



Policy Document Internal Examination Committee (IEC)

Mandate

KMCT ASC Internal Examination Committee has been constituted to ensure an effective and continuous evaluation process ensuring the highest standards of integrity, quality, and fairness of examinations strictly following the rules and regulations of the University of Calicut.

About IEC

Scope

- ❖ Planning and conducting internal examination.
- ❖ Declaration of results at the right time
- ❖ Provisions for re-examination
- ❖ Grievance Redressal
- ❖ Monitoring internal assessment.

Structure

Internal Examination Committee (IEC) comprises the Principal as Chairman; a Convener, a Joint Convener, and selected Faculty members.

The functions of IEC

- ❖ Drafting of Circulars and publishing the same.
- ❖ Timetable setting
- ❖ Preparation of Duty list and Duty Management
- ❖ Hall and Seat arrangement
- ❖ Question Paper setting
- ❖ Preparing the list of students not present and students who indulge in Malpractices
- ❖ Publication of Result
- ❖ Retest
- ❖ Grievance Redressal

Office

- ❖ A separate room shall be used by IEC as office.
- ❖ Question papers will be safely stored in a metal shelf inside the office.

Conduct of Examination

Prerequisites

- ❖ The date of examination shall be decided by IEC in consultation with the Head of the institution.
- ❖ IEC shall conduct the internal examination as per the Academic Calendar
- ❖ Notification, rules, and regulations and time table of the examination and the prescribed application format for Retest and Grievance shall be published in the college website.
- ❖ Pattern of internal examination shall be in the format prescribed by the university.
- ❖ IEC will collect the question papers for each subject from the Subject Teacher before the date of commencement of the examination.
- ❖ IEC shall appoint invigilators and prompt them regarding the rules for the conduct of examination.

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Conduct of Examination

- ❖ Student Identity Card issued by the Institution is compulsory for the candidates appearing for the examination. In case any student fails to bring in his/her Identity Card, consensus of the HoD shall be produced for admittance.
- ❖ Mobile phones and other electronic devices are not permitted in the examination hall. However, the candidates are allowed to use non-programmable calculators.
- ❖ Additional sheets, when provided, shall be signed by the invigilator with date of the examination.
- ❖ Exchange of items like scale, pencil, calculator etc. will not be allowed in the examination hall.
- ❖ Candidates who reach the examination hall 15 minutes after the commencement of the examination will not be permitted to appear for the same.
- ❖ The answer sheet of the candidates who indulge in any sort of malpractices shall nullified. Zero marks will be awarded in the particular subject examination, in which the student appeared.
- ❖ Candidates will be permitted to leave the examination hall only 60 minutes after the commencement of the examination.

Declaration of Results

- ❖ IEC will ensure objective evaluation of the answer sheets.
- ❖ Evaluation of the answer sheets will be completed within 10 days after the completion of examination.
- ❖ IEC will collect the consolidated mark sheets from the HoD's within 10 days.
- ❖ The examination results will be declared within 14 days which will be published on the notice board

Conduct of Retest

- ❖ IEC shall allow the students to appear for retest (only One Time) in genuine cases only through proper channel in the prescribed format available in the office of IEC.
- ❖ In the case of health issues, candidate has to produce a medical certificate
- ❖ Candidates, who cannot attend any examination, shall intimate the same to the HOD in writing duly signed by the Parent and Class Advisor, at least 2 working days before the commencement of the examination.
- ❖ In case the candidate finds any difficulty to appear for the examination on the day of the exam; on a valid ground, should intimate the same in writing/ E mail to the Class Advisor.
- ❖ IEC shall have the authority to take final decision on the request of a candidate.
- ❖ The candidate has to submit the application for retest to IEC duly signed by the parent through the head of the department within 2 days after the end of the examination.
- ❖ IEC will conduct the Re-test.

Convener
Internal Examination Committee

Principal
IEC Chairman