
EXAMINATION MANUAL OF
BISHOP CHULAPARAMBIL
MEMORIAL COLLEGE, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

BISHOP CHULAPARAMBIL MEMORIAL COLLEGE, KOTTAYAM

To Mar Thomas Tharayil, Founder of the College

Contents

1	Duties and Responsibilities	5
1.1	Chief Superintendent.....	5
1.2	Senior Assistant Superintendent.....	8
1.3	Assistant Superintendents (Invigilators).....	8
1.4	Examination Assistant	10
2	University Examinations	13
2.1	Attendance	13
2.2	Notification.....	13
2.3	Application	14
2.4	Continuous Evaluation Forms	14
2.5	Hall Ticket	15
2.6	Instruction to Candidates.....	15
2.7	Question Paper Downloading.....	17
3	Internal Examinations	18
3.1	Internal Examinations.....	18
3.1.1	Question Bank	18
3.1.2	Question Papers	19
3.1.3	Scheme of Valuation	21
3.1.4	Grading.....	21
3.1.5	Notification	22
3.1.6	Publication of Results	22
3.1.7	Duties of Officials other than mentioned in Chapter 1 .	22
3.2	Model Exams for Practical	23
3.3	Zero Hour Tests	23
3.3.1	Innovation	23
3.3.2	Publication of results.....	24

Preface

Bishop Chulaparambil Memorial College was established in 1955 and has completed 64 years of service. Though the college has witnessed hundreds of examinations till this date, it will be fruitful to document the procedures and the instructions to the various officials involved in the examination procedure, incorporating the information in the Examination manual published by Mahatma Gandhi University in 2007 with subsequent orders and regulations. We have tried to give an exhaustive account of all the relevant matters in this manual. However, we appreciate if you can provide your feed back and suggestions for improvement.

As the majority of the teachers in the college are 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 problems in assigning 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 have contributed significantly to the compilation of this Manual.

*IQAC Team Stephy Thomas
IQAC Cordinator*

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 clearly mentioned, the provisions of this manual stand cancelled.

Chapter 1

Duties and Responsibilities

1.1 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 (nominal roll) (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. In case of other exams CS shall make sure that all the question papers are sufficient (according to the number given on the cover) at least 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/whiteboard.
 - (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 rooms 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 a 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 paper.
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 Chief Superintendent 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.
11. 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. Duly filled form 205 prescribed university should be pasted on the cover containing answer sheets.
12. All packets should be sealed using the metal seal of the institution.
13. Unused answer books shall be counted and kept in safe custody and a stock register should be maintained for this purpose.
14. The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.
15. The Chief Superintendents are responsible for keeping proper accounts for the stock and use of the answer books issued by the University.
16. CS should ensure that answer sheets are not used for any purpose other than answering questions and doing calculations by the candidates in the examination hall.
17. 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 for this entirely.
18. The invigilators shall be provided with proforma 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.
19. Consolidated Absentee Statement - The consolidated list of absentees 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.

20. Report Regarding Invigilation Work - Chief Superintendent should keep a detailed list of invigilators with their signature indicating their room numbers.
21. CS shall be responsible for the submission of examination related bills to the university on time.
22. Only white twine can be issued for fastening the additional sheet with main sheet and twines shall not be provided to fasten main answer sheet.
23. Constitute enquiry commission in case of any malpractice and submit its report to the University

1.2 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, s/he may have to work as Assistant Superintendent. If he/she is not willing to work as Assistant Superintendent, his/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.

1.3 Assistant Superintendents (Invigilators)

Assistant Superintendents shall be appointed by the Chief Superintendent at the rate of one for every 30 students. However this proportion can be maximized upto one for 40 students as most of the class rooms in the college have 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 in 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 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 tickets. 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 does not write 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 to 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 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 writing materials etc. should be strictly forbidden.
20. Assistant Superintendents should 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.

1.4 Examination Assistant

One clerk in the office shall be deputed 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 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 their 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 examination.
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. Preparation of 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 should not be in excess.
13. Make arrangements for the distribution of additional answer sheets and thread/twine.
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 consorts with or assists any candidate at an examination to do any malpractice or he/she fails to deliver the answer sheets of the students entrusted to her/him shall be liable for punishment action as decided by the College Council.

Chapter 2

University Examinations

End Semester examination or the university examination is one of the serious academic activities that happen 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.

2.1 Attendance

Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of short age of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

2.2 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.

2.3 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.

2.4 Continuous Evaluation Forms

A forms shall be prepared by the concerned teacher in charge. In case more than one teacher is handling the course in a programme, the teacher in charge shall be clearly intimated to the students and it should be intimated de- partment 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 concerned teachers should handover the the A forms atleast on the day of commencement of exams of that semester

Concerned 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 aspects 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 working 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.

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 lapse 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 with 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 by 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.

2.5 Hall Ticket

All the students who satisfy all the conditions laid down by University and applied for examination shall be provided registration. Any student registered for examination is eligible for hall ticket. Exam Assiatnt shall take printout out of the hall ticket when it is published in the university website. After formalities, it has to be given to the concerned Head of the Depart- ments for issuing to students. The HoDs should sign on the hall tickets before it is distributed to the students. HoDs make sure that students sign on the hall ticket in their presence. Students should collect the hall ticket atleast one day before the examination and shall verify the spelling and names of papers they applied for. In case of any discrepancies it should be reported to Chief Superintendent at the earliest.

Students are permitted to appear for the examination only on production of hall ticket and the college ID card. Hall tickets will be issued only once for particular examination. A student who do not have hall ticket on a particular day of exam should submit application with a fine of Rs. 200/- to the chief superintendent through the HoD. Chief superintendent shall permit such students to appear for the exam on that particular day.

Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next class.

2.6 Instruction to Candidates

1. Write all the information required in the front page of the answer books. Do not write anything on the front page of the additional sheet, if any.

2. Write in blue or in black ink
3. Do not write your name or PRN in any part of the answer book except in the space provided for it in the front page.
4. Verify whether the answer book issued to you contains the mentioned number of pages.
5. Do not bring any manuscript or any loose sheet of paper other than the hall ticket into examination hall.
6. Do not resort to copying from your neighbourhood or from any other source.
7. Do your rough work on the right hand side against each answer and mark it off from the answer
8. Do not walk in the examination hall, but stand up to draw the attention of the invigilator for anything you may need.
9. Use of calculators is allowed only for those subjects which University permits from time to time.
10. Do not take answer book outside the examination hall.
11. Do not leave the examination hall after leaving the answer book in your seat. Handover the answer book to the Assistant Superintendent (invigilator) before leaving the hall.
12. The candidates should ascertain that the hall ticket has been issued under the seal and the signature of the college.
13. The candidate should verify that the hall ticket pertains to the programme of study and that it bears the PRN and all the papers student registered for.
14. Candidates who do not behave properly to Chief Superintendent/ Assistant Superintendents of the examinations or found to have recourse to malpractices of any kind are liable to be sent out of the examination hall and will also have their examinations invalidated.

2.7 Question Paper Downloading

University has introduced online transmission of Question papers and has been successfully doing it for the past two years. University has been successful in ensuring the secrecy in the process of online transmission. Hence the college should ensure secrecy in printing and downloading these questions. Hence the following guidelines should be followed in the process.

1. Chief superintendent, Senior Superintendent and the examination assistant will only be permitted in the room during the downloading and printing process.
2. To ensure the secrecy, only Chief Superintendent shall bring the mobile phone at the room during the process.
3. In case of any of the officials are on leave, they shall entrust someone else with the responsibility but it should be intimated to the Chief superintendent in writing.
4. No others will be permitted to enter the room during the process.
5. All the three officials shall be present throughout the printing process.
6. After printing sufficient number of question papers, these question papers has to be kept in the safe custody of the Chief Superintendent.
7. In case conventional question papers are used, the exam officials should make sure that question papers for the concerned day are opened.
8. The officials involved in the question paper downloading and printing process shall adhere to their responsibility and any negligence from the part of any officials shall result in immediate action against them.
9. It is the responsibility of the system administrators to keep back up of the whole process of downloading and printing of the question papers.
10. Chief Superintendent should inform the System administrators atleast one day before the commencement of exam session.

Chapter 3

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 are proposed.

UG and PG regulations of the university proposes to conduct either one or two test papers for the assessment 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.

3.1 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 one of 1 hour 30 minutes duration.

3.1.1 Question Bank

It is proposed to introduce a 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. Question Banks should be published in the college Learning Management System(LMS) and the teachers should ensure that all the students

are able to access 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 come across any challenges during the examination conducted by the university and the college. Most of the questions in the examinations are direct and such student say that they donot need to refer to any secondary material to answer these routine questions. Hence 20% to 25% marks of the internal examinations should not be from the question bank and should be prepared to assess the course outcome. These questions should be prepared in a way that only those having a clear understanding of the subject can answer them. they should be analytical questions which allow students to use concepts to create new ideas and synthesis their knowledge. Question banks should be updated every year.

3.1.2 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 the model prescribed by the University.
2. The question papers should be type written.
3. No question shall be set calling for a declaration of religious or political belief 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 that 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 is 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 3.1.2.

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.

3.1.3 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 to it. 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.

3.1.4 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. Mediocre or slow learners will not be able to answer such questions to their satisfaction

In the proposed grading methodology, absolute grades will be awarded to the students based on the percentage of marks obtained 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 $68/70 * 100 \div 97\%$.

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.

3.1.5 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 to apply online. This will familiarise the students with online portals for submitting application.

3.1.6 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.

3.1.7 Duties of Officials other than mentioned in Chapter 1

1. Senior Assiatnt Superintendent in association with heads of departments prepare the time table for the examination.
2. Senior Assiatnt Superintendent shall make sure there is atleast one day before sufficient number question papers are printed
3. Senior Assiatnt Superintendent shall make sure that question papers are distributed to class rooms on time and examination are held on time.
4. Senior Assiatnt Superintendent shall ensure that sufficient number of assistant superintendents are deployed in examination halls if the exams are held under the ageis 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 invigilators are deployed at the rate one for 50 students.
5. Examination Assistant shall make sure that answer books are given to the concerned departments immediately after examination.

6. Examination Assistant shall inform the Principal, in writing, if any HoD fails to submit the question paper in time intimated by the Principal.
7. Examination Assistant shall be responsible for printing or photo copying sufficient number of question papers for internal examinations.
8. Examination Assistant shall distribute unused answer sheets and question papers well in time.

3.2 Model Exams for Practical

As per the new CBCS regulations practical examinations for the UG programmes will be held only in even semesters. At the end of even semesters, authorities are busy in publishing the last semester results. Hence the practical exams of II and IV semesters were delayed even for 5 months. Hence it is good that students should be given a second chance. Hence in case if the practical exams are held after June of the next academic year, science departments should conduct a model exams for practical. It should be noted that this practical exams should be held adjusting the practical hours in the week immediately preceding the practical examinations.

3.3 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 Test 2 in the test paper component of CE.

The grading proposed in section 3.1.4 shall be followed in the case of zero hour tests also. There shall be atleast 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.

3.3.1 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 can be introduced after getting concurrence from the college council.

3.3.2 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