



SAFI INSTITUTE OF ADVANCED STUDY (SIAS)

Rasiya Nagar, Vazhayoor East (P.O), Malappuram – 673633, Kerala State, India

SIAS/IEC-UG/PD/2021

01-03-2021, Monday

Policy Document

Internal Examination Committee (IEC)

Mandate

SIAS 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 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 members from all departments.

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

Meeting

- ❖ IEC meeting will be held once in every month.
- ❖ The Convener will decide the agenda of meeting and will intimate the same to all the members, prior to the meeting.
- ❖ IEC Convener shall be responsible for keeping Minutes and Report book

Office

- ❖ A separate room shall be used by IEC as office.
- ❖ Question papers will be safely stored in a metal shelf inside the office.
- ❖ IEC will try to get a photocopy machine to the office and a nonteaching staff for assisting IEC members.

Conduct of Examination

Prerequisites

- ❖ Date of examination shall be decided by IEC in consultation with the Head of the institution.
- ❖ IEC shall conduct first internal examination within two months from the date of commencement of the semester and shall conduct second internal examination 15 days before the end of the semester.
- ❖ 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 as well as on the notice board ten days prior to the date of commencement of the examination.
- ❖ Pattern of internal examination shall be in the format prescribed by the university.
- ❖ IEC will collect the question papers for each subject from the department heads seven days before the date of commencement of examination.
- ❖ Question paper of the examination shall cover at least one third of the syllabus.
- ❖ IEC shall appoint invigilators and prompt them regarding the rules for the conduct of examination.

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 in the prescribed format 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 5 minutes after the commencement of the examination will not be permitted to appear for the same.
- ❖ The answer sheet of the candidates indulge in any sort of malpractices shall nullified.

- ❖ Candidates who are found to committing any sort of malpractice is required to bring their guardian with an apology letter duly signed by the class advisor and the HoD and should submit the same to the IEC Convener; lest they should be disqualified from appearing for the examination.
- ❖ Candidates will be permitted to leave the examination hall only 45 minutes after the commencement of the examination.
- ❖ In case any invigilator is absent; the HoD has to find an alternative and inform IEC at the earliest.

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 as well as in the college website.

Conduct of Retest

- ❖ IEC shall allow the students to appear for retest in genuine cases only through proper channel in the prescribed format available in SIAS library and Website.
- ❖ In case a candidate is absent from any examination without any justifiable ground, he/she will be charged a fine of Rupees 100/- per paper.
- ❖ In the case of health issues, candidate has to produce a medical certificate
- ❖ Candidates, who cannot attend any examination, shall intimate the same in writing on prescribed format to the IEC; duly signed by the Parent, Class Advisor and HoD, at least 2 working days before the commencement of the examination. The genuinity of the reason shall be subjected to the test.
- ❖ 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 to the IEC in the prescribed format to the IEC; duly signed by the Class Advisor and HoD. The genuinity of the reason shall be subjected to the test.
- ❖ 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 5 days after the end of the examination.
- ❖ Respective department is responsible for conducting the ReTest.

Monitoring Internal assessment

- ❖ Awarding of internal marks will be based on the examinations conducted by IEC. No other mode of examination except the one designed by the IEC shall be treated as equivalent to the examination.
- ❖ IEC will collect the internal mark sheets prepared by the teachers and will ensure the marks are in accordance with the results published by IEC.
- ❖ Marks shall be published on SIAS Website.

Convener

UG IEC

Principal

Chairman

Internal Examination Committee