

SAROJINI NAIDU VANITA MAHA VIDYALAYA

IQAC - SSR - 2.5.1

SOP for dealing with Internal and External Exams and related Grievances

1. Almanac on the University Website
2. The students with shortage of attendance are required to submit undertakings with parent's signature.
3. The students with medical emergencies are required to submit copies of the medical certificates.
4. The students participating in sports and NCC events are required to submit permission letters signed by the Physical Director, NSS Program Officer and the NCC Officer.

Internal Examinations

5. Communication of the Schedule and Time Table of Internals to Students.
6. Preparing the question Papers.
7. Conducting the Internal Assessment Exam.
8. Evaluation of answer scripts and sharing of marks with the students.
9. The marks allotted to the students after evaluation are recorded, verified and displayed to the students of undergraduate courses before uploading on the University Examination Portal.
10. Uploading the marks onto University website within the prescribed time.

External Examinations

11. The notification giving details of the amount and the schedule of fees payment is displayed on the website of the university. The same is shared to the students
12. The time table of the external examination displayed on the Osmania university website is shared to students.
13. The Hall tickets of the students appearing for the examination are downloaded and distributed to students.
14. The results are declared by the university on its website.
15. Students having grievances with regards to the marks scored in the external end semester examination can apply for revaluation and scrutiny of their answer scripts. Notice regarding the online application and fee payment for Revaluation of University external examination, displayed on the University portal is shared with the students.
16. The application form for revaluation along with the required fees is to be submitted online by the respective candidates through the portal directly to the University.
17. The revaluation result will be intimated to the student through the portal and certificate is issued to the candidates.



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