



Internal Examination Policy

Jamia Nadwiyya Women's Arabic College prioritizes academic integrity and excellence through a robust internal examination system. Central to this effort is our Internal Examination Cell, composed of dedicated faculty members responsible for planning and executing examinations rigorously. We adhere to established schedules, ensuring timely submission of question papers, prompt evaluation, and transparent dissemination of results. This structured approach supports our commitment to providing constructive feedback to students while meeting regulatory standards.

1. Number and Nature of Examinations

- Each semester will include a minimum of two centralized internal examinations, covering both theory and practical components, if applicable. The marks or grades obtained in these examinations will contribute to the internal assessment in accordance with the regulations of the University of Calicut.

2. Establishment of Internal Examination Cell

- At the beginning of each academic year, the Principal will form an Internal Examination Cell, comprising a coordinator and at least three faculty members. This cell is responsible for planning, coordinating, and executing all tasks related to centralized internal examinations.

3. Scheduling and Notification

- Tentative schedules for internal examinations will be included in the college's academic calendar. The Internal Examination Cell, with the Principal's approval, will issue a detailed schedule, including examination timetables, deadlines for evaluation completion, and submission dates for mark lists.

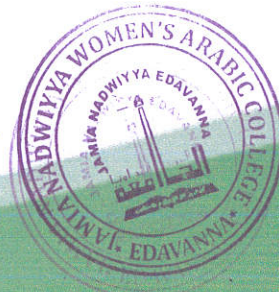
4. Preparation and Submission of Question Papers

- Fifteen days before the scheduled internal examinations, the Internal Examination Cell coordinator will, with the Principal's approval, request faculty members to submit both soft and hard copies of the question papers along with answer keys. These documents must be collected five days before the examinations begin.

5. Examination Format

- The format of the question paper for the second centralized internal examination each semester must align precisely with the pattern stipulated by university regulations.

Principal
JNW Arabic College
Edavanna – 676541





6. Distribution of Question Papers

- Printed question papers will be distributed to students in the examination hall ten minutes before the start of the examination.

7. Evaluation Process

- After each examination, answer scripts will be collected and forwarded to the respective departments for evaluation by the course faculty. Evaluations must be completed within seven days of the examination. The evaluated scripts, along with the mark lists, will be submitted to the Academic Monitoring Committee through the heads of departments.

8. Returning and Reviewing Answer Scripts

- The evaluated answer scripts will be returned to students by the respective course faculty. Students with grievances regarding the valuation can address their concerns to the faculty member, and if unresolved, escalate them to the Grievance Redressal Committee.

9. Provision for Absentees

- For students who miss any centralized internal examination, a repeat examination will be conducted. The reasons for absence will be reviewed by the Academic Monitoring Committee, and decisions will be made based on the Principal's recommendations.

This revised policy aims to ensure a structured and transparent process for internal assessments at Jamia Nadwiyya Women's Arabic College, Edavanna, promoting fairness and academic integrity.

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