



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India

Ref:

Date-

## Internal Assessment Policy

The institution has effective mechanism of continuous internal evaluation (CIE). The institutional Academic Calendar is framed in accordance with the affiliated University Calendar. The Examination Sub- Committee looks after timely administration of all protocols of the examination. Students are bound to follow all the applicable rules.

### Nature of Internal Evaluation:

Written Assessment: per semester

Practical Assessment: Monthly by Oral / Viva-voce

Preliminary Examination: Term End (Before University Examination)

### Instructions for students:

- ❖ Students must be punctual and on time for examinations (May be fifteen minutes early).
- ❖ Students will not be allowed to enter the examination hall 30 minutes after the commencement of the exam. Such a student will not be given extra time to complete the examination.
- ❖ Students must leave all materials that are not specifically permitted materials outside the classroom, however not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, iPod, headphones, purses, and bags. The college authorities take no responsibility for the safety of any of these items.
- ❖ Once the Invigilator begins handing out the answer sheets / question papers students may not write anything except instructed by the Invigilator.
- ❖ Students must fill in all details of examination such as seat numbers and other details in the appropriate columns, and must read the instruction page(s) of the exam.
- ❖ A student is not permitted to leave the examination room or immediate proximity of the exam room until the invigilator has counted all the papers and has given the permission to leave the classroom.
- ❖ Once the answer sheets have been collected they may not be retrieved by the candidate under any circumstance.

*Principal*  
Principal

Katwa College

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Principal  
Katwa College



*IQAC Coordinator*  
IQAC, Coordinator  
Katwa College

Coordinator  
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- ❖ In case of an emergency or serious illness that will prevent a student from reaching the college to be present for an examination, he or she must immediately contact the Principal or Examination in Charge.
- ❖ A request for the stipulated time period to complete the examination will be granted only upon verification of facts under extraordinary circumstance beyond a student's control. This will be solely at the discretion of the Principal or in her absence, the next in line of authority.
- ❖ Talking in the examination room is not permitted.

## Instructions to invigilators:

- ❖ Invigilators must report to the exam committee member in charge for the day / session at least 30 minutes before the commencement of examination.
- ❖ Invigilators must collect the seating arrangement, examination stationery, answer booklets and be present at the respective hall / classroom at least 15 minutes prior to the commencement of the examination.
- ❖ Invigilators must ensure that the candidate does not carry any material into the exam room except the admit card, ID card and non-programmable calculator, writing stationery, programmable Calculators, Cell Phones and other electronic items are not allowed into the examination room.
- ❖ Ensure that the relevant question papers are given for distribution in the hall.
- ❖ Candidates are not allowed to leave the examination hall before an hour after the commencement of the examination and during the last 10 minutes of the time limit.
- ❖ Invigilators must count and ascertain all candidates have handed over their answer booklets before allowing the students to leave the room.
- ❖ Cases of malpractices / cheating, if any, should be reported to the Examination in Charge immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning or seek to resolve the issue. The candidate must be asked to step out of the exam room quietly and handed over to those dealing with the issue.


  
Principal

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