuring the quality and integrity of internal assessments.

Instructions to conduct Internal Examination:

1. Each question paper for the internal exam must contain the name of the college, the name of the examination, the name of the subject, the total marks assigned, the duration of the paper, the question paper code and special directions, if any.
2. In the case of question papers, which are common to two or three examinations, mention shall be made of the fact in the heading itself.
3. The marks assigned to each question shall be noted against the concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper.
4. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form.
5. Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
6. No question shall be set calling for a declaration of religious or political belief on the part of the candidate.
7. Question papers shall be prepared in such a manner so that a candidate well prepared in the subject, can reasonably be expected to answer completely within the time allotted.
8. Information regarding drawing sheets, squared paper, tables and charts if any to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay.

9. Questions shall not be a mere reproduction from textbooks or earlier examinations of any University.
10. The question shall not be vague, or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole programme of study and the books prescribed.
11. The Registration number and signature of all students appearing in the examination shall be recorded in the daily attendance roll call and duly countersigned by the invigilator.
12. The consolidated list of absentees is sent to the Principal and Head of Departments once the examination is over. Sufficient care should be taken while preparing this statement.
13. Details of the Continuous Internal Assessment (CIA) web portal entry have to be submitted as per the schedule announced by the university. The faculty chosen by the examination cell must make sure the internal marks of the students are entered correctly in the web portal.

Internal Examination Cell Co-ordinator: Ms. Bency Joy