



IDHAYA COLLEGE FOR WOMEN

(Run by Immaculate Sisters)

Affiliated to Bharathidasan University / G.O. No.237 / Dt. 22.06.2000

UGC Recognized 2(f) & 12(B) of Institution

Post Box No.66
Kumbakonam - 612 001
Thanjavur (Dt.,)

PRINCIPAL

Tele : 0435 -2414077, 2414554 Cell: 89034 86215 email: idhayacollegekum.org@gmail.com, website : www.idhayacollegekum.org

Examination Policy

Examinations are subject to the Code of Conduct as printed in the Academic Calendar. Students are required to abide by all applicable regulations and inform the invigilator of any violations they may have observed.

Instructions for students:

- Students must arrive on time and be punctual.
- All materials not specifically allowed within the classroom must be left by the students, however, not limited to: backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, iPods, headphones, purses and bags. The college administration disclaims any responsibility for the safety of their possessions.
- Students must check to ensure all pages of the question paper, must fill in their Registration number and other details in the appropriate column.
- Students will receive notification or reminder 10 minutes before the exam is over and once the allotted time has passed. All writing and typing must end as soon as the last bell rings.
- Any emergency or significant illness during Exam candidates must intimate the Principal/Vice Principal or, in her absence, the Examination Committee in-charge for taking necessary arrangements.



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- Students will raise their hands in silence and wait for the invigilator to approach them when they have any queries, requirements, or any of the other reasons listed above.

Instructions to invigilators:

- At least 15 minutes before Commencement of the exam, invigilators are required to arrive at the designated hall, collect the seating assignments, exam stationery and answer booklets.
- Invigilators must ensure that the candidate does not carry any material into the exam room except hall ticket, ID card and non-programmable calculator and writing stationery.
- It is forbidden to bring Programmable Calculators, Cell Phones, and other electronic devices inside the examination room.
- Any incidents of malpractice or cheating should be reported right away to the Chief Superintendent. The candidate must be instructed to leave the Exam room silently.

Norms for conducting University Practical Examination:

- Practical examinations may be conducted only in the relevant laboratories.
- Two examiners must evaluate the students: an internal and an external examiner.



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- 40% of the overall points assigned by internal examiner and 60% assigned by external examiner. The external examiners must be informed by the internal examiners of the distribution of marks for each practical activity component.

Grievances related to Examination:

- The University Examination is conducted semester wise (Odd & Even Semester)
- The faculty addresses genuine of the students related to mark acquired in the Internal Examination and University Examination.
- After the evaluation and result declaration, complaint/grievance regarding the undeclared/incomplete or any other issues is forwarded to the University through the mail or through post.
- The follow up to be done with the University along with the evidences (if required) like student attendance sheet etc till the issue get resolved.


Principal,
Idhaya College for Women,
Kumbakonam - 612 001,