



AMC ENGINEERING COLLEGE

18th K.M. Bannerghatta Road, Kalkere, Bengaluru - 560 083

SOP for conduct of Internal Exams

Department	Examination Section	SOP No	AMCEC/2020-21/002
Title	SOP for conduct of Internal Exams	Version	1.0
Date of Issue	14-12-2020	W.E. F	14-12-2020
Responsibility	Principal, Scrutiny Committee, Calendar of Events Committee, HOD's, Faculties, Exam Section		

Prepared by

Reviewed by

Approved by

Sign & Date

Sign & Date

Sign & Date

Question In charge

Dean Examination

Principal

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SOP for Conduct of Internal Exam

Aim: To conduct Internal Assessment Examinations (03) at AMC Engineering College

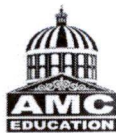
Objectives:

1. Conduct Internal Exams (IA) at AMCEC in line with the Academic Calendar of Visvesvaraya Technological University (VTU).
2. To keep the IA evaluation process transparent.
3. To respond to and resolve student complaints within a reasonable time frame.
4. On a constant basis, reduce examination grievances.

Procedure:

5. University publish University Academic Calendar (UAC) for academic year in the beginning of academic semester. **(Annexure – 1)**
6. Institutional Academic Calendar (IAC) **(Annexure – 2)** is prepared in adherence to UAC by Calendar of Events Committee consisting of Principal, HODs and various coordinators before the commencement of semester **(Annexure – 3)** and is approved by Head of the Institution.
7. In charge of examination is given to any one of the departments on rotational basis. Examination committee conducts meeting of internal exams along with departmental coordinators ten days before the commencement of examination.
8. IA timetable is prepared by examination committee comprising of course code and date and timings. Also, Duty allotment for room supervisor, squad is prepared by examination committee.
9. Ten days before the date of IA, examination committee will issue circular to all HOD's to prepare and submit two sets of question paper for each subject. **(Annexure – 4).**

G. S. S.
Principal
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10. Day wise activities at Department:

Day 01	<p>a) HOD's will allot work to all Subject faculties to prepare two set of question papers to course coordinators as per blooms taxonomy covering minimum of 1.5 modules out of 5 for every internal exam. (Annexure – 5).</p> <p>b) Maximum of Two days' time is given to submit Question papers.</p>																																			
Day 03	<p>a) All Subject Handling Faculties will submit two set of question papers to departmental examination coordinator.</p> <p>b) HOD will review all the question papers and will inform concerned subject faculty if any revision is required. (Annexure – 6)</p> <p>c) If no revision required then, committee would forward the question papers to Principal for final approval. (Annexure – 7).</p> <p>d) Question papers will be sent to examination Committee. Question papers are kept in a examination section under CCTV surveillance. (Annexure – 8).</p>																																			
Day 05	<p>a) Required numbered of photocopies of question papers will be print under the supervision of head of the Examination & CCTVs surveillance.</p> <p>b) The printed question papers will be stored in strong room. The entire process of printing and storing of question papers will be completed one day before the commencement of IA Exam. (Annexure – 9).</p>																																			
Day 09	<p>a) Seating arrangements will be done one day before the IA exams.</p> <p>b) Circular for IA exam schedule & seating arrangements will be displayed on the notice board. (Annexure – 10).</p> <p>c) Maximum of 20 students will be accommodated in one classroom and 40 in seminar hall.</p> <p>d) Seating arrangements are made in cross mechanism as shown below.</p> <table border="1" style="width: 100%; text-align: center;"><thead><tr><th colspan="3">Row - 1</th><th></th><th colspan="3">Row - 2</th></tr><tr><th>Seat 1</th><th>Seat 2</th><th>Seat 3</th><th></th><th>Seat 1</th><th>Seat 2</th><th>Seat 3</th></tr></thead><tbody><tr><td>CSE</td><td></td><td>ECE</td><td>Desk - 1</td><td>CSE</td><td></td><td>ECE</td></tr><tr><td>ECE</td><td></td><td>CSE</td><td>Desk - 2</td><td>ECE</td><td></td><td>CSE</td></tr><tr><td>CSE</td><td></td><td>ECE</td><td>Desk - 3</td><td>CSE</td><td></td><td>ECE</td></tr></tbody></table>	Row - 1				Row - 2			Seat 1	Seat 2	Seat 3		Seat 1	Seat 2	Seat 3	CSE		ECE	Desk - 1	CSE		ECE	ECE		CSE	Desk - 2	ECE		CSE	CSE		ECE	Desk - 3	CSE		ECE
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Day 10	<p>a) All IA exams are scheduled from 09:30 AM to 11:00 AM and from 02:00 PM to 03:30 PM.</p> <p>b) All classrooms are monitored under CCTV Surveillance and with one invigilator. (Annexure – 11).</p> <p>c) After exams, class invigilator will collect the bluebooks from the students and submits it to exam cell coordinators.</p> <p>d) Exam coordinators will reorganize the bluebooks course wise and concerned course coordinator collects the blue books from exam section on the same day.</p>																																
Day 11,12,13,14,15 & 16:	<p>a) Scheme of evaluation is prepared by course coordinator and the same is discussed with students in class after examination.</p> <p>b) Faculties will evaluate the bluebooks as per the standards mentioned by university. (Annexure – 12).</p> <p>c) Within four to five working days faculties will submit marks to the HOD.</p>																																
Day 17	<p>a) Blue books are shown to students for any grievance.</p> <p>b) Any grievances raised, students will approach HOD and concerned course faculty will be called to evaluate the blue book in front of HOD.</p> <p>c) If there is any revision in the marks, then it will be entered in the revaluation grievances logbook maintained by the departments. (Annexure – 13).</p> <p style="text-align: center;">Sample logbook</p> <table border="1" style="width: 100%;"><thead><tr><th>USN</th><th>NAME</th><th>SUBJECT</th><th>ORIGINAL MARKS</th><th>REVISED MARKS</th><th>HOD SIGN</th><th>FACULTY SIGN</th><th>STUDENT SIGN</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	USN	NAME	SUBJECT	ORIGINAL MARKS	REVISED MARKS	HOD SIGN	FACULTY SIGN	STUDENT SIGN																								
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Day 18	<p>a) Course coordinators will perform result analysis and identify subject wise and mentor wise slow learners and advance learners. (Annexure – 14).</p> <p>b) Students are identified & classified as slow learners and advance learners based on SOP. (Annexure – 15).</p> <p>c) Students who secure less than < 60% of marks will be considered as Slow learners.</p> <p>Students who secure more than > 80% of marks will be considered as Advance learners.</p>																																


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Day19	<p>a) Mentor will monitor and maintain mentee performance assessment book. (Annexure – 16).</p> <p>b) Mentors will focus on improvement of slow learners by conducting remedial classes, tutorial classes and one to one interaction and so on. (Annexure – 17).</p> <p>Mentors will motivate advance learners for participating attending conferences, poster presentation, mini projects, seminars, conducting research and so on. (Annexure – 18).</p>
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- After one week from the day of IA Exams result declaration, Parent Teacher Meeting (PTM) will be organized. **(Annexure – 19).**
- Parents are informed about their children progress.
- Same Procedure will be followed for all the IA Exams.

Change History

Revised SOP no.	Revised Date	Effective Date	Significant Changes Made	Obsolete SOP no.

Annexures

1. University Academic Calendar
2. Institutional Academic Calendar
3. Calendar of Events Committee (Composition & Minutes of Meeting)
4. Circular from Examination Committee to prepare two sets of question paper of all the courses.
5. Circular by HOD's to dept. faculties regarding Question paper setting.
6. Departmental Examination in charge correspondence with HOD's requesting for revision.
7. HOD correspondence with Principal for final approval.
8. HOD's correspondence to Examination Committee for submitting of Question papers.
9. Extract of Strong room register
10. Circular for IA exam schedule & seating arrangements
11. Invigilator's allotment circulars.
12. Copy of Blue book

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13. Extract of revaluation grievances logbook
14. Department wise and subject wise final IA exam result sheet and result analysis
15. List of Slow learners & Advance Learners
16. Mentee performance assessment book
17. List & details of Remedial classes, tutorials etc.
18. List & details of student achievements
19. Parent Teacher Meeting minutes book.

Abbreviation's:

1. IA - Internal Exams
2. AMCEC – AMC Engineering College
3. VTU - Visvesvaraya Technological University
4. UAC - University Academic Calendar
5. IAC - Institutional Academic Calendar
6. PTM - Parent Teacher Meeting

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