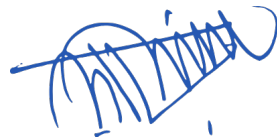


**REGIONAL INSTITUTE OF  
PARAMEDICAL AND NURSING SCIENCES  
ZEMABAWK: AIZAWL**



**GUIDELINES FOR CONDUCTING INTERNAL  
EXAMINATION**

**IQAC DOC NO - 29**



## **1. Declaration of Exam schedule**

- 1.1. The exam schedule for all internal assessment shall be notified in the Institute academic calendar.
- 1.2. The internal examination shall be notified by the Principal/Head of Department within 20 days prior to starting of the examination.
- 1.3. Syllabi for the internal assessment should be informed to students within 15 days prior to start the examination by the respective subject teacher.

## **2. Preparation for Sessional examination**

- 2.1. All concerned teacher shall have to prepare questions referring their respective programme regulations and submit to Principal/HoD via email.
- 2.2. All questions should be submitted before 5 days prior to the examination schedule as format given in the Annexure-I.
- 2.3. The Principal/HoD shall constitute Moderation board to scrutinise all questions.
- 2.4. The moderated questions shall be printed, packed in seal covered and placed in the custody of the Principal/HoD two (2) days before schedule.
- 2.5. All the answer book for the examination should also be ready along with the questions paper two days before exam schedule.

## **3. Conduct of examination**

Unless there is no other guidelines from Examination authority, the following shall be followed :

- 3.1 Examination hall should be arranged to mix all students of different classes. No students in the same class should sit together in the same bench.
- 3.2 The roll number of all students should be pasted on each table.
- 3.3 Examination Hall shall be opened 10 minutes before exam hour along with the invigilators, and shall be closed 10 minutes after examination. The invigilators shall continue their duties and should not leave the examination hall until the examination hour(s) is completed.
- 3.4 Students should not be allowed to keep cell phones and smart watches, if they carried, they shall deposit to the invigilators and shall collect it back after submission of answer book.
- 3.5 The duration mentioned on the question papers should be followed strictly.

## **4. Question papers:**

- 4.1 All question papers should be submitted by the subject teacher on time.
- 4.2 The format for the question paper shall be as given in the Annexure-I.

## **5. Answer book:**

- 5.1 All the internal examination should be written only using the answer book provided by the Institute.
- 5.2 The invigilators on duty should check all the particulars of students and put his/her signature.
- 5.3 At the end of examination, the invigilators shall have to pack all answer papers in a sealed cover and submit to the examination cell for further action.



## **6. Evaluation of Answer scripts**

6.1 Within three days after examination, the department shall fixed one day for central evaluation of all answer scripts and shall finish preparation of results as given format in Annexure-II.

6.2 On the day of evaluation, each subject teacher shall have to submit marks obtained by students in continuous mode and others specified in the regulations of each programme.

## **7. Verification of answer book by students:**

7.1 Each subject teacher/class teacher shall informed students to verify their marks obtained in the internal assessment and get the signature of students on the answer book.

7.2 In case there is a complaint on marks by students, he/she shall discuss with subject teacher to settle the matter.

7.3 In case of un-satisfaction of the explanation by the subject teacher, student may submit his/her grievances to the Principal/Head of Department with in one day in the prescribed form given in the Annexure- III. The decision of the Principal/ Head of department shall be final. The grievances mentioned in this matter is purely in the internal examination matter and should not be mixed with other grievances which are to be addressed in the Institute Grievance Cell.

## **8. Publication of the Results:**

8.1 The results should be published within 5 days after the examination after completion of verification

8.2 The result of students should be displayed in the Institute website and the notice board.

8.3 The answer book of the top three students shall be discussed by the course teacher in their class to motivate the top scorers and to teach the other students on how to write the answer book.

## **9. Identification of Academically poor students:**

The identification of Slow, Average and Advanced learners shall be identified as per the guidelines for Slow, Average and Advanced learners.

**ANNEXURE – I (Format for Question Paper)**

DEPARTMENT OF \_\_\_\_\_  
REGIONAL INSTITUTE OF PARAMEDICAL AND NIURSING SCIENCES  
ZEMABAWK, AIZAWL: MIZORAM  
(Programme) \_\_\_\_\_ SESSIONAL EXAMINATION \_\_\_\_\_ (Academic year)

(Name of the course & Course Number)

Date of examination: \_\_\_\_\_

Duration: \_\_\_\_\_

Total marks: \_\_\_\_\_

Q1. Answer the following questions(No of question X Mark = \_\_\_\_ ) (5X3= 15)

Q2.

Q3.

For MCQ:

1. Questions.....

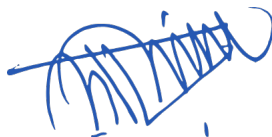
a)

b)

c)

d)

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## ANNEXURE – II