

Nehru Yuva Krida & Sanskrutik Mandal, Chikhli's

**Late. Bhaskarrao Shingane Arts,  
Prof. Narayanrao Gawande Science &  
Ashalata Gawande Commerce College**

Lavala Road, Sakharkherda. Tq. Sindkhed Raja, Dist. Buldana (M.S.) - 443202

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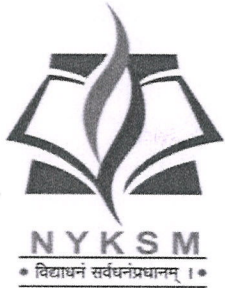
**Internal Exam Cell: A Report 2023-24**

Internal Exam Cell is one of the cells formed for the purpose of all round development of the students of the institution. The cell has members from teaching and non teaching staff from different Departments. In this session the cell has following members. S.R.Gawai as coordinator, A.M. Rathod as member, V.J.Sawant a member from non teaching staff. The Cell organize meeting before start of the university exam twice a year. The first meeting was held on 28 July 2023. This meeting discuss about the new changes in the Syllabus and paper pattern. And section budget for the internal exams. The workshop on Internal Assessment scheme was organized during 7th To 10 Aug. 2023 where teachers guided student for the internal marks scheme of each subject. In this year the winter internal exam was held on 11 sept. 2023 onwards. The cell circulates notice among the teaching staff to prepare question papers beforehand and submit to the cell. After completion of the exam the teacher assess students and submit their report to the Cell.

Internal exam cell asked teaching staff to conduct internal practical exams and access students assignment for the winter session. After the Internal exams of different types, the cell provides students internal marks online on the university portal. The Internal exam cell had displayed students marks on the notice board. The students have right to object their assessment ask for the justification from the respective subject teacher. The cell had its meeting in the month of March. The cell had conducted its internal exam of summer session from 5 April 2024 onwards following the same process. The student has approached to the cell for their different exam issues. The cell discussed them in the meeting. The correspond with the university on the different student issues and got it solved from university authority.

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**Internal Exam Cell: A Policy**

Late B.S. Arts, Prof. N.G. Sci. & A.G. Comm. College, Sakharkherda .The Primary responsibility of the committee is conduct unit tests and other internal evaluation and publish the result on time. The Committee has a structure which includes co ordinator, and other members to control over the exam system. All the notifications issued by the University are kept in order in order to ready reference. The syllabus for the various programme also kept for the reference. The Committee prepares time tables for the test exam and publishes it three days before the commencement of exam. The committee monitors the Attendance of the students who attempts test exam and submit assignments. The list of invigilator are prepared before hand, however internal adjustment could be done.

The seating arrangement of student for the test exam is done by the office staff. Dealing with question paper is to be highly confidential. Teacher are asked to prepare the question paper for the test exam paper before hand and kept in the Examination cell. All the cases of grievances and malpractices are discussed in the regular meeting and necessary communication is made to the university. The evaluation of the test exam is made within the time and result is convey to the students on the notice board. Students can approach to the Grievance committee if they wish to. The subject teacher after the evaluation answer sheets are made available to the students which help for the transparent evaluation.

The college conducts one test in each semester. The committee papers the time table before hand collects question papers from the teacher before hand and make a necessary arrangement to conduct the test exam. After the evaluation the result is displayed on the notice board for the transparency purpose. The records of Answer sheets for the last three years are maintained in the cell.

The internal assessment is monitor on the parameters such as class test, unit test, Assignments, quizzes, group discussion, regular attendance in the class, seminar ,Project, field visit, Industrial visit ,viva voce, wall Paper, Projects etc. The Internal Exam Committee in a way observes overall activity of the students to grade them. It helps for the smooth function of the education system. It helps for the regular guidance to the students on different educational aspects. The student is only centre point for the Committee and his or her progress is a soul aim of the committee.

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