



# Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

Policy Number: *SGMC/ Acad. Pol/023/2020*

Category: Evaluation

Content: Internal Assessment Notification

Effective Date: *01.08.2020*

Inquiries: Office of the Principal,  
Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram  
Tele: 0472 - 3041234 - 2405

Signed by:

  
Director

  
Dean Emeritus

  
Principal





## Internal Assessment Notifications

### Statement of Purpose

This policy pertains to providing guidelines regarding various announcements regarding internal assessments.

### Policy

Each department shall notify the dates of internal assessments and marks of internal assessments within the stipulated time.

### Procedure:

- Each department shall notify the tentative dates of summative internal assessments in the academic calendar made available to the students at the beginning of the academic year.
- Coordinator department for each phase and the heads of the concerned Departments shall display the definite date of summative internal assessment on the notice board at least 15 days before the day of examination.
- Formative assessments shall be notified at least one week prior to the date of examination.
- Results of the examinations shall be displayed on the notice board not later than two weeks of the completion of the examination.
- Feedback for the formative assessments shall be provided to the students not later than one week after the examinations.
- The finalised marks (along with periodical attendance) shall be notified to the parents either through email within a week of announcement or through the website by common login shared between the student and the parent.
- All the written assignments shall be given a minimum one week period for completion.
- Assignments shall be assessed and returned to the students with feedback no later than five working days after the date of submission.



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## Applies to:

All the faculty and students of the institution.

Prepared by	Reviewed by	Approved by
Dr Mamata Chimmalgi Professor of Anatomy, IQAC Coordinator	Dr P Chandramohan Dean	Dr K K Manojan Director
Policy Number	Effective Date	Validity
SGMC/Acad.Pol/023/2020	01.08.2020	5 years