



St Mary's College, Thrissur-680020

Conduct of Internal Assessment

The Internal Assessment Policy of the College is revised time to time in accordance with the rules and regulations of the University of Calicut.

- Internal Assessment comprises of Attendance, Seminar, Assignment and two test papers
- Test papers are conducted in accordance with the academic calendar prepared by the College council in the beginning of the academic year.
- Common exam time table is scheduled for internal exam of all UG Programmes. Internal exam for PG Programmes are conducted by respective course faculty.
- Any change in the conduct of internal exam will be informed to the students at least one week prior to the schedule.
- First internal assessment exam will be of one hour duration. Second internal assessment exam will be of three hour duration.
- Duties of conduct of internal exams is entrusted to the Internal Exam Committee.
- All faculty members are to undertake invigilation and participate in evaluation.
- Copying or any related malpractice or any activity on part of student which affects the smooth conduct of internal exam will be dealt seriously. Re-examination will be held in first instance on explanation of the student.
- Students who miss the first internal exam (due to personal reasons) will be given permission to write on the day of second internal assessment exam.
- Students who miss the second internal assessment exam are to pay a retest fee of Rs 100/- per paper with the request of the parent to HOD of the core department within 5 working days after the exam. HOD will give directions to concerned

faculty for the conduct of the exam. Fee will be waived off under special circumstances like hospitalization, sports participation, strike on main travel routes and so on.

- If a student fails to obtain minimum pass mark in internal exam she will be given one another chance to write the internal exam per course.
- Special consideration will be given for sports students for submission of assignments or seminar presentation and also internal assessment exams on request of Faculty of Dept of Physical Education.
- In case of differently abled students, facilities like extra time, provision of scribe etc. are given as per university norms and support by faculty is ensured
- Internal exam results are to be provided to the students within 2 weeks for all core and complementary programmes and within 3 weeks for English and Language.
- Assignments / Seminars are mandatory for all students. However, the type of Assessments is the discretion of the concerned faculty / departments. The maximum marks for consolidated internal assessment will be on basis of University rules and regulations.
- All the students should have a mandatory 75% attendance for writing university exams. Any student with less than 75% should report for condonation as per university rules. Marks are given based on attendance percentages.
- The Consolidated Internal Assessment Sheet is to be displayed on the student's notice board for 5 working days. After getting the signature of the students the internal marks should be submitted by the auxiliary departments to the Core department duly signed by the Faculty in charge and HOD within two weeks of the completion of the semester.
- It is to be ensured that there is no bias or favoritism towards any student.
- The Core department will be responsible in uploading internal assessment marks within the stipulated time. Any delay in the receipt of consolidated mark sheet will be dealt seriously and matter should be reported to Principal

- Students can report any issues regarding internal assessment to the faculty in charge of concerned paper or the Grievance Redressal Cell of Core department.
- Any common grievance relating to internal assessment may be forwarded to Internal Exam Grievance Redressal Cell at College level

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