



**SRI DEVARAJ URS SCHOOL & COLLEGE OF  
NURSING, TAMAKA, KOLAR-563101.**

<b>Doc. No.</b>	<b>QSP-05</b>
<b>Issue Status</b>	<b>02</b>
<b>Rev. No.</b>	<b>00</b>
<b>Date:</b>	<b>01-09-2018</b>
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**CONDUCT OF INTERNAL EXAMS, RESULT  
ANALYSIS AND FOLLOW UP ACTIONS**

4.1.3.2 The staff in-charge of the test plans and executes all the activities like hall arrangements, Invigilator assigning, Question paper distribution.

**4.1.4 Communication of the Micro Schedule to staff / Students**

4.1.4.1 A copy of the details schedule is displayed on the notice board for the information to the students.

4.1.4.2 A copy of the micro schedule is circulated to the invigilator and their signature is obtained in original copy.

**4.2 Conduct of periodic tests**

4.2.1 The invigilators assigned for the day collect the question paper and the Blue Book from the concerned class coordinator before the commencement of the test.

4.2.2 The invigilator goes to the respective exam halls and distributes the Blue Book first and then question papers.

4.2.3 The invigilators ensure that no malpractice takes place in the examination hall.

4.2.4 At the end of the periodic test the invigilator collects the blue books from all the students in the hall and submits them to the respective faculty / HOD, in a safe manner.

**4.3 Evaluation of periodic tests**

4.3.1 The respective teaching faculty evaluate the blue books for the periodic tests.


The marks obtained are recorded by the respective teaching staff in the Internal Assessment mark register  
(Theory-Course file)

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Gayathri  
IQAC

Sri Devaraj Urs College of Nursing  
Tamaka, Kolar-563101.

Principal

Sri Devaraj Urs College of Nursing  
Tamaka, Kolar-563103

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#### 4.4 Analysis & Communication of test results

4.4.1 The test papers are evaluated and the marks scored in the test are conveyed to the students within a week from the test date and fills up the marks in the internal Assessment marks register by the subject teachers, along with the Internal exam result analysis (based on marks pattern for each subject and overall percentage) for (ACD16) gives to the Class co-ordinator

4.4.2 Class Co-ordinator consolidates all the subject marks of their student's and. & the same will be displayed on the notice board and reports the marks obtained in the periodic test to the students mentor and also in the general faculty meeting, where corrective actions will be charted out.

#### 4.5 Follow up actions

4.5.1 The Class coordinator and PTA Secretary Calls for the parents meeting to communicate students progress and the feedback will be obtained

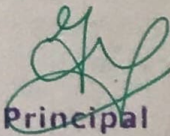
During this meeting, guidance is given to the concerned student to improve her / his performance. Parent also made aware of the responsibility of having a watch on the student in this respect.


#### 4.6 Corrective actions

4.6.1 All the root causes will be analysed and corrective action will be taken accordingly.

- The details of the corrective action taken are recorded in the CA report, for an internal exam and University exam the analysis and action are recorded in the specified format itself (Course File)
- **If any students are absent for the scheduled IA student should approach the subject teacher within 03 days of conduct of the test.**
- **If any student has scored fail marks in the IA, student should approach the subject teacher within 03 days of announcement of the results.**

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## 1.0 PURPOSE

To plan and define the procedures for planning, organizing and conducting periodic tests, result in analysis and follow up action.

## 2.0 SCOPE

All the students of the college.

## 3.0 RESPONSIBILITY

Principal, HODs, class-co-ordinator and Staff-in-charge of the subject

## 4.0 PROCEDURES

### 4.1 Planning

The periodic tests are planned to be in line with the schedule in the college calendar and to organize the test in its minute details.

#### 4.1.1 Macro Schedule Planning (Master Rotation Plan)

4.1.1.1 Taking into account the number of working days available for each year, the class co-ordinator plans and prepares the schedule chart for periodic tests in the staff meeting at the start of the year by consulting HOD's concerned.

4.1.1.2 For all the students three periodic tests are conducted and the syllabus is decided by the faculty in charge/HOD.

4.1.1.3 Duration for the periodic tests shall be one/two hours and conducted strictly as per the pattern of the University examination..

#### 4.1.2 Communication of the Macro Schedule to staff / Students

4.1.2.1 The schedule is printed in the college calendar /calendar of events of each Class Co-ordinator and HOD.

4.1.2.2 The copy of the calendar is notified to all the students and the staff by sending the circular/ displaying it on the notice board.

#### 4.1.3 Micro schedule planning (IA Test)

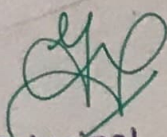
4.1.3.1 The micro scheduling covers mainly the following areas (ACD15)

- Date, time-wise schedule of subjects

-Teaching staff-subject wise

- Invigilator-date-wise

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