



Pune District Education Association's

College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in

E-mail - carc2006@rediffmail.com / carcakurdi@gmail.com Outlook- acrc_akurdi@pdeapune.org



SOP of Internal Assessment Examination

1. Internal assessment is strictly conducted as per NCISM and MUHS guidelines.
2. Exam cell prepares year wise & batch wise tentative schedule for examinations at the beginning of academic year and it is reflected in academic calendar.
3. Internal assessment exam timetables get approved by Hon. Principal, these time tables displayed on notice board well in advance of the actual examination and same is forwarded to year wise what's app group of students and teachers.
4. Examination cell provides timetable and blank mark list to concern departments through academic coordinators.
5. Faculties from concern department set question papers for the particular exam. On the day of examination, supervisor collect answers sheets from store department and get distributed it to the students. Students solve the paper under supervision.
6. After completion of theory paper, the answer sheets are collected and brought to the concern department. Within 8 days, teachers in the department assess all these answer sheets. It is cross checked by the faculties in the department.
7. If any Student remain absent for internal exam due to genuine reason, he/she can give the exam later with prior permission of Academic director and Principal.
8. Evaluated answer sheets are cross verified by each student personally. If student raises any query regarding marking or totalling it is solved by concern subject faculty.





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9. Head of the department submits final result to the examination cell, which is duly signed by students, faculty, HOD and principal.
10. Final internal assessment record is checked and verified by the designated authority in the college and then submitted to university after signature of HOD and students.
11. Any grievance related to internal examination is informed to in charge of exam cell.
12. Internal assessment marks (Average) of each student then submitted to university through online portal.
13. All the internal assessment record preserved in the department for 5 years.




Principal
P.D.E.A.'S
College of Ayurved And Research Centre
Nigdi, Pune - 411 044.