

EXAMINATION POLICY & PROCEDURES

SALESIAN COLLEGE

(AUTONOMOUS)

SONADA & SILIGURI



First Edition - 2023

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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 2200 students do their Arts/ Humanities, Commerce, Science and Professional Courses (UG&PG) 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 transformed from Calcutta University to NUB as one of its founding colleges. It was in 1970 and 1979 that SC received affiliation for BA Honors Course in English and History respectively followed by the introduction of Education and Philosophy as BA subjects. In 2006 it received affiliation for Education Honors 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. The Siliguri Campus offers BA/B.Com/BSc/BBA/BCA Honors with Career Oriented Programme (COP) courses in Travel & Tourism Management, Computer Application, Music, Sports Management and Communicative English. 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 programme in English (2016) and in Education and MA Psychology (2019).

Post pandemic, the college has been into blended mode of teaching – learning, including assessments and routine tests through 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 Year:** Two consecutive (one odd + one even) semesters constitute one academic year. It normally begins in August and ends in July 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, 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 13-15 hours of instructions in a semester.
- **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, 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).
- **Semester:** Each semester will consist of over 16 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be generally scheduled from August to January and even semester from February to July.
- **Semester Grade Point Average (SGPA):** It is a measure of 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.
- **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.

- **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

PRINCIPAL (Fr. Dr. Babu Joseph)									
CONTROLLER OF EXAMINATIONS (Fr. Dr. Tomy Augustine)									
DY. CONTROLLERS (EXAMINATIONS) SCSC & SCS (Mr. Patrick J & Mr. Uday Mall)				DY. CONTROLLER (EVALUATION) Mr. Bikramjit Chandra					
Question Setters Arts, Commerce, Science		Moderators Arts, Commerce, Science		Question Setters PG	Moderators PG	Evaluation Officer Arts	Evaluation Officer Commerce	Evaluation Officer Science	Evaluation Officer PG
Chief Superintendent Arts	Chief Superintendent Commerce	Chief Superintendent Science	Chief Superintendent PG		Custodian 1	Custodian 1	Custodian 1	Custodian 1	
Centre In-charge 1	Centre In-charge 1	Centre In-charge 1	Centre In-charge 1		Custodian 2	Custodian 2	Custodian 2	Custodian 2	
Centre In-charge 2	Centre In-charge 2	Centre In-charge 2	Centre In-charge 2		Custodian 3	Custodian 3	Custodian 3	Custodian 3	
Centre In-charge 3	Centre In-charge 3	Centre In-charge 3	Centre In-charge 3		Examiners & Scrutineers Ev. Centre 1	Examiners & Scrutineers Ev. Centre 1	Examiners & Scrutineers Ev. Centre 1	Examiners & Scrutineers Ev. Centre 1	
2 Invigilators for E. Centre 1	2 Invigilators for E. Centre 1	2 Invigilators for E. Centre 1	2 Invigilators for E. Centre 1		Examiners & Scrutineers Ev. Centre 2	Examiners & Scrutineers Ev. Centre 2	Examiners & Scrutineers Ev. Centre 2	Examiners & Scrutineers Ev. Centre 2	
2 Invigilators for E. Centre 2	2 Invigilators for E. Centre 2	2 Invigilators for E. Centre 3	2 Invigilators for E. Centre 2		Examiners & Scrutineers Ev. Centre 3	Examiners & Scrutineers Ev. Centre 3	Examiners & Scrutineers Ev. Centre 3	Examiners & Scrutineers Ev. Centre 3	
2 Invigilators for E. Centre 3	2 Invigilators for E. Centre 3	2 Invigilators for E. Centre 3	2 Invigilators for E. Centre 3		Pass Board Arts	Pass Board Commerce	Pass Board Science	Pass Board PG	
EXAMINATION FRONT OFFICER									
DATA ENTRY EXAMINATION				DATA ENTRY MARKS					
QUESTION PAPER PRINTING				MARKSHEET PRINTING					

CHAPTER 1

STATUTORY BODIES –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 Registrar, 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 panel of names to the Academic council of the College for appointment of Question Paper Setters and Examiners.

1.4. 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. He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be 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 of visiting and inspecting 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.

CHAPTER 2

PROGRAMMES OFFERED (2023-2024)

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 Arts in Psychology

2.2 Deanery-wise 4-year UG Programmes

2.2.1 Deanery of Arts & Humanities

1. Bachelor of Arts in Education
2. Bachelor of Arts in English
3. Bachelor of Arts in Geography
4. Bachelor of Arts in History
5. Bachelor of Arts in Mass Communications & Journalism
6. Bachelor of Arts in Political Science
7. Bachelor of Arts in Psychology
8. Bachelor of Arts in Social Work
9. Bachelor of Arts in Sociology
10. Physical Education (Offered only as Minor Courses)
11. Music (Offered only as Minor Courses)

2.2.2 Deanery of Commerce, Management & Vocational Studies

1. Bachelor of Commerce
2. Bachelor of Business Administration (with specialization in Finance, Marketing, Human Resource Management)
3. Bachelor of Business Administration in Tourism & Hospitality Management

2.2.3 Deanery of Sciences

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

2.2.4 3-Year Dual Major UG Programmes

1. Bachelor of Arts in Philosophy & English
2. Bachelor of Arts in Philosophy & History
3. Bachelor of Arts in Philosophy & Sociology
4. Bachelor of Arts in Philosophy & Political Science

2.3 Category of Courses According to NEP 2020

Sl	Category of Courses	Acronym	Level	Offered by Following Departments
	Major Courses	MAJ	UG	Education, English, Geography, History, Mass Communication & Journalism, Philosophy, Political Science, Psychology, Social Work, Sociology, Commerce, Management Studies, Computer Science & Application, Economics, Mathematics, Physics.
	Major Courses	MAJ	PG	Education, English, Psychology
	Minor Courses	MIN	UG	Education, English, Geography, History, Mass Communication & Journalism, Philosophy, Political Science, Psychology, Social Work, Sociology, Commerce, Management Studies, Computer Science & Application, Economics, Mathematics, Physics, Physical Education, Music, Statistics
	Multidisciplinary Courses	MDC	UG	Education, English, Geography, History, Mass Communication & Journalism, Philosophy, Political Science, Psychology, Social Work, Sociology, Commerce, Management Studies, Computer Science & Application, Economics, Mathematics, Physics, Physical Education, Music
	Skill Enhancement Courses	SEC	UG	Education, English, Geography, History, Mass Communication & Journalism, Philosophy, Political Science, Psychology, Social Work, Sociology, Commerce, Management Studies, Computer Science & Application, Economics, Mathematics, Physics.
	Ability Enhancement Courses	AEC	UG	English, Philosophy
	Value Added Courses	VAC	UG	Education, English, Geography, History, Mass Communication & Journalism, Philosophy, Political Science, Psychology, Social Work, Sociology, Commerce, Management Studies, Computer Science & Application, Economics, Mathematics, Physics, Physical Education, Music, NSS & NCC.
	Research Project/Dissertation	UGR	UG	Education, English, Geography, History, Mass Communication & Journalism, Philosophy, Political Science, Psychology, Social Work, Sociology, Commerce, Management Studies, Computer Science & Application, Economics, Mathematics, Physics.
	Research Project/Dissertation	PGR	PG	Education, English, Psychology

CHAPTER 3

EXAMINATION SYSTEM AND EXAMINATION COMMITTEE

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

3.1. Examination System

Evaluation of all courses (Papers), theory / practical / project / dissertation shall be done in two parts, namely by 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 PG and UG, 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 mechanisms of internal Evaluation such as group discussion, seminars, paper presentation, individual assignments, viva voce etc. shall be adopted.

3.1.1 Formative Assessment

All the Formative Assessments will be conducted by the Teachers of the Department. It will be a combination of Online/offline Multiple-choice Quiz, Mid-semester Examination/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. 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 at least 15 days before the commencement of the registration for the Summative Assessment.

Students should complete required Formative Assessments before appearing at the respective Summative Assessment, and 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.

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 as per the convenience of the teacher, but the marks should be submitted to the COE on or before the date

indicated in the academic calendar.

Formative Assessment Two (FA-2) is the mid-semester examination for theory papers conducted for 2:00 hrs. duration and the question paper is set for a maximum of 50 marks. In the case of practical examinations, additional time may be allotted. This assessment is to be conducted on dates indicated in the academic calendar. Similarly, the marks of the same should be submitted on or before the dates indicated in the academic calendar.

Formative Assessment Three (FA-3) consists of group discussion, class presentation or assignment conducted as per the convenience of the teacher. It shall carry a maximum of 20 marks. The marks of the same are to be submitted to the COE on or before the date indicated in the academic calendar.

Attendance and Class Participation also form part of the Formative Assessment. It shall carry a maximum of 5 marks per semester. The same shall be submitted to the office of the COE on the last class day of the semester.

3.1.2 Mid-semester (FA-2) Supplementary Examination

There will be no qualifying marks for the Formative assessment, but the students will have to appear for Mid-semester Formative Assessment (FA-2). The Department will conduct a Supplementary Examination for those students who were unable to appear for the FA-2 for serious reasons (medical/death of immediate family member/ activity authorized by the Principal). **There will be no scope of reappearing in FA-2 for improvement of marks.**

3.1.3. 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, fulfilling the following two essential conditions:

1. Minimum 75% attendance of lectures delivered in the respective courses. The student shall be eligible to appear only for those papers/courses in which he/she has the required 75% attendance.
2. The student should at least appear in FA-2 of the paper/course of the particular Semester.

The schedule for the Summative Assessment will be prepared and announced by the Controller of Examination. 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. The concerned Board of Studies will recommend the names of the Paper Setters and Scrutineers. The internal/external Question Paper Setters shall prepare two sets of question papers. The scrutineers shall scrutinize each paper before approving them and the COE shall select one of them for the examination.

3.1.4 Supplementary Summative Assessment

Supplementary Summative Assessment are 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.

3.1.5 Special Supplementary Summative Assessment

Special Supplementary Summative Assessment is applicable only for the graduating batch of students. Once the results of the final 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 B.A/B.Sc Degree) or 7 & 8 Semester students for those with B.A/B.Sc 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.

3.1.6 Passing Criteria

A student 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 secures a minimum of 40% 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% 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, Controller of Examinations, Deputy Controller (Examinations) and Deputy Controller (Evaluation).

The following are the functions of the examination committee:

1. To formulate the policies of the 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 Graduating Certificates.

3.2.1 Grievance Redressal Committee

There will be provisions for grievance redressal at three levels:

- 1.a With regards to the conduct and result of the Formative Assessments the student may approach the course teacher concerned.
- 1.b 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 teacher concerned.
2. With regard to the conduct of the Summative Assessment and or issues related to examination documents the student may apply 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.

3.2.2 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 on the basis of 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). Teachers 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.

3.2.2.1 Powers and Functions of the Examination Office

A) Controller of Examinations

The Controller of Examinations (COE) 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 of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examinations should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar. The Controller of Examinations shall fulfil the following responsibilities:

- a) 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.
- b) The COE shall appoint staff necessary for the smooth conduct of examination and evaluation.
- c) The COE has direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
- d) The COE takes decisions on all matters related to examinations other than those falling within the powers of statutory officers of the College.
- e) 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.

- f) 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.
- g) The COE shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
- h) The COE shall take special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
- i) The COE shall see to the payment of remuneration to Question Paper Setters, Moderators, and Examiners.
- j) The COE shall take quick decisions as circumstances warrant with or without taking advice from Examination Office.
- k) 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.

B. Deputy Controller (Examinations)

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

- a) Helps COE in all activities related to the conduct of examinations.
- b) Communicates at various levels for the conduct of examination planning, preparation, and execution.
- c) Ensures that the forms relating to examinations are ready on time (Application forms, Admit Cards, Challans etc.)
- d) Sees to the preparation and printing of answer booklets for various examinations and related stationery.
- e) Prepares the list of Question Setters, Moderators, Internal and External Examiners in consultation with respective BoS.
- f) Makes sure that the question papers are ready before the examinations are conducted.
- g) Sees to the Printing and safekeeping of all question papers for various examinations.
- h) Prepares examination schedules, invigilation chart, examination halls and seating arrangements.
- i) Prepares the Remuneration chart for Question Setters and Moderators.
- j) Fulfills all other tasks required for the conduct of the examination entrusted to him/her by

the Controller of Examination.

C. Deputy Controller (Evaluation)

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

- a) Sees to the collection and safekeeping of Answer scripts.
- b) Conducts the Evaluation of Answer scripts including preparation of Evaluation venues, Evaluation charts and schedules.
- c) Supervises Evaluation process together with other officers
- d) Sees to data entry of Marks of both FA & SA; maintains registers for Marks and maintains confidentiality.
- e) Ensures that unauthorized persons have no access to evaluation related data.
- f) Prepares Mark sheets for publication of results
- g) Processes the remuneration slips for evaluation related work
- h) Sees to the printing of Marks card and Certificates
- i) Keeps the Minutes of the Pass Board
- j) Fulfills all other duties entrusted to him/her by the Controller of Examination.

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 Examiners
2. Board of Question Paper Setters
3. Board of Moderators
4. Viva Voce Board
5. Pass Board

4.1.1 Board of Examiners

The COE shall constitute the Board of Examiners 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.

4.1.1.1 Constitution of Board of Examiners

The Board shall consist of Deputy Controller (Examinations), Chief Superintendents, and Centres-in-charge.

The appointment of the Board of Examiners for each semester shall be made and confirmed before 30 days of the commencement of the examination for both theory and practical.

In case, any member of the Board of examiners is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the COE shall report the names of such persons to the Academic Council who may disqualify such persons from being Paper Setter/Examiner in future.

4.1.1.2 Duties of the Board of Examiners

The Board of Examiners 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 prepare the list of Question Paper Setters and Moderators for each paper and present it to

the COE.

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 arrange 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)

4.2 Board of Question Paper Setters

The COE shall constitute a Board of Question Paper Setters for each semester in consultation with the respective Board of Studies. There shall be separate Boards of Question Paper Setters for each UG and PG programme. Each Board of Studies shall propose a panel of 2 Question Paper Setters for each course/paper. 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.

The duties of the Board of Question Paper Setters shall be to set 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. A question bank for each course shall be prepared by the Board of Question Paper Setters consisting of equal proportion of internal and external experts.

4.2.1 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. Questions must be set keeping in mind the Course Objectives and the RBT based Cognition levels.
3. Question papers 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. Each question paper must contain the name of the examination, the name of the subject, 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.

5. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in ready-to-print format.
6. 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.
7. 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.
8. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
9. Questions must be set with relation to the prescribed course of study and the books recommended by the BoS of the College and must conform to the standard and syllabi laid down by the College.
10. 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.
11. 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.
12. The 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.
13. In setting questions, the Question Paper Setters shall set more questions than the candidates are required to answer so as to permit choice of questions.
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 text books or other question papers set for earlier examinations in this or in other Universities.
17. Each Question Paper Setter shall prepare the **Answer Key and the rubrics** for the paper he/she has set.
18. 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.
19. Question Paper Setters, after finishing the work of setting question papers, shall send to the COE the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the examination.

4.2.2 Appointment of Chief Superintendent, Question Paper Setters, and Procedure

1. Appointment of Question Paper Setters is considered as the most important responsibility of the College, so also its confidentiality.
2. The Controller of Examinations appoints a Chief Superintendent for each Deanery and in each deanery he appoints Question Paper Setters from the panel of Question Paper Setters submitted by Board of Studies.
3. The Chief Superintendent of each deanery shall distribute the work among the Question Paper Setters according to their preference. No member shall ordinarily be assigned for more than three question papers at a time.
4. It shall be the duty of the Chief Superintendent to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of the works related to that Board. He/she is also responsible to give such information, assistance and advice to Question Paper Setters as may be necessary for determining the precise character of question papers required in each subject.
5. Members of the Board of Question Paper Setters shall be responsible for setting the question papers for the subjects allotted to them by the COE/ Deputy Controller (Examinations).
6. A meeting of the Board of Question Paper Setters may be held for clearing any doubts or clarifications. Travelling and halting allowances will be paid to the external members of

the Boards of Question Paper Setters for attending meetings of the Boards convened for passing question papers as per TA/DA rules of Salesian College Sonada & Siliguri (Autonomous). No Allowances will be paid for more than one such meeting.

7. The paper setters are required to set 2 sets of question papers for each course, one for use in the ensuing examination and one for the next session (if applicable). The following materials are to be sent along with the request.
 - a) Copy of the guidelines for Question Paper Setters
 - b) Syllabus of the concerned course /courses
 - c) Model question papers
 - d) Text Books prescribed, if questions for language papers are to be set
 - e) Facing sheet and additional sheets for writing questions
 - f) Format for preparation of Answer Key.
 - g) Remuneration slip and TA/DA form as applicable
 - h) Covers required for sending question papers
 - i) Any other items to suit requirements, if necessary
8. The Question Paper Setters shall send the question papers to the COE before the last date intimated.
9. The proceedings of the Boards of Question Paper Setters shall be treated as strictly confidential.
10. Copies of the communications from the examination cell, registers, and files for monitoring the schedule of meetings of the various Boards of Question Paper Setters, minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the COE.

4.2.3 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. 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.

4.3 Board of Moderators

The COE shall appoint Moderators to correct proofs of papers set by the Question Paper Setters, in which case, they shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.

The objectives of the scrutiny 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.

The Moderators shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

After scrutiny, the Chief Superintendents 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.

The details of the questions / question papers received by the COE shall be entered in a register and will be sent to the Question Bank for printing as the case may be.

The bills for remuneration and TA/DA for the external Question Paper Setters will be transferred to the section dealing with the appointment of paper setters for arranging payment.

4.4 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 two senior most Chief examiners of the subject.

4.5 Pass Board

The COE with the approval of the Principal shall constitute a Pass Board. Its responsibilities shall be the following:

1. The Pass Board 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 Pass Board observes great disparity in the marks for the different papers of a candidate.
2. In consultation with the COE, the Pass Board 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 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 Pass Board 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 Pass Board
- e) Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies etc. 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.

CHAPTER 5

CONDUCT OF EXAMINATIONS

The Controller of Examinations 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 Examinations

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 Time Table

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%), appearance in Mid-semester Formative Assessment (FA-2) 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 prescribed fee for each course in prescribed format.
- c) The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification 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.

The list of eligible candidates shall be prepared subject-wise and in alphabetical order. 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 will be cancelled.

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 recent photograph of the candidate. The Admit Card shall contain the details of the course codes and course titles for the concerned semesters. The admit card shall be uploaded on the website of the College.

5.7 Preparation of Answer Books

- a) The main answer books and additional answer books 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 books shall be handed over to the

Chief Superintendent.

5.8 Question Paper Bundles

The required question papers shall be packed in sealed covers with details regarding the name of examination, the month and year of examination, name of the subject, date and time of examination and number of copies of question papers enclosed. A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, Subject/Course Code, Course Title, number of question papers required and the number of question papers prepared. The statement and the entries on question paper covers shall be compared and ensured that entries are correct.

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 Time Table, Nominal Roll and Instruction to Candidates

The Time Table, Nominal Roll and Instruction to Candidates shall be sent to the Chief Superintendents at least two days before the commencement of the concerned examination.

5.10 Preparation of Tabulation Register

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

5.11 Cancellation of Admit Card

The Principal can cancel the admit card issued in the name of any candidate for misconduct 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.

5.12 Consolidated Absentee Statement - The consolidated list of absentees should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examination without fail to the Controller of Examinations.

5.13 Report Regarding Invigilation Works - After the completion of the examination, the Chief Superintendent must give a schedule of work done by each invigilator stating the date and session and hall number he/she has invigilated.

5.14 Prohibition of Religious Belief or Profession or Political Views

No question shall be put at any examination calling for a declaration of religious belief or

profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any form of religious belief, profession, or political view.

CHAPTER VI

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 who have 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 Deputy Controller (Evaluation), Evaluation officers, Custodians, Examiners and Scrutineers.

The board shall be constituted by the COE 30 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 shall report the names of such persons to the Academic Council who 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 evaluation of answer scripts, scrutiny, publication of results, post-publication scrutiny and re-assessment in consultation with the Controller of Examinations.
2. The Evaluation officer of each Deanery, in case of need, can review the scripts valued 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 Duties of Deputy Controller (Evaluation)

1. The Deputy Controller (Evaluation) shall see to the flawless conduct of Evaluation of papers both theoretical and practical.
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 forward to the COE all necessary documents such as evaluated answer scripts, marks book, remuneration bills

etc., of 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.
6. He/she shall see to the Re-assessment as well as Post-publication scrutiny on request.

6.3 Evaluation Officer

1. The COE shall appoint Evaluation Officers for each Deanery for the smooth conduct of evaluation. They shall be persons of integrity and seniority.
2. The Evaluation Officers shall be assisted by Custodians, Examiners, and Scrutineers in each Evaluation Centre.
3. He/she shall be responsible for collecting all Formative Assessment marks from various departments within the stipulated time.
4. He/she shall notify the departments concerned if any marks are missing and ensure that marks of all students for various Formative Assessments are obtained.
5. He/she shall see to the preparation of Evaluation chart and schedules of Summative Assessment in consultation with Deputy Controller (Evaluation).
6. It is the duty of the Evaluation Officer of each Deanery to randomly select not fewer than 20% of evaluated answer books to satisfy him/herself that proper standards of evaluation is maintained.
7. In case of continued unsatisfactory evaluation by an examiner, the Evaluation Officer shall bring the facts immediately to the notice of the Deputy Controller (Evaluation). He/she 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 shall be reported to the Principal for further action.
8. 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 Evaluation officer shall assign the entire bundle of answer scripts to be re-evaluated.
9. He/she shall be responsible for completing the Evaluation process on time.

6.4 Front Officer

1. He/she is responsible for all distribution of answer booklets, additional booklets, question papers and examination related stationery in consultation with Deputy Controller (Examinations).

2. He/she shall maintain a register of receipt and dispatch of all matters relating to examination.
3. He/she shall ensure that all stationery (answer booklets, additional sheets, twine, envelopes etc) related to conducting of examination are in stock.
4. At the end of each examination he/she shall receive answer booklets and after recording them shall keep them safely till the day of Evaluation . He/she shall collect back all unused answer scripts and other stationery.
5. 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.
6. At the end of each day of evaluation he/she shall receive all answer scripts and maintain record of the same.
7. He/she shall maintain appropriate registers, records and accounts relating to the evaluation camp.

6.5 Custodian

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 completion 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 shall maintain confidentiality and order in the Evaluation centre.
6. No mobile phones/electronic communication devices shall be allowed in the Evaluation centre. No answer script or any other document may be taken out of the Evaluation centre by unauthorized persons.
7. At the end of the day's Evaluation session all answer scripts shall be packed and returned to the Evaluation Officer.

6.6 Examiner

1. He/she shall evaluate answer scripts carefully, impartially and with sincerity.
2. The answer key given along with questions shall be the criteria for evaluating answers.
3. He/she shall ensure that every section of the question and answer is taken into account while evaluating the paper.
4. He/she shall follow the tabulation sheet in recording the marks accurately.
5. After the evaluation is completed he/she should sign the answer scripts
6. In all matters concerning evaluation he/she shall maintain strict secrecy. _____

6.7 Evaluation of Answer Scripts

1. The Evaluation of answer scripts of the theory examinations shall be in centralized Evaluation camps and there shall be single Evaluation of all the answer scripts.
2. The Evaluation camp can be started immediately after the examination.
3. Evaluations must be based on the scheme of evaluation prepared by the Question Paper Setter or by the Board of Examiners of the concerned examination.
4. The Examiners shall enter and submit the marks in the given Tabulation Sheet to the Custodian.

6.8 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 shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued.
4. The answer scripts should 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 from time to time. The modality of evaluation of practical examinations will be laid down by the Evaluation officer with the approval of Deputy Controller (Evaluation). Science subjects shall have the same Board for the Evaluation of theory and practical examination.
6. In consultation with the concerned Department, the CoE may appoint one or more Examiners who are not affiliated with Salesian College ("External Examiners") to evaluate practical/fieldwork/research papers.
7. The answer books and the mark/grade books of the practical examinations shall be sent to the COE for scrutiny immediately after all the practical examinations are over.
8. In the case of answer books of practical examinations, there will be no Re-evaluation but there shall be provision for scrutiny.
9. After the publication of result, 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 also 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 prepare two copies of the Tabulation sheet and send one copy marked 'Original' to the Custodian and the other copy marked 'Duplicate' to the COE personally or by registered post in the covers specially supplied for the purpose. Every examiner should sign on the Tabulations sheet he/she has prepared not only on the cover page, but also on each page of the Tabulation sheet where entries are made.
14. Every Examiner shall furnish as fully as possible 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 names of Examiner and the Custodian should be written below the signature.
15. Tabulation sheets must be handed over to the Custodian on the same day. The Evaluation Officer and the Custodian shall submit all tabulation sheets to the CoE.
16. The 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) forwarding all material evidence available. The nature and possible punishments inflicted for the same will depend largely upon the evidence furnished.
17. Entering Marks on the Marks Book shall be done in the office of the COE.

6.9 Scrutineer:

1. 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.
2. If any error is noticed, he/she should bring it to the notice of the Examiner and the Custodian.
3. The Examiner shall make the necessary correction and counter sign it.

CHAPTER 7

TABULATION AND PUBLICATION OF RESULTS

7.1. Tabulation Register

The Whole process of calculating the final marks shall be automated using computer software. Raw results shall be printed department wise for analysis by the Pass Board. Score sheet shall be printed in the COE's office.

7.2. Preparation of Score Sheet

Computerized Score Sheet shall be prepared semester-wise after successful completion of the semester. It shall contain both Grades and Marks.

7.3. Pass Board

When the tabulation of an examination is completed, the COE shall convene a meeting of the Pass Board constituted by the COE for each Department. The Pass Board shall consist of the Principal, COE, Deputy Controller (Evaluation), the Dean, the HoD and a Senior Faculty of the department.

The Deputy Controller (Evaluation) shall present the Score sheet and analysis of the result of each course.

The Pass Board may award moderation of marks/grade 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.

7.4. Publication of Results

The final approved result of the concerned semester examination 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 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 Pass Board and 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. Issue of Consolidated Statement of Marks

All candidates who have appeared for an examination conducted by the College shall be issued a

computerized consolidated statement of marks and grades irrespective of the result of the final semester examination. The fee for the mark sheet shall be collected along with the examination fee.

7.6. Post Publication Re-assessment (PPR)

There shall be provision for re-assessment of papers (UG& PG) on payment of the stipulated fee. The application 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. 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 exceeds 10% of the total, it shall be sent to a third examiner of evaluation. In such cases the final marks will be calculated at 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 given semester.

7.7. Post Publication Scrutiny (PPS)

A candidate may apply 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 allotted for various sections of the question and the tabulation of marks is done correctly.

No candidate may apply for Scrutiny of more than two papers in a given 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 of 10% in a course can apply for condonation of shortage in 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. Condonation of shortage of attendance if any should be obtained at least 7 days before the commencement of the concerned semester examination. It is the responsibility of the candidate to furnish all requisite documents in support of their request for condonation of shortage of attendance.
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 Promotion to the Next Higher Semester

A candidate shall be eligible for promotion from one semester to the next higher semester if the following conditions (both the conditions a & b) are met.

- a) He/she has qualified to appear for the Summative Assessment for at least two Courses of the Semester which he/she is studying. That is, having 75% attendance in any two courses and appearing for FA-2 of the same two courses of the semester. Candidates whose attendance has been excused by condonation are also eligible for promotion.
- 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.

8.3 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 mark / score cards of the students by the Autonomous College.
2. A consolidated mark / 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 Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university.

8.4 Register of Candidates

1. The COE's office maintains a Register of Candidates in respect of all Assessments. The register shall contain the following details:
2. Register number, name of the candidate and date of birth, programme and year of admission, religion/community, fee remitted, particulars of examination taken, results and remarks.

8.5 Important Registers

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

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

8.6 Different Types of Malpractices and Punishments

Sl. No.	Types of Malpractice	Action to be Taken
01.	Within the Hall Introduction of any material relevant to the	The candidate shall handover the material, write an apology and a fresh answer booklet shall be issued to the

	examination willfully with the intention of copying and possession of the same. Then resisting to hand over the material to the invigilator.	candidate with no additional time allotted.
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 or debarred from writing that paper depending on the severity.
03	Copying from the neighbour's answer scripts, depending on the gravity and extent as reported by the examiners	The candidate shall be issued a fresh answer booklet with no additional time allotted 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.
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	Hampering the conduct of Examinations Disturbance outside the hall reported by the invigilator depending on the gravity and extent of disturbance	Cancellation of the paper concerned
09	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.
10	Tampering of register numbers/barcode	The candidate shall be issued a fresh answer booklet with no additional time allotted.

11	Threatening the neighbour to show the answer script	Debarring from writing the paper concerned and/ or suspension
12	Threatening the invigilator, peons, or office staff	Debarring from the entire examination of the semester and/or suspension/expulsion depending on the severity.
13	Shouting answers from outside or disturbing the candidates from outside	Cancellation of the paper concerned and or suspension
14	Stealing answer books, additional sheets smuggling question papers outside the examination halls.	Cancellation of the entire semester, suspension, Report to the police and/ or expulsion.
15	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.
16	Tampering with answer books of neighbours	Cancellation of the semester, suspension or expulsion.
17	Wilful tampering of mark list while still being a student of the college	Suspension/expulsion
18	Tampering of mark list after having graduated from the college.	Report to the police. Request the university to withdraw the certificate/diploma/degree that has been issued.
19	Forgery in the hall ticket	Debarred from the entire semester examination.

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 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 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	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/Project papers/Internship

Component	Type	Max. Marks	Weightage	Final Marks
FA-1	MCQ/Viva/Progress Report	20	50%	10
FA-2	Presentation/Report on student progress by Mid-Semester	50		25
FA-3	Presentation/Report/Prototype/ Performance	20		10
Attendance		5	100%	5
SA	Submission of Fieldwork Report/ Dissertation & Ppt Presentation and comprehensive Viva.	50		50
		Final Max. Marks		100

9.1.5 AEC (English/EVS)

Component	Type	Max. Marks	Weightage	Final Marks
FA	Written Examination	50	40%	20
Attendance		5	100%	5
SA	Written Examination	50	50%	25
		Final Max. Marks		50

9.1.6 VAC and Other Courses of 2 Credits or Less

Component	Type	Max. Marks	Weightage	Final Marks
FA	<i>Individual:</i> Viva, Written Examination, Project, Presentation, Role Play, Performance <i>Group:</i> Group Presentation, Group Discussion, Skit, Project, Group Performance	50	40%	20
Attendance		5	100%	5
SA	Individual Assignment/Report	50	50%	25
		Final Max. Marks		50

9.1 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	Novelty of approach & Methodology used	10
4	Logical construction	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/Internship

Sl. No.	Criteria	Weightage (%)
1	Choice of location/Field	10
2	Relevance to the subject	10
3	Conduct of activities	20
4	Methodology	20
5	Findings/Learnings/Observations	20
6	Methodology and Conclusions	20

	Total	100
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Note: A written report should be submitted that covers all the criteria detailed above.

9.2.3 Criteria for Evaluation of Survey/Project

Sl. No.	Criteria	Weightage (%)
1	Relevance to the topic/subject	10
2	Structure of approach	10
3	Construction of Methodology	20
4	Sample Size & Method of data collection	30
5	Data analysis	20
6	Findings & Conclusions	10
	Total	100

Note: A written report should be submitted that covers all the criteria 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	Logical Development of Thought	10
3	Depth of research	20
4	Contribution to the field of study	20
5	Novelty of approach	20
6	Methodological accuracy	20
	Total	100

Note: A written dissertation or paper should be submitted that covers all the criteria detailed above.

9.2.5 Criteria for Evaluation of Viva

Sl. No.	Criteria	Weightage (%)
1	Topic	10
2	Synopsis	10
3	Presentation	40
4	Response to queries	20
5	Strength of Findings	10
6	Contribution to the field of study	10
	Total	100

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

9.2.6 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.

9.2.7 Criteria for Evaluation of Group Discussion

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

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 Point. Finally, 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 Grade Card

% 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

9.3.2 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)

9. 4 Template for Question Paper Setting

Instructions to Question Paper Setters:

1. Question setters should ensure that the questions address various RBT levels such as Remembering, Understanding, Applying and other Higher order skills like Analyzing, Evaluating and Creating.
2. Similarly, the difficulty levels of various questions should also be considered in setting questions.
3. The question setter should prepare two sets of questions for each course with the respective Answer keys
4. Questions Paper should be set in the prescribed format.
5. The question setter should adopt the pattern which the deanery has selected from those given below.

Pattern One

Section	A	B	C
No of Questions	5 out of 8	4 out of 6	2 out of 4
Marks per Question	2	5	10
Total	10	20	20

Pattern Two

Section	A	B	C	D
No of Questions	5 out of 8	3 out of 5	1 out of 2	1 compulsory question
Marks per Question	2	5	10	15
Total	10	15	10	15

Pattern Three (PG Only)

Section	A	B
No of Questions	1 out of 2	2 out of 4
Marks per Question	10	20
Total	10	40