# FLOW CHART OF INTERNAL ASSESSMENT

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University Academic Calendar
            |
Institute Academic Calendar
            |
Departmental Academic calendar
            |
Subject allotment & Timetable preparation
            |
      Examination Cell
```

**Institutional examination** | **University examination**

### Institutional examination

| 1ST INTERNAL | MID TERM | 2ND INTERNALS | PREFINALS |
|---|---|---|---|
| 1.Issue of Timetable | 1.Issue of Timetable | 1.Issue of Timetable | 1.Issue of Timetable |
| 2.Setting of question paper & Collection | 2.Setting of question paper & Collection | 2.Setting of question paper & Collection | 2.Setting of question paper & Collection |
| 3.Evaluation of Answer scripts | 3.Evaluation of Answer scripts | 3.Evaluation of Answer scripts | 3.Evaluation of Answer scripts |
| 4.Documentation of Internal Assessment | 4.Documentation of Mid Term marks | 4.Documentation of Internal Assessment | 4.Documentation of Prefinal marks |
| 5.Uploading internal marks to university | 5.Recording in Educator diary | 5.Uploading internal marks to university | 5.Recording in Educator's diary |

### University examination

| PRACTICAL | THEORY |
|---|---|
| 1.Practical exam Timetable | 1. Display of University Timetable |
| 2. Arrangement of External examiner | 2.Download Question paper |
| 3.Evaluation of Answers | 3.Conduct of examination |
| 4.Documentation of Assessment | 4.Collection &packing of booklets |
| 5.Posting of practical marks | 5.Sending to University |

**Announcement of University Results.**

**Result Analysis &Feed back**