



Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
 &
 Shri. Chetan Manju Desai College
 Delem, Canacona-Goa 403702



India Today Ranking
 115 (Arts) 150 (Commerce)

E-mail: shreemallikarjuncollege@gmail.com

Website: shreemallikarjuncollege.ac.in

Date: 05/12/2018

EXAMINATION MANUAL

VISION

To Set and Maintain High Standards of Excellence in Teaching-Learning Evaluation through Quality Consciousness, Fairness, Facility, Integrity, Innovation with Active Participation of All Stakeholders.

MISSION

To ensure Efficiency and Effectiveness in Paper-setting, Invigilation and Evaluation in the Student-Centric Outcome-Based Learning Environment.

OBJECTIVES

- To engage in capacity-building of Paper- setters, Invigilators, Evaluators and Support.
 Staff to carry out the responsibilities in a vibrant atmosphere as per UGC norms, University Statutes & Ordinances, Department of Higher Education Directives and College Policies.
- To encourage Teacher Facilitators to resort to creatively challenging methods of teaching-learning-Evaluation that ensures sharpening of thinking skills, acquisition of empowering knowledge and development of the ability to respond positively to the challenge of examination. The entire process of teaching learning and evaluation is transparent; reliable that ensures accountability among all the parties involved in the process.
- To organize capacity-building programs for students on Study Skills, Time Management, Stress Management, Memory Techniques etc.
- To bring in reforms in conduct of Examinations using a variety of formats such as Written Tests, Viva-Voce, Group Discussion, Buzz Groups, Presentation, DST, Impact Oratory, Assignments, Quizzes, Open Book Exams, Online Tests, Study Tours, Skits, Reports, Social Media Platforms: Facebook, WhatsApp,





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Twitter, E-mail, Free Website Creation, Blogs etc. within the framework of Syllabi and University Norms.

- To bring in reforms in Continuous Evaluations such as Model Question Bank, Answer Key, Model Answer Papers, Showing ISA papers, Discussion of Results for reflection of Academic Excellence and tracking etc.

FUNCTIONS

1. To maintain Secrecy and Sanctity of the examination system
2. To conduct the Exam as per Exam Schedule as per Goa University Ordinance/Statutes in force.
3. To obtain the Question Papers from the teachers concerned as per the prescribed syllabus in the respective subjects with Zero Defects.
4. To get Question Papers printed with proper Layout and Legibility.
5. To conduct the Examination Work in a sincere and diligent manner with Equal Responsibility and Opportunity to all the teachers without any bias or prejudice.
6. To maintain Exam- related Records and other documents in a Safe Custody.
7. To distribute the supervision duties to all the teachers in a Balanced Manner.
8. To address the grievances of the students in time- bound Manner as per Ordinances and Statues of Goa University.
9. To provide Scribes to Visually-challenged students and to those with writing difficulties on prior intimation as per university norms.
10. To provide Physically-challenged students the required facilities as per university norms to facilitate better performance in an anxiety-free atmosphere.
11. To benchmark our results with the best institutes in the neighborhood.

EXAMINATION TEAM

- PRINCIPAL
- VICE PRINCIPAL
- CONVENOR SEE
- CONVENOR ISA
- CONVENOR PROJECT





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- COMMITTEE MEMBERS
- ADMINISTRATIVE STAFF
- PAPERS SETTERS, SUPERVISORS, EVALUATORS

EXAMINATION MANUAL TIME LINE

This Examination Manual will come into force from the Academic Year 2019-20 and will remain in force till the time decided by the Principal in consultation with the Stakeholders and will be amended as deemed necessary in light of relevant changes brought in by competent authorities including the Department of Higher Education and Goa University.

The College Principal will constitute the Examination Committee for the term of **THREE YEARS** in the light of OC 8.18.

COLLEGE EXAM COMMITTEE RESPONSIBILITIES:

1. Conduct of Intra Semester Examinations (ISA).
2. Conduct of Semester End Examination (From Sem. I to Sem. IV)
3. Conduct of Third Year Examination Sem. V and VI
4. Matters related to Third Year Projects. (Viva-Voce)
5. Facilitate conduct of Practical Exams.
6. Ensure entitlement of Grace Marks.
7. Analyse all Results.
8. Solicit Feedback on Exam Process from Stakeholders.
9. Maintain Exam-related Records.
10. Expedite solving of Examination-related Grievances.
11. Prepare and maintain list of Exam Toppers.
12. Bench marking of Results with neighbouring Institutes.
13. Exam related IT and Hardware Maintenance.
14. To facilitate answering of exam-related queries under the Right to Information.
15. Any other matter that arises related to examination in a direct or indirect manner.





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WORKING PROCESS OF (CEC):

The work of CEC has been distributed in three core stages:

- Pre-Examination
- During Examination
- Post-Examination

PRE-EXAMINATION RESPONSIBILITIES

1. To be immediately done after last date of Enrolment by admission committee/understudy supervisor.
2. To get Class wise and subject wise (paper wise) list of registered students from Admission Committee (Along with contact numbers, Seat no./university enrolment no./enrolment year)
3. Confirm if appropriate examination fees are paid by the students enrolled and take positive measures accordingly to ensure all students become eligible for answering of examinations.
4. Check if the Change of Subject is incorporated.
5. Take list of defaulters from the Attendance committee, approved by the Principal, minimum 15 days before the commencement of semester end examination.
6. The examination committee shall prepare Examination Blocks, list of Supervisors, Seating Plan of candidates to conduct ISA and Semester End Examination.

DURING THE EXAM PROCESS

1. Drawing of Question Papers:
 - To prepare the list of the papers title-wise for each semester by the admission committee /under study supervisor.
 - In case of spilt papers, HOD of the concerned department will decide about who will set the paper. Pattern of question paper and allocation of marks as per Goa University Ordinance.
 - The paper setter should submit the Zero-Defect Form, duly filled, along with question papers.





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- Question papers are to be collected in the sealed envelopes.
 - Verification of Subject Title and Code by the H.O.D of respective departments.
2. Appointment of Paper Setters and Prepare the list of Examiners.
- The question paper setting of the ISA and End Semester Examination shall be done by the concerned faculty teaching the paper.
 - The concerned faculty teaching the course shall follow all guidelines related to the paper setting notified by CEC from time to time.
3. Question Paper Setting:

General Guidelines/Instructions to the Question Paper Setter

- The faculty member teaching the course shall set the question papers for ISA and End Semester Examination. The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
 - If the concerned teacher is not available due to genuine reason, the HOD of the concerned department shall arrange for alternative faculty who shall do the paper setting and all the related work.
 - The subject teacher will get the question paper formatting done from exam clerk for proof reading and after necessary correction, final copy of the paper along with Xerox copies (as per no of students) will be submitted to CEC.
 - If any additional requirement is needed for the paper, the subject teacher has to intimate the CEC on the envelope in writing.
4. Issue of Admit Cards

A student will be issued an Admit Card for appearing in the End Semester Examination only if he/she meets the following requirements.

- Attendance record to the satisfaction as per the Goa university guidelines.
- Paid examination fees.
- Appeared for both the ISAs of the concerned semesters.





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- Not been debarred from appearing in the examination as a result of disciplinary proceedings/shortage of attendance.

ROLE AND RESPONSIBILITIES:

CHIEF CONDUCTOR OF EXAMINATION

The Chief Conductor of Examinations shall be the Principal of the institute for conducting all examinations, making all arrangements necessary for holding examinations and declaration of the results.

Role and responsibility of the CEC

- To prepare and announce in advance the calendar of examinations
- To check the submitted question papers as per the subject wise list.
- To arrange block wise questions papers.
- To check the block wise answer sheets, supplement's, attendance reports and thread.
- To check and supply required material as per the instructions in the question paper.
- To receive the answer sheets from block supervisor along with duly completed attendance report.
- Allotting the answer papers to the examiners for evaluation with last date to return the answer sheets.
- To keep constant supervision of examination and related activity during exams.
- Verification of the received answer sheets
- College exam committee shall arrange to get the result prepared/settled and announced. To arrange for the timely declaration of results of examinations and ISA.
- To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and student found guilty of malpractices in relation to the examinations
- To finalize the grading process of marks.





CEC RESPONSIBILITIES TOWARDS ISA

- ISA is out of 20 marks and SEE is for 80 marks:
- The examination for ISA component shall be conducted by the teachers teaching the paper.
- The schedule for the ISAs shall be notified to all the teachers at the beginning of the Semester.
- ISA I must be in a written exam and IInd ISA of each semester may be in any mode such as assignment field trip report, presentations, quizzes, oral etc.
- ISA I and II can be conducted in any other mode prescribed if the approved syllabi of the subject states so. ISA I shall preferably be completed by the end of August for odd Semesters and end of January for even Semesters.
- Students who fail to appear for ISA I due to a genuine reason shall be given another opportunity by the end of September/ March respectively, on a date pre- determined by the CEC.
- The marks of ISA shall be communicated to the students within two weeks from the date of examination.
- A student who does not appear for two ISAs of a Course shall not be eligible to answer SEE of that Course.

ROLES AND RESPONSIBILITIES OF IN CHARGES OF NSS, NCC AND SPORTS DIRECTOR:

To submit the list of students eligible for Grace Marks before completion of SEE.

RESPONSIBILITIES OF INVIGILATORS (BLOCK SUPERVISOR)

Invigilators general responsibilities would be:

- To collect examination copies and question papers from the CEC office at least 30 minutes before the commencement of the examination.





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- Proper invigilation during the examination and ensure that candidates are constantly and appropriately supervised.
- Invigilator has to instruct the candidates not to carry mobile phones in the examination block.
- Ensure Exam copies and question papers are distributed appropriately (according to the seating plan).
- Verify the admit cards of the students.
- Conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates.
- Make announcements to candidates as and when found necessary.
- Ensure to conduct the examination process in the appointed examination room.
- Responsibility for following the correct procedure if a candidate becomes sick, distressed or behaves in a way seeming to be misconduct and contact the Chief conductor as necessary.
- Collect and deliver completed scripts and attendance forms to the Central Examinations Cell.
- Report to the appointed examination room 15 minutes prior to the schedule or as directed before the start of the examination.
- Collection of attendance slips.
- Supplements are to be issued to the candidates on demand/request.
- No candidate shall enter the examination room more than 30 minutes (or as prescribed) after the examination time has begun. If an Invigilator is approached by a student arriving more than 30 minutes after the start or after the specified time, refer the student to the COE/ Chief conductors, who will record his/her name.
- Report any matters of concern to the Convener of CEC or the Chief Conductor of examination.





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IRREGULARITIES IN THE EXAMINATION:

- Irregularities in an exam room usually involve the possession of unauthorized material or conferring with another student in the block.
- If an Invigilator suspects a candidate of being in possession of unauthorized notes, he or she must inform the Convener.
- Candidates, who are seen conferring or exchanging items, must immediately be warned of their behaviour. Smoking, chewing tobacco or gums and eating is to be prohibited in the examination block.
- Drinking water is to be permitted and arrangements to supply the water have to be in place.
- Where candidates raise doubts requiring clarification which cannot be dealt with the invigilator in the examination room, the CEC should be informed in all cases.
- If a candidate becomes ill during an examination and must leave the room as a Result, the CEC must be informed. A candidate who becomes ill may leave the room for a short time then return to complete the paper, as long as they have been continuously accompanied by an MTS staff. Extra time may be allowed at the discretion of the CEC.
- Candidates who request a toilet visit during the examination should be accompanied by an MTS staff to the door of the nearest toilet.
- The CEC will have the authority to debarred the candidate from the room for suspected misconduct, and that a written report will be submitted to the chief conductor after the examination.
- The CEC shall confiscate any illicit material which appears to be in the possession of the candidate and note the script to indicate the point at which the candidate was taken out of the examination venue.
- The candidate will be permitted to return to the room and continue the examination only if he is able to defend himself or herself appropriately. No penalties may be imposed on the candidate except after an enquiry held.





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- Examinee will not be allowed to leave the examination room within first half of examination and last 15 minutes of examination.

POST EXAMINATION

- Collection and Administration of Completed Scripts
- The Invigilator will collect answer books, examination papers and any other material from the examination block.
- It is very important that all answer books and supplementary sheets (whether used or not) are collected from each student before they leave the hall.
- In no circumstances are students allowed to take answer books or paper from the examination room.
- Students who have used supplementary sheets should attach them to their answer book with the tag provided.

COMPILATIONS OF RESULTS:

- Collection of ISA mark lists from the subject In-charges.
- Preparing the result sheet by entering the marks of SEE and ISA.
- Collecting the list of students eligible for grace marks from NSS, NCC and Sports.
- Rechecking of the result sheet.
- List of examinees who, have passed or failed along with those having Supplementary or exemptions (as per the benchmarks defined in the syllabus) is prepared within two weeks of the completion of the Examinations.
- Results are displayed on the Website and Notice Board of the college.
- Individual Mark-sheets to be given to the students on completion of each Semester.

PRACTICAL EXAMINATIONS

- Examination(s) in Laboratory exercises shall be conducted for Courses having practical component.





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- The concerned faculties should submit the batch wise practical Time Table to CEC in advance.
 - The final break-up of marks shall be submitted to CEC as recommended by the Board of Studies in the respective subject, approved by the Academic Council and notified by the University to all the Colleges.
- THIRD YEAR PROJECT**
- The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester.
 - The project shall be group project with a maximum of 8 to 10 students per group. A teacher shall not be ordinarily assigned more than 2 projects.
 - The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.
 - Project work and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
 - The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the Project Manual by Goa University.

SUPPLEMENTARY EXAMINATION

- A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of Semester II and IV examinations.
- Students who have a backlog of any or all the papers (theory / practical) of Semesters I, II, III and IV are eligible to appear for this examination.
- A candidate shall not be permitted to reappear for improvement of performance at Semesters- I, II, III and IV.





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INVESTIGATION OF GRIEVANCE BY THE COLLEGE GRIEVANCE COMMITTEE:

- The Committee shall consider the written complaint by a student on the conduct of examination provided that
- The complainant is submitted within 15 days after the declaration of results;
- The complaint is accompanied with a fee of Rs.500/- (refundable if the complaint is found genuine)
- The matter is referred to the Committee by the Principal.
- The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.
- After considering the reply of the concerned party, the Committee shall recommend a course of action in writing to the Principal.
- The Principal may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after revaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his/her result.

