



# CPA

**COLLEGE OF GLOBAL STUDIES**

Affiliated to University of Calicut & Recognized by Govt. of Kerala

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## POLICY DOCUMENT

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

**CPA****COLLEGE OF  
GLOBAL STUDIES****PUTHANATHANI**

Affiliated to University of Calicut, Recognized by Govt. of Kerala and Run by: Nice Educational Trust

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## **POLICY DOCUMENT**

### **INTERNAL EXAMINATION CELL**

Internal examinations play a pivotal role in assessing the academic progress of students within our college. This policy document outlines the guidelines, procedures, and criteria for conducting internal examinations effectively and fairly.

#### **ABOUT IEC**

The Internal Examination Cell (IEC) is responsible for overseeing and managing all aspects related to internal assessments within the college. The IEC consists of faculty members nominated by the college administration and is headed by the Controller of Examinations.

#### **SCOPE**

Internal examinations cover assessments conducted within the duration of an academic semester or year, excluding the final examinations.

#### **FUNCTIONS**

- Develop examination schedules and communicate them to faculty and students in a timely manner.
- Ensure the proper conduct of examinations, including the provision of necessary resources and facilities.
- Collect, distribute, and evaluate answer scripts according to prescribed guidelines.
- Maintain the confidentiality and security of examination materials.
- Resolve any grievances or disputes related to internal assessments.
- Prepare and publish examination results within a reasonable timeframe.

#### **IEC OFFICE**

- A separate space has been arranged for the proper functioning of the cell. The group members are obliged to follow the university regulations regarding exams.
- Question papers will be sent to the exam controller a day before the exam, the printed question papers will be stored in a metal shelf.
- The pending question papers of the completed exams are secured in the college library and uploaded on the college website.
- The copies of the question papers are made available in the concerned departments

## **AGENDA**

The agenda for internal examinations includes:

- Setting examination dates and communicating them to stakeholders.
- Preparing question papers or assessment tasks aligned with the curriculum.
- Conducting examinations in designated venues with appropriate invigilation.
- Collecting and evaluating answer scripts.
- Publishing results and providing feedback to students.

## **EVALUATION OF ANSWER SCRIPTS**

Evaluation of answer scripts shall be based on the following criteria:

- Accuracy and relevance of content.
- Clarity of expression and organization of ideas.
- Correctness of grammar, spelling, and punctuation.
- Adherence to prescribed formatting and citation guidelines (if applicable).
- Depth of understanding and critical analysis demonstrated.

## **CRITERIA FOR RETEST**

- In cases where students are unable to perform satisfactorily in an internal examination, they may be eligible for a retest under the following conditions:
  - The student provides a valid reason for their inability to perform in the original examination (e.g., medical illness, family emergency).
  - The request for a retest is made within the stipulated timeframe specified by the college.
  - The decision to grant a retest is at the discretion of the faculty and the Internal Examination Cell.

## **ASCERTAINMENT OF INTERNAL EVALUATION**

Internal assessment encompasses various components such as class participation, attendance, assignments, projects, and performance in internal examinations. The weightage assigned to each component may vary depending on the course requirements and faculty discretion. Internal assessment is intended to provide a comprehensive evaluation of a student's academic performance throughout the semester.