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# EXAMINATION MANUAL OF BISHOP CHULAPARAMBIL MEMORIAL COLLEGE, KOTTAYAM

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INTERNAL QUALITY ASSURANCE CELL

BISHOP CHULAPARAMBIL MEMORIAL COLLEGE, KOTTAYAM

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To Mar Thomas Tharayil, Founder of the College

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# Preface

Bishop Chulaparambil Memorial College was established in 1955 and completed 64 years. Though the college has witnessed hundreds of examinations by this time, it will be wise to document the procedures and the instructions to the various officials involved in the examination procedure incorporating all the Examination manual published by Mahatma Gandhi University in 2007 and subsequent orders and regulations. We tried our level best to incorporate all the relevant matters in this manual. Still this will not be exhaustive. We appreciate if you can provide your feed backs and suggestions for improvement.

As a major junk of the teachers working in the college as guest lectures, it is essential to have a document which shall serve as a ready reference for all the faculty members of the college. Also this document addresses the problem assigning the marks for the internal examinations which is an integral part of Continuous Evaluation.

We place on record the support extended by Principal Dr Teena Annah Thomas and Rev. Fr. Philmon Kalathra during the preparation of this document. All the members of the IQAC has contributed significantly for this document.

*Stephy Thomas*  
*IQAC Cordinator*

First Draft

# Disclaimer

The provisions of this document is in accordance with Mahatma Gandhi University Act 1985, Mahatma Gandhi University Statues, Regulations and Ordinances. If anything in the manual contradicts with these, unless cleared mentioned, then provisions of this manual stands cancelled.

First Draft

# Chapter 1

## Examination Related Provisions in Act, Statute, Regulations and Ordinances

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# Chapter 2

## Duties and Responsibilities

### 2.1 Chief Superintendent

The university will appoint the chief superintendent of the examinations held at the college. Normally Principal shall be proposed to be appointed as chief superintendent at the college. However, the Principal can nominate a senior teacher as Chief superintendent in case she/she is not willing to take up the appointment. The chief superintendent is responsible for the proper conduct of the University examinations at the college. If the chief superintendent is on leave, or otherwise engaged on a duty and is unable to act as chief superintendent, Principal shall appoint a teacher to deliver the duties and responsibilities of the Chief Superintendent. The following are some guidelines helpful for the smooth conduct of the examinations at the college.

1. The Chief Superintendent(CS) shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer books are received at the venue at least two days before the commencement of examinations
2. Chief Superintendent should make sure that all the question papers are received at the time fixed by the university for the online transmission of question papers, for the examinations with online transmission of question papers. In case of other exams CS shall make sure that all the question papers are sufficient (according to the number given on the cover) atleast one day before the examinations. If any irregularity is observed, it should be intimated to the Controller of Examinations over telephone and email and follow ups should be done.

3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
4. The following arrangements shall be made for the conduct of the examination.
  - (a) Seating arrangement for the candidates (register number to be written on the desk legibly)
  - (b) Examination room is clean, properly illuminated and that no writing or graffiti is there on the walls or blackboard.
  - (c) Room/ hall-wise seating plan for candidates is displayed at a visible and prominent place in the portico of the college 2 hours before the time fixed for the commencement of the examination
  - (d) Selection of appropriate number of invigilators from among the faculty members, well in advance as per the norms, in this regard. The class room for the duty need to be intimated only when Assistant Superintendents report for their duty.
5. The question booklet cover shall be opened only 30 minutes before the scheduled time for commencement of the examination. This should be done in the presence of an Senior Assistant Superintendent and the additional chief superintendent (if any) appointed by the University. S/he should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.
6. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
7. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such gadgets to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
8. Allow only hall ticket and pen, pencil, eraser and calculator, if mentioned in question
9. Keep utmost vigil throughout the examination process. The Chief Superintendent has to frequently visit examination hall and ascertain that the invigilators are performing their duties and are not engaged in talking, standing on the veranda, or reading/ writing inside the examination hall.

10. A candidate shall not be allowed to write the examinations, if s/he does not have a valid hall ticket. However, if a student reports that his/her hall ticket is lost, the Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the college to obtain a duplicate hall ticket. This can be allowed only if his/ her name is included in the nominal roll issued by the University.
14. For undergraduate examinations, all used answer books shall be packed within 30 minutes after the examination is over. They should first be covered using brown paper, and then sealed. The name of the subject, question paper code, date of exam, number of Maharaja's College (A Government Autonomous College) Examination Manual 40 answer scripts and roll numbers of candidate s should be written on all packets using a sketch pen.
15. All packets should be sealed using the metal seal of the institution.
16. Unused answer books shall be counted and kept in safe custody and a stock register should be maintained for this purpose.
11. The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.
12. The Chief Superintendents are responsible for keeping proper accounts for the stock and use of the answer books issued by the University.
13. CS should ensure that answer sheets must are not used for any purpose other than answering questions and doing calculations by the candidates in the examination hall.
14. Answer books supplied by the university shall be kept under the custody of the Chief Superintendent or a staff entrusted by CS. CS shall be responsible to ensure this.
15. The invigilators shall be provided with Performa of paper accounts along with the additional answer books and shall return them to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.
16. Consolidated Absentee Statement - The consolidated list of absentee should be prepared and forwarded to CE's office daily as per the direction contained in the printed instructions in Form 205 and through the portal opened for the purpose by the university for the purpose.
17. Report Regarding Invigilation Works - Chief Superintendent should keep a detailed list of invigilators with their signature, indicating their room numbers.

18. CS shall be responsible for the submission of examination related bills to the university in time.
19. Constitute enquiry commission in case of any malpractice and submit its report to the University

## 2.2 Senior Assistant Superintendent

Principal shall appoint a senior teacher as senior assistant superintendent to assist him/her in all matters relating to the conduct of the examinations at the college. However on days the remuneration due to the Senior Assistant Superintendent is not admissible by the university, she may to work as Assistant Superintendent. If he/she is not willing to work as Assistant Superintendent, her work shall be considered as voluntary and remunerations cannot be claimed. The Senior Assistant Superintendent shall deliver all the responsibilities delegated by the chief superintendent.

## 2.3 Assistant Superintendents (Invigilators)

Assistant Superintendents shall be appointed by the Chief Superintendent at the rate of one for every 30 students. However this proportion shall be compromised upto one for 40 students as most of the class rooms at the college has seating capacity of 40 students. Assistant Superintendents will be under the orders of and responsible to the Chief Superintendent. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high.

1. Assistant Superintendents (AS) shall report for duty atleast 30 minutes before the actual time fixed for the commencement of examination on each day.
2. AS shall deliver his/her duty at the room allocated by the chief superintendent. If she/he has some inconvenience, the substitute arrangements shall be done themselves and it should be intimated to the chief superintendent in writing. In case the duty adjustments are done for dates, it should be intimated to the chief superintendent in writing atleast one day before before the earlier exam dates.
3. Collect the correct number of question booklets and answer books from the Chief Superintendent and ensure that the question papers are for the examination scheduled for the day.

4. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Chief Superintendent for necessary guidelines.
5. Help the candidates locate their seats. If any candidates are in possession of mobiles phones or digital diary or any other electronic equipment, instruct them to keep them outside the examination hall. Unless clearly mentioned in the question paper, calculators need not be permitted in the examination hall.
6. Verify the identity of the candidate through the photograph on the hall ticket and mark their attendance.
7. Candidates shall be admitted to your hall, if his/ her register number is allotted to your seating plan. If the register number of a candidate does not appear in your seating plan, direct him/her to the control room for further verification and action.
8. Distribute the answer book 10 minutes before the commencement of the examination and direct the candidates to fill in the roll number and other entries in appropriate places.
9. The invigilator shall verify that the details filled in / barcode affixed by the candidate are correct. Get their signature in the attendance sheet against their register number and name.
10. Distribute the question paper at the third stroke of the bell and ask the candidates to start writing immediately.
11. Ten minutes before the end of examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell (3 strokes) ask the candidates to stop writing and put their pens down.
12. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the control room. Report to the chief superintendent before leaving the examination premises.
13. The rule that candidates are not to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly enforced. The question papers from such candidates should be collected.
14. No candidate who leaves the room during the examination shall be allowed to return.

15. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator.
16. Assistant Superintendent should make sure that student is not writing Permanent Register Number (PRN) on any part including the facing sheet of the additional booklet. Assistant Superintendent should tear off the portion for writing the PRN in the facing sheet of the additional booklet. Proper account of the additional sheet should be maintained and handed over at the control room while submitting answer sheets.
17. Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. If clarification is required, ask the candidate to give it in writing to the chief superintendent, who, in turn will forward the same to the CE.
18. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
19. Assistant Superintendent shall make sure that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
20. Assistant Superintendents do not allow any candidate to write on the question paper other than the PRN and the name.
21. Do not allow refreshments for the candidates in the examination hall.
22. Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then get countersigned by chief superintendent.

## 2.4 Examination Assistant

One clerk in the office shall be deputed a fully to look after the matters related to examination at the college. It shall be the duty of the assistant to carry out all the exam related work assigned to them the by the Chief Superintendent, Senior Assistant Superintendent and other teachers entrusted with exam related work by the Principal. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for -

1. Maintenance of stock register for the answer books supplied by the university and there safe custody.

2. Assist Chief Superintendent in downloading and printing question papers transmitted by university online.
3. Receiving application for examination with fees from the students.
4. Online submission of these applications from the students and payment of examination fees online.
5. Preparing the college portal for each examinations.
6. Preparation of seating arrangement and publication of it after getting permission from Chief Superintendent.
7. Preparation of remuneration bills, both theory and practical.
8. Collecting the B Forms from the departments and timely submission of hard copies of B forms to the university.
9. Preparation and submission of attendance statement (Form 205) and online submission of details in absentee malpractice portal.
10. Downloading, Printing and distribution of hall tickets to Heads of departments.
11. Preparing covers for the distribution of question papers to class rooms.
12. Make blank answer booklets ready for distribution to exam halls. The number of answer booklets distributed to exam halls shall not be excess.
13. Make arrangements for the distribution of additional answer sheets and threads.
14. Preparing the attendance sheet to be distributed to the class rooms and consolidation and proper filing of these documents.
15. Preparation and filing of all exam related communications and reports.
16. Distribution of certificates after taking photostat of the certificates and making entry in the college register, if any.
17. Packing the used answer booklets and submission of these booklets in time at the university or Camps as intimated by university.
18. Examination related records will be kept safely by maintaining their confidentiality.

19. He/ she shall discharge duties entrusted to them by superior officers from time to time. He/she shall also ensure that unauthorized persons do not enter the examination section.

If any teacher or non-teaching staff convinces with or assists any candidate at an examination to do any malpractice or fails to deliver the answer sheets of the students entrusted to her shall be liable for punishment action as decided by the College Council.

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## Chapter 3

# University Examinations

End Semester examination or the university examination is one of the serious academic activity that is happening in the college almost throughout the year. Though university will initiate steps to conduct these examinations in time a large amount of time and effort is required from the college in conducting these examinations.

### 3.1 Notification

Controller of Examinations will notify the dates for submitting the application for the examination through print media. As of now, college have to collect fees from the students and remit the fee due to the university. Along with this notification, College should publish a notice clearly specifying the last date of receipt of application forms and fees.

### 3.2 Application

As an eco-friendly initiative, it is proposed to have online submission of application for the examination. College shall open examination registration portal after intimating students and staff. Minimum of four working days should be given to students to submit application forms online. The examination fee will not be collected at this time but the fee due to the university will be intimated to students. Once the facility for exam registration is over, examination assistant will provide a consolidated list of students and papers they applied for to the concerned heads. The heads has to get it signed through the concerned class tutors and the fee due to the university shall be collected from the students during this process. two working days shall be given for completing this process. The duly signed list along with fee shall be given to the examination assistant in the intimated time. Examination

Assistant shall submit the examination registration online and remit the fee due to the university.

### 3.3 Continuous Evaluation Forms

A forms shall be prepared by the concerned teacher in charge. In case more than one teacher is handling the course to a programme, the teacher in charge shall be clearly intimated to the students and it should be intimated department wise at the beginning of the semester to the Principal in writing. Teachers shall get the A forms signed by all the students in the class before finalizing the marks and transferring it to the concerned class tutors. The last date for this process will be intimated in advance.

Concenred class tutors shall prepare the B forms and get it signed from the students on or before the due date for submission to the Office. B Forms complete in all respects shall be handed over to the examination assistant for onward transmission to University and verification. Class tutors shall enter the internal marks in the university portal atleast three days before the due date declared by the university. College may impose a fine of Rs. 200 per student for late submissions but one workig day before the due date announced by university. Explanation shall be collected from the teacher before imposing the fine. If the explanation is reasonable for the Principal, the fine shall be waived. However this shall be allowed only once for a teacher in a year.

It is the responsibility of the internal marks verification committee to verify the marks entered by the class tutors with hard copies of the B forms submitted at the office. Any lapsse from the part of internal marks verification committee for all the B forms submitted atleast one working day before the last day declared by the university will be dealt seriously and the fine due to the university shall be borne on the committee. The fine for the B form entered or submitted office on the last day and after the due date notified by the university shall be borne on the concerned class tutor. A fine of Rs. 2000/- shall be paid by the HoD for the late submission of B forms or late entry of internal marks in university portal.

# Chapter 4

## Internal Examinations

As per the latest CBCS 2017 regulations and CSS - 2013 and CSS 2019 regulations a major component of continuous evaluation (CE) is the test paper. The college wishes to incorporate more transparency and robustness in terms of frequency and variety. Keeping this in mind and other NAAC parameters some radical changes in the internal examination is proposed.

UG and PG regulations of the university proposes to conduct either one or two test papers for the asses the mark against the component test paper in the CE. College proposes two kinds of test papers viz. Internal examinations and zero hour tests, to make sure maximum robustness and to uphold the spirit of continuous evaluation.

### 4.1 Internal Examinations

Marks obtained in the internal examinations shall constitute 50% of the marks set aside for the test paper in the CE. There should be atleast one internal examination in each semester. The dates and the duration of the internal examination shall be decided by the Principal in consultation with college council. It is preferred to conduct two internal examinations in a semester each of 1 hour 30 minutes duration.

#### 4.1.1 Question Bank

It is proposed to introduce question bank for the internal examination. Question banks should be prepared by the concerned teacher with atleast 50 questions from each module. The question banks should be prepared clearly specifying the section it can be asked in the examination and published module wise atleast. Question Banks should be published in the college Learning Management System(LMS) and the teachers should ensure that all the stu-

dents are accessing it. It is the responsibility of the Head of the Department to make sure that the question banks are exhaustive and published in the portal. Questions from the question bank should account for 75% to 80% of marks in the internal examinations.

It has been observed that many fast learners admitted to the college comes out of the college without improving themselves. They do not have challenges during the examination conducted by the university and the college. Most of the questions in the examinations are direct and the student dont need to refer text books or reference books to answer these routine questions. Hence 20% to 25% marks should not be from the question bank and should be prepared be asses the course outcome. These questions should be prepared in a way that only those having a clear understanding of the subject can answer these questions. These questions should be augmented to the question bank. Hence we can make sure the update the question banks every year. The main motivation for

#### 4.1.2 Question Papers

Question papers should be submitted on or before the date intimated by the Principal through Head of the Departments. While preparing the question papers the following points should be kept in mind

1. Teachers should keep the questions confidential and the question papers should be prepared in model prescribed by the Principal.
2. The question papers should be type written.
3. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
4. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. In the case of question papers which are common to two or three examinations, mention shall be made of the fact in the heading itself. 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. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub-divisions of questions shall also be indicated.
5. 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.

6. 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.
7. 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 far fetched, or beyond the standard prescribed and shall be evenly distributed over the whole course of study and the books prescribed.
8. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the Senior Assistant Superintendent separately.
9. Teachers should make sure that prescribed proportion of questions from question bank.

Heads should scrutinize the question papers submitted by the staff and make sure that questions are prepared in the specified proportion from the question bank. While scrutinizing question papers, HoDs should ensure the following points.

1. In conformity with the prescribed syllabus and scheme of examinations
2. Has maintained the required standard
3. Free of typographical and grammatical errors
4. Marks allotted are in accordance with the direction issued section 4.1.2.

Any lapse in this should be intimated to the concerned teacher in writing and if he/she is hesitating to prepare question papers in the said proportion or not doing it in even after two warnings it should be reported to the Principal in writing.

#### 4.1.3 Scheme of Valuation

In order to ensure the transparency in valuation it is proposed to publish the scheme of valuation once examination for all the courses are completed. It should be published through moodle so that every student can have access. The scheme should completely explain the answers to all questions which are not from the question bank. The scheme of valuation should be clear

and complete in all respect and should be submitted to the head of the department electronically on the date intimated for submission of question papers.

#### 4.1.4 Grading

A radical move proposed in internal examinations is grading. We propose a combination of absolute and relative grading for grading the marks. As mentioned in the preceding sections 20-25% marks in the examination shall be acquired by students who have high understanding of the subject. Mediocore or slow learners should suffer because of this.

In the proposed grading methodology, absolute grades will be awarded to the students based on the percentage of marks obtained in relative to the average mark of best performing 20% students in the course. The relative percentage is then rounded to the nearest integer. For example, if a student secures 68 marks and 70 is the average of the best performed 20% students, then the relative percentage of marks is  $68/70 * 100 \approx 97\%$ .

Relative Percentage	Grade	Grade Multiplier
90% - 100%	A	1
80% - 89%	B	0.9
70% - 79%	C	0.8
60% - 69%	D	0.7
50% - 59%	E	0.6
40% - 49%	G	0.5
30% - 39%	H	0.4
20% - 29 %	J	0.3
10% - 19%	K	0.2
1-9%	L	0.1
0.00%	M	0

Multiplying the maximum marks grade multiplier gives the marks for the student. In case there are more than one internal examinations, maximum marks shall be taken.

#### 4.1.5 Notification

As in the case of external examinations, the internal examination should be notified to the students through online platform and there should be a procedure for apply online. This will familiarise the students online portals for payment.

### 4.1.6 Retest/Improvement

Retest/improvement shall be offered to students. However there should be examination fee for retest or improvements. There should be notification for the retest/improvement and the students should be given the opportunity to apply through online. The various fees shall be

Registration fee Rs. 50/-

Examination fee Rs. 100/- for each paper.

The question papers for the retest/improvement should be prepared as mentioned in 4.1.2. There should be remuneration for teachers for their effort in connection with retest/improvement. Teachers/non-teaching shall be given remuneration at the following rates in Rs.

Head	1 Hour 30 Mins/ 2 hrs Exams	3 hours Exam
Question Paper Setting (Per QP)	40	60
Invigilation(Per Candidate)	10	15
Valuation (Per Answer Sheet)	10	20
Remuneration for non-teaching staffs		
Section in Charge(Per Candidate)	6	6
Class Room Setting(Per Candidate)	2	2
Answer book distribution (Per Candidate)	2	2

The relative grades for retest/improvement shall be computed in relative to the average of the highest 20% marks in the original examination not the highest 20% in the retest/improvement examination.

### 4.1.7 Publication of Results

Considering the number of students appearing for examinations, common papers shall be scheduled at the beginning. The results of the examination shall be published within 6 working days after the final examination of the session. The results shall be uploaded into the online portal within two days after publication of results. Teachers need to upload the marks students secured in the examination. Software will automatically update it with relative percentage. Kindly note that the provision for uploading marks will be closed in the intimated time for the generation of relative percentage. Marks entry after the stipulated time won't be permitted as it may affect the percentage.

### 4.1.8 Duties of Officials other than mentioned in Chapter 2

1. Senior Assistant Superintendent in association with heads of departments prepare the time table for the examination.
2. Senior Assistant Superintendent shall make sure at least one day before sufficient number of question papers are printed.
3. Senior Assistant Superintendent shall make sure that question papers are distributed to class rooms in time and examination are held in time.
4. Senior Assistant Superintendent shall ensure that sufficient number of assistant superintendents are deployed in examination halls if the exams are held under the aegis of concerned departments. If it is held in a centrally monitored manner, SAS should prepare the list of assistant superintendents. While deploying assistant superintendents SAS and heads should make sure that
5. Examination Assistant shall assist Senior Assistant Superintendent in preparing the time table.
6. Examination Assistant shall make sure that answer books are given to the concerned departments immediately after examination.
7. Examination Assistant shall inform the Principal, in writing, if any HoD fails to submit the question paper in time intimated by the Principal.
8. Examination Assistant shall be responsible for printing or photo copying sufficient number of question papers for internal examinations.
9. Examination Assistant shall distribute unused answer sheets and question papers well in time.

## 4.2 Zero Hour Tests

As decided by the college council the college has been conducting zero hour tests for the past four years. Last year council has decided to treat marks obtained in the zero hour test as the test 2 in the test paper component of CE.

The grading proposed in section 4.1.4 shall be followed in the case of zero hour tests also. There shall be at least 6 zero hour tests and average

of the best four shall be used as the mark for the second test of test paper component of CE. However for additional language there are shall be atleast four tests and the best two shall be taken.

#### **4.2.1 Innovation**

It is mandatory to have either one open book test or an online test in each semester for every course. Any other methods identified at later stage shall be introduced after getting concurrence from the college council.

#### **4.2.2 Publication of results**

In the case of zero hour tests, results should be published within five working days and again the results should be uploaded in the site within two working days. Teachers need to upload the marks students secured in the examination. Software will automatically update it with relative percentage. Kindly note that the provision for uploading marks will be closed in the intimated time for the generation of relative percentage. Marks entry after the stipulated time won't be permitted as it may affect the percentage