



## **ST. ANTONY'S COLLEGE PERUVANTHANAM**

Accredited by Govt. of Kerala & Affiliated to M.G. University, Kottayam  
Peruvanthanam P.O., Kodikuthy, Idukki (Dt.), Kerala - 685 532

### **POLICY DOCUMENT**

#### **INTERNAL EXAMINATION COMMITTEE (IEC)**

##### **AIM:**

The Internal Examination Committee of St Antony's College has been constituted to ensure an efficient ,flawless and continuous evaluation process. The aim is to ensure and maintain a higher standard in conducting examination and fair distribution of internal marks to the students by following all the Norms of MG University regarding examinations.

##### **SCOPE OF IEC**

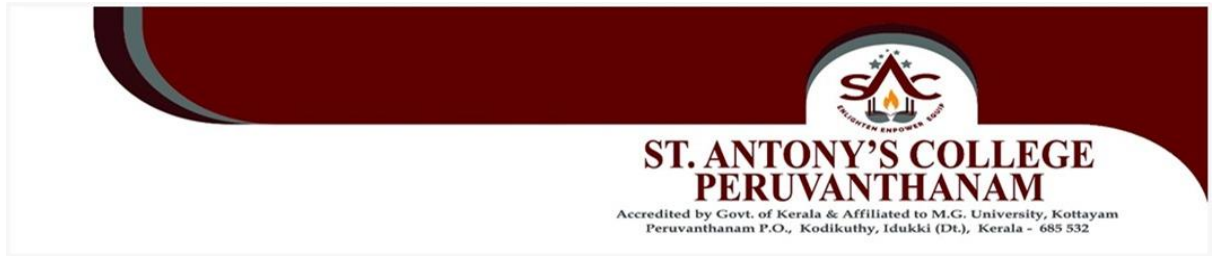
- Organizing and conducting internal examination.
- Result publishing on time
- Conducting PTA
- Grievance Redressal
- Monitoring internal assessment.

##### **COMMITTEE MEMBERS:**

Internal Examination Committee (IEC) comprises the Principal as Chairman; a Coordinator, and all head of the departments.

##### **THE FUNCTIONS OF IEC:**

- Declaration of date of examination.
- Timetable setting
- Assign examination duty
- Hall and Seat arrangement
- Printing ,Sorting and distribution of question paper.
- Conducting fair examination.
- Publication of Result
- Grievance Redressal



- Collecting consolidated mark list from class teachers.

### **MEETING:**

- IEC meeting will be held quarterly every year at the principal's chamber.
- The coordinator will decide the agenda of the meeting in consultation with principal and intimate the same to the members.
- The co coordinator will be responsible for keeping minutes book.

IEC COORDINATOR : PRINCIPAL