

Salesian College, Sonada-Siliguri

Examination Manual

Introduction

Salesian College has Choice Base Credit System (CBCS) for both Under Graduate and Post Graduates departments. At present the College is offering 15 UG Courses, 3 Professional Courses, two vocational studies, 5 career Oriented Programmes and 3PG courses namely English, Education and Psychology.

University examinations are conducted twice a year.

University Examination: June and December for CBCS

College Examination: Selection test: May and November.

Continuous Internal Examination : As per Departmental Calendar

I) Examination Cell:

The examination Cell consists of the following members

Fr. (Dr.) George Thadathil SDB, Principal (Chairperson)	
Siliguri Campus	Sonada Campus
1.Fr. Aju Kurian SDB, Vice Principal, SCSC (Convener)	1.Br. Augustin J. SDB, Vice Principal, SCS (Convener)
2. Mr. RupamMajumder (Co-ordinator)	2.Mr. UdayMalla (Co-ordinator)
3. Mr. DebdutSengupta (Asst. Co-ordinator)	3.Ms. Nomu Sherpa
4. Ms. Ganga ParajuliTirkey (Arts& PG)	4.Ms. Shruti Chettri
5. Ms. PrasenjitBhowmick (Commerce)	5.Mr. PrayashRai
	6. Mr. Vasudeva Naidu
	7. Mr. PawanRai

II) Document records:

The following documents, registers and files are kept in Examination Office:

1. Examination Manual
2. List of Programmes
3. Syllabi
4. Notifications File
5. Files regarding Registration of the students and the issue of hall tickets
6. Inward/ Outward Registers
7. Stock Register
8. Invigilation Duty Register for both College and University examination.
9. Absentee Reported
10. Loose Sheet File.
11. Answer Scripts Dispatch File.

12. All Reports of meetings duly signed by Examination Coordinator and the Vice Principal.
13. Result of the University and College Examinations
13. All Question Papers are kept in the Principal/Vice Principal's Office. On the date of examination question papers are brought to the Examination office.

III) Grievance Redressal Cell:

A vibrant Grievance Redressal Cell is functioning to address the issues related to the examination under the direction of the Principal and/or his nominee.

IV) Rules & Regulations:

For internal and external examinations, all examinees are to keep to the code and conduct prescribed by the University of North Bengal and the college.

a) Attendance:

- It is mandatory for a student to acquire minimum of 75% attendance in all courses to be eligible to appear for the Examination.
- Attendance for internal assessments & projects is compulsory on the days scheduled. No exceptions can be made in this regard. Failure to appear at assessments can seriously affect a student's academic progress and get "not eligible" for the university examinations.
- Students who have not registered for Examination are not allowed to attend the Examination.

b) Evaluation:

- Examination in the College is integrated evaluation system that is based on Continuous Assessment and on End semester Examination. Regular internal assessment in terms of class tests, assignments, projects, seminars, class presentation and the like are organized on a daily/weekly/monthly basis.
- A student who fails to secure promotion in the selection examination may be asked to leave the college or repeat the same course following year or choose a different stream.

c) Rules of Conduct

- A student guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination hall is liable to be refused admission to subsequent papers. The use of unfair means, even if discovered subsequently, will merit the cancellation of the particular paper and the matter will be notified to the university in case of the university examination.

- Those detected giving or obtaining or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever, will be debarred from the examination and suspended/expelled from the college.
- A student is not expected to have in his/her possession any book, memorandum, or pocket book, notes, or papers, electronic gadgets such as mobiles, digital watches etc whatsoever during the examination. Incidents/possession of any of the above may result in suspension or dismissal from the college.if required students are frisked.
- Students are not permitted to take into the examination hall mobile phones, books, bags, notes, writing boards, smart watch, lunch box, wallet etc. They may carry a transparent pouch for pens, pencils, rulers, geometry box and water bottle with plain water.
- Students are to come to the examination hall with all requirements: pen, pencil, scale, eraser, calculator or any other. No one is allowed to disturb in anyway, talk/ask for anything from any student in the examination hall.

c) Pass and Award of Division:

- Salesian College certificate/s at the end of the course will be based on value education classes, social concern, attendance, active participation in curricular and co-curricular activities and overall performance and conduct record.
- A candidate shall be declared passed in Semester Examination if the candidate has passed in all papers/Subjects.
- A student is to keep in check his/her monthly attendance and CA marks. A student who is not able to score a minimum of 4 marks for CIA and 2 marks for attendance is not permitted to continue in the semester nor write the University examinations.
- The reports of semester, selection and model examinations must be collected by the students on the stipulated day. A defaulter may be penalized by a fine of Rs. 500. A student cannot continue in the college until his report is signed by the guardian and submitted.
- Those who failed/not writing any paper, will need to apply to the university for re-examination in the next semester and make sure to get the admit card for every subject.
- Semester Wise Memorandum is issued at the end of each semester. Consolidated Memorandum is issued at the end of the course on application by the candidate

d) Revaluation/Recounting/Challenged Evaluation:

If a student feels aggrieved by her result in a paper, he/she may apply for Recounting, Revaluation and Challenged Evaluation.

e) Readmission:

- A student who did not put in the required attendance in a semester and thus detained.
- A student who did not pass in the required number of papers and thus detained.
- A student after completing a semester did not continue their studies in the next immediate semester on personal/health grounds but desired to continue her studies after a short break.
- A student who has put in not less than 40% of attendance in a semester and not registered for the Examination.
- Candidates who, after completing a semester/year but taken T.C to join some other Colleges and comeback to continue the earlier course in all the above cases, re-admission is permissible provided they are within the period of N+2 duration of the course.

f) Instructions to the Candidates on examination days

- No candidate shall be allowed in the Examination Hall without a hall Ticket. In order to issue the hall ticket for the examination a student needs have required attendance, clearance of fees and library dues duly signed by the HoD/Mentor/Account office and Principal/his nominee.
- All students need to be present in the campus at-least 30 minutes before the commencement of the university/ college examination
- All the students are to attend the assembly and move to the examination hall in silence. Those who come late beyond scheduled time of the examinations will not permitted to enter the campus to keep the campus and the halls conducive for examinations.
- Students should not write their names in the answer script. They are expected to write only the college / university registration & roll number.
- Students cannot leave the examination hall till they complete 1 hour/ time demanded by the university.
- For university examinations the college will follow the instructions of the university
- Doubt clarification of the question paper (if any) will be done during the first 15 minutes only
- College ID is compulsory for all the examinations
- Students are to wear full college uniform on all examination days.
- Candidates trying to indulge in any unfair means shall be debarred from the Examination.

- In case, if a candidate loses his/her Hall ticket, a Duplicate Hall ticket shall be issued after through verification. The candidate has to apply for duplicate hall-ticket by paying a prescribed fee.
 - Candidates are not allowed to enter Examination hall 15 min after the commencement of the Examination.
 - Examination flying squad has the every right to frisk the examinees if required.
- g) Instruction to faculty regarding invigilation and maintenance of exam related record**

- Be vigilant and active during the examination
- Mobile Phone is strictly prohibited in the examination hall for the faculties involved in invigilation duty.
- Invigilators are not supposed to carry cell phones even in switch off mode to the examination halls.
- Seating allotment and Invigilation Chart will be monitored and verified by the exam committee before send it to public.
- For GE(Generic Elective) and AECC (Ability Enhancement Core Course) courses seating allotment will be made according to the Roll No. mentioned in the ACSR sheet in order to avoid the discrepancies.
- Two shifts of examination will be take place every day. So for two different slots seating arrangements have to made
- Reporting time of invigilation is 45 minutes prior to the examination. Report first to the examination and get required stationeries for the examination
- Invigilators are asked to sign in all required documents and submit properly the wrapped answer scripts at the end of the examination.
- Answer scripts of college examinations (CIA/ Selection exam) to be maintained in the department.
- Proper documentation of marks need to be maintained if CIA is taken in modes other than the normal class tests.
- The Internal Assessments of the College (CIA /Mid-Term/Selection) may also be done as online mode in times of emergency or otherwise.

Annexure I: North Bengal University

IV) EXAMINATION & EVALUATION MANUAL (Source: NBU Manual)

1) **Eligibility to appear in a Examination:** A candidate shall be eligible for appearing at any of the Semesters of UNDER-GRADUATE EXAMINATIONS, fulfilling the following two 14 essential conditions: Minimum 75% attendance of lectures delivered in all courses. Students should appear in all internal assessments.

2. **Internal Evaluation:** The evaluation of the students shall be a continuous process and shall be based on their performances in internal and the End-Semester Examination. All the internal continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study. The modalities of such assessment be recorded and documents will be preserved by the respective college and those must be placed before a Committee or Team constituted by the University for verification purpose. The Internal Assessment marks shall be communicated to the Examination Branch of the University at least 10 days before the commencement of the University Examinations.

Final Evaluation: The final evaluation in a course means the total or aggregate of the marks obtained in internal evaluation and the marks obtained at the End-Semester Examination (Theoretical & Practical).

3. There shall be one written and one practical examination (where applicable) at the end of each semester as per the prescribed syllabus in the course concerned.

4. An undergraduate degree with Honours Program in a subject may be awarded if a student completes - □ 14 Discipline specific Core Courses (DSC) in the Honours subject. □ 4 Discipline Specific Core Courses (DSE) from a pool of courses from the Honours subject. □ 4 Generic Elective Courses (GE) from a pool of courses offered by the college. □ 2 Ability Enhancement Compulsory Courses (AECC), □ 2 Skill Enhancement Courses (SEC) from a pool of courses designed to provide value-based and/or skill-based knowledge.

5. An undergraduate degree in B.A./B.Com. Program may be awarded if a student completes - □ 12 Core Courses which includes 4 core courses each in 2 disciplines of choice (DSC), i.e. $4 \times 2 = 8$ core courses, and 2 core courses each in English and MIL respectively ($2 \times 2 = 4$ core courses), which are referred to as Language Core Courses (LCC). □ 2 courses each from a list of Discipline Specific Elective (DSE) courses ($2 \times 2 = 4$ courses) based on the 2 disciplines of choice selected in core course. □ 2 interdisciplinary courses from the list of Generic Elective Courses (GE) offered by the college. □ 2 Ability Enhancement Compulsory Courses (AECC) □ 4 Skill Enhancement Courses (SEC) from a pool of courses designed to provide value-based and/or skill-based knowledge.

6. An undergraduate degree in B.Sc. Program. may be awarded if a student completes - □ 12 Core Courses which includes 4 core courses each in 3 disciplines of choice (DSC), i.e. $4 \times 3 = 12$ core courses, □ 2 courses each from a list of Discipline Specific Elective (DSE) courses ($3 \times 2 = 6$ courses) based on the 3 disciplines of choice selected in core course. □ 2

Ability Enhancement Compulsory Courses (AECC), □ 4 Skill Enhancement Courses (SEC) from a pool of courses designed to provide value-based and/or skill-based knowledge.

7. In the Semester system, the Under-Graduate Examinations will be held in six parts – (i) The First and Second Semester for the first year students and (ii) The Third & Fourth Semester and Fifth & Sixth Semester for the second and third year students respectively. The academic sessions including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June. A student will have, at the most, five academic years or ten semesters to complete the course.

8. A candidate to be eligible for appearing at any of the Semesters of UNDER-GRADUATE Examination must have minimum 75% attendance of lectures delivered. Award of 05 (five) marks on class attendance shall be given in the following manner:

Attendance of 75% and above but below 80% -- 02 marks
Attendance of 80% and above but below 85% -- 03 marks
Attendance of 85% and above but below 90% -- 04 marks
Attendance of 90% and above -- 05 marks

9. Students should complete internal assessments before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s). All the internal continuing evaluation will be conducted by the teachers of the Department. It shall be on the basis of dissertations / projects, term papers, reports, seminar presentations, field work, class tests or any combinations thereof spread over the entire period of study. The modalities of such assessment will be recorded and documents will be preserved by the colleges at least for a period of six months after the publication of the result of the relevant Semester-end Examinations. The University Authority may ask for any such records, if required.

10. To secure qualifying grade in a Course/Semester, a student has to secure the minimum qualifying percentage in the Written (including Practical) Examination and the Internal Assessment taken together.

11. To qualify in a Practical-based course, an examinee is to appear in the Theoretical as well as the Practical portion of the examination in the same Semester.

12. A student failing to pass in one or more course(s) in 1st/2nd Semester Examination shall be permitted to re-appear in that course(s) in respective semester examinations of the following year as 2nd chance. A student will be permitted to clear his/her failed course(s) in maximum three consecutive chances irrespective of availing/not availing any particular chance. If a student wishes to skip examination in a semester, or surrender her/his result of a particular Semester-end examination, it would be included within the stipulated three chances. These students will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on.

13. *Qualifying Marks:*

i) There shall be no qualifying marks for internal assessment but the candidates shall have to appear at the said part of the examination. There will be no scope of re-appearing in internal assessment examination for improvement of marks. Marks awarded in internal assessment will be credited to a candidate's performance in subsequent chances.

ii) The qualifying marks for each course shall be 40% in each course of a semester taken together of internal assessment and term end exams.

14. If a candidate secures qualifying grade (P grade) in all courses he / she / transgender will be declared to have qualified the said semester and the result will be shown as Q. However, if a student fails to secure qualifying grade P in a particular course his/her result of the concerned semester-end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester examination before awarding the grade. If a candidate fails to secure pass grade in a particular Course, he / she / transgender will have to appear in that Course only. The internal assessment marks will be retained for next examination(s) with valid chances.

15. The Semester-end examinations will be held in the last months of the semesters, namely December (in the odd semesters) and in June (in the even semesters). The internal assessments will continue through the Semester.

16. If a student wishes to switch to a Program Course from an Honours Program Course before the 1st semester examination, he/she/transgender has to leave the Honours Program Course and take re-admission in the next year in his/her preferred Program Course.

17. All examinations shall be conducted ordinarily by means of printed question papers.

18. All answer scripts and other examinations related papers of Undergraduate examination shall be disposed by the University on expiry of six months from the date of the publication of result of the respective examinations.

19. Provisional Result and Grade Card: The provisional result of each semester will be published stating only the total marks and SGPA obtained by a candidate and the „Grade Sheet cum Report Card“ would be issued showing the details of courses studied (code, title, marks, number of credits, grade secured) along with SGPA of that semester and CGPA of all the semesters.

20. Semester Not Cleared: If a candidate fails to secure qualifying (pass) marks in one paper or more in a particular semester examination his/her result of semester examination will be declared as „SNC“ (i.e., Semester Not Cleared). The result of 6th semester examination shall be kept withheld unless a candidate clears all the semesters within the stipulated chances. She / he/transgender would be declared to have passed the final examination in the year in which she / he clears his/her all semesters.

21. Position in the Merit List: To qualify for position in the merit list a candidate shall have to pass all the semesters in his/ her regular chances.

22. Validity of Students Enrollments / Registration: A candidate (Honours /General Course) shall have to complete each semester examination with 3 (Three) consecutive chances including his/her first appearance in the concerned semester examination. If any of the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed.

23. Promotion: In the Semester system, there would be automatic promotion right from the first Semester, till the sixth Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied.

24. The schedule for the End-Semester Examination shall be prepared and announced by the Controller of Examinations. Except for exigencies, all the examinations shall usually be held within the dates specified in the Academic Calendar

25. Two sets of question paper for each course/ unit will be set by internal/ external paper setters(s). The concerned Board of Studies will recommend the names of the Paper- Setters, Moderators, Examiners, Scrutinisers, Tabulators and Reviewers.

26. Total Marks Distribution: (except for AECC 1 and AECC 2)

Examination	Practical Based Course	Duration of the Exams	Non Practical Course	Duration of the Exams
Semester End Examination(Theoretical)	40	2 hours	60	2 hours
Semester End Examination(Practical's)	20	Up to 5 Hours		
Continuing Evaluation/Internal Assessment/Mid Semester Exams(By Colleges)	10		10	
Attendance	5		5	
Total	75		75	

The modalities of the continuing evaluation will be decided by the respective Board of Studies taking any two items from clause 15 (ix).

27. Total Marks Distribution for AECC 1 and AECC 2:

Examination	AECC 1	Duration of Exams	AECC2	Duration of Exam
Semester End Examination(Theoretical)	80	2.5 hours	35	2 hours
Continuing Evaluation/Internal Assessment/Mid Semester Exams(By Colleges)	15		10	
Attendance	5		5	
Total	100		50	

28. Question pattern:

a) For 80 Marks:

Sl.No	Questions to be answered	Out of	Marks of each questions	Total Marks
1	5	8	4	$5*4=20$
2	4	6	10	$4*10=40$
3	1	2	20	$1*20=20$

d) For 60 Marks:

Sl.No	Questions to be answered	Out of	Marks of each questions	Total Marks
1	4	6	3	$4*3=12$
2	4	6	6	$4*6=24$
3	2	4	12	$2*12=24$

e) For 40 Marks:

Sl.No	Questions to be answered	Out of	Marks of each questions	Total Marks
1	5	8	1	$5*1=5$
2	3	5	5	$3*5=15$
3	2	4	10	$2*10=20$

f) For 35 Marks

Sl.No	Questions to be answered	Out of	Marks of each questions	Total Marks
1	3	5	5	$3*5=15$
2	2	4	10	$2*10=20$

V) RESULTS:

- 1) The final result of a candidate shall be determined on the basis of CGPA.
- 2) Grade Card shall be made as per grading system. Course-wise marks (internal and term end exams 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 Point. Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.
- 3) The Grade Card of a Semester shall be issued only after completion of that Semester.

a) Conversion of Marks into grade letter and grade point

Percentage of Marks	Letter Grade	Grade Point
91 and Above	O (Outstanding)	10
81 - 90	A + (Excellent)	9
71 - 80	A (Very Good)	8
61 - 70	B + (Good)	7
56 - 60	B (Above Average)	6
51 - 55	C+ (Average)	5.5
41 - 50	C (Below Average)	5
Passed with 40	P (pass)	4
Below 40	F (Fail)	0
Absent	Ab	0

b) Computation of SGPA:

Example

Course	Credit	Grade Letter	Grade Point	Credit Point
Course 1	6	A	8	6*8=48
Course 2	6	B+	7	6*7=42
Course 3	2	B	6	2*6=12
Course 4	6	B	6	6*6=36
Total	20			138

SGPA: $138/20 = 6.90$

c) Computation of CGPA

Example:

Particulars	Semester1	Semester 2	Semester 3	Semester 4
Credit	20	20	26	26
SGPA	6.9	6.3	6.6	6.7
Credit*SGPA	20*6.9=138	20*6.3=126	26*6.6=171.60	26*6.7=174.20

CGPA: $609.8/92 = 6.63$

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

e) Final Result / Grades Description:

Semester Program	GPA CGPA	/	Alpha-Sign Grade	/	Letter	Result Description	/	Class
	9.00-10.00		O (Outstanding)			Outstanding		
	8.00<=9.00		A+ (Excellent)			First Class Exemplary		
	7.00<=8.00		A (Very Good)			First Class Distinction		
	6.00<=7.00		B+ (Good)			First Class		
	5.50<=6.00		B(Above Average)			High Second Class		
	5.00<=5.50		C (Average)			Second Class		
	4.00<=5.00		P (Pass)			Pass Class		
	Below 4.00		SNC			SNC		
	0		SNC			SNC		

VI) PROVISIONS FOR REVIEW:

- 1) A candidate may apply for Post-Publication Review (PPR) of his/her answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examinations at the time of publication of result. Such applications must be checked and verified by the college(s) concerned as regards to the eligibility of the candidate(s) applying for review. All such applications must be forwarded by the Principal/Teacher-in-Charge of the college concerned.
- 2) There shall be no Post-Publication Review of Practical Papers, Oral Examinations and Project Work/Field Work, if any

- 3) Incomplete and faulty application is liable to be rejected without assigning any reason or without any intimation to the candidate/college concerned.
- 4) Under no circumstances fees for Post-Publication Review once paid be refunded
- 5) A student may apply for review of maximum two theoretical courses in the prescribed form in a particular Semester Examination.
- 6) Post-Publication Review (PPR) and Post-Publication Scrutiny (PPS) of the same paper(s) in a course shall not be allowed
- 7) Finalization of Review Results: If the marks awarded by Post-Publication Review Examiner in a Paper do not exceed the original award by more than 20% of the full marks in that Paper, the Review Examiner's award will be accepted as final marks in that Paper. If the increase of marks exceeds 20% of the full marks in that Paper, the answer script will be evaluated by a third examiner (external) and the final marks will be the average of the three examiners. However, if it is found that there was error in calculating total marks of the original award, the increase of marks to the full extent will be accepted as corrected original award of the candidate. If the marks awarded by Post-Publication Review Examiner in a Paper do not reduce the original award by more than 20% of the full marks in that Paper, the Review Examiner's award will be accepted as final marks in that Paper. If the decrease of marks exceeds 20% of the full marks in that Paper, the answer script will be evaluated by a third examiner (external) and the final marks will be the average of the three examiners. However, if it is found that there was error in calculating total marks of the original award, the change of marks to the full extent will be accepted as corrected original award of the candidate.

Any addition or subtraction of marks as declared by the University after Post-Publication Review shall be treated as final and shall be binding on the candidate. No further application for consideration of Post-Publication Review result shall be entertained. The decrease in marks will not be considered if such reduction results the failure of a successful candidate who has secured already qualifying grade prior to review.

VII). SCRUTINY OF ANSWER-SCRIPTS (PPS):

- a) . If the results of a candidate of Honours Program/Program of any part of his/her examination do not come under the purview of Post-Publication Review, he / she / transgender may apply for Post-Publication Scrutiny of his/her one or more answer-scripts irrespective of marks.

- b) "Post-Publication Scrutiny (PPS)" does not imply re-examination or re-assessment of scripts but involve verification of scripts and records to ascertain Marks have been assigned to each of the required number of answers made by an examinee as per instruction printed on the question paper; Totaling of marks awarded by the examiners on the scripts/marks-slips, as the case may be, has correctly been done.

VIII) COMPENSATORY TIME FOR PERSON WITH DISABILITY (PWD) CANDIDATES:

- 1) PWD Candidates are provided extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.
- 2) PWD Candidates are allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing. (ii) Who are blind or have impaired vision. (iii) who is dyslexic (iv) who are autistic
- 3) If a PWD candidate wants to avail compensatory time or scribe he / she / transgender must apply with all relevant documents to the Principal/TIC during form fill up of each part/semester examination and the same application be forwarded by the Principal/TIC to 22 the Controller of Examinations in time.
- 4) If it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra time, he / she / transgender will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard..

IX) BREACH OF DISCIPLINE BY ANY EXAMINEE IN CONNECTION WITH UNIVERSITY EXAMINATIONS:

1. The Centre-in-Charge of any University Examination held at a centre will, on his/her own or on the basis of reports received from the invigilator(s)/members of the visiting team as may be constituted by the Controller of Examinations and duly approved by the Vice-Chancellor expel a candidate from the examination hall debarring him/her from appearing in the examinations of the said course(s)/paper(s), if the candidate is found copying or possessing any paper, book or such other incriminating material(s) or smuggling, written answer scripts/loose sheets from outside. On expulsion, he / she / transgender will be debarred from appearing at the said part of the examination
2. Signature(s) of each of the expelled candidates may be obtained on the incriminating document(s) found in his/her possession and the same must be attached to the main answer script(s). if a candidate refuses to put his/her signature on the incriminating document(s) the invigilator(s)/members of the

visiting team will certify the matter and the Centre-in-Charge will take immediate action as in regulation 20.1 on the basis of the certificate/report of the room invigilator(s)/members of the visiting team.

3. If, however, in the judgment of the Centre-in-Charge, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, indiscipline behavior, threatening the persons connected with the examination duties and such other activities inside and outside the examination hall/room, the Centre-in-Charge will expel the candidate debarring him/her from appearing in the examination(s) of the remaining subject(s)/paper(s) and send to the Controller of Examinations a list of such candidates along with their answer scripts and a detailed report on the circumstances leading to the action taken by the Centre-in-Charge in a separate packet for record and for placement before the Committee of Discipline for further action. In such cases as detailed in above paragraph the Committee of Discipline, duly constituted by the Vice-Chancellor may note the action, if already taken by the Centre-in-Charge, but will not lessen the penalty already given by the Centre-in-Charge.
4. The Committee of Discipline, however, may recommend further penal action to be taken against such candidate(s). If the Centre-in-Charge, instead of taking any action against such a candidate, forward the case along with the detailed report the Committee of Discipline may take penal action as it may deem fit.
5. When the Centre-in-Charge expels any offending candidate from the examination hall, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls by the Centre-in-Charge. . Such order/notification should be pasted on the Notice Board and a copy of the same along with the answer scripts and other documents are to be sent to the Controller of Examinations for subsequent issuance of order/notification including order of cancellation of the entire examination of the candidate(s), to the concerned college for its implementation.
6. If the candidates are found to consult or talk with each other or change their scheduled seats or exchange answer-scripts/loose sheets etc. during an examination in spite of warnings by the Centre-in-Charge/Room Invigilator(s), the Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts for placement before the Committee of Discipline.
7. An examiner may forward to the Controller of Examinations of the University through the 23 chairperson of the concerned examination or to the Controller of Examination directly if there is no Chairperson in the concerned subject an explanatory report along with the relevant answer script(s) of the candidate(s) for placement of the same before the Committee of Discipline if, in his/her judgment, the candidate/candidates has/have adopted unfair means in answering questions

8. If an examinee uses filthy languages against the Centre-in-Charge/Invigilators or Convener/Member(s) of the Visiting Teams or any person connected with the examination or resorts to indiscipline behavior inside or outside the examination hall or undertakes any unfair means or violates the instructions for the examinees, the Centre-in-Charge may send his/her answer-script of that paper along with a report from the Invigilator(s) with his comment, if any. However, in such case, the examinee will be allowed to sit for the examination in the remaining course(s)/subject(s).
9. Non-submission of scripts – If an examinee appears at the examination but does not submit his/her answer-script, the matter should be noted in the Attendance Sheet. A diary should be lodged on the day with the local police station. A report along with a copy of the said Diary and a statement from the Invigilator of the concerned examination hall must be sent by the Centre-in-Charge to the Controller of Examinations.
10. Torn scripts – In case of a script being willfully torn by a candidate, the fact should be noted in the Attendance Sheet(s) and a report should be sent by the Centre-in-Charge to the Controller of Examinations in a separate packet along with the torn script and a statement from the Invigilator of the concerned examination hall stating the circumstances leading to the incident.
11. Report on R.A. cases from any end should always be supported by documentary evidence or statement of the reporting concerned authority. Without such documentary evidence/statements disposal of the matter cannot be taken up.
12. On receipt of the report of malpractice in the examination, as referred to in above the University will direct the concerned candidate to appear before the Committee of Discipline and furnish an explanation in writing regarding the charges leveled against the candidate
13. If the Committee of Discipline is satisfied that the charge/ charges leveled against any candidate in terms of above mention rules is/ are true, it may recommend any one or multiple of the following actions:- a. Cancellation of examination of the candidate in the concerned paper b. Cancellation of the entire examination of the candidate and if necessary also c. Debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed. If a candidate does not appear before the Committee of Discipline without assigning any reason, the Committee of Discipline may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available document(s) in absentia. d. The Committee after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges leveled against him/her if in its judgment the candidate concerned is innocent.
14. The recommendations of the Committee of Discipline will need approval of the Vice-Chancellor before any action can be taken thereon. The Vice-Chancellor may, after considering the recommendations, pass such orders as he / she /

transgender thinks fit. The Controller of Examinations will take action according to the recommendation of the Committee of Discipline, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.

15. All questions arising in relation to the interpretation of these Regulations shall be referred to the Executive Council for decision and the decision of the University Council will be final and binding.

16. The Board of Discipline (UNDER-GRADUATE EXAMINATION) may be constituted with the following members.

a) Controller of Examinations (Convener)

b) Inspector of Colleges

c) One member of EC to be nominated by EC


d) Three Teachers of Under-Graduate Colleges/Post Graduate Departments to be nominated by the Controller of Examinations

The tenure of this committee will be four years from the date of its constitution.

X) TERMINATION FROM THE COURSE:

If a student newly admitted to the first semester remains absent from attending classes for more than the first 15 days continuously without any intimation, her/his admission will stand cancelled.

In any case of any situation or not covered under these Regulations the Vice-Chancellor shall have power to issue directions not inconsistent with the Acts/ Statutes/ Ordinances with respect to any or all of them. If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Vice Chancellor in that respect shall be final and binding.



Mr. Rupam Majumder
Examination Coordinator



Dr. Terence Mukhia
IQAC Coordinator



Fr. (Dr.) George Thadathil
Principal / Chairperson (IQAC)