



Date : 19.10.2022

Internal Examination Cell

The Internal Examination Cell (IEC) is a dedicated body established within the college to ensure the smooth and transparent conduct of internal examinations. It plays a crucial role in maintaining academic integrity, evaluating student performance and enhancing the overall academic environment. The IEC is responsible for planning, organizing, conducting and monitoring all internal assessments, ensuring that they adhere to the college's academic standards and policies.

Motto

"Integrity, Transparency, and Excellence in Assessment."

Policies

- 1. Examination Schedule:** The IEC shall prepare the examination schedule in coordination with academic departments, ensuring that it aligns with the overall academic calendar. All dates and timings will be communicated well in advance.
- 2. Question Paper Setting:**
 - o Faculty members are responsible for preparing question papers in accordance with the syllabus and course objectives.
- 3. Examination Hall Procedures:**
 - o Students must carry their ID cards to gain entry into the examination hall.
 - o Students should be seated at least 15 minutes before the start of the examination.
 - o Use of mobile phones, smartwatches, or any other electronic gadgets is strictly prohibited.
 - o Any form of malpractice will result in strict disciplinary action as per college guidelines.
- 4. Invigilation:**
 - o Faculty members assigned as invigilators are expected to maintain discipline and ensure the smooth conduct of examinations.
 - o Invigilators must report any irregularities or misconduct immediately to the IEC.





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5. Evaluation and Result Declaration:

- Answer scripts will be evaluated by the concerned faculty within the stipulated time frame.
- Students have the right to review their performance and raise queries if discrepancies are found.

6. Grievance Redressal:

- A structured process will be in place for students to address grievances related to examination and evaluation.
- Grievances must be submitted in writing to the IEC within a specified timeframe after the results are announced.
- A committee will review the grievances and take necessary action.

7. Record Keeping:

- The IEC is responsible for maintaining records of question papers, answer scripts, attendance sheets, and other related documents for future reference.

Practices:

- Briefs students and faculty on exam policies, procedures, and codes of conduct to ensure smooth examinations.
- Equips faculty with skills for effective invigilation, emergency handling, and maintaining exam discipline.
- Collects feedback from students and faculty to continuously improve examination processes and address concerns.

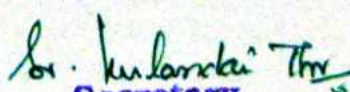
Outcomes

- Enhanced academic integrity and fairness in the examination process.
- Streamlined and efficient conduct of internal assessments, ensuring timely evaluations.
- Improved student performance through a structured and transparent examination process.
- Effective grievance redressal, fostering trust and confidence among students regarding the evaluation system.


PRINCIPAL

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