



## **VIDYAVARDHAKA LAW COLLEGE**

**SHESHADRI IYER ROAD, MYSURU-1**

### **INTERNAL ASSESSMENT EXAMINATION COMMITTEE**

Vidyavardhaka Law College, Mysuru has constituted Internal Assessment Examination Committee which works in accordance with the policies laid down by the Karnataka State Law University, Hubballi since 2018. The committee constituted with faculty members annually collaborate to conduct internal assessment test as prescribed by the University.

#### **Purpose**

- To establish procedure for conducting Internal Assessment Test at institute level
- To safeguard the quality of assessment procedure.
- To prepare internal test time table and setting of question papers as prescribed by the University.
- To display the statement of internal marks of students on notice board.
- To take measures against any misconduct
- To refer any examination related grievance to Student Grievance Redressal Cell
- To scrutinize the marks obtained by each student and submission of internal marks to university

#### **Procedure**

- The Committee is constituted with two faculty members as coordinators
- The list of students admitted each year is collected for preparing seat allotment in examination hall
- Collecting question papers from course teachers and printing
- Allotment of invigilation duties for faculty members and taking of student attendance.
- Evaluation procedure is carried out by respective course teachers

- Display of statement of marks on notice board after thorough scrutiny
- Addressing student grievance, if any
- Submission of Internal marks announced to University Online.

### **Internal Exam Pattern**

The internal exam committee shall follow the rules of the KSLU, Hubballi regarding internal assessment and evaluation.

### **Instructions for Students**

- Students should compulsorily wear uniform to the examination hall.
- Do not carry any reading materials, chits, electronic gadgets, mobile phones etc. to the examination hall.
- Students should be present in examination hall before 10 minutes.
- Use blue/black ball point pen.
- Name, Class, Section, Register Number should be legibly written on the test paper issued.
- Do not wear any kind of watches or smart watches to examination hall.
- Answers can be written either completely in Kannada or English.
- No Re-test will be given for absentees.

### **Instructions for Faculty Members**

- Faculty members shall follow the invigilation duty allotted without fail.
- Any changes to be made in invigilation duty the same shall be brought to the notice of coordinators.
- To report to coordinators 10min before and collect test papers and answer sheet.
- Announce the internal examination instructions for the students.
- Check the proper sitting of each student in respective examination hall as per allotment.
- Take attendance of students and mark the absentees.

- Putting signature on the test answer sheet after checking the details of students filled on the paper.
- Handover the answer scripts to the coordinators after examination.
- Submit evaluated answer scripts along with marks list to the coordinators on time.
- Scrutinize and sign the marks list before announcing it on the notice board.
- Rectify any discrepancies or upon the grievance received by the student.
- Fill out the respective subject marks online and submit to university.

  
**PRINCIPAL**  
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