Institutional Examination Policy

Internal Quality Assurance Cell

Swahid Peoli Phukan College, Namti

Sivasagar, Assam

Examination Policy of S.P.P. College, Namti

Examination is an essential element of the education system. There is an inter-relationship and interdependence among teaching, learning and evaluation in education system. Examination is an important aspect of evaluation system because without examination we cannot measure the academic achievement of the students.

As the S.P.P. College is affiliated to Dibrugarh University, it follows the Guidelines of the University in conducting examinations. As per the guidelines of the Dibrugarh University, there are two types of examination process in CBCS and Semester System Course in our college:

1. In Semester or Internal Examination:

2. End Semester or External Examination:

In Semester or Internal Examination: Internal Examinations are conducted through the respective Departments of the college with the help of a Common Examination Routine framed by the college Authority in compliance of the Academic calendar of the Dibrugarh University. There shall be 20% marks for internal assessment.

The marks allotted for Internal Assessment (20%) in each course shall be based on the following:

a) **Sessional Examination I (Written):** 5 of the marks allotted for internal assessment.

b) **Sessional Examination II (Written):** 5 of the marks allotted for internal assessment.

c) **Seminar/ Group Discussion:** 5 of the marks allotted for internal assessment.

d) **Attendance:** 5 of the marks allotted for internal assessment

Sl. No.	Internal Examination		Seminar/Group Discussion/Home Assignment	Attendance	Total
	1st Sessional Examination	2nd Sessional Examination			
1	5	5	5	5	20

a. **Sessional Examination I & II (5+5=10 Marks) :**

In in-semester assessments, two sessional examination shall have to be conducted for each course. Each sessional examination shall be conducted by the concerned department or the teacher(s) of the course.

The setting of question paper, invigilation duty, evaluation of answer scripts for each paper shall be done by the concerned department or the course teacher(s) as a part of his/her/their normal duty.

After conducting the sessional examinations, the answer scripts of the internal examinations are evaluated by the teachers the answer scripts should be shown to the students and corrections should be made if necessary. After this, the answer scripts should be collected back from the students and the results are notified in the departmental notice board within **one week.**

There shall be no provision for "repeat"/ "betterment" in the sessional examination. If a student misses any sessional examination for unavoidable reasons, the concerned department/teacher may allow the student to appear in a separate examination at his/her own discretion.

b. Seminar/Group Discussion/Home Assignment (5 Marks):

(The teacher may assign and assess any one of the following):

a. Presentation of seminar papers on the various contents of the course with the help of the course teacher(s).
b. Group Discussion
c. Assignments on the paper /course
d. Report writing
e. Debate on any one of the topics of the course.
f. any other assessment tool suitable to the Courses as decided by the Course Teacher.

The students shall be informed in advance about the nature of assessment.

Attendance (5 Marks):

The course teacher shall be responsible for maintaining a record of attendance of students who have enrolled for the course. A student who has less than 80% attendance in average shall not be permitted to sit for the End-semester examination. Students carry marks for their attendance in class room teaching learning process in the following ways:

75-80	80-85	85-90	90-95	95-100
1	2	3	4	5

If any student fails to appear in internal assessment, he/she shall not be eligible to appear in the end semester examinations of the course(s) concerned.

At the end of the semester (before the end-semester examinations begin) the College shall submit the internal assessment marks in proper format to the University.

2.0 End Semester or External Examination:

There shall be one End semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the Course. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation. Normally, the End-semester examination for each course shall be of three hour duration.

External Examination are conducted by the Dibrugarh University through its guidelines and instructions.

After declaration of the Final Examination Routine by Dibrugarh University, the college conducts the examination. As per the guidelines given by the Dibrugarh University, the following official persons are appointed for smooth conducting the examination:

Officer In-charge (OC)

Assistant Officer In-charge (AOC)

Invigilators

Office Staff

Officer In-charge (OC): The Principal is the Officer in-Charge (OC) of the external examination. The Officer-in-Charge shall be in full control of the examination centre. S/he shall be responsible for the smooth and efficient conduct of the examination at the centre. In his/ her absence, the Vice-Principal or a Senior Teacher performs the duty of Officer in-Charge (OC). Before the one week of examination, OC conducts a meeting or a interaction programme regarding rules and regulations of the examination.

Assistant Officer In-charge : The Officer-in-Charge shall appoint Assistant Officer-in-Charge (s) for each of the examinations and shall forward their names, mobile numbers and e-mail ids to the University. The minimum teaching experience should be 5 years for AOC. The Assistant Officer-in-Charge (s) will be under the orders of and responsible to the Officer-in-Charge. The AOC makes the Seating arrangement as per the Seat Plan. On each day for each session of the Examination the AOC takes out the required packets of question papers one hour before the examination starts. She/he does not open the packets till fifteen minutes before the time fixed for the start of the examination.

At the end of examination, the AOC arranges the answer scripts serially, subject-wise and group-wise.

The AOC gets the answer scripts securely packed and sealed in packets and verifies the top-sheet and gets signed by OC and paste it on the packet. Then, the AOC dispatches the sealed packets to the Examination Zone on the same day through Speed Post only.

Invigilators: Required number of teaching faculties are appointed as invigilators for each examination. The OC/AOC shall appoint required number of invigilators well ahead of the date of examination.

As a general rule, there may be one invigilator for every 30 (thirty) candidates.

Any subject teacher shall not, as far as practicable, be appointed as invigilators on the day on which the examination on that subject takes place.

If any invigilator does not attend at the time fixed for him/her or leaves the examination premises earlier than the prescribed time or connives at the unfair means adopted by any candidate or otherwise fails in his/her duties, then the Officer-in-Charge may take immediate action against him/her

It is the duty of the invigilator to see that no unfair means is adopted by the candidate, and that no instructions specified under 'Instruction to the candidate to be printed on the cover of the answer scripts' are violated.

If the invigilator finds any candidate using unfair means, then s/he shall take the candidate with the relevant papers and incriminating materials to the Officer-in-Charge for necessary action. The Officer-in-Charge shall forthwith take action, and if s/he decides to expel the candidate, s/he shall obtain from the candidate a statement in the prescribed from and two invigilator shall sign it, as witnesses.

Invigilators are not allowed to carry or use mobile phones in the examination hall.

All invigilators should familiarize themselves with the guidelines governing the conduct of examinations before the commencement of the examination.

Office Staff: Required number of office staff are appointed for smooth conducting of each examination Candidates

Candidate: No candidate should be admitted to the Examination Hall unless s/he presents the Admit Card and registration card issued to him/her or otherwise satisfies the Officer-in-Charge as to his/her eligibility and identity. All the candidates (students) should carry with them the identity card issued by the college.

Every candidate shall take his/her seat at least 15 minutes before the commencement of the examination.

No candidate shall be admitted into the examination hall after 30 minutes have elapsed since the commencement of the examination.

No candidate shall be allowed to leave the examination hall before 60 minutes have elapsed since the commencement of the examination.

Candidates are not allowed to use any unfair means in the examination hall. If any candidate is found using unfair means, he/she is punished.

Arrangements for the differently abled/sick candidates appearing in the examination

The differently abled candidates who write the examination with the help of the Scribes or sick candidates shall be seated in separate room (s). Even if there is only one candidate a separate room and invigilator shall be provided.

Question Papers

The Question Papers are prepared and sent by the Dibrugarh University to the College. These question papers are kept at Local Police Station under the supervision of respective OC/AOC.

The Officer-in-Charge/AOC shall verify the number of such packets with the number mentioned in the statement sent by the University. If s/he detects any discrepancy in the number received in the Police Station and the number entered in the statement sent by the University, s/he shall forthwith report it to the University Authorities.

Arrangements Before Commencement of Examination

(i) Well before the commencement of the examination, the OC/AOC shall satisfy that all arrangements for conduct of the examinations are perfect.

(ii) S/he shall make seating arrangements according to the seat plan already prepared by him/her. S/he may, however, alter the seat plan as and when required as a precautionary measure against adoption of unfair means.

(iii)S/he shall also ensure that the necessary furniture, light, facilities for drinking water, urinal and lavatory exist in proper condition.

(iv) S/he shall also see that arrangements are such that no communication to and from outside is possible.

Opening of Packets of Question Papers:

On each day for each session of the examination, the Officer-in-Charge shall take out the required packets of question papers one hour before the examination starts. S/he shall not open the packets till fifteen minutes before the time fixed for the start of the examination. S/he shall open it in presence of at least two invigilators .

If the Officer-in-Charge/AOC, on opening any packet, finds that the number of question papers in the packet actually falls short of actual the number mentioned on the outer cover of the said packet, then s/he shall report the matter to the University Authorities without any delay.

Attendance Sheet, Top Sheet and Absentee Statement

There shall be an attendance sheet with the particular of the candidates allotted to a centre. The invigilator shall verify the admit card and the registration number and obtain in the attendance sheet the signature of each candidate appearing in the examination. Those who are absent shall be marked absent in the attendance sheet and the invigilator shall sign the attendance sheet. From the particulars in the attendance sheet, a top sheet and an absentee statement shall also be prepared. The Officer-in-charge shall ensure that complete Roll Numbers (including the Centre Code) of each and every candidate is written on the Top sheet and Absentee statement

Dispatch of Answer Scripts:

Answer scripts to be arranged serially

The Officer-in-Charge/AOC shall at the end of each examination session see that all the answer scripts are arranged serially, subject-wise and group-wise.

Answer scripts to be securely packed

The Officer-in-Charge/AOC shall get the answer scripts securely packed and sealed in packets of not more than 250, and verify the top-sheet and sign it and paste it on the packet.

Answer scripts to be dispatched the same day

(i) S/he shall then dispatch the sealed packets to the Examination Zone/University Authorities on the same day **through Speed Post only** with all due precaution about safety, security and secrecy.

List of Documents to be Sent to the University & Examination Zone

The following **original** documents should be dispatched to the **University**:

(i) Dispatch report.

(ii) Top sheet.

(iii)Attendance sheet

(iv) Absentee statement.

(v) Seat plan

(vi) Documents/reports related to expulsion or other disciplinary actions.

(vii) Other relevant documents.

The **photocopy** of the following documents should be dispatched to the **Examination Zone** along with the packet of answer scripts:

(i) Dispatch report.

(ii) Top sheet.

(iii) Absentee statement.

Approved in G.B. 6.04.22

President S.P.P. College G.B.

Principal S.P.P. College, Namti