



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA  
Phone : 033 2249-3737/2226-7814 e-mail : maulanaazadcollegekolkata@gmail.com

## Examination and Evaluation Policy

### 1. Introduction

The Examination and Evaluation Policy of Maulana Azad College, Kolkata aims to ensure a fair, transparent, and consistent assessment of student performance. This policy outlines the guidelines and procedures as per regulations of affiliated University for conducting examinations and evaluations to maintain academic integrity and standards.

### 2. Objectives

- To establish a clear and consistent framework for conducting examinations and evaluations.
- To ensure transparency and fairness in the assessment process.
- To provide guidelines for the preparation, administration, and evaluation of examinations.
- To outline the responsibilities of faculty, students, and administrative staff in the examination process.


### 3. Scope


This policy applies to all undergraduate and postgraduate programs offered by Maulana Azad College, Kolkata.

### 4. Examination Types

Individual Departments are taking initiatives to conduct within the college.

- Continuous Assessment (CA):
  - several class tests
  - write up,
  - report writing,
  - power point presentation

  
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IQAC  
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Principal  
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- poster presentation
  - Quiz
  - Debate
- b) Mid-Semester Examinations
- c) Practical Examinations
- d) Assignments and Project works:
- e) Internal examinations are conducted within the college campus as per notification of affiliated University.

***Final Examinations:***

- a) Final Examinations are conducted outside the home centre as per notification of affiliating University.
- b) End-Semester Examinations
- c) Viva Voce and Oral Examinations (inside the campus)
- d) Practical Examinations (External)

***5. Examination Schedule***

Internal Examinations: As per affiliating University's notification, the schedule for internal examinations for honours /major will be decided by the respective departments and by the College Internal examination committee for General /minor and communicated to students in due time.

External Examinations: The University of Calcutta will publish the timetable for end-semester examinations at least one month prior to the commencement of examinations.

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## 6. Conduction of Examination

### Preparation of Question Papers:

Faculty members are responsible for preparing question papers in accordance with the syllabus and course objectives for internal examinations. Question papers must be reviewed and approved by the Head of the Department to ensure quality and relevance.

For Final examinations, faculty members are assigned by the University as paper setters and moderators.

### Invigilation:

Invigilators are responsible for maintaining discipline and ensuring to conduct examinations in a fair and orderly manner.

Any incidents of malpractice or misconduct must be reported to the Examination Committee immediately.

### Examination Materials:

Answer scripts are provided by the college authority received from the University. Students must bring their own stationery and other required materials. Sharing of materials does not permitted. Only authorized materials are allowed in the examination hall as per University rules both in internal and final examination.

## 7. Evaluation

### Internal Assessments:

Continuous assessments, mid-semester exams, and assignments will be evaluated by the respective faculty members.

Marks will be recorded and preserved by the department.

  
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### Final Examinations:

End-semester examination answer scripts will be evaluated by the faculty members appointed by the University.

### 8. Marks Uploading

Marks of both internal and external examinations uploaded to designated portal <https://www.cuexamwindow.in/>. College has designated college log in ID and password and designated email account/phone no. for OTP. Respective faculty members logged in this portal and upload the marks accordingly, verify the marks and submit to the university. Then generate statement of marks for documentation.

Results will be compiled and published by the University.

### 9. Grading System:

The grading system and grade points will be clearly communicated to students at the beginning of the academic session.

### 8. Re-evaluation

Students may apply for re-evaluation or scrutiny of their answer scripts to the University after publication of results.

Fees for any purposes like re-evaluation or scrutiny requests by any students are determined by the competent authority of University of Calcutta.

The revised marks, if any, will be reflected in the respective student's mark sheets by the affiliating University.

### 9. Examination Malpractices

Any form of malpractice including cheating, plagiarism, and use of unauthorized materials is/ are strictly prohibited.

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In case of Final Examination if any Student/s found or reported guilty of malpractice, action will be taken by the authority of the affiliating University as per rule. But if any such incident happens during the time of Internal/Tutorial /CVAC/IDC etc. action will be taken by the college authority as per rule of the affiliating University like disciplinary action, annulment of the examination, suspension, or expulsion.

## 10. Special Provisions

### Students with Disabilities:

Reasonable accommodations will be made for students with disabilities in accordance with relevant policies and regulations.

### Medical and Emergency Cases:

In case of medical exigency/ies or other valid reasons, students may be granted an extension or allowed to take a make-up examination, subject to approval by the Examination Cell at the time of Internal/tutorial/IDC/CVAC etc. examinations conducted by the college as per notification of the affiliating University.


## 11. Responsibilities


### College Examination Cell:

Responsible for the overall coordination of examinations, including scheduling, allotment of invigilation duty etc.

### Faculty Members:

Responsible for preparing question papers of both internal and final examination conducted by the University, internal assessments, and evaluating answer scripts and uploading marks in University portal.

  
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**Students:**


Responsible for adhering examination rules, maintaining academic integrity, and submitting assignments and projects on time.


**12. Review and Revision**

This policy will be reviewed periodically by the College authority in consultation with IQAC to ensure its effectiveness and relevance. Any changes or revisions will be communicated to all stakeholders in a timely manner.

**13. Conclusion**

Maulana Azad College is committed to maintaining high academic standards through a transparent and fair examination and evaluation process. This policy is designed to uphold the integrity of the institution and ensure the holistic development of its students.

  
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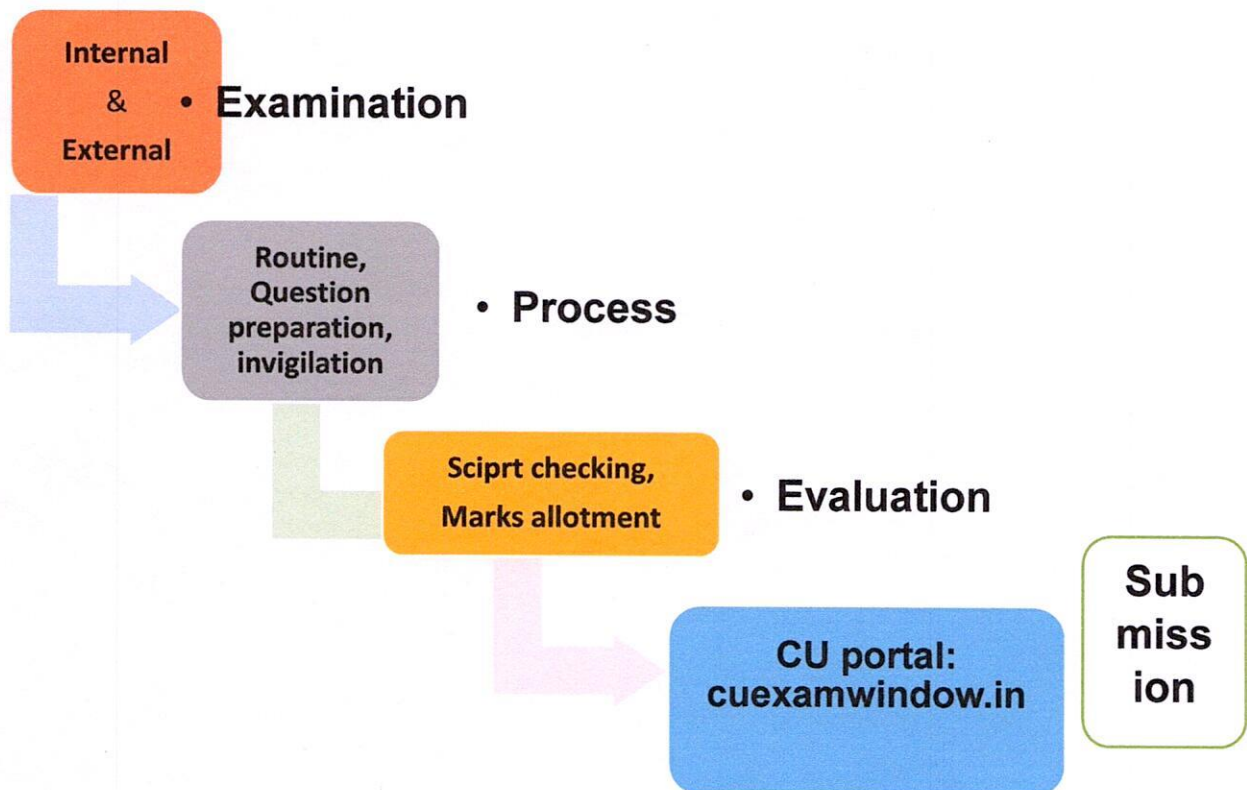



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Methods of Examination procedure at a Glance:



  
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