

Internal examination process and Grievance Redressal

Purpose of internal examination

The primary purpose of internal examination is to assess students' understanding of the subjects taught during the semester. The tentative schedule is shared in the beginning of the session through the academic calendar. These examinations are an important tool for formative assessment, gauging the learning level of the student, giving feedback and remedial teaching. Internal exams encourage regular study habits, reduce exam fear and provide feedback to both teachers and learners about the progress made. They also play a vital role in continuous assessment and in preparing students for final university examinations.

Preparation for internal examination

The dates of examination and pattern of setting question papers is discussed by the Principal in the staff meeting. The house examination incharge prepares date sheet and share it with the students a week before the exams. Teachers prepare question papers based on the syllabus ensuring a balance between easy, moderate and challenging questions. The question papers are set as per the Panjab University pattern. Teachers also provide guidelines and revision classes to help students focus on important topics. The question papers are sealed and submitted to the Principal office for security and confidentiality of the question papers till the date of examination.

Conduct of examination

The conduct of internal examinations requires planning and discipline. Examination schedules are announced in advance, seating arrangements are made and invigilators are assigned to maintain fairness. During the exam, students are monitored to prevent malpractice, while ensuring a calm atmosphere that supports concentration. The entire process is carried out systematically to maintain the credibility and seriousness of the examination. Students are not allowed to leave the examination hall without submitting the answer sheet. At the end of the exam answer sheets submitted to examination incharge.

Evaluation of answer sheets

After the examination, teachers evaluate the answer sheets with fairness and transparency. Marks are awarded according to the marking scheme, giving credit for both correct answers and relevant steps. Teachers also provide feedback on common mistakes, areas of improvement and strengths observed in students' work. The evaluation is not only a tool for grading but also a reflection of how effectively the teaching-learning process has taken place. The answer papers are showed to the students before submitting

the final award lists to the house of examination incharge. The students are asked to consult their teacher for improving their scores if they have any doubt. In case of any grievances regarding the paper marking, they are allowed to report the matter to the house examination incharge which then redresses their problems at their own level in consultation with the evaluator.

Remedial teaching

Remedial teaching is an important follow-up process after internal examinations. Based on the evaluation, teachers identify students' weak areas and provide additional guidance to bridge the learning gaps. Remedial classes and individual mentoring are often arranged to strengthen the concepts and to improve performance. Remedial groups are formed on the performance basis like above average, average and below average. Remedial teaching of 7-10 days is conducted for these groups. Remedial teaching ensures that internal exams are not just a testing mechanism but a means to enhance learning and support the holistic development of every student.

Thus, house examination proves a useful tool not only for gauging student progress but also for assessing effectiveness of classroom teaching, reframing the course objectives and bringing about modifications in the teaching learning process.