

EXAMINATION POLICY & PROCEDURES



SALESIAN COLLEGE

(AUTONOMOUS)

SONADA & SILIGURI

Second Edition 2025

Email:

controller.exam@salesiancollege.net
deputy.controller.exam@salesiancollege.net
deputy.controller.evaluation @salesiancollege.net

Website: www.salesiancollege.ac.in

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INTRODUCTION

A. Salesian College

Salesian College (SC) is a government recognized, minority educational institution of the Catholic Church, run by the Salesians of Don Bosco, Kolkata Province where over 2000 students do their Undergraduate (UG) and Post-graduate (PG) studies in Arts/ Humanities, Commerce, Science and Professional Courses under the University of North Bengal (NBU).

Salesian College was established in Shillong in 1933, before being shifted to Sonada, in 1938. It comes under section 2(f) and 12(B) of UGC Act of 1956. In 1935, SC received affiliation to the Calcutta University for IA, and in 1948 for BA Course in English, History and Latin followed by Economics in 1950. In 1962 its affiliation was transferred from Calcutta University to NBU as it was one of the founding colleges. It was in 1970 and 1979 that SC received affiliation for BA Honours Course in English and History respectively followed by the introduction of Education and Philosophy as BA subjects. In 2006 it received affiliation for Education Honours course. The College opened a Computer Skills Department in 2002, offering the DIT and ADIT courses of CDAC, Pune and the Computer Application Certificate of NBU in 2004. .

Salesian College Siliguri Campus was inaugurated on 9 July 2009. Salesian college offers BA/B. Com/BSc/BBA/BCA Honours. SC is also recognized as IGNOU Study Centre (from May 2005 in SCS and 2010 in SCSC) offering courses in BA, B. Com, CIC, CLP, MA M. Com, BSW, BCA&MCA. SC was accredited by NAAC on 16 September 2004, with an institutional score between 60, 70, receiving the Grade C++. On 26 February 2010, Salesian College was conferred the status of a 'College with Potential for Excellence' (CPE) by the University Grants Commission and was into its second cycle from 1st April 2014.

In March 2012, in its second cycle, the college was re-accredited by NAAC with 'A' grade. The college has retained its 'A' Grade in the third cycle starting from May 2019. The college started post-graduate programmes in English (2016), Education and Psychology (2019), and Commerce (2024).

Post pandemic, the college has incorporated the blended mode of teaching – learning, including assessments and routine tests through the in-house developed ERP and Salesian LMS adapting the latest version of the MOODLE in compliance with the revised Bloom's Taxonomy.

On 31 May 2023, the University Grants Commission conferred the Autonomous status on Salesian College and North Bengal University notified the same on 7 August 2023.

B. Glossary of Terms

- **Academic Bank of Credits (ABC):** It is a digital depository of credits earned by students throughout their academic journey. It was established by the University Grants Commission (UGC) and the Ministry of Education (MoE). The ABC is intended to make it easier for students to move between higher education institutions.
- **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year. It normally begins in July and ends in June of the following year.
- **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select courses from the prescribed courses (Major, Minor, Multidisciplinary Course,

Multidisciplinary Elective, Discipline Specific Elective, Open Elective, Ability Enhancement Course, Skill Enhancement Course, Value Added Courses).

- **Course:** Usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ project work/ vocational training/workshops/ seminars/term papers / assignments / Online-courses/ self-study etc. or a combination of some of these.
- **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree /diploma /certificate is prescribed in terms of the number of credits to be earned.
- **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week in a semester. One credit is equivalent to one hour of lecture or tutorial or two hours of practical work/field work per week in a semester. It will be generally equivalent to 15/30 hours of instructions in a semester.
- **Cumulative Grade Point Average (CGPA):** It is a measure of the overall cumulative performance of a student over all the semesters of a programme. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- **Formative Assessment (FA):** Formative assessment refers to an ongoing process of evaluating student learning during instruction, where teachers use various methods to gather feedback on student understanding and adjust their teaching strategies, aiming to improve student learning by identifying areas where they need additional support and providing timely feedback throughout the learning process.
- **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- **Credit Point:** It is the product of grade point and the number of credits for a course.
- **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by the letters O, A+, A, B+, B, C, D/P and F.
- **Programme:** A programme leading to the award of a Degree, Diploma or Certificate. Denotes the title of the programme (e.g.: Bachelor of Arts, Bachelor of Science). Each programme has Programme Objectives (POs) and Programme Specific Outcomes (PSOs).
- **Post Publication Re-assessment (PPR):** It is the process of having an examination answer sheet re-assessed by a different examiner or a review panel, typically after a student has received their initial results and is not satisfied with the marks.
- **Post Publication Scrutiny (PPS):** It is the process where the marks awarded to a candidate are rechecked, specifically focusing on the recalculation of marks, after the initial results have been published.
- **Revised Bloom’s Taxonomy (RBT):** The Revised Bloom’s Taxonomy is a hierarchical model that categorizes different levels of cognitive processes involved in teaching, learning and assessment.
- **Semester:** Each semester will consist of over 16 weeks of academic work equivalent to 90 actual teaching days. The odd semester is generally scheduled from July to December, and the even semester from January to June.

- **Semester Grade Point Average (SGPA):** It is a measure of the performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- **Summative Assessment (SA):** Summative assessment refers to an evaluation method used to measure a student's overall learning and achievement at the end of a specific instructional unit, like a course or semester, typically used to assign a final grade and determine mastery of the subject matter.
- **Transcript or Grade Card or Certificate or Marks Card:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured, etc.).

THE EXAMINATION OFFICE

ORGANOGRAM

GOVERNING BODY		
ACADEMIC COUNCIL		
PRINCIPAL		
CONTROLLER OF EXAMINATIONS		
DY. CONTROLLERS (Examinations)		DY. CONTROLLER (Evaluations)
Board of Question Paper Setters & Moderators	Board of Invigilators	Board of Evaluation
Chairperson, Board of Studies (BOS)	Chief Superintendents	Evaluation Officers & Custodians
Vice-Chairperson (BOS) / Head Moderator	Venue In-charges	Examiners & Scrutineers
Question Paper Setters & Moderators	Invigilators & Flying Squad	Assessment Result Review Board
EXAMINATION FRONT OFFICER		
DATA ENTRY EXAMINATION	DATA ENTRY MARKS	
QUESTION PAPER PRINTING	MARKSHEET PRINTING	

CHAPTER 1

STATUTORY BODIES AND THEIR FUNCTIONS

The Academic and administrative functions of the college are entrusted to the Statutory Bodies and their functionaries, namely the Governing Body, the Academic Council, the Board of Studies, the Finance Committee, the Principal, the Controller of Examinations, and the Finance officer.

1.1 Governing Body

The Governing Body of the College is its executive body. As regards examination is concerned it shall have the power to frame guidelines or issue directions or instructions for the efficient conduct of the examinations and safeguard its integrity. The Governing Body's powers include:

1. Conduct examinations for each programme and publish the result.
2. Recommend and forward the results of examinations to the University for the award of Degree/Diploma/Certificate as the case may be.
3. Approve the issue of mark lists/grade sheets of the students.
4. Fix fee and other charges payable by the students to the College.

1.2 Academic Council

The Academic Council of the College shall be the main academic body of the Autonomous College. It shall co-ordinate and exercise general supervision of the academic programmes and policies of the College. It shall also be responsible for the maintenance of standards of education, research, instruction, and examinations within the College, and shall exercise such powers and perform such duties as may be conferred on it by the Governing Body.

The Academic Council shall have the following powers, duties and functions related to the conduct of the examination:

1. Advise the Governing Body on academic affairs.
2. Advise the Governing Body on regulations for the conduct of examinations.

1.3 Board of Studies

The Board of Studies is responsible for the curriculum framework and design for all the programmes offered by the autonomous college. The Board of Studies shall exercise the following functions:

1. Suggest methodologies for innovative Evaluation techniques.
2. Suggest a panel of names to the Academic Council of the College for appointment of Question Paper Setters, Moderators, Examiners and Scrutineers.

1.4 Finance Committee

The Finance Committee shall act as an advisory body to the Governing Body. The Finance Committee is composed of the Principal, who is the chairman of the Finance Committee, the Finance Officer and one senior-most teacher of the college nominated by the Principal. The Finance Committee shall exercise the following functions:

1. It shall advise the Governing Body on matters of Examination Fee as well as other fees related to examinations, marks card, provisional certificates and degree certificates.
2. It shall recommend remuneration payable to faculty for examination and evaluation duties.

1.5. Principal

The Principal shall be the Chief Academic and Executive Officer of the Autonomous College and the Chairperson of the Academic Council and the Board of Studies. The Principal shall have the following powers and functions:

1. The Principal of the college shall be the Chief Controller of Examinations. He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same is entrusted to the Controller of Examinations.
2. It shall be the duty of the Principal to ensure that the provisions of the Acts, the statutes, ordinances and regulations, as and when issued by the State Government are observed, and he/she shall have all powers necessary for this purpose.
3. The Principal shall have the right to visit and inspect the examination section at any time.
4. The Principal shall have the responsibility and power to provide enough human resources for the timely completion of work related to the conduct of examinations and the publication of results.
5. The Principal shall have the power to convene meetings of the Academic Council, Boards of studies and Examination Committee or any other authority of the College to discuss matters related to the conduct of examinations and the publication of results.

1.6 Examination Office

In accordance with the guidelines of the University Grants Commission, Salesian College (Autonomous), Sonada and Siliguri shall have an Examination Office headed by the Controller of Examinations (CoE) who will be a permanent faculty appointed by the Principal based on the potential of the person in accordance with statutory stipulations, if any.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controller (Examinations SCSC) and Deputy Controller (Examinations SCS) and Deputy Controller (Evaluation). Faculty working in the College shall be nominated to the examination committee for a tenure of 3 years. They will continue doing their teaching work as scheduled by the College. There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the Examination Office. It will have appropriate infrastructure for generating and safekeeping question papers and other relevant confidential materials.

1.6.1 Controller of Examinations

The Examination office is headed by Controller of Examinations (CoE). He/she shall be assisted by the Deputy Controller (Examinations) and Deputy Controller (Evaluations) along with assigned office staff. The CoE in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The CoE makes earnest effort to see that all examinations are conducted as per the scheduled academic calendar. The CoE shall fulfil the following responsibilities:

1. The CoE shall fulfil all the duties related to examinations such as the preparation, scheduling, conduct and evaluation of answer scripts along with all other contingent matters connected with examinations.
2. The CoE shall appoint Paper Setters, Moderators, Examiners and Scrutineers for the Summative Assessments.
3. The CoE shall appoint other officials (Chief Superintendents, Venue-in-charges, Flying Squad, Evaluation officers and Custodians) for the smooth conduct of examination and evaluation.
4. The CoE has direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
5. The CoE takes decisions on all matters related to examinations other than those falling within the powers of statutory officers of the College.
6. The CoE shall make necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.
7. The CoE shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the Examination Office and conduct official communications thereof.
8. The CoE shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
9. The CoE shall take special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
10. The CoE shall see to the payment of remuneration to Question Paper Setters, Moderators, Examiners and others involved in the conduct of examinations.
11. The CoE shall take quick decisions as circumstances warrant with or without taking advice from Examination Office.
12. The CoE shall exercise control over the space allotted for the examination wing including that for centralized Evaluation. Further he/she should ensure that the rooms, building, laboratories, stores etc., are well in order / prepared to conduct the examinations.

A. Deputy Controller (Examinations)

There shall be two Deputy Controllers (Examinations), one for each campus. He/she shall perform all his/her duties in consultation with the Controller of Examinations. He/she shall fulfil the following duties:

1. Helps CoE in all activities related to the conduct of examinations.
2. Oversees the planning, preparation, and execution of all examinations.
3. Ensures that the Online portal is ready for registration.
4. Sees to the preparation and printing of answer booklets for various examinations and provides related stationery.
5. Prepares the list of Paper Setters, Moderators, Internal and External Examiners in consultation with respective BoS.
6. Oversees the moderation of question papers with the help of vice-chairperson of the BoS.
7. Makes sure that the question papers are ready before the examinations are conducted.
8. Sees to the printing and safekeeping of all question papers for various examinations.
9. Ensures that answer booklets, question papers, and other stationery items are despatched to Sonada campus
10. Prepares examination schedules, admit cards, invigilation chart, examination halls and seating arrangements.
11. Prepares the answer scripts and despatches them to the Evaluation centre
12. Prepares the Remuneration chart for Paper Setters and Moderators.
13. Fulfils all other tasks required for the conduct of the examination entrusted to him/her by the Controller of Examinations.

B. Deputy Controller (Evaluations)

The Deputy Controller (Evaluation) shall perform all his/her duties in consultation with the Controller of Examinations. He or she shall fulfil the following duties:

1. Sees to the collection and safekeeping of Answer scripts.
2. Prepares the list of internal and external Examiners and Scrutineers.
3. Conducts the evaluation of answer scripts including preparation of Evaluation venues, Evaluation charts and schedules.
4. Supervises the evaluation process together with other officers.
5. Sees to data entry of Marks of both FA & SA; maintains registers for Marks and maintains confidentiality.
6. Ensures that unauthorized persons have no access to evaluation related data.
7. Prepares results for publication.
8. Presents results to the Passing Board and Governing Board for approval.
9. Processes the remuneration slips for evaluation related work
10. Oversees the entry of marks on Marks Card Register
11. Sees to the preparation and printing of Marks card and Certificates

12. Keeps the Minutes of the Assessment Result Review Board Meeting
13. Fulfils all other duties entrusted to him/her by the Controller of Examinations.

1.7 Front Officer

The Front officer shall fulfil the following duties:

1. He/she shall receive students/faculty/visitors to the Examination office and direct them to various offices.
2. He/she shall keep in safe custody bags/personal items of those who enter the Examination office.
3. He/she shall receive applications/documents submitted to the Examination office and hand them over to respective offices.
4. He/she is responsible for the distribution of answer booklets, additional booklets, question papers and examination related stationery in consultation with the Deputy Controller (Examinations). He/she shall ensure that all materials for examinations are dispatched to Sonada Campus.
5. He/she shall maintain a register of receipt and dispatch of all matters relating to examination.
6. He/she shall ensure that all stationery (answer booklets, additional sheets, twine, envelopes, packing materials etc) related to conducting of examination are in stock.
7. At the end of each examination, he/she shall receive the answer booklets, maintain a record of them, and keep them in safe custody till the day of Evaluation.
8. He/she shall collect back all unused answer booklets, question papers and other stationery related to examination.
9. Under the direction of the Deputy Controller (Evaluation) he/she shall give out answer booklets for evaluation to the Custodians and shall maintain the record of the same.
10. At the end of each day of evaluation he/she shall receive all answer scripts and maintain record of the same.
11. He/she shall maintain appropriate registers, records and accounts relating to the evaluation camp.

1.8 Finance Officer

The Finance Officer is appointed by the founder body. He fulfils the following responsibilities with regard to the conduct of examinations:

1. Oversees budgeting, accounting of income and expenditure related to examinations.
2. Purchases furniture, equipment and stationery needed for the conduct of examinations.
3. Ensures maintenance of equipment.
4. Disburses remuneration to those involved in the task of examination and evaluation.
5. Gets the annual account audited.

CHAPTER 2

PROGRAMMES OFFERED

2.1 Deanery-wise 2-Year PG Programmes

2.1.2 Post Graduate Programmes

1. Master of Arts in Education
2. Master of Arts in English
3. Master of Science in Psychology
4. Master of Commerce

2.2 Deanery-wise 4-year UG Programmes

2.2.1 Deanery of Arts & Humanities

1. Bachelor of Arts in English
2. Bachelor of Arts in Geography
3. Bachelor of Arts in History
4. Bachelor of Arts in Mass Communications & Journalism
5. Bachelor of Arts in Physical Education
6. Bachelor of Arts in Music
7. Bachelor of Arts in Philosophy

2.2.2 Deanery of Social Sciences

1. Bachelor of Arts in Education
2. Bachelor of Arts in Political Science
3. Bachelor of Science in Psychology
4. Bachelor of Arts in Social Work
5. Bachelor of Arts in Sociology

2.2.3 Deanery of Commerce & Management

1. Bachelor of Commerce
2. Bachelor of Commerce in International Accounting and Finance
3. Bachelor of Business Administration (with specialization in Finance, Marketing, Human Resource Management)
4. Bachelor of Business Administration in Tourism & Hospitality Management
5. Bachelor of Arts in Tourism

2.2.4 Deanery of Sciences

1. Bachelor of Science in Computer Science
2. Bachelor of Science in Data Science
3. Bachelor of Science in Economics
4. Bachelor of Arts in Economics
5. Bachelor of Science in Mathematics
6. Bachelor of Science in Physics
7. Bachelor of Computer Applications (BCA)
8. Statistics (Offered only as Minor Course)

2.3 Category of Courses According to NEP 2020

Sl	Category of Courses	Acronym	Level	Offered by Following Departments
1	Single Major Courses	MAJ	UG	Commerce, Computer Applications, Management Studies
2	Dual Major Courses	MAJ	UG	Computer Science, Data Science, Economics, Education, English, Geography, History, Mathematics, Mass Communication & Journalism, Music, Philosophy, Physical Education, Physics, Political Science, Psychology, Social Work, Sociology, Tourism
3	Major Courses	MAJ	PG	Education, English, Psychology, Commerce
4	Minor Courses	MIN	UG	Computer Science, Data Science, Economics, Education, English, Geography, History, Mathematics, Mass Communication & Journalism, Music, Philosophy, Physical Education, Physics, Political Science, Psychology, Social Work, Sociology, Statistics, Tourism
5	Multidisciplinary Courses	MDC	UG	Commerce, Computer Science, Economics, Education, English, Geography, History, Management Studies, Mathematics, Mass Communication & Journalism, Music, Physical Education, Physics, Political Science, Psychology, Social Work, Sociology, Statistics

6	Skill Enhancement Courses	SEC	UG	Commerce, Computer Applications, Computer Science, Data Science, Economics, Education, English, Geography, History, Management Sciences, Mathematics, Mass Communication & Journalism, Music, Philosophy, Physical Education, Physics, Political Science, Psychology, Social Work, Sociology, Tourism
7	Ability Enhancement Courses	AEC	UG	English, Latin, Environmental Science
8	Value Added Courses	VAC	UG	Beauty Therapist, Commerce, Computer Applications, Computer Science, Economics, Education, English, Geography, History, Management Studies, Mathematics, Mass Communication & Journalism, Music, Philosophy, Physical Education, Physics, Political Science, Psychology, Social Work, Sociology, Statistics, NSS, NCC
9	Value Education Courses	V.ED	UG	Bible Studies (For Christian Students only) Value Education (For others)
10	Research Project/Dissertation	UGR	UG	Commerce, Computer Applications, Computer Science, Data Science, Economics, Education, English, Geography, History, Management Studies, Mathematics, Mass Communication & Journalism, Music, Philosophy, Physical Education, Physics, Political Science, Psychology, Social Work, Sociology, Tourism
11	Research Project/Dissertation	PGR	PG	Education, English, Psychology, Commerce

2.4 Fourth year UG Degree (Honours with Research):

Students who secure 7.5 CGPA and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year in the major discipline.

Students may be allowed to undertake research on an inter-disciplinary topic.

The topic of research should be presented to the Department Research Committee (DRC) for prior approval.

Students should do a Research Methodology course of not less than 4 credits in the seventh semester.

They should do a research project or dissertation under the guidance of a faculty member of the College or one designated by the college.

The eighth semester should be devoted to completion of dissertation, pre-submission seminar and viva voce (defense).

The Dissertation will be evaluated as per criteria laid down in 9.2.4 and 9.2.5 of this policy

The students who secure 167 credits, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with Research).

CHAPTER 3

EXAMINATION SYSTEM AND EXAMINATION COMMITTEE

The examination system described below will be applicable to all courses, to which admissions were in effect from the academic year 2023-24 onwards.

3.1 Examination System

Evaluation of all courses (Papers), theory / practical / project / dissertation shall be done in two parts, namely by the Formative Assessment and by the Summative Assessment. The Continuous Internal Assessment is called the Formative Assessment, and the End Semester Examination (ESE) is called the Summative Assessment. 50% of the total marks will be set apart for the first component and 50% for the second component for UG and PG, unless otherwise specified. However, this proportion may be reviewed by the Academic Council where circumstances warrant.

In order to ensure that the students achieve the prescribed learning outcomes, various forms of Assessments such as Multiple-choice Quiz (MCQ), Written Examination, Lab Practical, Group Discussion, Group Project, Seminar, Case Study, Paper Presentation, Individual Assignment, Viva Voce etc., shall be adopted.

3.1.1 Formative Assessment

All the Formative Assessments will be conducted by the Faculty. It will be a combination of Online/offline Multiple-choice Quiz, Mid-semester Examination and Scientific Paper/Seminar presentation etc., and attendance in each semester. The answer scripts of these examinations will be shown to students by the respective teachers after evaluation. The documents of these examinations are to be preserved in the department for at least six months after the publication of the semester results. The Controller of Examinations may ask for any such record if required. The Formative Assessment marks should be communicated to the Controller of Examinations within the deadline stipulated by the Examination Office.

The Formative Assessment marks obtained will be carried over in case students fail to pass the course(s). There are three types of Formative Assessments as indicated below:

1. Formative Assessment One (FA-1) consists generally of MCQ for 20 marks, the questions of which should not carry more than 2 marks each. This assessment is to be conducted on Moodle platform (or other designated LMS platforms) within a stipulated period as intimated by the Examination Office. The marks should be submitted to the Dy. Controller (Evaluation) on or before the date indicated in the exam calendar published by the Examination Office.
2. Formative Assessment Two (FA-2) is the mid-semester examination for theory papers. The question paper is set for a maximum of 50 marks. This assessment is to be conducted on dates indicated in the academic calendar. There will be no provision for supplementary FA-2. The marks of the FA-2 should be submitted to the Dy. Controller (Evaluation) on or before the dates indicated in the examination calendar.

3. Formative Assessment Three (FA-3) consists of group discussion, class presentation or assignment conducted as per the convenience of the Faculty. It shall carry a maximum of 20 marks. The marks are to be submitted to the Dy. Controller (Evaluation) on or before the date indicated in the examination calendar.
4. Attendance and Class Participation also form part of the Formative Assessment these carry a maximum of 5 marks for each course. The same shall be submitted to the Dy. Controller (Evaluation) on the last class day of attendance for the semester.

3.1.2 Summative Assessment

All the students are expected to appear for Summative Assessment as per the Examination schedule announced by the Examination Office. No special provision shall be made for candidates who miss Summative Assessment of the semester.

a) Eligibility:

A student will be eligible for appearing at the Summative Assessment of the Four-Year Undergraduate Program, provided:

- The candidate has fulfilled the academic requirement of minimum 75% attendance of lectures delivered for each individual course in the respective semester.
- The candidate who has less than 75% attendance but has obtained condonation of shortage of attendance.
- The candidate has fulfilled the administrative requirements.

The schedule for the Summative Assessment will be prepared and announced by the Controller of Examinations. Except for exigencies, all the examinations will usually be held within the dates specified in the College Academic Calendar. The duration and total marks of the Summative Assessment will vary according to the nature of course and credits allotted.

3.1.3 Supplementary Summative Assessment

Supplementary Summative Assessment is applicable only for the Summative Assessment. This can be availed of by students who fail to clear a course in a given semester. It is the duty of the student to keep track of the Supplementary Summative Assessment, apply and appear for the same.

1. Odd Semester supplementary Assessment Application can be done only with odd semester Summative Assessment.
2. Even Semester Supplementary Assessment Application can be done only with even semester Summative Assessment.

An appropriate fee for the same shall be charged as decided by the CoE.

3.1.4 Special Supplementary Summative Assessment

Special Supplementary Summative Assessment is applicable only for the graduating batch of students. Once the results of the graduating semester are announced students who are having supplementary shall be allowed to appear for special supplementary Assessment where he/she can appear for final year supplementary courses provided the student has passed in all the courses of the previous years of the UG/PG programme. This Special Summative Supplementary

Assessment is meant only for 5& 6 Semester students who intend to leave with BA/BSc Degree) or 7 & 8 Semester students with B.A/BSc Honours. This applies also to the PG students of the final year.

The results of the supplementary/special supplementary examinations will be announced within 10 days after the last day of the examination. The Special Supplementary Summative examination may be held only once in a year after the summative examination results of 6/8 semesters are published.

3.1.5 Maximum Duration for Completing UG/PG Programmes

The maximum duration within which a student should complete UG/PG programmes is as follows:

For a 3-year UG programme, a student can have up to 5 years from the year of registration to complete all requirements.

For a 4-year UG programme, a student can have up to 7 years from the year of registration to complete all requirements.

For a 2-year PG programme, a student can have up to 4 years from the year of registration to complete all requirements.

These provisions allow students additional time to clear failed subjects or backlog papers beyond the standard course duration.

Exceeding the maximum duration set hereby or failing to clear backlogs within the stipulated time may result in the student being ineligible to receive the degree.

In case of transfer students, the year of registration will be the year in which they registered for the programme in the previous institution.

3.1.6 Passing Criteria

A student of UG Programme must score a minimum of 40% in each Summative Assessment (Theory and/or Practical) of a course. The aggregate of the Formative and Summative Assessments should be a minimum of 40% to earn passing grade.

Similarly, a student of PG Programme must score a minimum of 40% in each Summative Assessment (Theory and/or Practical) of a course. The aggregate of the Formative and Summative Assessments should be a minimum of 40% to earn passing grade.

For courses with Practical component if the student of UG/PG Programme secures a minimum of 40% for UG or 40% for PG in the Practical Summative Assessment but fails the course, he/she will only have to appear for the theory Summative Assessment in the corresponding Summative Supplementary Assessment. If a student does not secure a minimum of 40% (UG/PG) in the practical Summative Assessment, then he/she will have to appear for both theory and practical Summative Assessments in the corresponding Supplementary Summative Assessment.

3.2 Examination Committee

The examination committee shall consist of the Principal, Vice-Principals, Controller of Examinations, Deputy Controller (Examinations) and Deputy Controller (Evaluations).

The following are the functions of the examination committee:

1. To formulate the policies of Examination and Evaluation.
2. Conduct the Formative Assessments, Summative Assessments, and Supplementary Summative Assessments and Special Supplementary Summative Assessments.
3. Prepare and publish the results after having received approval from the Governing Body.
4. Prepare the Marksheets and Provisional Certificates.

3.2.1 Examination Grievance Redressal Committee

There will be provisions for grievance redressal at three levels:

- 1a. With regards to the conduct and result of the Formative Assessments the student may approach the course Faculty concerned.
- 1b. If the issue is not resolved the student may approach the departmental committee consisting of the Head of the Department, the Programme coordinator and the course Faculty concerned.
2. With regard to the conduct of the Summative Assessment and or issues related to examination documents the student may apply directly to the Controller of Examinations.
3. For all grievances related to the results of Summative Assessment, refer to 7.6 & 7.7.

The grievances regarding Formative Assessment shall be filed at the first levels within two working days of the publication of the consolidated results of concerned examination and the decision shall be taken within the next two working days. The third level complaints shall be made within five working days after the publication of the consolidated results, and the decision shall be taken within the next five working days.

CHAPTER 4

PREPARATION FOR EXAMINATIONS

The following steps and procedures will be followed in the preparation of Formative and Summative examinations in every semester.

4.1 Constitution of Various Boards

The following Boards shall be constituted by the Controller of Examinations (CoE) with the approval of the Principal to facilitate the smooth conduct of examinations.

1. Board of Question Paper Setters & Moderators
2. Board of Invigilators
3. Viva Voce Board

4.2 General Rules for Paper Setters, Moderators, Examiners & Scrutineers

1. All examinations, theory or practical, will always have an accompanying question paper.
2. All courses will have Paper Setters, Moderators, Examiners, Evaluators, and Scrutineers. For each course, the Paper Setter, Moderator, and Examiner must be different faculty members.
3. A Paper Setter cannot take any other responsibility for the same paper (including PPR Evaluation).
4. A Moderator is allowed to be the Scrutineer and/or PPR Evaluator for the same paper, but cannot be the Paper Setter or Examiner.
5. The Examiner cannot be the Paper Setter, Moderator, Scrutineer or the PPR Evaluator for the same paper.
6. The Scrutineer can also be the Moderator and/or PPR Evaluator for the same paper, but cannot be the Paper Setter or Examiner.
7. By default, all papers will have one Evaluator for PPR. More Evaluators may be appointed later, in consultation with the Department, depending upon the number of PPR requests.
8. All Departments are to discuss their Practical papers with the Examination Office to determine if it needs a moderated question paper. In many cases, examinations such as viva or presentation do not require one. If the paper does not need a moderated question paper, there will be no Paper Setter or Moderator for the same. However, a question paper must be made detailing the process of examination and the distribution of marks.
9. Departments may appoint external Paper Setters or Examiners, subject to approval from the Controller of Examinations. The approval must be acquired before the BoS meeting.

4.2.1 Board of Question Paper Setters & Moderators

The CoE shall constitute a Board of Question Paper Setters and Moderators for each semester in consultation with the respective Board of Studies (BoS). There shall be separate Boards of Question Paper Setters and Moderators for each UG and PG programme. The panel shall be treated as highly confidential. The CoE shall select and appoint the required number of persons from the panel for consideration for appointment as Question Paper Setters and Moderators.

The duties of the Board of Question Paper Setters and Moderators shall be to set and moderate the question papers for each subject as per RBT. They must ensure that the questions are of prescribed standard, and the scope of the questions is within the prescribed syllabus. In the case of preparing question bank for a course, it shall be prepared by the Board of Question Paper Setters consisting of equal proportion of internal and external experts.

4.2.2 Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

1. All Question Paper Setters are required to keep their appointment strictly confidential.
2. A Paper Setter will make one set of two question papers on the paper(s) they have been appointed for, along with accompanying answer keys as per the specified paper pattern and approved syllabus of the paper.
3. Question papers cannot be more than 4 pages long (2 pages front and back). If more than 10% of the questions have been repeated (i.e. repeat of more than 5 marks, out of 50, worth of questions) in the two submitted papers, the papers will not be accepted, and the Paper Setter will be called to make new question papers on the spot.
4. Answer keys should not be more than 4 pages long (2 pages front and back) in A4 size. It should contain enough detail so that another faculty member with no experience in teaching the course should be able to evaluate the answer script without the use of any reference material. Mark distribution and breakup should also be included in the key. Improper answer keys will not be accepted, and the Paper Setter will be called to make fresh ones on the spot.
5. Questions must be set keeping in mind the Course Specific Objectives and the RBT based Cognition levels such as Remembering, Understanding, Applying and other Higher order skills like Analyzing, Evaluating and Creating.
6. Similarly, the difficulty levels of various questions should also be considered in setting questions.
7. Each question paper must contain the name of the examination, the name of the course, course code, the total marks assigned, the duration of the paper and special directions, if any. A Proforma shall be forwarded from the CoE's office. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. Marks for sub-divisions of questions shall also be indicated. The maximum marks for the whole paper shall also be noted at the top of each question paper.
8. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1, 2 etc., refers to the numbers of pages and 3 the total number of pages.

9. Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise, and free from ambiguity.
10. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
11. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CoE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the CoE.
12. Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole course of study and the books prescribed.
13. The question papers shall be such that a candidate of average ability well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time and secure full marks.
14. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the CoE separately.
15. The question papers of the previous year (in the case of examinations conducted during the previous year) shall be supplied to the question Paper Setters. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
16. Questions shall not be a mere reproduction from standard textbooks or other question papers set for earlier examinations in this College or in other Universities.
17. No Paper Setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.
18. Question papers and the answer keys must be sent to the CoE preferably by password-protected email. All the question papers shall be typed and proof-read before submitting to the CoE. Abbreviations of any kind shall be avoided. Special care must be taken in the delineation of mathematical signs and index figures.

4.3 Moderators

The CoE shall appoint Moderators for each semester in consultation with the respective Board of Studies. In no case shall the Question paper setter and Moderator be the same person. The panel shall be treated as highly confidential.

A faculty chosen to be a moderator is duty bound to decline the appointment in case of a conflict of interest.

1. The duties of the Moderator are the following:

2. He/she shall prepare two sets of question papers and answer keys for each course based on the questions set by the Question Paper Setter.
3. He/she shall ensure that the questions are as per RBT level.
4. He/she must ensure that the questions are of prescribed standard, difficulty level and the scope of the questions is within the prescribed syllabus.
5. He/she shall complete the checklist at the end of moderating a particular paper and complete the necessary formalities.

4.3.1 Instructions to the Moderators

The CoE shall appoint Head Moderators and Moderators to correct proofs of papers set by the Question Paper Setters. The Vice-Chairperson of the Board of Studies for the Department (usually the Head of Department) will automatically be the Head Moderator of the Department's question papers.

1. The objectives of moderation shall be to ensure that the Questions and Answer Key are:
 - a. In conformity with the prescribed syllabus and the RBT scheme
 - b. Has maintained the required standards.
 - c. Free of typographical and grammatical errors
 - d. Marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.
2. The Moderators shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.
3. The Head Moderator will be responsible that each question paper has the correct course code, correct course title, correct dates and other general information, follows the correct paper pattern, and has the right formatting and page setup.
4. The Head Moderator can also be a Moderator for individual papers.
5. The Moderator of a paper will take the submitted questions, mix them and create two fresh question papers and corresponding answer keys.
6. If the question papers and answer keys are not of acceptable quality (see guidelines for Paper Setters) then the Moderator must immediately inform the Examination Office.
7. The Moderator will check that the questions are from the approved syllabus, the word limits are appropriately given, the marks allocated are reasonable and accurate, and that the entire syllabus has been covered.
8. The Moderator will be wholly responsible for any errors or shortcomings in the question paper and accompanying answer key, unless they notified the Examination Office while moderating the paper.
9. The Head Moderator will be wholly responsible for any formatting errors, and errors in general information (course codes, course title etc.) for all courses of the Department.
10. After moderation, they shall seal and hand over personally all the question papers of

each course to the CoE in a sealed envelope supplied by the College for this purpose.

11. The details of the questions / question papers received by the CoE shall be recorded and will be uploaded to the Question Bank or sent for printing as the case may be.
12. The bills for remuneration and TA/DA for the Question Paper Setters & Moderators will be transferred to the section dealing with the appointment of paper setters for arranging payment.

4.4 System Generated Question Papers

Question papers may be generated using question bank software which uses randomness to generate question papers automatically to a prefixed pattern. The Controller of Examinations will upload various kinds of questions as per the requirement of set pattern of question paper received from the Board of Question Paper Setters and Moderators. Once the number of questions to create sufficient randomness is achieved, the Controller of Examinations will lock question bank of the subjects and generate 2 sets of question papers. Then the Controller of Examinations will randomly approve one set out of the generated sets.

4.5 Board of Invigilators

The CoE shall constitute the Board of Invigilators with the approval of the Academic Council. Only competent and qualified persons having teaching/research experience at the appropriate level shall be members of the Board.

4.5.1 Constitution of Board of Invigilators

The Board shall consist of CoE, Deputy Controller (Examinations), Deputy Controller (Evaluations), Chief Superintendents, and Vice-Chairperson of BoS/ HoDs.

The appointment of the Board of Invigilators is for a period of 3 years, which may be renewed.

4.5.2 Duties of the Board of Invigilators

The Board of Invigilators shall work under the direct supervision of Deputy Controller (Examinations) who in turn shall report to the CoE.

The Board shall plan the preparation and conduct of both Formative and Summative Assessments.

It shall decide the schedule of Examinations (FA&SA), fix dates for filling up forms, scrutinize forms, prepare the list of eligible candidates, prepare the Admit Cards and issue them.

It shall supervise the arrangement of examination halls, the seating arrangement and Invigilation chart and appoint Invigilators.

It shall see to the day-to-day conduct of examinations.

The minutes of the Meeting shall be kept by the Deputy Controller (Examinations).

4.6 Viva Voce Board

The BoS and the Academic Council shall be the competent authority to decide whether a particular subject needs Viva-voce/oral examination. The CoE shall refer to the minutes of the meetings of the Academic Council and BoS for this purpose. The Viva-voce Board shall have a Chairman and examiners of the subject. The Board shall follow the criteria given in 9.2.5 of this document.

CHAPTER 5

CONDUCT OF EXAMINATIONS

The Controller of Examination shall prepare the examination calendar for every semester, well in advance, and shall publish the same in the College website. The information regarding the same shall be passed to Deans and Heads of all Departments. All examinations of the semester shall be conducted as per the examination calendar. No separate notification shall be issued.

5.1 Methods of Examination

Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods:

- a) Written
- b) Practical
- c) Oral
- d) Computer Assisted Testing

Candidates must answer question papers in English, except in the case of languages other than English/otherwise specified.

5.2 Issue of Examination Timetable

The CoE shall issue the timetable of various examinations in every semester, one month before the commencement of the Summative Assessment.

5.3 Application to the Examination

- a) All students admitted in a programme (UG & PG) with required attendance (75%) or Condonation, and remittance of prescribed fee are eligible for the forthcoming Summative Assessments.
- b) Online application for registration to the various Summative Assessments shall be forwarded to the CoE along with the prescribed fee for each course in the prescribed format.
- c) The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualifications prescribed in the regulations for each course shall be issued the Admit Card. The electronically generated Admit Card shall be uploaded on the College website.
- d) The mode of fee remittance shall be through the prescribed bank.

5.4 Scrutiny of Application

The office of the Deputy controller (Examinations) shall scrutinize the application form.

The applications shall be verified for the following:

- a) Correctness of the Application

The columns and spaces must be correctly and legibly filled up. No required field shall be kept unfilled.

b) Remittance of Prescribed Fee

Applications not accompanied by the documents to prove required attendance and remittance of fee shall not be entertained.

c) Certificates of Qualifying Examinations

No candidate shall be given admittance in the examination unless he/she possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and the candidate.

In case of failure in submitting relevant certificates in time, such candidates shall be provisionally admitted by issuing a provisional Admit Card and the candidate concerned shall be directed to rectify the defects within the stipulated time. Otherwise, his /her examination result will be withheld.

5.5 Preparation of Nominal Roll

A nominal roll showing the name of examination, Semester, month and year of examination, name and register number allotted shall be prepared for each examination. The names and register numbers shall be given under separate categories such as regular/ supplementary etc. on the last page of the roll, details such as total number of candidates registered, number of regular students, number of supplementary / candidates may be given for easy reference whenever required.

5.6 Preparation of Admit Card

The Admit Card of the eligible candidates shall be generated in the CoE's office with name, register number and photograph of the candidate and seat number. The Admit Card shall contain the details of the course codes and course titles for which the candidate is eligible for the concerned semesters. The admit card will be made available for download on the student ERP portal after the date prescribed by the Examination Office.

5.7 Preparation of Answer Booklets

- a) The main answer booklets and additional answer booklets to be supplied in the examination shall be prepared well in advance with specific format and different Serial Codes / Bar Codes.
- b) Required number of blank answer booklets shall be handed over to the Venue-in-Charge.

5.8 Question Paper Bundles

The required question papers shall be packed in sealed covers with details regarding the name of the examination, the month and year of examination, name of the subject, date and time of the examination and the number of copies of question papers enclosed. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be dispatched to the strong room under the supervision of CoE.

5.9 Dispatch of Materials for Conduct of Examination

The Question Papers, Answer Booklet, Seating Chart, Attendance Sheet and Barcode stickers shall be sent to the Venue-in-Charges before the commencement of the concerned examination.

5.10 Cancellation of Admit Card

The Principal or CoE can cancel the admit card issued in the name of any candidate for misconduct, tampering of admit card or if it is found out that he/she is ineligible to take the examination, after affording an opportunity to the candidate to present his/her case.

5.11 Consolidated Absentee Statement - The consolidated list of absentees should be prepared and should be forwarded at the end of each category of examination without fail to the Controller of Examinations.

5.12 Chief Superintendent

The CoE shall appoint required number of Chief Superintendents for each Summative Assessment from among Deans and senior faculty of the college. Their duties are the following:

- a) He/she shall ensure the smooth conduct of the Summative Assessments together with Examination Venue In-charges and Invigilators.
- b) He/she shall visit their assigned Examination venue at least thrice during the course of the examination.
- c) He/she shall be responsible for overall discipline in the examination halls.
- d) He/she shall ensure that Examination Venue In-charges and Invigilators perform their duties diligently.
- c) He/she shall report all matters of importance (question paper error/malpractices/ indiscipline) to Dy. Controller of Examinations.

5.13 Examination Venue In-charge

The Examination Venue In-charges are appointed by the CoE in consultation with the Dy. Controller for Examinations. The Venue for examination is the direct responsibility of the Venue In-charges. They shall fulfil the following duties:

- a) He/she shall supervise the preparation of the Examination Venue
- b) He/she shall ensure that the examination hall has adequate number of seats, lights and the seating arrangement is proper.
- c) He/she shall report to the examination office for daily briefing on the days of examination.
- d) He/she shall collect from the examination office all materials needed for examination (answer booklets, question papers, attendance sheet, stationery etc.)
- e) He/she shall assign specific examination duties to invigilators in the examination hall.
- f) He/she shall ensure that answer scripts are collected, duly packed and submitted to the examination office.
- g) He/she shall be vigilant during invigilation to maintain discipline in the venue and avoid malpractices and report any malpractice to the Examination office. He/she is empowered to change the seat of the candidate, and to confiscate their admit card, ID card, answer script etc., in case of any malpractice.
- h) At the end of the examination, he/she shall return all materials related to examination to the examination office.
- i) After the completion of the examination, the Venue-in-Charge must give a report of the work done by each invigilator stating the date and session and hall number he/she has invigilated.

5.14 Invigilator

The Invigilator is directly responsible for the orderly conduct of the examination in the examination venue allotted to him/her. He/she shall fulfil diligently the duties assigned to him/her by the Dy. Controller (Examinations) and the Examination Venue In-charge. The duties are the following:

- a) He/she shall verify the identity of the candidate and his/her admit card.
- b) He/she shall make sure that the candidate deposits the bag and other belongings in the place designated for the same.
- c) He/she shall ensure that the candidate takes his/her seat as per the seating chart.
- d) He/she shall see to the distribution of answer scripts, question papers, additional sheets and other examination related stationery.
- e) He/she is responsible for taking attendance and permitting bio-breaks for candidate.
- f) He/she shall be vigilant during invigilation to maintain discipline in the venue and avoid malpractices and report any malpractice to the Venue in charge.
- g) He/she is empowered to physically check any candidate suspected of using unfair means. However, only a lady invigilator may check a lady candidate. Similarly, only a male invigilator may check a male candidate.
- h) He/she shall collect and pack answer scripts diligently.

5.15 Flying Squad

The CoE shall appoint two teams of Flying Squad comprising of a male and female faculty from each campus. The squad shall make a surprise visit to the Examination Venue assigned by the CoE. Its duties and responsibilities are the following:

1. The Flying Squad shall visit each of the Examination venues.
2. The Flying Squad is empowered to physically check any candidate suspected of using unfair means. In case the squad chief is a male then the assistance of a lady invigilator may be taken to check a lady candidate. If the squad chief is a female, a male invigilator would be asked to check a male candidate.
3. The Flying Squad should ascertain that the security measures are adequate.
4. In case of any malpractice, the Flying Squad is empowered to seize the Admit Card and the answer booklet of the candidate and to hand over the same to the invigilators for further necessary action.
5. The Flying Squad shall report any discrepancy/malpractice observed to the Controller of Examinations.
6. The flying squad shall prepare a report of their visit on the prescribed format and submit it to the CoE.

CHAPTER 6

EVALUATION OF ANSWER SCRIPTS

The following processes and procedure will be followed in the evaluation of answer scripts. The CoE shall ensure that objective and impartial evaluation of answer scripts is carried out. The following Boards and officials shall be directly responsible for the same.

6.1 Board of Evaluation

The CoE with the approval of the Academic Council shall appoint a Board of Evaluation headed by the Deputy Controller (Evaluation) for each Summative Assessment. They should be persons of integrity and with expertise in the RBT based assessment strategies followed by the college.

6.1.1 Composition of the Board of Evaluation

The Board of Evaluation shall consist of the following members: CoE, Deputy Controller (Evaluation), Evaluation Officers, and Custodians.

The board shall be constituted by the Controller of Examinations at least 15 days before the commencement of Examinations.

In case any member of the Board of Evaluation is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CoE may disqualify such persons from tasks assigned to him/her.

6.1.2 Duties of the Board of Evaluation

1. It shall be the duty of the Board of Evaluation to organize the entire process of the evaluation of answer scripts, scrutiny of answer scripts, post-publication scrutiny and re-assessment in consultation with the Controller of Examinations.
2. The Evaluation Officers, in case of need, can review the scripts evaluated by the Examiners and suggest ways and means to achieve objectivity in evaluation.
3. The minutes of the Meeting of the Board of Evaluation shall be kept by the Deputy Controller (Evaluation).

6.2 Specific Duties of the Deputy Controller (Evaluation)

1. The Deputy Controller (Evaluation) shall see to the flawless conduct of the evaluation of the answer scripts, both theoretical and practical, and the Evaluation of other assessments (FA & SA).
2. He/she shall prepare a list of Evaluation Officers, Custodians, Examiners, and Scrutineers for each Evaluation Centre for approval by CoE.
3. He/she shall scrutinize the work done by the Examiners and the Scrutineers and forward to the CoE all necessary documents such as evaluated answer scripts, tabulation sheets, remuneration bills etc., of the members countersigned by him on or before the dates specified by the College.

4. He/she shall oversee the accurate entry of marks both in the computer and the registers.
5. He/she shall prepare the results for publication and prepare a summary report with the analysis of the performance in the examination.
6. He/she shall oversee the preparation of the semester marks card, consolidated marks card, rank list and other associated documents.
7. He/she shall see to the post-publication re-assessment and post-publication scrutiny on request.

6.3 Evaluation Officer

1. The CoE shall appoint as many Evaluation Officers as is considered necessary for the smooth conduct of evaluation. They shall be persons of integrity and seniority.
2. The Evaluation Officers shall be assisted by the Custodians, Examiners, and Scrutineers in each Evaluation Centre.
3. It is the duty of the Evaluation Officer to randomly select not fewer than 20% of evaluated answer books from each packet under their purview to confirm that proper standards of evaluation are maintained.
4. In case, the Evaluation Officer deems the evaluation by an Examiner to be unsatisfactory, he/she shall bring the facts immediately to the notice of the Deputy Controller (Evaluation). The latter, after getting prior approval from the CoE, shall recall the answer books and arrange for their Re-evaluation by the same or by a different examiner. The matter may be reported to the Principal for further action, if deemed necessary. In the re-evaluation done by the second examiner, if 50% or more of re-evaluated papers show a variation of 10% of marks from the first examiner, the Deputy Controller (Evaluation) shall assign the entire bundle of answer scripts to be re-evaluated.
5. He/she will conduct the final verification of the tabulation sheets for the answer script packets under his/her purview.
6. He/she shall be responsible for helping the Evaluation process complete on time.

6.4 Custodian

The CoE shall appoint Custodians for the Evaluation Centre as per need. Their duties are the following:

1. He/she shall be in-charge of the particular Evaluation Centre assigned to him/her.
2. He/she shall keep strict record of answer scripts delivered to the evaluation centre.
3. He/she shall assign not more than one packet to an Examiner at a time. Only upon complete evaluation of the same shall he/she assign the next packet.
4. He/she should ensure that once a packet of answer scripts is opened, all answer scripts in the packet are evaluated on the same day.
5. He/she shall maintain confidentiality and order in the Evaluation Centre.
6. He/she shall ensure that no mobile phones/electronic communication devices are allowed in the Evaluation Centre.

7. He/she shall ensure that no answer script or any other document are taken out of the Evaluation Centre by unauthorized persons.
8. At the end of the day's evaluation session, he/she shall ensure all answer scripts are packed and returned to the Examination Office.

6.5 Examiner

The CoE shall appoint Examiners for the evaluation of answer scripts keeping in consultation with the BoS. Their duties shall be the following:

1. The Examiner will be responsible for the evaluation of the answer scripts for the subjects that they have been appointed for.
2. Papers with both Theory and Practical components can have the same Examiner(s) if necessary.
3. He/she shall evaluate answer scripts carefully, impartially and with sincerity.
4. The answer key given along with questions shall be the criteria for evaluating answers.
5. He/she shall ensure that every section of the question and answer is taken into account while evaluating the paper.
6. He/she shall record the marks accurately in the tabulation sheet.
7. After the evaluation is completed he/she should sign the answer scripts
8. In all matters concerning evaluation he/she shall maintain strict secrecy.

6.5.1 Evaluation of Answer Scripts

1. The Evaluation of answer scripts of the theory examinations shall be in designated Evaluation centres and there shall be a single evaluation of all the answer scripts.
2. The evaluation of answer scripts can be started immediately after the examination, on dates specified by the examination office.
3. Evaluations must be based on the rubrics of evaluation prepared by the Board of Question Paper Setter & Moderators of the concerned examination.
4. The Examiners shall enter and submit the marks in the given tabulation sheet to the Custodian, along with the evaluated answer scripts.

6.5.2 General Guidelines for Examiners

1. All Examiners and Scrutineers are to keep their appointments and the marks/grade awarded by them strictly confidential.
2. In case any member of the Examiners'/Scrutineers' family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CoE giving the name and register number of the candidate.
3. All Examiners and Scrutineers shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued.
4. The answer scripts, tabulation sheets, and any other paperwork relating to the Summative

Assessment shall be kept in the safe custody of the office of the CoE for a period of one year after the publication of the results.

5. Practical Examinations will be held at the College for specific courses. The modality of the evaluation of practical examinations will be laid down by the Board of Moderators with the approval of Deputy Controller (Evaluation). All subjects shall have the same Board for the evaluation of theory and practical examinations.
6. In consultation with the concerned Department, the CoE may appoint one or more External Examiners to evaluate SA of specific courses.
7. The answer books and the tabulation sheets of the practical examinations shall be sent to the CoE for scrutiny immediately after the practical examination is over.
8. In case practical examinations have evaluated answer scripts, there will be no post-publication re-evaluation but there shall be provision for post-publication scrutiny.
9. After the publication of the result, a photocopy of the answer books shall be supplied to the candidate on request with the stipulated fee fixed by the College.
10. Fractions of marks in the total of each paper should be rounded to the next integer, which alone should be entered in the Tabulation sheet.
11. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the Tabulation sheet as far as possible. If correction becomes necessary, it must be attested with full signature.
12. Marks should be written in words also in the answer script. The word 'only' should be added in the case of marks awarded in round numbers such as 10, 20, 30 etc. and in the case of single digit marks. In the case of grades, grade point shall be clearly written in the space provided for the same in the grade sheet.
13. Every examiner should sign on the Tabulation sheet that he/she has been provided
14. Every Examiner shall furnish all the information required on the Tabulation sheet. The name of the examination and the name of the subject should be noted in such a way as to avoid all ambiguity. Custodians ensure that all the columns on the Tabulation sheet are filled in, before it is dispatched to the CoE. The name of Examiner should be written at the designated spaces on the sheet.
15. Tabulation sheets must be handed over to the Custodian on the same day. The Custodian shall submit all tabulation sheets to the examination office at the end of the day.
16. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the CoE immediately through the Deputy Controller (Evaluation) and forward all material evidence available. The nature and possible punishments inflicted for the same will depend largely upon the evidence furnished.
17. Entering Marks in the Mark Card Register shall be done in the examination office.

6.6 Scrutineer

The CoE shall appoint Scrutineers for the evaluation of answer scripts in consultation with the BoS. Their duties shall be the following:

1. The Scrutineer will be responsible for the scrutiny of the answer scripts for the subjects allotted to them and they are to ensure that the evaluation of the scripts and the addition of marks are correct.
2. Papers with both Theory and Practical components can have the same Scrutineer(s) if necessary.
3. It is the duty of the scrutineer to check if every section of the answer has been marked and that the totalling of marks is correct.
4. If any error is observed, he/she should bring it to the notice of the Examiner and the Custodian. The Examiner shall make the necessary correction and counter sign it.
5. The scrutineer should not evaluate any portion of the answer script unless authorised by the Deputy Controller (Evaluation) or the CoE.

6.7 PPR Evaluator

- A PPR Evaluator can be any faculty member who was not the Paper Setter or Examiner of the paper. There are no other limiting conditions.

6.8 Value Education/Bible Studies

- The evaluation of Value Education/Bible Studies courses will be carried out as per criteria laid down in this policy (Cf.9.1.6(A) and 9.1.6(B)). The paper setting, moderation, evaluation and scrutiny will follow the same pattern as in other courses.

6.9 AEC English & Environmental Studies

- Two Paper Setters for AEC English will be randomly chosen from all AEC teachers (except the AEC teachers from the English Department) from both campuses: one from Sonada and one from Siliguri.
- Two Paper Setters for AEC Environmental Studies will be randomly chosen from all AEC teachers (except the AEC teachers from the Geography Department) from both campuses: one from Sonada and one from Siliguri.
- The moderator for AEC English will be the AEC teacher from the English Department. During the Odd semester it will be the teacher from the Siliguri Campus, and during the Even Semester it will be the teacher from the Sonada Campus. The moderator for AEC Environmental Studies will be the AEC teacher from the Geography Department.
- The Evaluators and Scrutineers for AEC English and Environmental Studies will be randomly selected from the remaining pool of AEC teachers.

6.10 UG & PG Dissertation

- The dissertation will be evaluated as per criteria laid down in 9.2.4 and 9.2.5 of this policy.
- The Department Research Committee (DRC) shall appoint a panel for the evaluation and Viva Voce of the dissertation.
- The dissertation should comply with the regulations laid out by the College Research Committee with regard to anti-plagiarism.

CHAPTER 7

TABULATION AND PUBLICATION OF RESULTS

7.1 Tabulation Register

The process of calculating the final marks shall be automated using computer software. Raw results shall be presented for analysis to the Assessment Result Review Board by the Dy. Controller (Evaluation). The transcripts shall be printed in the CoE's office.

7.2 Preparation of Marks Card

Computerized transcripts shall be prepared semester-wise after successful completion of the semester. It shall contain both Grades and Marks, and all other necessary details regarding the performance of the student.

7.3 Assessment Result Review Board (ARRB)

The CoE with the approval of the Principal shall constitute the Assessment Result Review Board. The Board shall consist of the Principal, Vice-Principals, CoE, Dy. Controllers and Deans. When the tabulation of an examination is completed, the CoE shall convene a meeting of the ARRB. The Deputy Controller (Evaluation) shall present the overall results for the semester and an analysis of the marks as per the requirements of the Board.

The responsibilities of the Board shall be the following:

1. The ARRB is the competent authority to call for any answer book which they consider as demanding Re-evaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when a member of the ARRB observes great disparity in the marks for the different papers of a candidate.
2. The ARRB shall decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification.
3. The ARRB may award moderation of marks/grades for the following reasons: (1) unusual difficulties in the question paper and/or (2) deviation of the question paper setter from the prescribed syllabus or standard.
4. The minutes of the Board shall be prepared by the Deputy Controller (Evaluation) and presented for approval by the CoE. The minutes shall be recorded and signed by the members present. The minutes of the meetings of the ARRB shall be kept under safe custody of the CoE. It shall contain the following details:
 - a) Time, day, date, and venue of the meeting
 - b) Names and signatures of the members present
 - c) A brief statement regarding consideration and approval of the results
 - d) The percentage or marks of moderation, if any, recommended by the ARRB
 - e) Special conditions, if any, for the award of moderation should be unambiguously recorded.
 - f) Any other remarks relevant to the conduct and results of the examination

- g) The concluding time of the meeting
- h) Signature of the Deputy Controller (Evaluation) and CoE.

7.4 Publication of Results

The final approved result of the concerned semester examinations shall be published. The results shall be announced by the CoE only after circulating a note to the Governing Body with the details of the results and requesting approval of the Governing Body for publishing the results.

A list of candidates who have secured a CGPA of at least 8.0 and are the first three ranks in each programme shall be published along with the Summative Assessment result of the eighth semester for UG and fourth semester for PG. The results approved by the ARRB and the Governing Body shall be posted on the website. The students can download the semester marks sheet from the website within the stipulated time as decided by the Governing Body.

7.5 Post Publication Re-assessment (PPR)

There shall be provision for re-assessment of papers (UG& PG) on payment of the stipulated fee. The application in the prescribed format must be submitted to the office of the Controller of Examinations within ten days of the publication of the semester results. A different examiner shall evaluate the paper and the better of the two marks shall be the final mark. If deemed necessary, the Controller of Examinations may appoint an External Examiner to evaluate the paper.

If the variation in marks between the two examiners exceeds 10% of the total, it shall be sent to a third examiner for evaluation. In such cases, the final marks will be calculated as the average of the third evaluation mark and the one nearest to it from the two earlier evaluations. No candidate may apply for the re-assessment of more than two papers in a semester.

7.6 Post Publication Scrutiny (PPS)

A candidate may apply in the prescribed format for post publication scrutiny within ten days of the publication of the semester results on payment of the stipulated fee. The paper will be scrutinized to ensure that marks are correctly allotted for various sections of the answer script and the tabulation of marks is done correctly. No candidate may apply for Scrutiny of more than two papers in a semester.

7.7 Issue of Consolidated Statement of Marks

All candidates who have successfully completed the programme shall be issued a computerized consolidated statement of marks and grades. The candidate shall apply for consolidated statement and any other certificate after paying the stipulated fees.

7.8 Marks Card Register

Marks Card Register is a permanent record. It shall contain the seal of the College, details of the examination taken by the candidate and the marks awarded to the candidate for every Summative Assessment.

Marks Card Register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with examination committee of the College.

The Deputy Controller (Evaluation) will be responsible for updating the Marks Card Register for each student with the required details after the publication of the final results of the semester.

CHAPTER 8

PROVISIONS, PROMOTION & PUNISHMENTS

The following provisions will be followed in granting exceptions to the general rule concerning examinations. The procedure for promotion as well as punishment for malpractices/examination related offenses are given below.

8.1 Condonation of Shortage of Attendance

A Candidate can seek condonation of shortage of attendance only once in the first four semesters and a second time in the last four semesters, if applicable. Following are the rules regarding attendance requirement:

1. Every candidate is to secure 75% attendance of the total duration of each course.
2. A candidate having a shortage up to 15% in a course can apply for condonation of shortage in the prescribed form on genuine grounds such as medical illness/death of a close family member/participation in a state/national level event sanctioned by the college. It is the responsibility of the candidate to furnish all requisite documents in support of their request for condonation of shortage of attendance. The candidate will pay the requisite fee for the application form to apply for condonation.
3. It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the CoE, the concerned course teacher and HOD.
4. Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

8.2 Provision for Differently Abled Students and those with Serious Medical Ailments

Students who are differentially abled or have serious medical and/or psychological ailments that can hamper their studies and attendance for various courses are to meet the Controller of Examinations along with their parents/guardian and submit the appropriate paperwork for the same. The paperwork must be issued by the competent authority. The CoE will consider each case individually and has the authority to relax the conditions for attendance and condonation for such students. The CoE may also establish guidelines and make special arrangements for the concerned student to appear for their examinations with minimal interference. The student and their parents/guardians must meet the CoE at least one month before the start of the registration of the Summative Assessment Examinations.

8.3 Promotion to the Next Academic Year

While a candidate is promoted automatically from one odd semester to the corresponding even semester, a candidate shall be eligible for promotion from one academic year to the next academic year only if the following conditions (both the conditions a & b) are met.

- a) He/she has passed the Summative Assessment for at least six courses during the academic year which he/she is studying, including VAC and/or V.ED courses.

- b) His/her progress of study and conduct have been satisfactory during the semester completed, as per the Formative Assessments recorded by the course teacher and the Head of the concerned Department.
- c) This policy applies only to students who took admission in the academic year 2025 onwards.

8.4 Certificates

1. Certificates, Diplomas and Degrees are issued by University of North Bengal, as per the act and statues of the University, on the submission of the consolidated marks / score cards of the students by the Autonomous College.
2. A consolidated marks / score card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
3. A Provisional Certificate certifying the completion of the programme and the degree eligibility shall be issued to students till the Degree is issued by the University. It shall be issued only to candidate who has passed in all the courses that he/she undertook during the entire programme of study.

8.5 Important Registers

The following Registers shall be maintained by the office of CoE:

1. All Records related to the planning, question paper setting, Moderation and conduct of examinations.
2. Records relating to Evaluation of answer scripts
3. Mark Tabulation Sheet
4. Marks Card Register
5. Semester Mark sheets
6. Other registers specifically directed to be maintained in CoE's office

8.6 Types of Malpractices & Punishments

Sl. No.	Types of Malpractice	Action to be Taken
Within the Hall		
01	Introduction of any material relevant to the examination wilfully with the intention of copying and possession of the same. Then resisting to hand over the material to the invigilator.	The candidate shall handover the material, write an apology and a fresh answer booklet shall be issued to the candidate with no additional time allotted. Depending upon the severity, marks may be deducted or the candidate may be debarred from writing the exam.

02	Introduction of any material and copying from it or attaching the same, as part of the answer scripts	The candidate shall be issued a fresh answer booklet with no additional time allotted, marks may be deducted, candidate may be debarred from writing that paper, or the paper will be cancelled depending on the severity.
03	Copying from the neighbour's answer scripts, depending on the gravity and extent as reported by the invigilators	The candidate shall be issued a fresh answer booklet with no additional time allotted or marks may be deducted or debarred from writing the paper depending on the severity.
04	Copying from the neighbour's answer scripts and disobeying the invigilator or resistance to instruction from authority	Debarred from writing the paper concerned, or marks may be deducted or the paper will be cancelled depending on the severity.
05	Using filthy language in the answer scripts depending on the extent and gravity	Cancellation of the paper and/ or suspension of the candidate depending on severity.
06	Manhandling or threatening the invigilator/ officers or any authority of the College.	Debarred from the entire examination of the semester and/ or suspension/ expulsion depending on the severity.
07	Impersonation in the examination hall	Cancellation of the entire semester and Report to Police. Registration shall be suspended or cancelled
08	Forgery in the hall ticket	Debarred from the entire semester examination.
Hampering the Conduct of Examinations		
09	Disturbance outside the hall reported by the invigilator depending on the gravity and extent of disturbance	Cancellation of the paper concerned
10	Tampering with the arrangement such as: Sitting at wrong seat and writing the examination	The candidate shall be issued a fresh answer booklet with no additional time allotted.

11	Tampering of register numbers/barcode	The candidate shall be issued a fresh answer booklet with no additional time allotted or marks may be deducted.
12	Threatening the neighbour to show the answer script	Debarring from writing the paper concerned/Cancellation of paper
13	Threatening the invigilator, peons, or office staff	Debarring from the entire examination of the semester and/or suspension/expulsion depending on the severity.
14	Shouting answers from outside or disturbing the candidates from outside	Cancellation of the paper concerned.
15	Stealing answer books, additional sheets smuggling question papers outside the examination halls.	Cancellation of the paper/entire semester, suspension, Report to the police and/ or expulsion.
16	Breaking open the closed doors of the examination halls, Tampering/ causing damage to the College Properties	Cancellation of the semester, Report to the police and suspension.
17	Tampering with answer books of neighbours	Cancellation of the paper/semester, suspension or report to the Police.
18	Including information for the express purpose of identifying the candidate inside the answer script.	Deduction of marks if discovered by the invigilator before submission of answer script. Cancellation of paper/ marks deduction if discovered by Examiner during evaluation.
19	Discussion with other students, and/or looking up notes or the mobile phone, during bathroom/water break before the end of the examination,	Deduction of marks or debarred from writing the paper depending upon the severity of the offense
20	Wilful tampering of original marks card while still being a student of the college	Suspension/expulsion
21	Tampering of marks card and/ or other related documents after having graduated from the college.	Report to the police. Request the university to withdraw the certificate/ diploma/degree that has been issued.

CHAPTER 9

MARKS ALLOCATION, CRITERIA & TEMPLATES

9.1 Marks Allocation

The following is allocation of Marks for the various theoretical and practical components.

9.1.1 Papers of 3 or more Credits with no Practical Component

Component	Type	Max. Marks	Weightage	Final Marks
FA-1	MCQ	20	50%	10
FA-2	Written Examination	50		25
FA-3	Presentation/Assignment/Project/Oral Examination/Viva-voce Group Presentation/Group Discussion/Case Study	20		10
Attendance		5	100%	5
SA	Written Examination	50		50
		Final Max. Marks		100

9.1.2 Papers of 3 or more Credits with both Theoretical and Practical Components

Component	Type	Max. Marks	Weightage	Final Marks
FA-1	MCQ	20	50%	10
FA-2	Written Examination	50		25
FA-3	Presentation/Assignment/Project/Oral Examination/Viva-voce Group Presentation/ Group Discussion/Case Study Evaluation of Practical Performance/Field work	20		10
Attendance		5	100%	5
SA	Written Examination	50	50%	25
SA	Practical Examination	50		25
		Final Max. Marks		100

9.1.3 Papers of 3 or more Credits with only Practical Components

Component	Type	Max. Marks	Weightage	Final Marks
FA-1	MCQ/Presentation/Assignment/Project Group Presentation/Group Discussion/ Case Study/ Oral Examination/Viva-voce	20	50%	10
FA-2	Practical Examination	50		25
FA-3	Evaluation of Practical Performance/ Practical Logbook/ Field work/ Project	20		10
Attendance		5	100%	5
SA	Practical Examination	50		50
		Final Max. Marks		100

9.1.4 Fieldwork/Research Article/Project Paper

Component	Type	Max. Marks	Weightage	Final Marks
FA-1	MCQ/Viva/Progress Report/Annotated Bibliography	20	50%	10
FA-2	Presentation/Report on student progress by Mid-Semester	50		25
FA-3	Presentation/Report/Prototype/ Perfor- mance/ Oral Examination	20		10
Attendance		5	100%	5
SA	Submission of Fieldwork Report/ Re- search article/ Project paper, along with PPT Presentation and comprehensive Viva.	50		50
		Final Max. Marks		100

9.1.5 AEC (Compulsory/Alternative/Communicative English & EVS 1st Sem)

Component	Type	Max. Marks	Weightage	Final Marks
FA-1	MCQ	10	50%	20
FA-2	Written Examination	20		
FA-3	Presentation/Assignment/Project Group Presentation/Group Discussion/ Case Study/ Oral Examination/Viva-voce	10		
Attendance		5	100%	5
SA	Written Examination	50	50%	25
		Final Max. Marks		50

9.1.6 AEC (EVS 3rd Sem)

Component	Type	Max. Marks	Weightage	Final Marks
FA-1	MCQ	10	50%	20
FA-2	Group Discussion & Presentation on national and international case study	20		
FA-3	Assignment/on campus biodiversity or environmental management activities	10		
Attendance		5	100%	5
SA	Field visit for observations and data collection, followed by comprehensive field report.	35	50%	25
		Viva-voce on field report		
		Final Max. Marks		50

9.1.7 (A). VAC (except Value Education/Bible Studies)

Component	Type	Max. Marks	Weightage	Final Marks
FA-1	MCQ	10	50%	20
FA-2	Written Examination (Theory VACs) Practical Examination (Practical VACs)	20		
FA-3	Presentation/Assignment/Project Group Presentation/Group Discussion/ Case Study/ Oral Examination/Viva-voce	10		
Attendance		5	100%	5
SA	Written Examination (Theory VACs) Practical Examination (Practical VACs)	50	50%	25
		Final Max. Marks		50

9.1.7 (B). VAC-VED or Bible Studies

Component	Type	Max. Marks	Weightage	Final Marks
FA-1	MCQ	10	50%	20
FA-2	Written Examination	20		
FA-3	Presentation/Assignment/Project Group Presentation/Group Discussion/ Case Study/ Oral Examination/Viva-voce	10		
Attendance		5	100%	5
SA	Written Examination	50	50%	25
		Final Max. Marks		50

9.1.8 Internship (UGC Courses)

Component	Type	Max. Marks	Weightage	Final Marks
FA	Internal evaluation by Internship Supervisor	30	100%	50
	Daily Logbook (with attendance)	20		
SA	Project/Internship Summary Report	20	100%	50
	Presentation	20		
	Viva-voce	10		
		Final Max. Marks		100

Note: Courses following AICTE regulations should follow the Internship Guidelines stipulated by them.

9.2 Criteria for Assessment

The following are Criteria for Assessment of various Theoretical and Practical Components.

9.2.1 Criteria for Evaluation of Departmental Seminar/Paper Presentation

Sl. No.	Criteria	Weightage (%)
1	Topic and its Relevance	10
2	Content (can also include written documentation)	30
3	Appropriateness of Methodology and/or Framework used	10
4	Probable outcomes or solutions	10
5	Presentation/Communication skill	20
6	Responses to questions	20
	Total	100

Note: If the presentation includes a written report or documentation, it should also be graded under Criteria 2.

9.2.2 Criteria for Evaluation of Field visit

Sl. No.	Criteria	Weightage (%)
1	Construction of report	15
2	Relevance of the topic to the subject	10
3	Conduct of activities	20
4	Methodology	20
5	Findings/Learnings/Observations	20
6	Presentation on written report	15
	Total	100

Note: A written report should be submitted that covers criteria 1-5 detailed above.

9.2.3 Criteria for Evaluation of Survey/Project

Sl. No.	Criteria	Weightage (%)
1	Relevance to the topic/subject	10
2	Theoretical and/or conceptual framework	10
3	Methodology	20
4	Data analysis	30
5	Findings & Conclusions	10
6	Viva-voce	20
	Total	100

Note: A written report should be submitted that covers criteria 1-5 detailed above.

9.2.4 Criteria for Evaluation of Dissertation/Scientific Term Paper/Prototype

Sl. No.	Criteria	Weightage (%)
1	Relevance of the Topic	10
2	Literature Review	10
3	Theoretical and/or conceptual framework	10
4	Methodology and Analysis	30
5	Findings & Conclusions	10
6	Presentation and Viva-Voce	30
	Total	100

Note: A written dissertation or paper should be submitted that covers criteria 1-5 detailed above.

9.2.5 Criteria for Evaluation of Laboratory Practicals

Sl. No.	Criteria	Weightage (%)
1	Application of Theory	20
2	Method of Approach	10
3	Execution of Method and Data Collection	20
4	Analysis of Data	10
5	Viva-Voce	20
6	Report on Experiment or Lab Notebook for the Semester	20
	Total	100

Note: For papers with both theory and practical components, if FA-3 was not “Evaluation of Practical Performance/Field work”, then Criteria 6 must be the Lab Notebook/Record for the entire semester.

9.2.6 Criteria for Evaluation of Group Discussion

Sl. No.	Criteria	Weightage (%)
1	Content of Discussion	10
2	Verbal and non-verbal Communication Skills	10
3	Effort towards Collaboration	25
4	Critical analysis of Discussion	25
5	Engagement, enthusiasm and Behaviour	20
6	Time Management	10
	Total	100

Note: The examiner should maintain a record of the scores for the above criteria for each group.

9.3 Grade, SGPA & CGPA

The final result of a student will be determined on the basis of CGPA. The Grade Card will be made as per grading system. Course-wise marks (Internal and End Semester examinations added together) will be converted into percentage of mark. Percentage of marks will be converted into Grade Letter and Grade Point. Credit and Grade point will be converted into Credit Points. Finally, the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed. The Grade Card of a Semester will be issued only after completion of that Semester.

9.3.1 (A) Grade Card (UGC Courses)

% of Marks	Grade	Grade Point	Description
91% and above	O	10	Outstanding
81% to less than 91%	A+	9	Excellent
71% to less than 81%	A	8	Very Good
61% to less than 71%	B+	7	Good
56% to less than 61%	B	6	Above Average
51% to less than 56%	C+	5.5	Average
41% to less than 51%	C	5	Below Average
40% to less than 41%	P	4	Pass
Less than 40%	F	0	Fail
Absent	-	0	Fail

9.3.1 (B) Grade Card (AICTE Courses)

% of Marks	Grade	Grade Point
91% and above	A+	10
81% to less than 91%	A	9
71% to less than 81%	B+	8
61% to less than 71%	B	7

51% to less than 61%	C+	6
56% to less than 51%	C	5.5
46% to less than 51%	C	5
40% to less than 46%	D	4
Less than 40%	F	0
Absent or blocked	F ^R	0

9.3.2 SGPA Calculation

Course	Credit	Grade Letter	Grade Point	Credit Point
Course 1	4	O	10	4 x 10 = 40
Course 2	4	A+	9	4 x 9 = 36
Course 3	4	A	8	4 x 8 = 32
Course 4	4	B+	7	4 x 7 = 28
Course 5	4	C	5	4 x 5 = 20
Total	20			156

SGPA: 156/20 = 7.80

9.3.3 CGPA Calculation

	SEM-1	SEM-2	SEM-3	SEM-4	SEM-5	SEM-6	SEM-7	SEM-8
Credit	20	20	20	20	20	20	20	20
SGPA	6.9	6.3	6.6	6.7	7.3	7.1	6.5	8.2
Credit x SGPA	20 x 6.9 =138	20 x 6.3 =126	20 x 6.6 =132	20 x 6.7 =134	20 x 7.3 =146	20 x 7.1 =142	20 x 6.5 =130	20 x 8.2 =164

CGPA = 1112/160 = 6.95

Conversion of SGPA/CGPA into Percentage of Marks: Ten (10) times of SGPA/CGPA

9.3.4 Final Result, Grade & Description

CGPA	GRADE	Description
9.00 – 10.00	O	Outstanding
8.00 - <9.00	A+	Excellent
7.00 - <8.00	A	Very Good
6.00 - <7.00	B+	Good
5.50 - <6.00	B	Above Average
5.00 - <5.50	C	Average
4.00 - <5.00	P	Pass
Below 4.00	F	SNC (Semester not Cleared)
AB	F	SNC (Semester not Cleared)