

# **NOBLE WOMEN'S COLLEGE, MANJERI**

Affiliated to University of Calicut & Recognized by Govt. of Kerala  
Vettekode, Pullancheri P.O, Manjeri- 676122 | 0483 2766364

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**NWC/IEC/PD**

## **Policy Document Internal Examination Cell**

### **Scope**

The Internal Examination Cell (IEC) is established at Noble Women's College to ensure the smooth and fair conduct of internal examinations and assessments for all courses offered by the college. The scope of the IEC covers the management and administration of internal examinations, declaration of results, conducting retests, and monitoring internal assessments as per the regulations of University of Calicut.

### **Composition**

The IEC shall consist of the following members:

- Principal (Chairman)
- Convener of Internal Examinations
- Joint Convener of Internal Examinations
- Members of various departments

### **Functions of Internal Examination Cell**

The IEC shall perform the following functions:

- Preparation and finalization of examination schedules
- Coordination and distribution of question papers
- Organization and supervision of examination halls
- Collection and verification of answer scripts
- Compilation and preparation of internal examination results
- Declaration and publication of results as per university guidelines
- Maintenance and secure storage of examination records
- Conduct of retests, if required
- Addressing examination-related grievances and appeals

## **Meetings**

The IEC shall conduct regular meetings to discuss and plan examination-related activities. These meetings shall be held at regular intervals, or as deemed necessary by the Chairperson. All members must attend these meetings and actively participate in the decision-making process.

## **Office**

The IEC shall have a designated space equipped with necessary infrastructure, including computer, printer, CCTV surveillance and storage facilities. The office shall maintain a record of all examination-related documents, question papers, answer scripts, and other relevant materials in a secure and confidential manner.

## **Conduct of Examination**

### **Examination Schedule**

The IEC shall prepare and finalize the examination schedule in consultation with the meeting of IEC members chaired by the Principal. The schedule shall be communicated to the students and faculty members well in advance, ensuring adequate time for preparation.

### **Question Paper Arrangements**

The Internal Examination Coordinator, in collaboration with faculty members, shall be responsible for arranging question papers with answer keys. The question papers set by the faculty members shall be moderated by a designated faculty member to ensure fairness and quality.

### **Examination Hall Arrangements**

The IEC shall ensure the proper arrangement of examination halls, including seating plans, invigilation, and necessary facilities. The rules and regulations regarding the conduct of examinations shall be clearly communicated to the students before each examination.

### **Invigilation**

The IEC shall appoint invigilators to supervise examination halls. The invigilators shall be responsible for maintaining a secure and controlled environment during examinations. Any instances of malpractice or misconduct shall be reported to the IEC for appropriate action.



## Declaration of Result

### ➤ Timely Publication

The IEC shall ensure the timely compilation and publication of internal examination results. Results should be made available to students within a reasonable timeframe, as per university guidelines.

### ➤ Result Authentication

All examination results shall undergo a thorough authentication process to ensure accuracy. The Internal Examination Convener and the IEC members shall jointly verify and authenticate the results before publication.

## Conduct of Re-Examination

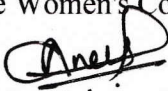
### ➤ Criteria for Re-examination

In cases where students are unable to clear the internal examination, the IEC may authorize the conduct of retests based on established criteria. The criteria for retests shall be communicated clearly to the students.

### ➤ Re-examination Schedule

The IEC shall prepare and communicate the schedule for re-examination, ensuring that it allows sufficient time for students to prepare. The re-examination shall be conducted under the same conditions as the original examination.

This policy document is effective upon approval and supersedes any previous policies related to the Internal Examination Cell at Noble Women's College.

  
MUHAMMED ANEES R

Convener

Internal Examination Cell

**CONVENER**  
INTERNAL EXAMINATION CELL  
NOBLE WOMEN'S COLLEGE, MANJERI

Approved by:

Principal

Chairman

Internal Examination Cell

Noble Women's College



Dr. U SAIDALVI

PRINCIPAL

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