



LOYOLA COLLEGE OF EDUCATION

[Re-accredited (3rd Cycle) at 'A' Grade by NAAC]

Recognized by NCTE & Affiliated to TNTEU

Nungambakkam, Chennai - 600 034, Tamil Nadu, India.

EXAMINATION POLICY

I. Prolusion

The Purpose of the Policy

- To guarantee that exams are planned and managed effectively, serving the interests of students, staff and the institution.
- To provide clear guidelines for all staff about the examination system.

It is the responsibility of everyone involved in the examination processes to read, understand and implement this policy.

If necessary, the examination policy may be reviewed annually by the Secretary, the Principal and the Exam Committee Coordinator.

II. Examination Committee

The Examination Committee shall consist of the following members:

- 1 Rev. Prof. Dr. D. Thomas Alexander - Secretary
2. Dr. L. Kulandai Theresal - Principal
3. Dr. T. Ponmalini – Coordinator
4. Dr. A. Jasmine Christy – Member
5. Dr. E. Karthikeyan – Member
6. Dr. M. Nandhini – Member
7. Mr. J. Rajkamal – Supporting Staff
8. Ms. A. Stella Mary – Supporting Staff

III. Invigilators

- Collecting of examination papers and other examination related materials from the Examination Cell by the time specified before the commencement of the examination.
- Ensuring the students occupy the designated seats in the allotted halls.
- Gathering all examination papers, sorting them into order, and making sure they are returned to the Examination Cell at the conclusion of the exam.

IV. Malpractice

- The college guidelines shall be strictly followed when cases of malpractice are identified.
- The Principal / Exam Committee Coordinator are responsible for investigating suspected malpractice, informing the same to the management and helping with the investigation.

In consultation with the committee, the principal is responsible for penalising the students.

V. Examination Days

- All the rooms with seating arrangements must be prepared at least one day in advance of the commencement of the examination.
- All exam rooms will be reserved by the Exam committee Coordinator and members, who will also split the question papers, other examination stationery and materials available for the invigilators.
- Only the Principal / Exam Committee Coordinator & members and allotted Invigilators may enter the examination room whilst the examination is in progress.

VI. Continuous Internal Assessments

- CIAs are conducted two times in a semester. The duration of the exam may change according to the instructions of the principal.
- The exam committee plans, organises and conducts exams
- The question Papers are submitted to the exam committee prior to a week both in hard and soft copy.

Question Paper Pattern for CIA I:

Duration: 1^{1/2} Hours

Max. Marks: 35

Part A - $5 \times 1 = 5$ marks

Part B - $5 \times 2 = 10$ marks (Out of 3)

Part C - $10 \times 2 = 20$ marks (with internal choice)

Question Paper Pattern for CIA II:

Duration: 3 Hours

Max. Marks: 70

Part A - $5 \times 1 = 5$ marks

Part B - $5 \times 3 = 15$ marks (Out of 5)

Part C - $10 \times 5 = 50$ marks (with internal choice)

VII. Internal Assessments and Appeals

- Students view their answer scripts for the internal assessments, and the subject teacher provides feedback and direction based on those responses.
- Students can address the concerned teacher and provide clarification if they have any complaints regarding assessments.

The internal marks for the students will be divided as given below

Cumulative marks of internal exams* – 10 Marks

Seminar	- 5 Marks (Will be conducted in the class)
Attendance	- 5 Marks (From the college office)
Assignment	- 10 Marks (From the concerned faculty)
Total	- 30 Marks

*Cumulative internal marks will be calculated as follows

CIA 1	- 4 Marks
CIA 2	- 6 Marks
Total	- 10 Marks

* Split-up for Cumulative Internal Marks (10)

Marks	CIA I (4)	CIA II (6)	Total (10)
Less than or equal to 49	2	4	6
50 - 64	3	5	8
Greater than or equal to 65	4	6	10

The students will have 2 CIA's for every semester.

ABSENTEES:

If the students have any grievances written letter should be submitted to the principal. The grievances letter after being approved by the principal must be provided to the Examination committee coordinator.

Students can take a re exam if they are absent due to medical reasons or any emergency after payment of Rs. 100/- per paper as office handling charge.

External Exam:

W.r.t external exam, we adhere to the norms of the TNTEU



Signature of the Exam Committee Coordinator
(Dr. T. Ponmalini)



Signature of the Principal
(Dr. L. Kulandai Theresal)



Signature of the Secretary
(Rev. Prof. Dr. D. Thomas Alexander)