



K.L.E SOCIETY'S  
**S. A. MANVI LAW COLLEGE**

Post Box No. 82, Near Hatalgeri Naka, Masari, GADAG-582101, Karnataka  
Affiliated to Karnataka State Law University, Hubballi. Recognized by Bar Council of India and Govt. of Karnataka,  
Phone: 08372-238985 (O), 233656(P) e-mail: samlcg74@yahoo.co.in

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## **EXAMINATION AND TEST COMMITTEE**

### **STANDARD OPERATING PROCEDURE**

#### **COMPOSITION OF THE COMMITTEE:**

The Test and Examination Committee consists of the principal, being the ex-officio chairman, a faculty co-Ordinator, two ex-officio members. IQAC co-ordinator and the first division assistant are the ex-officio members of the Committee

#### **PURPOSE AND FUNCTIONS**

- The Committee coordinates in smooth conducting of end semester examinations, Continuous evaluation of students through Internal assessment via internal test, evaluation of Written Assignments and evaluation of students' presentations, evaluation of students in the Clinical courses 1 to 4 and conducting open book tests and unit tests.
- At the end of every academic year, in the IQAC meeting the Examination and Test Committee for the next academic year is constituted.
- The Committee to have a sub-committee viz. the Examination Grievance Redressal Committee Chaired by the Principal, the IQAC Co-ordinator as its member along with course teachers.
- The committee schedules the Internal assessment tests, Open book tests, Unit tests and tests to be conducted under Clinical courses I to IV
- Communicates the examination schedule to all the staff members and students.
- Communicates the teaching staff for submission of question papers for different internal examinations and tests in the prescribed form.
- Scrutiny of question papers and printing sufficient copies of question papers.
- Make arrangement for distribution of question papers, answer scripts, attendance sheets and marks sheets for internal examinations.
- Identify the rooms and invigilators for the purpose of conducting internal examination
- Preparation of seating plan and intimation of seating plan to students and invigilators
- Identify external examiner to be invited for internal assessment in Clinical Course IV



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- Collection of answer scripts and their submission to concerned course teachers.
- Collection of internal marks statement and evaluated answer scripts from course teacher.
- Announcing the tentative marks of internal assessment with intimation to student to approach the Examination Grievance redressal committee if they find any discrepancies in the tentative marks.
- Intimation to students as to final marks after getting report from Examination grievances redressal committee.
- To receive any grievances as to university results and assist students in applying for re-valuation, applying for answer scripts from university and also forwarding letters of grievances of students about the results to the university

Co-ordinator  
Internal Quality Assurance Cell

Principal and Chairman