



NAGAON G.N.D.G. COMMERCE COLLEGE

Estd. – 1984

Jyotinagar, Panigaon, Nagaon, Assam, Pin-782003

Accredited by NAAC, Grade-B++, Recognized by UGC with Section 2(f) and 12(B)



SOP INTERNAL EXAMINATION

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NAGAON : ASSAM.

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Purpose:

Internal examination means the examination that is conducted internally and assessed by the college teachers themselves. This examination is conducted for every semester on the dates fixed by the college concerned authority. Based on this, students are allowed to fill up the final semester exam form that is conducted by the University. Students unable to appear in the internal examination due to certain medical issue must appear for the same at a later date. The date of re-test is fixed by the exam committee.

The internal examination is compulsory for every student as the marks obtained in the test is included in the internal evaluation marks which is 20% of the total marks as fixed by the University. Besides this, marks of assignment and attendance of students are also considered in internal evaluation. If a student fails in internal exam, he will not be promoted to the next semester.

The question paper of internal examination is set by the respective subject teachers of the college. They set question paper on the basis of the progress of the course. The full mark for each paper is 20 and the duration of each exam is 45 minutes.

Committee:

Nagaon GNDG Commerce College has an Internal Examination Committee consists of;

- One Chairperson, Permanent Member (The principal of the College)
- One President, Permanent Member (The Vice principal of the college)

- One Coordinator (Member of College Teaching Staff), nominated by the principal from among the teachers of the college.
- One Member (Office Assistant)

Coordinator Responsibility:

The Coordinator is responsible for conducting and planning the forthcoming examination and supervises all matters related to the internal examination of the college. He/She will be responsible for the uploading and updating of the Internal Marks to the University through the means as directed by the University.

Standard Operating Procedures (SOP) on Internal Exam.

1. A circular will be displayed in the college notice board mentioning the date and time of the exam.
2. The circular will also be sent to the teachers and students through WhatsApp.
3. An exam routine will be placed in the notice board for the information of the students.
4. The question paper for each subject will be of 20 marks and of 45 minutes duration.
5. The teachers will be directed to set question paper and submit the same to the coordinator of the internal exam within a stipulated time period.
6. All necessary steps will be taken to print the question papers according to the required numbers.
7. The rooms/halls for exam will be identified and seating plan prepared accordingly.
8. Students will be informed the same.
9. For the exam, invigilators will be selected according to the need and they will be informed accordingly.
10. Attendance sheet of the students will be prepared on daily basis.
11. After completion of the examination answer scripts will be handed over to the respective teachers for evaluation.

12. A date will be fixed for submission of the subject wise marks foil along with the answer scripts.
13. The results for every subject will be displayed in the college notice board.
14. All the exam related queries of the students will be resolved within a prescribe time.
15. Retest will be conducted for the failure and absentee students.
16. Internal evaluation marks of Gauhati University will be calculated based on the internal examination.
17. The internal evaluation marks for every student will be uploaded on the university examination portal as and when notified by the University.
18. A student who fails to qualify in the internal examination will not qualify even though he might have secured pass marks in the final examination conducted by the University.
19. In such circumstance, the student will be considered as acquiring a backlog or arrear in that particular subject.
20. A student with arrear in any subject will be allowed to appear for the examination in the next consecutive year after due completion of all necessary procedures of internal examination.



Principal

Nagaon GNDG Commerce College
Nagaon, Assam