

# Internal Assessment Policy Manual

## Preamble

This Internal Assessment Policy Manual is designed to ensure the smooth, fair, and transparent conduct of internal examinations for both Undergraduate (UG) and Postgraduate (PG) courses at Amala. The policies outlined herein aim to provide a standardized approach to assessment, ensuring clarity and consistency for students, faculty, and administrative staff.

## Policies

### 1. Timetables

- The timetable for the Internal Assessments of both UG and PG courses, year-wise / phase-wise will be framed out by the respective Curriculum Coordinators in consultative with the HODs of the concerned department and the same will be forwarded to the Principal. Principal, after the approval of the same, will be issued as an office order and circulated among students and faculties. The approved timetable will be uploaded in the Amala Website under Academic schedule

### 2. Confirmation of Internal Examination Dates

- Internal examination dates and times for Part Completion Tests and Prelims (both theory and practical) of each phase will be framed out by the Curriculum Coordinators and confirmed by Principal. This schedule will be uploaded at least one month prior to the examination dates. A copy will also be distributed to the respective departments and students.

### 3. Notification of Exam Portions

- Students will be informed of the exam portions as per the curriculum two weeks prior to the exam. The pattern of questions will be set by each department according to KUHS guidelines. This information will be displayed on the notice boards of various departments.

### 4. Exam Venue Arrangements

- Each department will arrange the exam venues as per the schedule. Internal Exams will be conducted in the Examination Hall.

### 5. Coordination of Exam Timing

- Coordination with students and faculty regarding the timing of the exam will be done at least two weeks prior to the tentative schedule.

### 6. Invigilator Arrangements

- Arrangements for invigilators and the duty roster during the examination will be distributed to the concerned faculty to ensure their mandatory presence.

### 7. Exam Material Preparation

- Exam materials will be prepared by the staff in the respective department. The question paper will be prepared by a senior faculty member and scrutinized by the Head of the Department (HOD).

### 8. Seating Arrangements

- Seating arrangements in the exam hall will be done according to the KUHS Register ID.

### 9. Communication of Exam Instructions

- Exam instructions will be communicated to both students and invigilators. A hard copy of the instructions will also be posted on the notice board outside the examination hall.

### 10. Special Accommodations

- Special accommodations for students with disabilities or specific needs will be ensured so they can fully attend the exam.

### 11. CCTV Surveillance

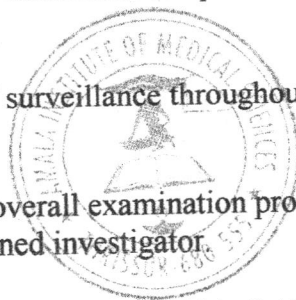
- The examination hall will be under CCTV surveillance throughout the exam. Recordings will be maintained by the IT department.

### 12. Exam Scrutiny Cell

- The Exam Scrutiny Cell will monitor the overall examination process. Any malpractice will be reported to the Chairman by the concerned investigator.

### 13. Publication of Results

- Results of the internal examinations will be published within 7-10 working days.



**14. Discussion of Answer Key**

- The answer key will be discussed with students by the assigned faculty. A soft copy will be retained in the concerned department.

**15. Submission of Marks**

- Internal Assessment Marks will be forwarded to Principal by the respective HODs as hard copy. Principal, after approving the same, will forward the marks to KUHS through online.

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