



# MARKAZ ARTS AND SCIENCE COLLEGE

(Affiliated to the University of Calicut)

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## ACADEMIC MONITORING CELL

### POLICY DOCUMENT

Markaz Arts and Science College has an Academic Monitoring Cell that works in accordance with the policies of the College and University of Calicut. According to Institutional Academic Calendar, Internal examination are conducted periodically in an effective manner which involves

- Planning the exam schedule, preparing notice and circular, timetable setting
- Question paper setting and submission
- Printing
- Setting up exam rooms, ensure adequate seating
- Setting invigilators from each Department
- Exam conduction following strict rules and regulations
- Answer script distribution
- Re-test for genuine reason
- Grievance-redressal

### Structure

Academic monitoring cell comprises the Principal as Chairman; a Coordinator, a Joint Coordinator, and selected members from all departments.

#### General rules:


- A centralized internal examination should be conducted at the end of all semesters. The marks or grades from these internal examinations are to be used for internal assessment according to the regulations of University of Calicut.
- At the beginning of each academic year, the Principal should set up an Academic Monitoring Cell which consists of a Coordinator, a Joint Coordinator, and at least three faculty members to plan, coordinate, and manage all tasks related to centralized internal examinations.
- The tentative schedules for internal examinations are to be published in the college academic calendar in advance. The Academic Monitoring Cell, with the Principal's approval, prepares and issues the final schedules for centralized internal examinations and evaluations. This includes the examination timetable, the date for completing evaluations, and the deadline for submitting mark lists.
- Fifteen days before the scheduled internal examinations, the Coordinator of the Academic Monitoring Cell, with the Principal's approval, should issue a formal communication to faculty members requesting one set of both soft and hard copies of the question papers. Total number of copies to be printed should be notified on the back of the question paper. All question papers and answer keys for every course must be collected 5 days before the start of the examinations.
- Uniformity in setting question papers should be maintained.
- After each exam, the answer scripts are gathered and sent to the department for evaluation by the course faculty.
- Valuation of the answer scripts is to be done within 7 days of the concerned examination. The evaluated answer scripts must be returned to students by the respective course faculty.

- Students having any grievance regarding the valuation can report it to the faculty member and, if necessary, to the Departmental Grievance Redressal Committee.

### Retest:

- The AMC will allow students to appear for a re-test in genuine cases, a maximum of two instances during the academic period.
- Candidates must submit their re-test application to the Coordinator of the AMC, signed by the parent and through the head of the department, within 3 days after the examination. The validity of the reason will also be evaluated.
- Parents must inform the class advisor and HoD about their ward's absence.
- Re-tests will be scheduled by the respective departments on convenient dates.
- The AMC holds the authority to make the final decision regarding a candidate's re-test request.



  
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