AQAR 2022 - 2023

SANTHIGIRI
COLLEGE OF COMPUTER SCIENCES
Affiliated to MG University and Approved by AICTE

2.5.1 Exam Cell Policies and Procedures

Examination Policy Document

The Exam committee of Santhigiri College adheres to the university guidelines for the conduct of internal examinations. Evaluation procedures and examination patterns are well-versed to students through college calendar, circulars as well student's manuals. The Eight Member-Exam committee of santhigiri college thoroughly monitors the Examination process in an efficient manner.

The schedule of exam should be prepared for various programs by the College Examination coordinator in consolation with Principal and HODs during the commencement of each academic year. The schedule of examination is available in College Academic Calendar and in Students Manual.

On every semester, two centralized Internal Assessment Examination (IAE) are steered. The dates and details are priorly publish on student's manual and college calendar. Exam committee organizes a common schedule to whole college which is supervised by Examination coordinator the respective Department Examination Coordinators. The 40% of course should be completed before first Internal Examination and remaining 40% need to completed before second Internal Examination, the rest 20% is valued with respect to Assignments/Seminars. Every Departments have the freedom to choose diverse methods for conducting Assignments which comprises multiple choice quizzes, video presentations, Video Assignments, Online Assignments etc.

The College Examination Coordinator should publish the Examination Time Table, Seating Arrangements of students and required count of faculties for the invigilation- to the principal, HOD's, Department Examination Coordinators 10 days prior to the examination.

All faculties should strictly adhere to the uniform Question Paper pattern directed by the exam committee. Department Exam Coordinator should collect the question papers from the Course coordinators and forward it to College examination cell 5 days prior to the examination. College Examination cell should take adequate copies of the question paper and distributed on the Examination Day.

The invigilators shall report to the exam cell and receive the Question Papers, answer sheets and other documentation papers 15 minutes before the commencement of the exam and proceed to their respective exam halls/rooms. A squad of designated senior teachers shall make surprise visits to

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exam halls/rooms occasionally during examinations. After the completion of the exam, invigilators shall report back to Coordinator of exams in order to account for the Answer books they had received. The coordinator of exams shall complete the documentation process and the answer books shall be handed over to the Course coordinators after having bundled Course/paper wise along with attendance list and other reports.

CCTVs are installed in the examination halls to monitor the examination and to reduce the malpractices. If any student found with any malpractice that will be immediately reported to Principal and that day's exam will be cancelled. They will be permitted to write remaining exams only after bringing their parents to the college pay a fine of Rs.500 and should write an apology letter to the principal. Fine receipts and apology letter are kept by CEC for the documentation purposes.

Answer scripts need to be evaluated within stipulated time (within 15 days after exam) and are shown to the students to bring out the discrepancies, if any, to the notice of the teacher concerned, and to carried out necessary corrections. If required, every student will get the chance to consult the Course coordinator to make alterations.

According to the university guidelines the criteria for course internals is, marks of-two internal exams, seminar, assignments and attendance are considered for calculation of internal marks for each paper. Intermediate internals in A2 format is prepared and published to the students after the second Internal Assessment Examination thereby, interested students can progress their course internals through improvement examination.

Internal Mark forms A2 and B2 forms are prepared and published on department notice boards on the starting day of university Examination. Exam coordinator should ensure that internal exam forms are duly signed by the tutors, HoDs and the Principal before uploading to the University portal.
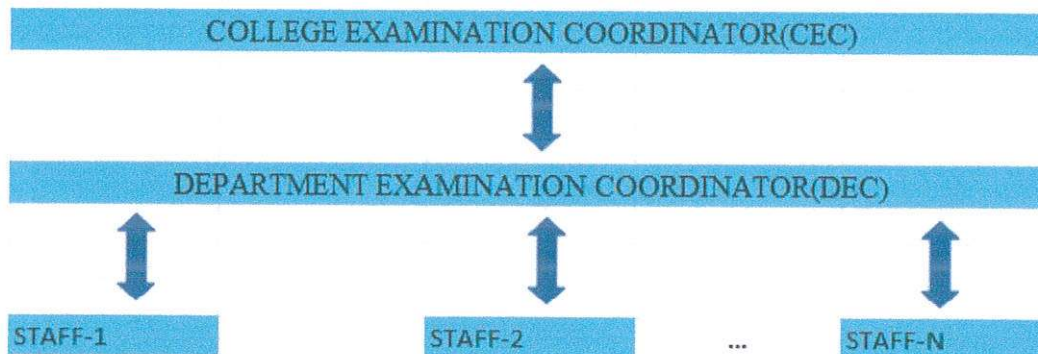
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EXAM CELL OBJECTIVES

- To carry out internal examinations efficiently.

- Schedule the regular and improvement Exams.

- Publish Results on time.

- Provide a proper mechanism to handle the internal grievances.

- Record maintenance.

EXAM CELL EXECUTION

For the smooth functioning of Exam cell all the works are managed and monitored using ICT. College Examination Coordinator manages a Google class room under the mail id iae@santhigiricollege.com and posts various documents and assignments to DECs. The Principal, Academic coordinators and Department Examination coordinators can access this Google class room. Templates of various Documents are uploaded in Google Class Room that is managed by CEC. Department Examination Coordinators uses their own examination cell mail id for accessing this Google class room and collect the documents from various faculties.

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COLLEGE EXAM CELL MEMBERS

1. Mr.Gibin George(College Examination Coordinator)
2. Ms.Siji Antony(College Examination Coordinator-Assistant)
3. Ms.Siji Antony(DEC-Department of Computer Science)
4. Mr.Amilkrishna(DEC-Department of Animation and Graphic Design)
5. Ms.Anumol Joy (DEC-Department of Social Work)
6. Ms.Jeesma Clement(DEC-Department of Commerce)
7. Mr. Treesa Thomas (DEC-Department of BBA)
8. Ms.Deepa Joseph (DEC-Department of B.Sc Psychology)

DEPARTMENT EXAMINATION E-MAIL

Each department is assigned with an examination mail-id. All the DECs manage and coordinate various examination files and activities of the department using this department examination mail-id.

1. bba_exam@santhigiricollege.com(Department of BBA)
2. cs_exam@santhigiricollege.com(Department of Computer Science)
3. ba_exam@santhigiricollege.com(Department of Animation and Graphic Design)
4. msw_exam@santhigiricollege.com(Department of Social Work)
5. commerce_exam@santhigiricollege.com(Department of Commerce)
6. psy_exam_cell@santhigiricollege.com (Department of Psychology)

INTERNAL EXAMINATION PROCEDURE

Step1. During the commencement of each semester CEC in consolation with Principal and HODs prepares a schedule for the Examination for the various courses.

Step 2: Department Examination Coordinator (DEC) publish this examination schedule (time table) of each class in the Department 12 days prior to the commencement of the examination and tutors will publish this schedule in each class notice board.

Step 3: CEC creates assignment for the Question Paper uploading at least 10 days before the examination and DEC Collect question paper from the course coordinators through exam cell mail and uploaded in CECs Class Room at least 7 days before the examination. All the question papers of a class should be uploaded as a single PDF File. Along with this this the time table also should be uploaded. NB- Question paper and time table templates are available in CEC's Class room.

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Step 4: The CEC will take the printout of question papers and kept this question papers in the principal's office.

Step 5: The CEC will publish the Seating Arrangements and faulty requirement (for invigilation) to the principal and HOD's 3 day prior to the examination and the same should be forward to the DEC.

Step 6: HOD's will prepare the invigilation duty at least 2 days before the commencement of the examination and the same will be forwarded to the CEC and publish in the department notice board.

Step 7: The DEC Collect the Question Papers from the principal's office every day morning of the examination and distribute the question papers to various exam Halls.

Step 8: Department Exam coordinator should maintain a register to record the examination duties and for the distribution answer scripts.

Step 9: After the examination the invigilators should handover the written answer scripts and unused answer scripts to Department Exam Cell Members.

DOCUMENTS TO BE KEPT BY THE DEPARTMENT

I. Internal Examination Register

These are the list of documents that should be kept by the DEC in the Department Internal Examination Register

1. Time Table
2. Exam Duty Log
3. Answer Sheet dispatch Log
4. Internal Summary Sheet

II. Form A2 and B2

III. Improvement Examination Documents

EXAM TIME MANAGEMENT

1. All the invigilators should enter in the exam hall 10 minutes before the commencement of the examination and students should enter the exam hall 5 minutes before the commencement of examination.

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2. All the internal examination will starts at 10:45.The maximum time allotted for the internal examination is 2 Hrs and students can leave from the exam hall only after 12:15.

3. All the model/ Improvement examination will starts at 9:30. The maximum time allotted for this examination is 3 Hrs and students can leave from the exam hall only after 11:45.

INTERNAL EXAMINATION INVIGILATION DUTY

1. If any class is having an internal examination, each course coordinator will be assigned with one examination duty (2 Hrs) for the respective classes.

2. HOD's should publish the duty list at least 3 days prior to examination in order to avoid clashes.

MALPRACTICES IN INTERNAL EXAMINATIONS

If any student found with any malpractice that will be immediately reported to Principal and that day's exam will be cancelled. They will be permitted to write remaining exams only after bringing their parents to the college pay a fine of Rs.500 and should write an apology letter to the principal. Fine receipts and apology letter are kept by CEC for the documentation purposes.

PUBLICATION OF RESULTS INTERNAL EXAM

Step1. The course coordinator should collect the written answer scripts from the Department Exam Cell Members and it should be recorded in answer sheet dispatch log.

Step2. The course coordinator should verify and distribute the answer scripts to students on or before 10th day, after the completion of internal exams.

Step3. The course coordinator should forward the internal mark along with the attendance status to the tutors [For Calculating the attendance consider the attendance up to the last working day before the commencement of examination]

Step4. The tutors should forward the softcopy and the hard copy of the internal exam mark sheet in the prescribed format to the principal and the DEC on or before 11th day, after the completion of internal exams.

Step5. The CEC will create the assignment for the internal mark uploading and DEC should upload the class mark sheet and the internal summary sheet through Google class room on or before 12th day, after the completion of internal exams.

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IMPROVEMENT EXAMINATION PROCEDURE

1. Interested students can improve their course internals by attending improvement examination.

2. Course coordinator should publish intermediate internals [Form A2] of their courses 5 days before the commencement of Improvement Examination.

3. DEC's shall prepare Improvement Examination Time table in consultation with the HOD and Tutors.

4. The fee for improvement examination is Rs 25/- for each course and students should pay that amount in the office.

5. Students can collect the internal improvement request form the tutors or from the college reprographic center.

6. The internal request form should be duly signed by the course coordinators, Office staff and the tutor.

7. Students should return the filled internal improvement application form along with the fee receipt to the tutor.

8. Tutors shall prepare an attendance sheet of students those who are applying for the improvement examination and shall handover the attendance sheet, internal improvement application form, fee receipts to DEC

9. The Question paper pattern of Improvement examination is similar to university question pattern and it's a 3 Hr examination.

10. DEC's shall collect the Improvement Examination Question Paper from the Course coordinators at least 3 days before the commencement of improvement Examination and forward the question papers to CEC.

11. The CEC will take the adequate printouts and handover the copies to the DECs.

COURSE REMEDIAL CLASSES

1. Students who scored less than 60% Marks in the course internal exams (IAE1+ IAE2/Model) in the mark scheme and scoring a grade point less than 2 for the courses in the grade scheme should compulsory to attend that courses' remedial classes.

2. Course Coordinators shall publish the list of students for remedial at least 5 days before the commencement of remedial.

3. Tutors shall publish the time table for remedial 3 days before the commencement of remedial in consultation with HOD and course cordinators

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4. The attendance of remedial should be recorded in the Log Book.

PUBLICATION OF FINAL INTERNALS

1. Class tutors should publish consolidated course final internals [Form B2] at least 2 days before the commencement of the university examination and display the internal hard copy in the department notice board after obtaining signatures from the course coordinators, HOD and Principal.

2. The hard copy of consolidated semester internals should be prepared by the Class Tutors in the same course order specified in the university website and should submit it to the principal.

3. Tutors should enter the consolidated internals [after the principal confirmation of internal Marks] in the university website and should forward the internals to the principal through university website.

4. The Principal along with CEC will verify the internal forwarded by the tutors and submit that internals to the university.

5. Class tutors should forward the softcopy of Form A1 and B2 to the DEC and DEC should upload this document to the Class Room of CEC. The hardcopy of the consolidated internals should be duly signed by the Principal, HOD and class tutor.

6. The Hard Copies of the Form A1 and B2 should be kept by the CEC and DEC for the documentation purposes.

INSTRUCTIONS TO CANDIDATES-INTERNAL EXAMINATION

1. All the candidates should enter in the exam hall at least 5 minutes before the commencement of examination.

2. The Invigilator can excuse a delay of 30 minutes and admit the candidates in the exam hall those who are having any satisfactory reason.

3. Candidates are not permitted to carry books/notes/papers to the exam hall.

4. Scientific calculators are only permitted for only those courses which is permitted by the , the examination cell.

5. Candidates should not write anything on the question paper except the name and roll number.

6. Candidates are not permitted to speak or communicate in any manner to fellow candidates.

7. Exchange of writing material, mathematical instruments etc. is strictly prohibited.

8. Candidates are not allowed to carry any additional answer booklets from the exam hall after the examination. If any Rough work is there it should do in the exam sheet itself and the rough sheet should be attached to the main answer book.

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9. Candidates will not be permitted to leave the examination hall until one and a half hour in the case of internal examination and in model or improvement examination students can leave only after 2 hrs and 15 minutes.

10. If the candidate wants anything, they can request to the invigilator.

11. Every candidate must sign to the attendance sheet against his/her name.

12. A candidate who disobeys the instructions issued by the invigilators or is found to adopt unfair means is liable to be instantly expelled from the exam hall and should be reported to the Principal and CEC for further action.

INSTRUCTIONS TO INVIGILATORS-INTERNAL EXAMINATION

1. All the invigilators should report the examination hall 10 minutes before the commencement of the exam.

2. The Invigilator can excuse a delay of 30 minutes and admit the candidates in the exam hall those who are having any satisfactory reason.

3. Invigilators should not carry any reading material / mobile phones during supervision.

4. They should not allow the students to leave the hall for the first one and half hour in the case of internal examination and in model or improvement examination students can leave only after 2 hrs and 15 minutes.

5. They have to collect the answer sheets immediately after the exam and handover the same to the Department Exam Coordinator

6. If a student is found adopting unfair means, the answer sheet of the concerned student should be collected and the matter should be immediately reported to the Principal and CEC for further action.

INSTRUCTIONS TO DEC

1. DEC should manage the exam cell mail and coordinates all the exam related activities of the department.

2. DEC should upload the various documents to the CECs Class Room.

3. DEC should collect various Exam related documents like Question papers, Mark lists from the course coordinators/Class tutors and should forward the documents to CEC.

4. DEC Should document various exam related documents as hardcopy in the examination file and soft copies should upload to the CECs class Room.

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5. The DEC should Collect the Question Papers from the principal's office every day morning of the examination

6. DEC should arrange adequate number of answer booklets, threads, attendance sheets etc. in the trays/cover.

7. DEC should forward the Examination schedule, Class room allotment to the department

8. DEC should ensure that the Invigilators and question papers reach the classes 10 minutes before the commencement of exam/test.

9. If a student is found adopting unfair means, the matter needs to be reported to the Chief examination controller and forwarded to Principal for further action.

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