

# **ANNAI VIOLET ARTS AND SCIENCE COLLEGE**

## **INTERNAL EXAMINATIONS**

### **STANDARD OPERATING PROCEDURES**

#### **1. Academic calendar**

- With reference to academic calendar exams are planned.

#### **2. Formation of Exam Committee**

- Members for exam committee are selected by the management.

#### **3. Planning**

- The committee meets the Principal and plans for the forth coming exams.

#### **4. Circular**

- A Circular to all staff members is sent mentioning the dates and subjects with time and session.
- The circular requests for question paper and answer key.
- The same is followed by each department and they in turn frame and submit the individual timetable to the COE which is displayed on the notice boards.

#### **5. Question Papers Setting:**

- The respective subject teachers set their Question Papers and will submit the same to the CoE along with the answer key.
- Preparation of Question Paper is as per university regulations.

#### **6. Requirements**

- Arrangements are made demanding to the number of required copies of question paper.
- All the necessary steps are taken to print the question paper.
- Arrangements of answer scripts, accounts sheets, graph sheet, thread were made.

#### **7. Rooms identification and intimation to All HoDs & In-charges**

- Identifying the examination halls and intimation to the Manager is made for necessary arrangements.

- Preparation of consolidated seating plan and attendance sheets.
- Students will be intimidated the same on the previous day of the examinations through different notice boards and entry points near steps.
- Request for security persons to control the flow and to support the examination system.

#### **8. Allotment of Dept. Wise Invigilators**

- Invigilators are selected based on the need and are intimidated.
- No of invigilators = total strength / 30 per internal examinations

#### **9. Class room boards cleaning**

- The class room board cleaning duty is assigned to Non Teaching staff.

#### **10. Distribution of Question Papers to halls**

- The invigilators on the day of Examination carry question papers along with them to the examination hall.

#### **11. Attendance sheet**

- Attendance sheet statements are arranged on the daily basis.
- It will be taken by the invigilators to the exam halls along with the question paper cover.

#### **12. Bell timings**

- a. Short Bell at 8.45AM / 12.30 PM
- b. Medium Bell at 9:00AM / 12.45 PM
- c. Long Bell at 9.15 AM / 1:00 PM
- d. Warning Bell at 12:25 PM / 3.55 PM
- e. Final Bell at 12.15:00 PM / 4:00 PM

#### **13. Absentees Statements for all examinations**

- A notebook is circulated to all the rooms to get information of the strength of the students.
- After every examination, branch wise consolidated absentee's statement is prepared.

#### **14. Collection and Submission of answer scripts from invigilators to Subject Teachers**

- Branch wise answer scripts will be collected from invigilators.

- The same will be handed over to the respective subject teachers.

**15. Evaluation & Submission**

- Collection of the marks statements from the subject teachers.
- Absentees should be marked with separate ink.
- Entering the same data in CMS.
- Maintaining all the acknowledgements of uploading data.
- Consolidated Branch wise marks collected from each department.

**16.** Receiving queries, doubts and problems in the mark entry within 2 days and rectification of the same from respective staff and re-communicated to students.

**17.** A Retest will be conducted for the failures and absentees.

**18.** University Internal assessment marks is evaluated based on the internal examinations.