

**Detailed process in conduct of university examination, continuous internal assessment  
exam conducted during the year 2020-21**

KIMS & RC is authorized examination centre for the conduct of university examinations for both the undergraduates and postgraduates. Institution strictly adheres to the guidelines of **The Dr MGR Medical university** for the conduct of university examinations.

The chief superintendent is the in-charge of the examination hall and ensures that examination is conducted in a transparent manner. The examination hall has 8 cameras with cell phone jammers to prevent malpractices. The question paper will be available only 15 mins prior to the exam on authorized college portal provided by University. It is downloaded logging in to the portal only by chief superintendent. Downloaded question papers are photocopied in the examination hall as per the required numbers and distributed to the students in time. One invigilator is posted per 20 students. Online attendance sheet is downloaded from university website and the student's signature is obtained by the respective invigilator and simultaneously the attendance of the students is submitted through online portal. The answer books are collected by the invigilators at the end of examination and packed and sealed under the CCTV surveillance. The complete 3 hours activities in the examination hall are recorded and CD is sent to the university on the same day along with the answer books bundle.

Details of the internal assessment examination: The internal assessment test schedules are prepared as per the academic calendar and communicated to the students well in advance. Institution follows strict protocol in conducting the internal assessment. For postgraduate internal assessment are conducted in common exam hall. From every department sealed question paper is sent to the principal office. Question papers are handed over to invigilator only at the time of commencement of exam. Once exams are over the answer sheets are handed over to respective head of the departments for evaluation. The marks obtained by the students in internal assessment tests are displayed periodically in the department notice board with their attendance.

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