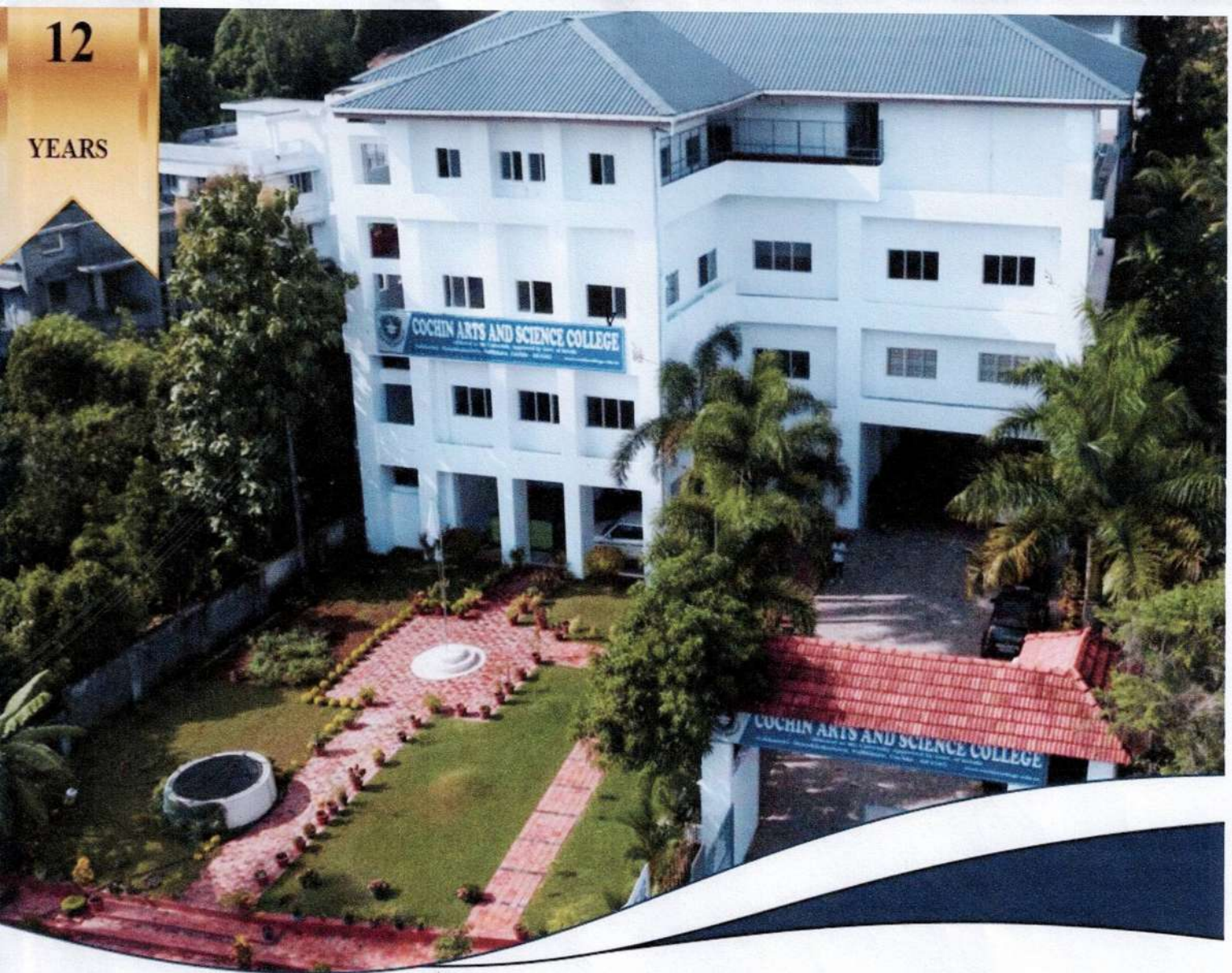


12

YEARS



EXAMINATION POLICY



Dr. RENJITH K.P., Ph.D., MBA, M.Phil
M.Com, MA (Eng.), MA (Pub.Admn)
PRINCIPAL
COCHIN ARTS AND SCIENCE COLLEGE
Manakkakadavu, Pallikara, Ernakulam-683565



COCHIN ARTS & SCIENCE COLLEGE

"Unleashing Potential, Shaping Futures"

AN ISO 9001:2015 CERTIFIED INSTITUTION

Affiliated to MG University, Approved by Govt. of Kerala
Manakkakadavu, Near Wonderla, Pallikkara, Kakkanad - 683565



EXAMINATION POLICY

The internal assessment is broadly categorized into two: Continuous evaluation and End-semester examination. All teachers are requested to conduct an evaluation on a monthly basis and the progress is monitored for remedial or tutorial assistance. For each theory course there are two Continuous Assessment Examinations (CAE) and one End Semester Examination (ESE). For each practical course, only one CAE and ESE are conducted. Other components like Seminars, Projects, Communication, Viva etc. are conducted as per the scheme and syllabus of the programme. The above components together with two CAEs are called Continuous Internal Assessment (CIA).

Objectives:


1. To formulate/review the policies of the examination and evaluation.
2. To act as an advisory body of the matters relating to the conduct of examinations.
3. To analyse the results of semester examinations and suggest appropriate measures to improve the academic performance of the students for placing before the faculty council.
2. To appoint an Examination Coordinating cell with a Controller of Examinations for both Internal Exams and University Exams

Examination Cell:

Formation of the exam cell and its main duties-

1. The examination cell shall consist of the Principal, Controller of Examinations/HOD/ Assistant Controller of Examinations, and few other faculties (if required) as examination monitoring task force nominated by the principal and the college authority.
2. The Committee shall comprise of Coordinators from major departments for carrying out Continuous Internal Assessment (CIA) for both regular and private examinations.
3. All examinations leading to the award of degree/diploma issued by the University shall be conducted under the supervision of the Controller of University Examinations. It shall be his duty to arrange for the preparation, scheduling and conduct of all examinations and for the payment of remuneration of examinations and question paper setters and all other individual matters concerned with examinations. He/she shall have the administrative control over the members working under them.
4. In the absence of the Chief Coordinator, the principal will assign one of the Exam Cell coordinators to perform the functions of the Chief Coordinator.





Dr. RENJITH K.P., Ph.D., MBA, M.Phil
M.Com, MA (Eng.), MA (Pub.Admn)

PRINCIPAL

COCHIN ARTS AND SCIENCE COLLEGE

Manakkakadavu, Pallikara, Ernakulam-683565



Policy:

1. Continuous Internal Assessment (CIA) shall be conducted by the course teachers as per the scheme and syllabus. For these examinations, there will be one invigilator for a maximum of 30 students.
2. There shall be a provision for a Grievance Redress Committee in each Department comprising of the concerned teachers of each department.
3. There shall be a College level Grievance Redress Committee comprising of two senior teachers and the Principal as the Chairman.
4. The End Semester Examination (ESE) shall be conducted for theory / practical papers (courses) as per the requirement of the programme. Evaluation of project/dissertation and viva voce examination also shall be conducted if the same is included in the syllabi.
5. The guidelines set by the Academic Council shall be followed for the conduct and evaluation of such examinations.
6. The Controller of Examinations (Both Internal & External) shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations and all other contingent matters connected with examinations. He/she will be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all examinations.
7. The examination cell must adhere to the rules in accordance with the Mahatma Gandhi University examination norms.
8. A set of three question papers will be generated by the concerned teachers for each internal examination and the examination cell shall select and finalize one set of question papers. Proofreading and checking for compliance with the syllabus and pattern shall be done thereafter.
9. Question papers shall usually be printed a day before that particular exam to be held provided that if the number of question papers required is of very big quantity, printing may be done two days in advance.
10. The exam cell shall pack the question papers in different packets with an exact number of question papers required for each exam hall/ room in accordance with the seating plan given in advance by the superintendent of exams and keep them in the strong room after having them sealed.

The examination schedule will be prepared by the controller of examination in accordance with the Academic calendar for the conduct of internal exams



Dr. RENJITH K.P., Ph.D., MBA, M.Phil
M.Com, MA (Eng.), MA (Pub.Admn)

PRINCIPAL

COCHIN ARTS AND SCIENCE COLLEGE

Manakkakadavu, Pallikara, Ernakulam-683565



COCHIN ARTS & SCIENCE COLLEGE

"Unleashing Potential, Shaping Futures"

AN ISO 9001:2015 CERTIFIED INSTITUTION


Affiliated to MG University, Approved by Govt. of Kerala
Manakkakadavu, Near Wonderla, Pallikkara, Kakkanad - 683565

12. The exam cell shall despatch the answer books to paper valuers on the same day after having documented properly and follow it up for the timely receipt of the valued answer books provided that in the event of any inevitable reasons, answer books may be despatched on the following working day.
13. A consolidated statement of marks shall be prepared and after having made a preliminary analysis, the examination committee shall appraise the principal of the result for the final approval for declaring the result. On approval, after having made the Tabulation Report the result shall be declared.
14. The results of those who have been booked for unfair means or of those who have not complied with any requirements or formalities shall be withheld until decisions on such matters are taken by competent authorities/committees.
15. Grievances/Complaints if any regarding examinations goes through a three-tire system in which grievance application is brought to the notice of the class-in-charge/HOD followed by Controller of Examination and Principal in writing on the same day or the latest by the following working day and they shall be referred to the concerned examination committee/person for studying, investigating and deciding on the matter and it shall be communicated to the aggrieved and redress at the earliest.
16. If the candidate is not satisfied with the decision of the committee, may apply to the principal within three office working days of the communication of the decision. The principal shall decide on the matter personally or with the advice of the experts, if necessary, with a priority of delivering justice to the aggrieved and communicating to the candidate at the earliest but not later than 15 working days. The decision of the principal shall be final and binding.

Instructions to conduct Internal Examination:

1. Each question paper for the internal exam must contain the name of the college, the name of the examination, the name of the subject, the total marks assigned, the duration of the paper, the question paper code and special directions, if any.
2. In the case of question papers, which are common to two or three examinations, mention shall be made of the fact in the heading itself.
3. The marks assigned to each question shall be noted against the concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper.
4. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form.




Dr. RENJITH K.P., Ph.D., MBA, M.Phil
M.Com, MA (Eng.), MA (Pub.Admn)
PRINCIPAL
COCHIN ARTS AND SCIENCE COLLEGE
Manakkakadavu, Pallikara, Ernakulam-683565



5. 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.
6. No question shall be set calling for a declaration of religious or political belief on the part of the candidate.
7. Question papers shall be prepared in such a manner so that a candidate well prepared in the subject, can reasonably be expected to answer completely within the time allotted.
8. 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.
9. Questions shall not be a mere reproduction from textbooks or earlier examinations of any University.
10. The question shall not be vague, or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole programme of study and the books prescribed.
11. The Registration number and signature of all students appearing in the examination shall be recorded in the daily attendance roll call and duly countersigned by the invigilator.
12. The consolidated list of absentees is sent to the Principal and Head of Departments once the examination is over. Sufficient care should be taken while preparing this statement.
13. Details of the Continuous Internal Assessment (CIA) web portal entry have to be submitted as per the schedule announced by the university. It is the duty of the faculty chosen by the examination cell to make sure the internal marks of the students are entered correctly in the web portal.

Instructions to Conduct External Examination

1. University examinations are to be conducted according to the University norms and schedule announced by the Controller of Examination of the university.
2. For these examinations, there will be one invigilator for a maximum of 30 students. The invigilators are appointed by the exam cell.
3. The presence of the faculty on whose subject exam is being conducted is mandatory in the college during the exams. Feedback from the students regarding the examination has to be collected and reported to the exam cell in-charge and the Principal. The absence of the subject handling faculty on the day of the exam shall be viewed seriously.
4. The faculty members shall do the invigilation duty in different halls/rooms during the specified examinations. The Duty Roster of the university examination invigilators is maintained by the Chief Coordinator.



Dr. RENJITH K.P., Ph.D., MBA, M.Phil.
M.Com, MA (Eng.), MA (Pub.Admn)

PRINCIPAL

COCHIN ARTS AND SCIENCE COLLEGE
Manakkakadavu, Pallikara, Ernakulam-683565



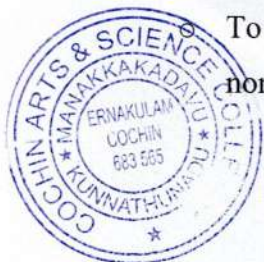
5. The Registration number and signature of all students appearing in the examination shall be recorded in the daily attendance roll call and duly countersigned by the invigilator.
6. Students shall pay the examination fees according to the university norms. Failing to comply with the above rule will result in deregistering from both current and arrear papers for the upcoming semester examination

Duties of the Invigilators:

The examination has to be conducted by fair means and the invigilator plays a significant role in it. Any lack of sincerity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the college.

- An invigilator is under the control of the Chief Superintendent during the invigilation time and he/she should not leave the Examination Centre without the permission of the Chief Superintendent.
- An invigilator is expected to be alert at every moment, beginning from the entry of the candidates till the time that all answer scripts are collected from them.
- An invigilator should report at the exam cell at least half an hour before the time fixed for the commencement of the exams.
- It shall be the duty of the invigilators to guard against all kinds of malpractices or misconduct on the part of any candidate in the exam hall. He/she will report such malpractice or misconduct to the Chief Superintendent and render assistance to the Chief Superintendent/Chief Coordinator, as required, with regard to the smooth conduct of the examinations.
- Invigilators should ensure that the examinees occupy their allotted seats in the exam hall in time.
- The invigilator must ensure the following during the conduct of examinations:
 - To check students' ID cards
 - To check that books, notes, study material, wireless communication sets, mobile phones etc. are placed outside the exam hall to conduct a malpractice-free examination.
 - To announce that examinees should write roll numbers on the question paper and any other markings on it will not be permitted.

To check whether students attending the examination is using only nonprogrammable calculator.



Dr. RENJITH K.P., Ph.D., MBA, M.Phil
M.Com, MA (Eng.), MA (Pub.Admn)

PRINCIPAL

COCHIN ARTS AND SCIENCE COLLEGE
Manakkakadavu, Pallikara, Ernakulam-683565



- To ensure the examinee writes the correct subject name, question paper number, registration number, semester and year in the allotted spaces in the answer script.
- To take attendance of students in the exam hall.
- To ensure that answer booklets and question papers of absentees are returned safely to the Chief Superintendent immediately after half an hour.
- To deny permission to any examinee to enter the examination hall after thirty minutes of commencement of the examination.
- To issue additional answer sheets to examinees.
- To make sure that no examinee shall, in any case, be allowed to leave the exam hall before the expiry of the stipulated time.
- To collect answer scripts from the examinees as soon as the examination is over and to hand over the same to the Chief Superintendent in sequential order of their roll numbers after duly counting and tallying these with students' attendance sheets.
- To return surplus additional answer sheets to the Chief Superintendent immediately after the examination.

Misconduct/Malpractice:

- If an examinee is found to be in possession of any book, or page of any books, or scribbling, or written notes or any printed material related to the exam while inside the exam hall, it will be considered as malpractice.
- It will be considered as malpractice if she/he leaves the examination hall without submitting the answer-script.
- If she/he writes answers on another candidate's answer script or in any other manner tries to obtain or take help from any other candidate or any other person inside or outside the examination hall will be considered as misconduct. If she/he allows somebody else to write answers on his/her behalf during examination it will also be regarded as misconduct.
- Possession of any question paper or any other paper containing relevant answers or answers written on it will be considered as misconduct.
- Any kind of misbehaviour, intimidating or attempt to assault the invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damage, or attempts to damage, articles or furniture, equipment, stationery, or any other property in the venue will be seen as serious misconduct on part of the examinee.



Jr. RENJITH K.P., Ph.D., MBA, M.Phil
M.Com, MA (Eng.), MA (Pub.Admn)

PRINCIPAL

COCHIN ARTS AND SCIENCE COLLEGE

Manakkakadavu, Pallikara, Ernakulam-683565



COCHIN ARTS & SCIENCE COLLEGE

"Unleashing Potential, Shaping Futures"

AN ISO 9001:2015 CERTIFIED INSTITUTION

Affiliated to MG University, Approved by Govt. of Kerala

Manakkakadavu, Near Wonderla, Pallikkara, Kakkanad - 683565

- If any pages of the written answer script of the candidate are found to be replaced/torn/mutilated or found to contain handwriting different from that of the candidate will be deemed as malpractice.
- If any students create disturbances in the venue or refuse to comply with the instruction of the invigilator regarding seating arrangements in the examination hall, it will be regarded as misconduct.



Dr. RENJITH K.P., Ph.D., MBA, M.Phil
M.Com, MA (Eng.), MA (Pub.Admn)

PRINCIPAL

COCHIN ARTS AND SCIENCE COLLEGE
Manakkakadavu, Pallikara, Ernakulam-683565