



# St. Claret College

**AUTONOMOUS | BENGALURU**

NAAC A+ Accredited | AICTE Approved | Affiliated to Bangalore University

**NURTURING VALUES AND EXCELLENCE**

M.E.S. Ring Road, Jalahalli, Bengaluru - 560 013.

# EXAMINATION MANUAL





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## 1. ABOUT ST. CLARET COLLEGE, AUTONOMOUS

St. Claret College, Autonomous (SCC) is established by the Claretian Missionaries, an international society of Catholic Priests and Brothers. The Congregation of Claretian Missionaries (also called Missionary Sons of the Immaculate Heart of Mary) was founded on July 16, 1849 by St Anthony Mary Claret in Spain. At present, there are over 3000 Claretian Missionaries working in 71 countries. On fire with love for God in Jesus Christ and fellow human beings, they engage in pastoral, social and educational endeavours for the promotion of human life and dignity. In India, there are over 600 Claretians working in eleven states. They serve the poor and the marginalized through pastoral and spiritual animation, educational endeavours, care for the leprosy-affected, drug addicts, HIV and AIDS affected, ex-prisoners, the blind, the differentially-abled, tribals and dalits. In India, they run more than 40 educational institutions, which include schools and institutes of higher learning.

The Claretian Missionaries, committed to providing holistic and quality education in line with their mission of responding creatively to the needs of God's people, established the Claretian Society for Integral Human Development, Bengaluru, in 1986. In continuation of this vision, St. Claret College was founded in 2005–06 as an affiliated institution of Bangalore University, offering a range of undergraduate programmes. This venture represents a natural evolution of the Claretians' broader vision and commitment to expand their educational initiatives into a major project that serves the neighbourhood communities. The College seeks to equip students with the knowledge and skills necessary for their personal and professional growth, while fostering in them a sense of responsibility to contribute meaningfully to the creation of a civilization of love.

SCC currently offers several undergraduate programmes in Commerce, Management, Computer Science, Travel and Tourism, Science, and Arts, with several specializations designed to meet industry requirements. The college also offers six postgraduate programmes: M.Com. (Master of Commerce), MSW (Master of Social Work), M.Sc. in Psychology, M.Sc. in Psychological Counselling, MBA (Master of Business Administration, approved by AICTE), and MCA (Master of Computer Applications, approved by AICTE).

SCC was re-accredited with an A+ grade and a score of 3.31/4 in its second cycle by NAAC. In 2024, the college was granted autonomous status.

**Vision of St. Claret College:** To promote educational excellence, leadership and service, based on universal love in an environment characterized by respect for the individual and concern for the community, so as to effect holistic transformation in each student

**Mission of St. Claret College:** To form intellectually competent, professionally skilled, spiritually vibrant, morally responsible, socially just and culturally sensitive



global citizens through holistic Claretine education to advance a civilization of love and harmony.

## Core Values

**Faith in God:** Claretines shall come to recognize that there is an Absolute Being to whom they belong and in whose love they live, move and have their being. A loving, genuine, creative faith shall come to permeate their life choices.

**Justice:** Having come to believe that they belong to God, Claretines shall come to appreciate the need for justice in their relationships and in society. They shall work towards the realization and furtherance of justice in personal lives and society.

**Truthfulness & Personal Integrity:** Claretines shall uphold Truthfulness and Personal Integrity in their lives and choices. Truth may hurt, but it eventually heals and gives life.

**Respectful Relationality:** In their four-fold relationship – to God, nature, fellow human beings and oneself, they shall have an attitude of respect and reverence. For the whole creation manifests the handiwork of God.

**Service:** Claretines shall commit themselves to study and professional training for the ultimate purpose of placing their skills and lives at the service of the fellow human beings and the society.

**Synergic Co-operation:** Claretines shall prize co-operation and synergic collaboration in group for the realization of goals. Any healthy competition shall be supplemented by cooperation that is synergic [mutually enhancing and productive]. Personal glory-oriented competition is not to be a Claretine value.

**Intellectual Competence:** Every Claretine shall strive to the best of his/ her ability to achieve intellectual competence, which would equip him/her to realize the creation of a civilization of love.

## 1.1 Statutory Bodies and Functions

### 1.1.1. The Governing Body

The Governing Body is the apex decision making body that plans, approves and monitors policies and evaluates the functioning of the institution. The Manager, Principal, Vice-principal and the Administrator are members of the Governing Body. The Governing Body meets twice in every academic year and takes decisions about the appointment of staff, salary structure, fee structure, construction, renovation and extension of building, budgets and starting of new programmes etc. The Governing Body, after consultation with the stakeholders, drafts perspective and strategic plans for the institution. It also decides on scholarships and endowment prizes, confirmation of the academic, administrative and ministerial staff in the service, approval of the promotion of any staff to higher grade, approval of the service rules and pay scales.



## 1.1.2. The Academic Council

The Academic Council of St. Claret College Autonomous shall be the apex body on matters related to academic activities and conduct of the examination. It shall coordinate and exercise general supervision of the academic programmes and policies of the College. It shall also be responsible for the maintenance of standards of instruction, research, education and examinations within the College, and shall exercise such powers and perform such other duties as may be conferred on it by the rules and regulations in accordance with the directions of the Governing Body. The Academic Council shall have the following powers, duties and functions related to the conduct of the examination:

1. To advise the Governing Body on the suggestions made by it with respect to academic affairs.
2. To make regulations for the conduct of examinations.
3. To suggest the pattern of questions for various subjects.
4. To modify and approve the suggestions made by various Boards of Studies (BOS).

### **The Composition of the Academic Council:**

1. Principal
2. Vice Principal
3. BOS Chairpersons
4. IQAC Coordinator
5. External experts/academicians representing industry and academics
6. Nominees of Bangalore University
7. Controller of Examinations
8. A faculty member secretary nominated by the Principal

## 1.1.3. The Board of Studies

The Board of Studies is a statutory academic body established in each department or discipline within the college. It functions as a bridge between the academic department and the academic council, ensuring that the curriculum remains relevant, rigorous, up-to-date, and aligned with the overall mission and vision of the institution.

### **The Composition of the BOS:**

1. Head of the Department (Chairperson).
2. All faculty members of the Department.
3. Two subject experts from outside the parent University, nominated by the Academic Council.
4. One expert from the parent University nominated by the Vice-Chancellor



5. One representative from industry/corporate sector/allied areas, nominated by the Principal.
6. One member of the College alumni, nominated by the Principal.
7. Experts from outside the College, whenever special courses of studies are formulated- nominated by the Principal.

### **Roles and Responsibilities**

1. The BOS is responsible for framing, updating, and revising the syllabus for all courses under its purview. This includes aligning the curriculum with national educational standards, industry requirements, and emerging trends.
2. Deciding on appropriate assessment and evaluation methods for courses, including continuous assessments, examinations, and project work.
3. Recommending a Board of Examiners to the Academic Council for approval.
4. Proposing new courses, electives, or interdisciplinary programs that can enhance the students' learning experience.
5. Suggesting books, journals, software, or other resources that should be made available in the college library or laboratories.
6. Facilitating collaborations with industries, which may include guest lectures, internships, and placement opportunities.
7. Analyzing feedback from students, alumni, and industry to continuously improve the curriculum and teaching methods.
8. Encouraging and integrating research-oriented activities in the curriculum to promote an environment of inquiry and innovation.
9. Conducting regular reviews of the syllabus, teaching methods, and evaluation systems and reporting to the Academic Council for any major changes.



## 2. THE OFFICE OF EXAMINATIONS

The Office of Examinations plays a crucial role in upholding academic standards, ensuring fairness and integrity in the assessment process, and supporting the overall academic mission of St. Claret College Autonomous. The Office of Examination is headed by the Principal, coordinated by the Controller of Examination and assisted by the Deputy Controller and a team of members who are responsible for the effective conduct of mid semester and end semester exams while adhering to quality standards as per the parent university requirements. The following are the leading aims and objectives of the Office of the Examinations:

1. Ensuring the smooth planning and execution of all examinations in adherence to academic schedules and regulations.
2. Upholding the integrity and fairness of the examination process through stringent monitoring and implementation of standardized procedures.
3. Facilitating the timely and accurate declaration of examination results to provide students with transparent feedback on their academic performance.
4. Implementing efficient systems for the management of examination logistics, including the allocation of examination venues, invigilators, and resources.
5. Establishing a robust grievance redressal mechanism to promptly address any concerns or issues related to examinations raised by students, faculty, or other stakeholders.
6. Continuously reviewing and improving examination processes and policies to enhance effectiveness, efficiency, and student satisfaction.
7. Collaborating with academic departments and faculty members to ensure alignment between course objectives and assessment methods.
8. Providing support and guidance to students regarding examination procedures, regulations, and academic integrity standards.
9. Promoting a culture of academic excellence, honesty, and integrity within the student body through awareness campaigns and educational initiatives.
10. Contributing to the overall academic reputation and excellence of St. Claret College Autonomous by maintaining high standards in examination administration and assessment practices.

### 2.1 Chief Superintendent

The Principal of the College is the Chief Superintendent of Examinations. In the absence of the Chief Superintendent, the Deputy Chief Superintendent (Vice Principal) assumes the responsibilities of the Chief Superintendent. The following are the responsibilities of the Chief Superintendent of Examinations:



1. Establishes and reviews examination policies and procedures to ensure they align with institutional goals and standards.
2. Provides strategic guidance to the COE to improve and uphold examination standards, ensuring compliance with regulatory requirements and institutional policies.
3. Ensures that all examination activities adhere to the standards and regulations set by accrediting bodies, government guidelines, and the college's own policies.
4. Conducts periodic audits and reviews of examination processes, working closely with the COE to make improvements as needed.
5. Sets guidelines for preventing malpractice, including overseeing any disciplinary measures for breaches of exam conduct.
6. Acts as the main point of contact with external regulatory bodies, affiliating universities, and auditors regarding examination processes.
7. Makes unannounced visits to exam venues to ensure compliance with exam protocols and a fair examination environment.
8. Reviews and oversees the handling of serious grievances or appeals related to examinations that require senior-level intervention, especially those involving multiple departments or serious disputes.
9. Provides a final layer of authority on re-evaluation or rechecking requests when needed.
10. Ensures that the COE and examination team have the necessary resources, support, and training to perform their roles effectively.
11. Authorizes the final release of exam results after they have been compiled and verified by the COE.
12. Ensures results are accurate, fair, and published promptly, addressing any discrepancies or issues before publication.
13. Prepares in collaboration with COE, detailed reports on examination activities, outcomes, incidents, and compliance for college management and governing bodies.
14. Presents key findings, challenges, and recommendations to the Academic Council and Governing Body, keeping them informed of examination practices and improvements.

## 2.2 Controller of Examinations (COE)

All examinations leading to the award of Degree issued by Bangalore University shall be conducted under the supervision of the Controller of Examinations. The Controller is responsible to extend the safeguards and other regulations prescribed by



Bangalore University. In the absence of the COE, the duties will be vested in the Coordinators of Examinations (UG/PG) who are also appointed by the Principal.

### **Roles and Responsibilities of the Controller of Examinations (COE):**

1. Organizes and schedules mid-semester and end-semester exams, ensuring clear timetables and appropriate invigilation arrangements.
2. Coordinates question paper preparations, secures question papers, ensuring they meet academic standards, cover relevant syllabus content, and follow the examination pattern.
3. Manages result processing by collecting, compiling, and verifying scores from Continuous Assessments and end-semester exams prior to publication.
4. Ensures confidentiality in preparing, storing, and distributing examination materials, including question papers, answer sheets, and evaluation records, to maintain the integrity of examinations.
5. Establishes fair and transparent evaluation processes, utilizes standardized grading policies, coordinates with the Board of Examiners, and ensures consistency in marking schemes.
6. Adheres to university regulations, UGC guidelines, and accreditation standards, preparing and submitting necessary reports to relevant stakeholders.
7. Enforces policies against academic misconduct, addressing cases of malpractice, plagiarism, or breaches in examination norms.
8. Regularly evaluates examination procedures and suggests improvements to enhance efficiency, transparency, and quality control.
9. Addresses student queries and grievances regarding exams, including re-evaluation requests, re-totalling, and eligibility criteria for makeup or supplementary exams.
10. Implements and manages ERP solutions to streamline assessment entries and automate result processes.
11. Enforces rules on exam room entry and exit times and ensures invigilators read out exam instructions at every session.
12. Ensures any malpractice during exams is promptly reported, obtains statements from involved candidates, and refers cases to the Malpractice Committee for further action.

### **2.3 Examination Committee**

The Examination Committee shall be the final authority in matters concerning examinations.



## **The Examination Committee shall have the following members.**

1. Principal (Chief Superintendent)
2. Vice – Principal (Deputy Chief Superintendent)
3. Controller of Examinations
4. Coordinators (UG and PG) of Examinations
5. Custodians (UG and PG)
6. IQAC Coordinator
7. Two Senior faculty/staff members

## **Functions of the Examination Committee**

1. The examination committee shall lay policy guidelines for conducting all college examinations (CA / Mid-semester / End Semester).
2. The committee shall review the pass percentage of the college examination results and forward it to the management.
3. It shall review periodically the examination system and submit a report to the Academic Council of the college.
4. It shall take decisions regarding complaints of unfair means and other related matters, including the constitution of the enquiry committee, if necessary.
5. The committee may propose amendments to the examination system of the college for the improvement of the quality and credibility of the system.
6. The committee may appoint observer / observers for the conduct of the end-semester examinations including both theory and practical examinations. The observer(s) shall submit a daily report to the Principal in a given format certifying that the conduct of the examination.

## **2.4 Board of Examiners**

1. The Academic Council shall ratify the board of examiners for the semester examination. The same board of examiners shall continue to function until the supplementary examinations are completed.
2. The Board of Examiners shall be constituted from among the panel of examiners prepared and submitted by the Board of Studies.
3. The Office of Examination shall have a detailed panel of examiners subject-wise. To prepare the panel of examiners, information may be obtained from the other affiliated colleges/postgraduate departments and other universities in and outside Karnataka state. Only the names of such teachers who have a minimum of three years of full-time teaching experience or five years of part-time teaching experience shall be included in the panel.



4. It shall be the duty of the Board of Examiners to vet/scrutinize, moderate, and approve sets of question papers and submit the same to the Controller of Examinations on the completion of the scrutiny.
5. The Board of Examiners shall ensure that the question papers set are within the syllabi approved by the Board of Studies. It shall also ensure the correct title of the paper; the examination course, duration of the paper; division of questions into sections, maximum marks allotted for the paper and the number of questions to be answered by the students, and any other instructions to the examiners are correctly noted in the question papers.

## **2.5 Chairperson of the Board of Examiners**

### **2.5.1 Method of Appointment**

The Academic Council shall ratify the name of the Chairperson of the Board of Examiners from among the panel of examiners prepared by the Board of Studies and furnished by the Controller of Examination provided such persons satisfy the following conditions. In the normal course, they shall be head of the department or senior faculty member of the college. They should have at least five years of teaching experience.

### **2.5.2 Duties and Responsibilities**

1. The Chairperson shall arrange to distribute the work of setting, valuation and review that no one person will get normally more than two papers (maximum) for setting. They shall drop a work allocation scheme and get it approved by the Controller of Examination and implement it without changes.
2. The Chairperson along with the COE shall issue guidelines to the paper setters. The Chairperson shall extend all the required assistance including the supply of syllabus, previous question papers etc., and advise the question paper setters in determining the standard of the question paper required in each subject of examination.
3. The Chairperson of each Board of Examiners shall ensure that the question papers after they are approved by the Board of Examiners are typed by them or by any other member of the board before they are sent to the Controller of Examination. The Chairperson shall attend to the correction of the proof of question papers at the place indicated by the Controller of Examination or depute some other member of the Board to attend to this work with the prior approval of the Controller of Examination. The Chairperson or their nominee shall ensure further that the question papers printed shall be enclosed in appropriate covers for the distribution on the day of the examination. They shall arrange to fill up the entries on such covers in accordance with the scheme furnished by the Controller of Examination.



## 2.6 Paper Setters

### 2.6.1 Method of Appointment

The Academic Council shall appoint the paper setters for the semester exam from among the panel of examiners furnished by the Board of Studies through the COE.

### 2.6.2 Duties and Responsibilities

1. The paper setter shall set the papers only on the course text and programs of study prescribed and ensure that no question is set outside the prescribed syllabus.
2. The paper setter shall set as many sets of question papers as per the direction of the COE.
3. The paper setter shall ensure the papers set carry the correct course title and course code. They shall also ensure the proper incorporation of the duration of the paper and the maximum marks allotted to each question of the paper. Necessary instructions for the guidance of candidates shall also be at the top of the question paper.
4. The paper setter shall indicate clearly the instructions, if any, to the candidates regarding answering in different sections in different answer books or regarding the number of questions from different sections to be answered.
5. The paper setter shall prepare the question paper personally. They shall avoid additions, alterations and abbreviations. Special care shall be taken in the delineation of mathematical science or index figures. They should work out the numerical problems before including them in question papers. Along with the question paper, the paper setter should also submit a Scheme of Valuation. The question paper by the external paper setter shall be submitted to the COE via email. The internal paper setter must copy the final corrected soft copy to the pen drive given by the COE.
6. The paper setters shall preserve confidentiality regarding the work allotted to them. Drafts or copies or the papers set should be destroyed as soon as the papers set have been sent to the Controller of Examination/Chairperson. The paper setter shall convene a meeting with the evaluators of the paper before the commencement of the valuation of the paper or as instructed by the Controller of Examination for the purpose of determining the scheme of valuation.
7. The paper setter must sign the Code of Conduct that lays down the roles, responsibilities and the disciplinary actions, if there is a breach of the terms in the code of conduct.



## 2.7 Examiners/ Evaluators

### 2.7.1 Method of Appointment

The Controller of Examination shall appoint the required number of examiners for the papers to be corrected in consultation with the Principal. The examiner shall maintain strict secrecy regarding their appointment and the work allotted to them by the Controller of Examination.

### 2.7.2 Duties and Responsibilities

1. Examiners must evaluate answer scripts strictly according to the valuation scheme provided by the paper setters.
2. Examiners must evaluate answer scripts using red ink only. For undergraduate (UG) papers, marks should be awarded at the end of each answer or part of an answer, on the left-hand margin. These marks should also be recorded in red ink on the facing sheet of the answer script in the designated columns. For postgraduate (PG) papers, marks should be recorded in red ink exclusively on the facing sheet of the answer script, not within the script itself. Examiners must write the total marks obtained in both figures and words on the facing sheet and affix their full signature in the designated column.
3. Examiners must evaluate all answers but consider only the maximum required or permitted marks, rounding off those that exceed the required number.
4. Examiners must assign zero marks for answers that do not merit any score. They must also total up the marks accurately.
5. No half or decimal marks should be awarded.
6. Examiners must ensure that no answer or part of an answer is left unevaluated.
7. Examiners must not take answer scripts out of the designated evaluation room. If the evaluation of an assigned packet is incomplete, the entire packet must be returned to the custodian and reclaimed upon resuming evaluation.
8. Examiners must not evaluate any answer script that lacks a register number or barcode. Such cases must be reported immediately to the Controller of Examinations for further instructions.
9. Examiners must report to the Controller of Examinations any instance where a candidate or another person attempts to influence them. Reports should include relevant details, such as the candidate's name, register number, subject, or paper. The examiner should also forward the candidate's answer script along with the report.
10. Examiners may evaluate a maximum of 40 complete answer scripts in a single day.
11. Individuals with family members appearing for the college examination must not undertake any duties related to that particular examination unless they have received special permission from the Controller of Examinations.



12. The Controller of Examinations, in consultation with the Principal, has the authority to take disciplinary action against examiners for any lapses or negligence in fulfilling their assigned duties.

(At least 30 percent of the examiners appointed for setting of question paper in each semester will be external. The PG answer scripts will be valued by both internal and external examiners.)

## 2.8 Reviewers

### 2.8.1 Method of Appointment

The senior most faculty of the course under consideration shall generally be the reviewer. If there is need for more reviewers, the Controller of Examination shall appoint as many reviewers as necessary on the recommendation of the Chairperson of Board of Examiners.

### 2.8.2 Duties and Responsibilities

1. Each reviewer must review a minimum of 20% (e.g., 4 out of 20) of the evaluated papers and re-total the marks for all the answer scripts. Reviewers are required to use green ink for the review process. The review must be conducted, as far as possible, concurrently with the valuation work and in the presence of the evaluators.
2. If a reviewer finds the valuation performed by any examiner under their supervision to be unsatisfactory, they must arrange for a fresh evaluation of the answer scripts by the same examiner and report the matter to the Controller of Examinations. If the examiner refuses to comply, another examiner may be assigned the task. Disciplinary action may be initiated by the Controller of Examinations against the original examiner for unsatisfactory work.
3. Reviewers must submit the evaluated answer scripts to the Custodian after entering the marks in the ERP system, verifying their accuracy, and signing in the designated space on the packet. They must also complete all required forms for submission to the COE Office.
4. If there is a difference of more than six marks between the marks awarded by the initial examiner and the reviewer, the script will automatically qualify for a third valuation.

## 2.9 Invigilators

### 2.9.1 Method of Appointment

The Controller of Exams after consulting with the Principal shall appoint the invigilators from among the teaching staff of the college.



## 2.9.2 Duties and Responsibilities

1. The invigilator who finds it impossible to attend to the work assigned shall intimate via email, to the COE with a copy to the Chief Superintendent least a day earlier to the time of work scheduled to be started, their inability to take up the work explaining the grounds for it. Such arrangement will be permitted only if the invigilator makes substitution arrangements.
2. One invigilator shall be in charge of a room containing not more than forty students.
3. The invigilator shall ensure that the candidates who enter the examination room occupy their respective seats at least five minutes before the time specified for the distribution of question papers.
4. They shall immediately read out the following instructions to warn the candidates of malpractices. Warning note to be read out by the room invigilators, "You should follow the instructions printed on the Admission Ticket and on the facing sheet of the answer book, you should search your pockets, desks and tables and hand over to the room superintendent any paper/books/notes/manuscripts, scientific calculators/ mobile phones which may be found with you, before commencing to answer the examination paper."
5. The invigilator shall not admit any candidate to the examination room thirty minutes after the commencement of the examination and shall not allow any student to leave the examination room within one hour from the commencement of the examination. They shall ensure that every candidate has taken their proper seat and enters the correct register number and other particulars required on the facing sheet of the answer script. The invigilator affixes the bar-coded stickers on all answer scripts with utmost care after verifying all details of the student.
6. The invigilators shall see that only candidates with admission tickets are allowed to take examination. If a candidate has lost the admission ticket. the COE shall arrange to issue a duplicate admission ticket.
7. Invigilator shall not allow candidates to converse among themselves when once they enter the examination hall/room. They shall distribute the question papers on hearing the bell rung for the purpose. They shall verify the title of the question paper with the subject offered by the student and issue the proper question paper to the candidate. If the paper is not the proper one, they shall return the same to the COE immediately.
8. Invigilator shall make necessary entries in the Room Superintendent's diary. They shall also enter candidates roll number in the diary and other necessary details.
9. Invigilator shall immediately after the first 30 minutes' bell, return all the remaining question papers and the blank answer books of absentees to the



COE's office. The invigilator shall not give any question papers to any outsider and they shall not take question papers from any candidate for reading it.

10. Invigilator shall be responsible for the proper accounting of answer books of the candidates supervised by them. They shall ensure that the answer books are arranged in serial order, medium wise, branch wise, course wise, semester wise, programme wise, etc., and hand them over to the in charge of the work at the office of the COE, in separate bundles.
11. Invigilator shall arrange to issue blank answer books to the candidates after they have taken their seats. Only one blank answer book shall be issued to a candidate at a time unless there are two separate parts in a question paper for which answers have to be written separately.
12. Invigilator shall distribute the right question papers among the candidates who may be writing different schemes of examinations.
13. The Room invigilators shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During the intervening period they may leave the examination hall with the permission of COE. Relieving Superintendent may take charge of the supervision of the room/hall for no more than 15 minutes. They shall sign in the relieving Superintendent's diary for the relief taken.
14. Room invigilator shall report to the COE on the days of their work half an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until they personally hand over the answer books to the COE's Office staff on duty and returns the diary and other stationery articles given to their charge.
15. Invigilator shall not allow any candidate to copy from either book/ paper/ from other candidates or have in their possession or in their desk any book or papers not issued by the Room Superintendent in the examination hall/room. They shall further ensure that no candidate detaches or tears any sheet or part of sheet from the answer book, and that every candidate hands over the answer book before they are permitted to leave the examination hall/room.
16. Invigilator shall at once report to the COE in any case of malpractice and prevent the candidate from writing any further answer by removing the materials from which the candidate was copying. Unless it is inevitable, they shall not take possession of such materials till the COE takes charge of the case.
17. Invigilator shall be agile, watchful and active throughout the period of examination. They shall not relax or show indifference in the examination hall/room or engage in small talks or reading, texting or using any gadgets during invigilation.



## 2.10 Invigilators' Squad

### 2.10.1 Method of Appointment

The Controller of Exams in consultation with the Principal shall constitute the Invigilators' Squad before the commencement of the End Semester Examination from among the senior faculty members.

### 2.10.2 Duties and Responsibilities

The squad members should make surprise visits to the Examination Halls at least 2 times during an exam.

## 2.11 Relieving - Room Invigilators

### 2.11.1 Method of Appointment

The COE shall appoint the relieving invigilator from among the teaching staff of the college a day prior to the commencement of the examination. The relieving invigilator who finds it not convenient to attend to the work assigned shall intimate in writing to the COE regarding his/her inability to attend to work well in advance of the commencement of examination.

### 2.11.2 Duties and Responsibilities

1. There shall be one relieving invigilator for every five room invigilators. Preferably they should move from place to place.
2. Relieving invigilators should not allow any candidate to copy from either book, paper, other candidates or have in their possession or in their desk any book or papers not issued in the examination room.
3. They shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book and that every candidate hands over their answer book before they are permitted to leave the examination room.
4. The relieving invigilators at once report to the chief superintendent in any case of malpractice and prevents the candidate from writing any further answer, removing, displacing, or destroying the materials from which the candidate was copying. Unless it is inevitable, they shall not take possession of such materials till the chief superintendent takes charge of the case.
5. The relieving Invigilator shall give relief to the room invigilator for about fifteen minutes and be in charge of duties of room invigilator during that period and discharge the duties and responsibilities of the room invigilator.
6. The relieving Invigilator shall report to duty half an hour earlier to the time scheduled before the commencement of the examination.



## 2.12 Students' Code of Conduct During Exams

Candidates should take their place in the Examination Hall at least fifteen minutes before the time fixed for the commencement of the examination. No candidate arriving more than thirty minutes after the commencement will be permitted to enter.

1. Candidates should have with them on all days of the Examination, their HALL TICKETS, Identity Card for inspection by the Room Superintendent, otherwise they will not be permitted to write the examination.
2. Candidates are prohibited from bringing into the Examination Room Mobile Phones, Wrist watch, Whitener and Digital Diary/Electronic Organizer, any book or portion of book, manuscript, or paper of any description, from communication with or copying from each other and from communicating with any person outside the Examination Room.
3. Any attempt to copy in the examination automatically invites severe sanctions such as being sent out of the examination hall, not being permitted to appear for the subsequent papers, and even debarred for a period of 2 years as per the decision taken by the malpractice committee.
4. The Time Table uploaded on the website remains final. Students are expected to check their hall tickets with the time table and report immediately in case of any discrepancy
5. Candidates will not be allowed to leave the Examination Room till the expiry of at least one hour after Question Paper has been given out. A candidate who leaves after submitting the answer book will not be allowed to return for the Examination.
6. Candidates are required to bring their own stationery. They should use only Black Ink while answering their papers.
7. Only ordinary or scientific calculators (below 100 series) are permitted.
8. Students are not allowed to write anything on the question paper. Writing on the question paper is considered a malpractice.
9. NO CHANGES WILL BE MADE IN THE QUESTION PAPER DURING THE EXAMINATION. In case of doubt, students are expected to use their best judgment and assumptions if required. Clarification, if any, will be investigated by the Examination Committee.

## 2.13. CALENDAR OF CONTINUOUS ASSESSMENTS & EXAMINATIONS

Each academic year comprises two semesters, each concluding with End Semester Examinations. Each semester spans 19 weeks, including the preparation period for these examinations.



An academic calendar, detailing the dates for the commencement and conclusion of teaching, continuous assessment, and end semester examinations, will be officially notified before the start of each semester.

Each semester will span 19 weeks, with 15 weeks allocated for teaching, one week for mid-semester examinations, and approximately 3 weeks for the end-semester exams, including a few days of study leave prior to the exams.

## **2.14. EXAMS/ CONTINUOUS ASSESSMENT SCHEDULES IN A SEMESTER:**

### Undergraduate Programmes

5 <sup>th</sup> Week	Activity 1 to be completed
6 <sup>th</sup> Week	Announcement of the MSE
11 <sup>th</sup> & 12 <sup>th</sup> Week	Mid-semester Exam
15 <sup>th</sup> Week	Activity 2 to be completed
15 <sup>th</sup> Week	Announcement of Detailed ESE Timetable
18 <sup>th</sup> week	Study Holidays
19 <sup>th</sup> & 20 <sup>th</sup> Week	End Semester Examinations

### Postgraduate Programmes

5 <sup>th</sup> Week	Activity 1 to be completed
6 <sup>th</sup> Week	Announcement of the MSE
8 <sup>th</sup> Week	Activity 2 to be completed
11 <sup>th</sup> & 12 <sup>th</sup> Week	Mid-semester Exam
15 <sup>th</sup> Week	Activity 3 to be completed
15 <sup>th</sup> Week	Announcement of Detailed ESE Timetable
18 <sup>th</sup> week	Study Holidays
19 <sup>th</sup> & 20 <sup>th</sup> Week	End Semester Examinations



### **3. GUIDELINES FOR CONDUCTING PRACTICAL EXAMINATIONS**

The Office of Examinations plays a crucial role in upholding academic standards, ensuring fairness and integrity in the assessment process, and supporting the overall academic mission of St. Claret College Autonomous. The Office of Examination is headed by the Principal, coordinated by the Controller of Examination and assisted by the Deputy Controller and a team of members who are responsible for the effective conduct of mid semester and end semester exams while adhering to quality standards as per the parent university requirements. The following are the leading aims and objectives of the Office of the Examinations:

1. Ensuring the smooth planning and execution of all examinations in adherence to academic schedules and regulations.
2. Upholding the integrity and fairness of the examination process through stringent monitoring and implementation of standardized procedures.
3. Facilitating the timely and accurate declaration of examination results to provide students with transparent feedback on the

<b>Particular</b>	<b>Department of Computer Science/ Mathematics/ Statistics</b>	<b>Department of Psychology</b>	<b>Department of Journalism</b>
<b>Writing Two Programs</b>	10 Marks (Internal Examiner)	10 Marks (External Examiner)	NA
<b>Execution &amp; Formatting of One Program</b>	15 Marks (External Examiner)	10 Marks (Internal Examiner)	NA
<b>Viva-Voce</b>	05 Marks (External Examiner) 05 Marks (Internal Examiners)	05 Marks (External Examiner)	10 Marks (External Examiner) 10 Marks (Internal Examiner)
<b>Statistics</b>	NA	05 Marks (External Examiner)	NA
<b>Project</b>	NA	05 Marks (Internal Examiner)	NA
<b>Record</b>	05 Marks (Internal Examiner)	05 Marks (Internal Examiner)	10 Marks (External Examiner) 10 Marks (Internal Examiner)
<b>Total</b>	<b>40 Marks</b>	<b>40 Marks</b>	<b>40 Marks</b>

Attendance Requirement: Minimum 75% attendance in practical classes is mandatory to appear for the exams.



### 3.1. Instructions to the Examiners for the Conduction of Practical Examinations

1. The Question/Question Slips are prepared by the Internal Examiner.
2. Internal Examiner shall hand over the following documents to the COE after the completion of exam on the same day.
  - a. Answer Booklet Envelope: The External and Internal Examiners should sign across the flap of the envelope.  
For PPE/EPE:
    - i. Statement of Marks – 1 copy (Manual Entry)
    - ii. A copy of Question with appropriate Mark Allocation
    - iii. Practical Exam batch Schedule
    - iv. Student's Attendance Sheet (Original)
    - v. All Answer Sheets (should contain the Internal & External examiners' signatures on the front leaf of answer sheet and should ensure the entry of total marks along with mark in words).
  - b. Statement of Marks – 2 copies (Hardcopy of Entry in ERP- Linways)
3. Examiners should securely retain the Instruction Sheet, schedule from the COE's office, attendance sheet, and any other relevant documents.
4. Only examiners, lab assistants, and support staff are permitted to enter the lab during practical examinations. The internal examiner is responsible for providing a conducive environment for students during the exam.
5. The End Semester Practical Examination should be conducted according to the schedule issued by the COE office. If there are any unavoidable changes to the venue, internal examiner, or skilled assistant, information should be passed on to the COE office well in advance.
6. Examiners must maintain the confidentiality of the marks awarded to students.
7. Marks should be entered into Linways, and a system-generated report must be generated through the faculty login of the Internal Examiner.
8. Any unused materials must be returned to the COE office at the end of the exam without fail.
9. The following are mandatory:
  - a. Displaying the Practical Exam Schedule at the respective venue.
  - b. Ensuring examiners are fully aware of the rules and norms for conducting the examination.
  - c. Verifying the functionality of all systems, equipment, and instruments well in advance.
  - d. Maintaining lab cleanliness and ensuring students adhere to the proper dress code.



10. Examiners must verify student ID cards when allowing students to the laboratory or any examination venue and report any discrepancies to the COE office.
11. If a student is found engaging in unfair means or malpractice at any time, the incident should be reported in writing to the Office of the Controller of Examinations (COE). The student, along with the answer booklet, question paper, and any prohibited material, should be handed over to the COE Office.
12. Any conflicts of interest (e.g., if an immediate family member or close relative is a candidate for the exam) must be disclosed to the Controller of Examinations well in advance of assuming examination duties. This disclosure is essential to ensure transparency in the examination process and to prevent potential complications, allegations, or legal issues.
13. Both internal and external examiners must remain present in the laboratory for the entire duration of the lab examination.
14. The external examiner is requested to arrive at the examination center at least 10 minutes before the commencement of the examination.

### **3.2. Instructions to the Department for the Conduction of End Semester Practical Examination**

1. The final timetable, schedule, and batch-wise details for PPE and EPE must be prepared and submitted to the COE office for approval.
2. The timetable, schedule, and batch-wise details for the End Semester Practical Examination must be announced to students at least two weeks before the examination.
3. Departments should identify external examiners and collect their account details for processing remuneration payments.
4. The timetable, schedule, batch-wise details, and list of examiners should be submitted to the COE office.



## **4. SPECIAL PROVISIONS FOR THE STUDENTS WITH DISABILITY (SWD)**

The Office of Examinations at St. Claret College Autonomous has made special provisions to cater to the needs of the Students with Disability (SWD) during the examinations. Various facilities are provided by the examination centre to cater to the specific needs of the differently abled students during the time of the exam.

### **4.1. Appointment of Scribes**

Scribes for writing the examination are allowed for differently-abled students. The writer has to be from a lower standard of academic qualification than the latter to ensure no scope for cheating. Compensatory time allotted should not be less than 15 minutes per hour of examination for persons using scribes. This facility is extended to students with a temporary disability or writing disability. Students with learning disabilities are allowed to use computers to write the examination if they have difficulty in writing.

All seeking to write the examination using the scribe will be allowed to do so, provided they apply in the prescribed application form with supporting documentation (including information on current limitations, prognosis, and expected course or length of time academic adjustments may be needed). They are also eligible for the extra time as applicable for visually challenged students.

Students with communicable diseases, such as chickenpox, will be allotted a separate room for writing examinations. A scribe for a differently-abled examinee may be appointed by the Controller of Examinations, provided the person suggested by the examinee is not appearing for the same examination and is not studying in a higher class of the same course. Such applications must be submitted to the COE at least one week before the examination. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the COE.

### **4.2. Concession to Students with Disability**

In addition to the scribes, the examination centre also provides extra time to complete the examination depending on the degree and nature of disability of the candidates, subject to such norms as prescribed by St. Claret College, Autonomous.



## 4.2.1. Summary of Concessions to Differently Abled Candidates in Examinations:

Sl. No.	Category	Concession / Benefit	Conditions
1	Differently abled candidates with a permanent nature of physical disability who are unable to move their hands freely and write with normal speed	Extra time of 15 minutes per hour for all the examinations of the entire programme Provision of a Scribe	Application in the prescribed form along with medical certificate and photograph
2	Partially blind candidates as per visual standards	Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration	Application in the prescribed format with certificate in original from a specialist concerned regarding visual disability
3	Blind Candidates	1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Benefit of a scribe to write the examination	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards / Visual disability
4	Candidates with Intellectual Disability	1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Service of an Interpreter	Application in the prescribed form along with certificate from a competent medical board specifying the disability
5	Complete Deaf and dumb candidates	1. Exemption from writing the second language exam 2. Extra time of 45 minutes for a three-hour duration of exam	Application in the prescribed format along with certificate from a competent medical board specifying the disability.



## 5.

## EXAMINATION PROCESS

The examination process at St. Claret College Autonomous can be illustrated under three following broad phases of functioning.

### 5.1. Pre-Examination Process

- Allotment of rooms and seating plan
- Receiving all stationery items
- Request for application for registration for ESE to all eligible candidates
- Arrangement of the Board of Examinations as per the programme and semester
- Request for End Semester Question papers – both Internal and External Faculty
- Scrutiny and vetting of Question papers by BOE
- Generating of selected candidate list as per ERP who are eligible to write ESE (without dues)
- Permission to students for late registration due to various official reasons including sports and medical cases
- Generation of Invigilators' list
- Printing of question papers

### 5.2. Examination Process

- Verification and double checking of seating arrangements (affixing registration numbers of the candidates on the desks)
- Bell schedule timings to be checked
- Briefing of invigilators (before every session)
- Distribution of answer booklets to respective candidate by the Room invigilator
- Checking of hall ticket, ID Card and other security measures by the Room invigilator
- Distribution of question paper
- Conduct of exams including affixing barcode on the answer script
- Surprise Squad visit to the examination room, exam centre members visit to the rooms to check the conduct and the smooth flow of exams
- Detection of any malpractices (if so to follow the process as per the norm)
- Collection of answer booklets from the candidates after the examination and deposition of the same in the office of COE



- Validation and arrangement of answer booklets as per the norms
- Grant of extra time to differently abled students including student who met with accidents etc.
- Arranging the answer scripts in order for valuation and preparing the valuation list.

### 5.3. Post Examination Process

- Central evaluation (meeting of individual subject faculty with the chair-person of the evaluation)
- Verifier checking the totaling etc., of each and every answer script of every course
- Review of the answer scripts after the verification is done for each and every answer script.
- Collection and decoding of evaluated answer scripts
- Entry of marks and generation of mark list
- Verification of mark list
- Gracing and moderation of the results as per the norms of the moderation rule
- Consolidation of results including the grade subjects, Part C and Part D entries of the programme
- Award committee meeting
- Publication of results
- Storage of results and sending the same to the Registrar of evaluation of Bangalore University
- Notification for retotaling, revaluation and photocopy of answer scripts
- Revaluation and retotaling process
- Results of revaluation and retotaling
- Rank list generation for each programme
- Result analysis and presentation
- Request for supplementary examination
- Conduct of supplementary examinations
- Publishing results of supplementary examinations

## **6. EVALUATION PROCESS**

Academic evaluation is an important administrative function to ensure that students are learning what the academic departments intend them to learn. That is, assessing students' achievements and allowing departments to examine how students benefit from the various courses that comprise the program. Academic programmes and services are periodically evaluated so that the academic standards set by the college are safeguarded.

### **6.1. OBE Compliant Evaluation Process**

The evaluation process at St. Claret College, Autonomous aligns with the principles of Outcome-Based Education (OBE). It ensures compliance with course outcomes and program outcomes in assessing and evaluating students' academic performance. The Examination Centre plays a pivotal role in achieving the desired course and program outcomes.

Assessment tools identified within the Outcome-Based Education (OBE) framework are utilized to support both formative and summative assessments, including:

- Continuous Assessment (e.g., class tests, assignments, project work, labs and presentations)
- Mid-Semester Examinations and
- End-Semester Examinations

### **6.2. Student Evaluations**

Student evaluation is a crucial component of the academic framework, ensuring consistent assessment and comprehensive learning. At both undergraduate and postgraduate levels, the evaluation system comprises Continuous Assessment (CA) and End Semester Examination (ESE), designed to provide a balanced approach to academic appraisal.

#### **6.2.1. Student Evaluation- Undergraduate Students**

Each course will have both Continuous Assessment (CA) and an End Semester Examination (ESE), with a weightage of 20:80. To pass a course, a student must secure a minimum of 40% in the aggregate of CA and ESE. Additionally, the student must obtain at least 35% marks (i.e., 28 out of 80) in the ESE alone.

#### **Additional guidelines for Undergraduate students:**

1. A maximum of four attempts (1+3) is allowed to clear a particular ESE.
2. Students must complete their Undergraduate degree within five academic years from the year of admission.
3. Papers missed due to attendance shortage may be carried forward. Students with backlog papers are required to register for supplementary examinations by paying the prescribed fee.



### 6.2.2. Student Evaluation- Postgraduate Students

Each course will have both Continuous Assessment (CA) and an End Semester Examination (ESE), with a weightage of 30:70. A minimum of 40% in the aggregate of CA and ESE is required to pass a course. In addition, the student must secure at least 35% marks (i.e., 25 out of 70) in the ESE of each course. For a pass in a semester, a student must obtain an overall aggregate of 50% across all courses in that semester.

#### Additional guidelines for Postgraduate students:

1. A post-graduate student shall have a maximum of three attempts (1+2) to pass a particular End Semester Examination in a given subject. A candidate should complete the Master's Degree within four academic years from the year of admission.
2. A PG student must pass in at least 50 per cent (fifty per cent of all the courses of that Academic year (two semesters) failing which they will not be eligible to register for the subsequent year.
3. Papers missed due to attendance shortage may be carried forward. Students with backlog papers are required to register for supplementary examinations by paying the prescribed fee.

### 6.3. Continuous Assessment (CA):

The Continuous Assessment schedules are notified well in advance. The Head of the Department/ Coordinator from all the departments of UG and PG coordinates the Continuous Assessment procedure. The CA programmes commence after 4 weeks from the start of the semester. All answer scripts of CA are returned to the students. The following tables provide the details of Continuous Assessment for UG and PG programmes:

Continuous Assessment for UG 3, 4 and 5 Credit Courses				
Activity	Semester	Exam to be conducted	Reduced to	Total
Mid Semester Exam	All	40	05	20
Activity-1		05	05	
Activity -2		05	05	
Attendance		05	05	

UG 2 credit courses				
Activity	Semester	Exam to be conducted for (marks)	Reduced to	Total
Mid Semester Exam	All	40	05	10
Attendance		05	05	



Continuous Assessment for PG 2, 3 and 4 Credit Courses				
Activity	Semester	Exam to be conducted for (marks)	Reduced to	Total
Mid Semester Exam	All	40	10	30
CA Activity -1		05	15	
CA Activity -2		05		
CA Activity -3		05		
Attendance		05	05	

### 6.3.1. Makeup Test Policy

1. If an undergraduate student is unable to take the mid-semester test due to valid reasons such as (i) hospitalization, (ii) medically advised rest, (iii) NCC camp, (iv) participation in a university-level sports activity, or (v) humanitarian considerations (as assessed by the Principal), they may apply for a makeup test by submitting the prescribed fee before the deadline. In cases of pre-planned absences, prior permission must be obtained from the Vice Principal before the test date to be eligible for the makeup test. Applications for the makeup test will not be accepted after the specified deadline. Not all applications for the makeup test will be granted permission. A student may apply for a makeup test only once during the entire course, with exceptions made for deserving candidates. The makeup test will be centrally organized, and the questions will cover the syllabus completed up to that point. The test will not include any bonus questions and will be conducted from 3:00 p.m. to 4:30 p.m. on regular teaching days. No attendance will be granted for participating in the makeup test.
2. For postgraduate students, if any makeup tests are required, they will be conducted by the respective faculty members after informing the Controller of Examinations (COE).
3. There is no provision for improving Continuous Assessment (CA) marks. Students who were present for the mid-semester test are ineligible to apply for the makeup test. If a student misses the makeup test for any reason, no further retest will be conducted for that subject.
4. Final-year postgraduate students who have completed their dissertation, viva, thesis, project, and related requirements but are ineligible to appear for the End Semester Examination due to shortage of attendance shall not be required to repeat the dissertation, viva, thesis, or project. However, they shall register for supplementary examinations by paying the prescribed fee.
5. If a student misses the End Semester Examination, there will be no Makeup Examination available. The student will be marked as "Absent" for the End



Semester Examination and will have to take the Supplementary Examination for that paper during the next available chance.

## 6.4. End Semester Examinations (ESE)

The End Semester Examination is held at the conclusion of each semester. The duration of the examination is 3 hours for both undergraduate and postgraduate programs, with a maximum of 80 marks for UG and 70 marks for PG courses.

### 6.4.1. System of Evaluation of the End Semester Examination:

All answer sheets of the End Semester Examination shall be coded for greater transparency. Bar coded stickers will be affixed on all answer scripts.

1. Centralized valuation will be adopted for the End Semester Examination.
2. Valuation scheme is prepared and given to each evaluator to standardize the method of valuation.
3. 20 percent of the answer papers after valuation will be subjected to review by a Subject Expert (Reviewer).
4. The answer sheets (books) will be preserved for a period of six months by the Controller of Examinations, after the announcement of the results.

## 6.5. Guidelines for Central Evaluation

1. The central evaluation begins from the first day of the Examination in the afternoon immediately after the day exam finishes, at the designated venues.
2. (a) A Board comprising of Reviewers and Evaluators is constituted for each course.  
(b) The senior faculty /course expert/course coordinator of the concerned course of the Department will be the reviewer. He/she is nominated by the Chairperson (BOE) of the respective department in consultation with the COE.
3. At the end of each exam session the answer scripts are put into packets of 20 per packet.
4. A maximum of 40 papers can be evaluated on a day by an examiner.
3. In case the stipulated number of answer scripts are not corrected, the remaining answer scripts can be evaluated on the next day and then proceed to the next pack of answer scripts.
4. The office of the Controller of Examination remains open on all Public Holidays, except on Sundays during the evaluation time.
5. The Reviewers will check the totaling of all answer scripts corrected by the Evaluator. Reviewer will review a minimum of three scripts per packet. The Evaluator should sign in the Record Book for accountability of the answer scripts the answer scripts that he/she takes from the Custodian.



6. The evaluators should not take the answer scripts outside the designated venues at any cost.
7. The decorum of the evaluation center needs to be maintained at all time during the course of evaluation.
8. In undergraduate valuation, the marks awarded by the reviewer shall be considered final if the difference between the first and the reviewer's valuations is five marks or less. If the difference is six marks or more, a third valuation shall be conducted, and the marks awarded in the third valuation will be final. In postgraduate valuation, if the difference between the first and second valuations is fifteen marks or more, a third or board valuation shall be conducted, and the marks awarded therein shall be considered final.
9. The feedback of the evaluation process should be discussed during the meeting of the reviewers, to ensure a smooth and uniform functioning of correction.
10. The evaluators need to award marks only at the end of each answer, in the margins only and carefully enter the marks on the front page. Use of whiteners on the Marks sheet is not permitted. Over writing is to be avoided.
11. Verifiers check and verify the marks awarded by the evaluator of each answer script and then verify the same, if any totaling error found will be intimated and brought to the notice of the evaluator for further correction.

## 6.6. Mandatory Additional Credits

To complete an Undergraduate degree programme, in addition to the required 150 credits at the end of the 6 semesters mandated by the University, a student has to earn 08 additional credits from the many credit-bearing activities offered by the college. Without meeting this requirement, degree will not be granted. The maximum additional credits an undergraduate student can earn is 16. These additional credits will not be counted for CGPA and Ranks. These credits will be recorded as additional credits on the marks cards of the II, IV, and VI semesters and will benefit students in applying for jobs or seeking admission to higher studies. The following table provides the details of the additional credits at the undergraduate level:

Programmes	Credits	Assessment Plans
Extension & Outreach	02	<ul style="list-style-type: none"><li>• 15 hours UBA activity/ 15 hours Social Camp/15 hours working at an NGO. (1 Credit)</li><li>• Department level activity (1 credit).</li><li>• Certificate Course offered by CCCD (2 Credits)</li></ul>



Certificate Course/ Interdisciplinary Course/ Independent Elective/ Vocational Training approved by the Academic Council of SCC	02	<ul style="list-style-type: none"> <li>• Minimum of 30 hours' duration.</li> <li>• Certificate Courses Offered by the department.</li> <li>• Interdisciplinary Courses &amp; Vocational Training Courses from other departments can also be taken.</li> </ul>
MOOC Courses	01	<ul style="list-style-type: none"> <li>• Minimum 30 hours course. Pick courses only from those recommended by the department.</li> </ul>
NPTEL Course <i>*MANDATORY</i>	02	<ul style="list-style-type: none"> <li>• Credits equivalent to the NPTEL credit will be considered.</li> <li>• Minimum of 8 weeks duration.</li> </ul>
Internship <i>*MANDATORY</i>	02	<ul style="list-style-type: none"> <li>• Mandatory in the second year, completed during the break between II &amp; III Semesters.</li> <li>• Internship logbook should be duly filled by the student and it should be assessed by the internship supervisor at the interning organization and by the internship mentor from SCC.</li> <li>• Internship completion certificate signed and sealed by legitimate authorities must be submitted.</li> </ul>
Paper Presentation/ Poster Presentations/ Case presentations/ idea presentations	01	<ul style="list-style-type: none"> <li>• Paper presentations/ poster presentations/ case presentations/ business idea presentations/ hackathon/ bootcamp at both external and in-house national/international conferences will be considered.</li> <li>• The student must submit a full-length paper/ Case/ Business Idea</li> <li>• Maximum team of three students</li> </ul>
Publications in Conference Proceedings and ISBN Listed Books	01	<ul style="list-style-type: none"> <li>• Maximum team of three students</li> </ul>
National Cadet Corps (NCC)	01/02	<ul style="list-style-type: none"> <li>• 01 Credit to students who clear B Certificate</li> <li>• 02 Credits to students who clear C Certificate</li> </ul>
Outstanding Achievements	01	<ul style="list-style-type: none"> <li>• Only inter-university, national and international level achievements in sports, arts and cultural will be considered.</li> </ul>
<p>Note: Apart from the two mandatory programmes (NPTEL course and internship – 4 credits), students may earn their remaining required credits through any of the other activities. For example, a student may complete two certificate courses to earn 4 credits, or complete a second NPTEL course along with two paper presentations. However, through MOOC courses and outstanding achievements, a student may earn a maximum of two credits each.</p>		



To complete a Postgraduate degree programme, in addition to the minimum required 88 credits at the end of the 4 semesters mandated by the University, a student has to earn minimum 8 additional credits from the many programmes offered by the college. Without meeting this requirement, degree will not be granted. The maximum additional credits a postgraduate student can earn is 12. These additional credits will not be counted for CGPA and Ranks. These credits will be recorded as additional credits on the marks cards of the II, IV, and VI semesters and will benefit students in applying for jobs or seeking admission to higher studies. The following table provides the details of the additional credits at the undergraduate level:

Program	Credits	Assessment Plans
Life Skills Development Program (15 hours in the I Semester)	01	<ul style="list-style-type: none"><li>50% attendance minimum requirement for credit.</li></ul>
Professional Skills Development Program (PSDP) (I & II - 20 hours in each semester- Total 40 hours)	02	<ul style="list-style-type: none"><li>Attendance, continuous assessment and end Semester Assessment (formative and summative assessments).</li><li>Average of two semesters will be considered in the even semester for grant of credit.</li><li>40% score is minimum requirement for credit.</li></ul>
Extension	01	<ul style="list-style-type: none"><li>UBA activity/ Social Camp/Working at an NGO/ Department level activity of minimum 15 hours' duration.</li><li>For MSW students, extension/ outreach activity that are part of the curriculum will not be considered.</li></ul>
NPTEL Course <i>*MANDATORY</i>	02	<ul style="list-style-type: none"><li>Credits equivalent to the NPTEL credit will be considered.</li><li>One NPTEL course of minimum 8 weeks' duration is mandatory.</li></ul>
MOOC Courses	01	<ul style="list-style-type: none"><li>Minimum 45 hours course. Pick courses only from those recommended by the department.</li></ul>
Certificate Course/ Interdisciplinary Course/ Independent Elective/ Vocational Training approved by the Academic Council of SCC	02	<ul style="list-style-type: none"><li>Minimum of 30 hours' duration.</li><li>Offered by the department/ Interdepartmental courses</li></ul>
Consultancy	01	<ul style="list-style-type: none"><li>Minimum of 15 hours' duration</li><li>Documents such as the invitation for consultancy, and certificates related to consultancy completion must be provided.</li></ul>



Paper Presentations	01	<ul style="list-style-type: none"> <li>• Paper presentations/ poster presentations/ case presentations/ business idea presentations/ hackathon/ bootcamp at both external and in-house national/international conferences will be considered.</li> <li>• The student must submit a full-length paper/ Case/ Business Idea</li> <li>• Maximum team of two students.</li> </ul>
Publications * <i>MANDATORY</i>	02	<ul style="list-style-type: none"> <li>• SCOPUS/ WOS publications are encouraged.</li> <li>• Full Publications in Conference Proceedings with ISBN number and Peer Reviewed Journals.</li> <li>• In-house Publications are not counted.</li> <li>• Maximum team of three students.</li> </ul>
<p><i>Note: Apart from the mandatory NPTEL course (2 credits) and Publications (2 Credits), students may earn their remaining required credits through any of the other approved activities. However, through MOOC courses, a student may earn a maximum of two credits only.</i></p>		

### 6.7. Criteria for Grace Marks

Grace Marks shall be awarded to all end semester examinations subject to the following conditions:

1. Whenever there is no separate minimum for continuous assessment marks, end semester examination plus continuous assessment marks put together is to be treated as one unit for theory/practical papers. CA + ESE = 1 unit.
2. The maximum grace marks permissible for the examination shall not exceed one percent of the total maximum marks of all the courses or part of the whole examination for which a candidate has actually appeared subject to a minimum of two marks and a maximum of six marks. For this, whole examination means all courses prescribed for the semester.
3. The maximum grace marks for a unit shall not exceed 2.0 per cent of the maximum marks of that unit. If a candidate fails in the unit even after awarding 2 grace marks, the candidate shall be awarded an additional grace mark up to 1 per cent (one percent) of the maximum marks of the unit provided the candidate passes the entire examination of the semester after the award of such grace marks. However, the additional gracing of 2 percent is subject to a maximum of 3 marks for the whole examination irrespective of the fact that the candidate is a fresher or repeater for one or two subjects.

When a student has obtained a minimum of 23 in the End Semester and has got at least 15 in the CA, gracing shall be done as follows:

$$(e.g.: CA \quad ESE = Total \quad CA \quad ESE = Total \\ 15 \quad + \quad 23 \quad = \quad 38 \quad \text{-----} \rightarrow 15 + \quad 25 = 40)$$

**Note:** Applicable for a maximum of three subjects.



4. After awarding grace marks the marks should not exceed the minimum prescribed for passing including continuous assessment and end semester examination marks. This rule cannot be invoked in cases where there is no separate minimum for continuous assessment marks as CA marks cannot be altered since it is already made known to the candidate.
5. Any fraction in the calculation of the percentage of grace marks may be rounded off to the nearest integer. If the fraction is half, it should be rounded off as one.

**Therefore, a candidate shall be eligible for a maximum of 6 grace marks under any of the following conditions:**

- Appears in all courses for an entire examination.
  - He or she fails only in one course of the programme and passes in all other courses of that programme in the same examinations.
  - Passes the whole exams by such gracing.
6. Grace Marks for Higher Grade Classification: A candidate who passes in all the courses without the benefit of gracing or moderation rules, and whose aggregate marks fall short by one mark for securing a higher grade, shall be awarded the necessary grace of one mark to attain the higher grade (e.g., Second Class to First Class; First Class to Distinction).
  7. If two or more candidates secure identical marks, the candidate who was not awarded grace marks shall have precedence over the candidate who was awarded Grace marks for the purpose of declaring ranks, awards, prizes, medals, etc.

**A Candidate should complete undergraduate degree within 5 academic years from the year of admission.**

## 6.8. Passing Board / Award Committee

After the tabulations of the End Semester Examinations gets completed, the principal will constitute the pass board comprising of HODs and senior faculty members to finalize the results before publication.

## 6.9. Evaluation of PG Scripts

Each paper shall be evaluated by two evaluators, one ordinarily by an internal and the other by an external examiner whose names appear in the panel of examiners approved by the Academic Council. The result shall be the average of the two valuation marks.

In case there is difference of more than fifteen marks in the two valuations the script must be valued by a third examiner. The final marks to be considered will be the average of the nearest to valuation marks.

## 6.10. Entry of Marks

The marks are entered into the ERP after the evaluation, review and checking of



totals is done. A candidate who feels the script has not been fairly evaluated can, after remitting the prescribed fee, request for a challenge evaluation. The marks awarded in the challenge evaluation will hold good.

### 6.11. Classification of Grades- UG

The College adopts a ten-point grading system. The modalities and the operational details are as follows.

Grade Point	Grade	Result/ClassDescription
9.00- 10.00	O	Outstanding
8.00- 8.99	A ++	FirstClassExemplary
7.00- 7.99	A +	FirstClassDistinction
6.00- 6.99	A	FirstClass
5.50- 5.99	B+	HighSecondClass
5.00- 5.49	B	SecondClass
4.00- 4.99	C	PassClass
Below4	F	To Re -Appear

**Grade Points** – The papers are marked in a conventional way for 100 marks. The marks obtained are converted to grade point according to the following table. If a student is absent for the paper the grade point assigned is 0.

% Marks	95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	45-49	40-45	Below 40
Grade Points	10	9.5	9	8.5	8	7.5	7	6.5	6	5.5	5	4.5	0

The semester grade point average (SGPA)- is the sum of the product of the credits with the grade points scored in all subjects divided by the total credits in the semester.  $SGPA = \frac{\sum \text{Credits} \times \text{Grade Points}}{\text{Total Credits}}$  Minimum SGPA for a pass is 4. If a student has not passed in a subject or is absent then the SGPA is not assigned. The cumulative grade point average (CGPA)- is the weighted average of all the subjects undergone by a student over all the six semesters of a programme.  $CGPA = \frac{\sum \text{Total credits in the Semester} \times \text{SGPA}}{\text{Total credits of the course}}$ . SGPA and CGPA will be rounded off to two.

### 6.12. Classification of Grades- PG

Courses are usually marked in a conventional way for 100 marks. The marks obtained are converted to grade point according to the following table. If a student is absent for the paper the grade point assigned is 0.

% Marks	95-100	90-94.99	85-89.99	80-84.99	75-79.99	70-74.99	65-69.99	60-64.99	55-59.99	50-54.99	45-49.99	40-44.99	Below 40
Grade Points	10	9.5	9	8.5	8	7.5	7	6.5	6	5.5	5	4.5	0



The semester grade point average (SGPA)- is the sum of the product of the credits with the grade points scored in all subjects divided by the total credits in the semester.  $SGPA = \frac{\sum \text{Credits} \times \text{Grade Points}}{\text{Total Credits}}$  Minimum SGPA for a pass is 4. If a student has not passed in a subject or is absent then the SGPA is not assigned.

The cumulative grade point average (CGPA)- is the weighted average of all the subjects undergone by a student over all the six semesters of a course in UG and over all the four semesters in PG.  $CGPA = \frac{\sum \text{Total credits in the semester} \times \text{SGPA}}{\text{Total credits of the course}}$  SGPA and CGPA will be rounded off to two decimal places.

% Marks	95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	45-49	40-44	Below 40
Grade Points	10	9.5	9	8.5	8	7.5	7	6.5	6	5.5	5	4.5	0
Subject Grade	O	O	A++	A++	A+	A+	A	A	B+	B	F	F	F

Interpretation of SGPA/CGPA/ Classification of final result for a PG programme

SGP A/ CGPA	Grade	Result/Class Description
9.00-10.00	O	Outstanding
8.00-8.99	A+ +	First Class Exemplary
7.00-7.99	A +	First Class Distinction
6.00-6.99	A	First Class
5.50-5.99	B+	High Second Class
5.00-.5.49	B	Second Class
4.00-4.99	F	To Re-Appear

### 6.13. Results and Issuance of Documents

The results of the End Semester Examination (including the CA and ESE) will be published within three weeks from the date of completion of the End Semester Examination.

- Consolidated Marks Card (for all six semesters of UG and four semesters of PG), Transfer Certificate (T.C.), and Provisional Degree Certificate will be issued in person to candidates who have successfully completed the programme, upon payment of ₹1000/-. These documents will be issued within 45 days after the publication of results.



- Candidates who wish to receive these documents by surface mail must bear the applicable postage charges.
- No documents will be issued to candidates who have not fulfilled all mandatory course completion requirements.
- Ordinarily, only the Consolidated Marks Card for all semesters will be issued. Candidates requiring printed copies of semester-wise marks cards may apply separately, by paying ₹100/- per semester marks card.
- For the University Convocation Certificate, candidates must apply directly to the University and remit the prescribed fee.

## 6.14. Revaluation and Retotalling

There is provision for Revaluation and Retotalling within two weeks of the publication of the results.

Revaluation: The application for revaluation has to be submitted to the office of the COE within 2 weeks of the publication of the semester results. Fifty percent of the fee will be refunded to the candidate if the candidate on revaluation obtains fifteen or more marks than what was scored in the previous valuation. If the student scores more than twenty additional marks on revaluation, the entire fee will be returned. An External Examiner who was not part of the Board of Examiners for the regular valuation will value such papers. After revaluation, the higher of the two marks shall be awarded to the student.

Note: There is no provision for revaluation/retotalling/photocopy request in the P.G. section since double valuation is carried out.

Retotalling: There is also provision for re-totalling of marks if the application is made within 2 weeks of the publication of results with the prescribed fee.

## 6.15. Improvement Examination (UG & PG)

1. Undergraduate (UG) candidates who have achieved a minimum of 35% in the End Semester Examination (ESE) and at least 40% in the combined total of Continuous Assessment (CA) and the End Semester Examination (ESE), and who have been declared passed in the respective paper, have the option to improve their marks through an optional improvement examination. To pursue this option, candidates must cancel their original End Semester Examination marks within one month of receiving the results. This is done by submitting a written request to the Controller of Examinations (COE) for the cancellation of the marks for that particular paper. Along with the request, the candidate must surrender the marks card issued for that semester. This cancellation can be applied to either a single paper or the entire End Semester Examination. The candidate must then take the next available supplementary examination, with the marks obtained in this attempt replacing the previous marks, even if they are lower. A new marks card will be issued reflecting the updated marks, while the CA marks will remain unchanged. It is



important to note that a student may only avail themselves of this opportunity once during the entire course period.

2. If a postgraduate student fails to achieve a minimum of 50% in a given semester, they will be deemed not to have completed that semester, even if they have passed all individual papers with 40% or more. In such cases, the student must apply for improvement in one or more papers of their choice and take the supplementary examinations in those papers to achieve the required 50% in that semester. The higher marks between the two examinations will be considered the final score. If the syllabus or pattern of the question paper has changed, the student will be granted two additional attempts under the old syllabus or pattern. There is no restriction on the number of papers or attempts for improvement; however, the student must complete the course within four years of enrollment. This rule also applies to those who wish to improve their marks to 55%, which is required for further studies under UGC guidelines.
3. If a postgraduate student has already achieved a score of 50% or higher but wishes to improve their marks, they may apply for an optional improvement examination. This opportunity may be exercised only once, either during the course or within one year after its completion. While there are no restrictions on the number of papers within a single semester that the student may apply for, they are not permitted to select papers from different semesters. The student must submit the marks card along with the application form. The student will be required to take the next available supplementary examination, and the marks obtained in this attempt will replace the previous marks, even if they are lower. If a new syllabus or examination pattern has been introduced, the student must write the examination according to the new guidelines. A new marks card will be issued; however, the marks for continuous assessment will remain unchanged. This facility may be availed only once during the entire two-year course period. Candidates must apply in writing for the cancellation of marks scored in the End Semester Examination within one month of the publication of the examination results.

## 6.16. Supplementary Examinations

1. If a student does not secure the minimum marks in the End Semester Examination, he/ she may appear for a supplementary examination. They must submit a separate Examination application and pay the prescribed fee.
2. Supplementary examinations of the Odd Semesters will be with the Odd Semester Regular Examinations and the Even Semesters Examinations along with the Even Semester Regular Examinations.
3. If the course content changes, the student will be given three supplementary examinations under the old syllabus. In case they do not clear the examination in three attempts, they will have to take subsequent supplementary examinations in the changed syllabus.
4. The marks scored by a student in the supplementary examinations/second and further attempts will not be considered for rank.



5. Any problem pertaining to mistakes in the declaration of results, entries in the Marks Cards or revaluation shall be referred to the Controller of Examinations in writing within a week of issuing of the Marks Card.
6. Any other issue not mentioned here will be resolved by the Principal from time to time in consultation with appropriate bodies of the College and such decisions shall be final and binding on the candidate.

### **6.17 Rank Certificate/ Certificate of Merit**

1. Up to three ranks shall be notified for each programme. For programmes with up to 10 students, only the first rank shall be awarded; for programmes with up to 20 students, two ranks shall be awarded; and for programmes with more than 20 students, three ranks shall be awarded.
2. All academic courses, including Languages, ability enhancing courses such as Constitution of India, Environmental Studies and Computer Fundamentals shall be considered for determining ranks, with the exception of Skill Development courses.
3. Only candidates who have passed in the first appearance of each End Semester Examination shall be eligible for ranks. Candidates whose marks improve as a result of revaluation or retotaling shall also be considered for ranks.
4. All first rank holders will receive a gold medal, a cash prize, and a certificate.



## **7. GRIEVANCES REDRESSAL & MALPRACTICES**

Any grievance regarding exam procedures can be referred to the exam grievance committee, which will look in to the matter and decide upon.

### **7.1. Grievances Redressal Procedure**

1. Grievances relating to mid-semester examinations and continuous assessment should first be brought to the notice of the concerned faculty member, class mentor, and the Head of the Department.
2. Grievances relating to end-semester examinations, valuation, timetable, conduct of examinations, processing of results, issuance of documents, and ERP-related issues should be reported to the Controller of Examinations, who will, in turn, refer the matter to the Examinations Grievance Redressal Committee, wherever applicable.
3. If a student feels that their grievance has not been adequately addressed by the Controller of Examinations, they may approach the Examinations Grievance Redressal Committee directly.
  - a) The grievance must be submitted in writing.
  - b) The Committee will meet at least three times a year, including twice after the publication of end-semester results. Additional meetings may be convened, if required, depending on the urgency of the matter.
  - c) The Committee may invite the Student Welfare Officer, Coordinator of the Academic Excellence Committee, Examination Coordinator, ERP Coordinator, or any other faculty/staff member, as deemed necessary, depending on the nature of the grievance.
  - d) The decisions of the Committee will be communicated in writing to the Controller of Examinations, the Principal, and the concerned parties through the Coordinator of the Grievance Committee.

### **7.2. Exam Malpractices**

All students' malpractices in the Examination and continuous assessment will be referred to the Exam Malpractice Committee of the College set up for the purpose. A few senior faculty members of the College will be its members. They would provide a fair chance to the students involved in malpractice and finally submit their findings to the COE and the Principal.



The following are considered as some of the Malpractices:

### **7.2.1. Cheating**

Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during test, quizzes, and examinations is a form of unauthorized assistance and is taken as cheating.

### **7.2.2. Counterfeit Work**

Includes work turned in, as one's own that was created, researched, or produced by someone else. Turning in a report of another's research, submitting a paper researched or written by someone else, having someone else take a test, and submitting joint projects as solely one's own, are all forms of counterfeit work and are unacceptable.

### **7.2.3. Falsification of Academic Records**

Knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, related documents, academic reports, tests, and projects is an act of academic dishonesty.

### **7.2.4. Falsification of Data or Creation of False Data**

It is considered an act of academic dishonesty in research or experimental procedures.

### **7.2.5. Plagiarism**

It includes presenting as one's work the work of someone else without properly acknowledging the source. Plagiarism is using sentences and ideas of another person as if they were one's own. Exact copying should be enclosed in quotation marks and be appropriately documented in footnotes or endnotes that indicate the source of the quotation. Paraphrasing, when the basic sentence structure, phraseology and unique language remain the same, is also plagiarism. When in doubt about these matters, it is the student's responsibility to seek guidance from the lecturer of the course.

### **7.2.6. Unauthorized reuse of work**

Turning in the same work to more than one class without consent of the lecturers involved, constitutes academic dishonesty.

## **7.3. Procedure for Dealing with Malpractice cases**

1. Room Invigilator gives a written report to the COE.
2. Investigation is taken up by the COE.
3. The student gives a written explanation to the COE in the report.
4. Decisions are taken based on the Recommendations of the Examination Malpractice Committee.



## 7.4. The Disciplinary Actions against Malpractices

Sl. No.	Nature of Malpractice	Disciplinary Action
1.	Possession of copying material	Annulment of the performance of the student at the college examination in full in addition to the punishment prescribed there at.
2.	Actual copying from the copying material	Annulment of the performance of the student at the college examination in full in addition to the punishment prescribed there at.
3.	Possession of another student's answer book.	Exclusion of the student s from examination for one additional examination (BOTH THE STUDENTS).
4.	Possession of another student's answer book + actual evidence of copying there from.	Exclusion of the student s from college examination for two additional examinations (BOTH THE STUDENTS).
5.	Mutual/Mass copying	Exclusion of the student from college examination for two additional examinations.
6.	(i) Smuggling -out or smuggling – in of answer book as copying material	Exclusion of the student from college examination for two additional examinations.
	(ii) Smuggling -in of written answer book based on the question paper set at the examination	Exclusion of the student from college examination for two additional examinations.
	(iii) Smuggling -in of written answer book and forging signature of the invigilator thereon.	Exclusion of the student from college examination for four additional examinations.
7.	Attempt to forge the signature of the invigilator on the answer book	Exclusion of the student from college examination for four additional examinations.
8.	Interfering with or counterfeiting of college seal, or answer books or office stationery used in the examinations.	Exclusion of the student from college examination for four additional examinations.
9.	Answer book main written outside the examination hall or any other insertion in answer book	Exclusion of the student from college examination for four additional examinations.



10.	Insertion of currency notes/ to bribe or attempting to bribe any of the person/connected with the conduct of examinations	Exclusion of the student from college examination for four additional examinations.
11.	Using obscene language/ violence, threat at the examination Centre by a student at the College examination to Jr./Sr. Supervisors	Exclusion of the student from college examination for four additional examinations.
12.	Impersonation at the College examination	Exclusion of the student from college examination for four additional examinations. (Both the students if impersonator is the student of college).
13.	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the College examination	Annulment of the performance of the Student at the University or College or Institution examination in full.
14.	Found having written on palms or on the body, or on the clothes while in the examination	Annulment of the performance of the Student at the College examination in full.
15.	All other malpractices not covered in the aforesaid categories	Annulment of the performance of the Student at the College examination in full and severe punishment depending upon the gravity of the offence.



**8.**

## **ROLE OF THE ENTERPRISE RESOURCE PLANNING (ERP) IN EXAMINATION**

The ERP Department extends its support in various fields pertaining to the Academic Management System of the institution. SMS support to parents, students and faculty members are facilitated by the ERP team. ERP enables the fee payment process through the online Payment Gateway. The Web server stores information pertaining each and every member of the student community such as the attendance record, marks obtained in examinations, performance in extracurricular activities and calendar of events. All the aforementioned information is freely accessible to students, parents, and faculty members. ERP also extends support to all other departments in generating various reports pertaining to multiple fields of academic management.

### **8.1. Specific Functions of the ERP**

1. All the students and the parents are given Usernames and passwords so that they can access the attendance, CA marks and ESE result.
2. The exam applications, on-line payment and Hall Tickets are processed through automation.
3. The ERP blocks the names of the students who have less than 75 % attendance and are not eligible to write the ESE.
4. The seating arrangement as well as the Invigilators' diary is generated.
5. The Bar codes and number of question papers are generated room wise.
6. The teachers have the option to enter all the CA marks and the students can access the same through the Student Log-in in the website. Any discrepancy is reported to the concerned teacher or to the COE's office.
7. During the Centralized valuation of the ESE, the evaluators can scan the Barcode pasted on the answer script and enter the marks directly into the ERP.
8. The ESE results are published through the ERP and the students have immediate access to their results and Provisional Marks Card.
9. The package has provisions for choosing the number of evaluations and option for averaging.
10. Marks Cards are generated with particular serial numbers.
11. ERP has in-built Statistical data like subject wise, Class wise, Category wise performance of students.

For the regular End Semester Examinations, no examination fee is required. All eligible candidates will be issued hall tickets, either in printed form or through the option to download them via the ERP. For the supplementary examinations, students



are required to register by submitting the prescribed application form and paying the supplementary examination fee within the stipulated time. Those who fail to register for supplementary examinations within the prescribed time will not be permitted to appear for those examinations.

## **8.2. Supportive Roles of ERP**

### **8.2.1. Course Codes & Credit Scores**

The ERP Department provides the finalized course Codes and names before the official commencement of each semester. It also offers data entry and technical support for the process. During validation, the ERP Department ensures that all details, such as course Codes, titles and Credit Scores, are accurately documented. The Head of the respective Department is responsible for ensuring a smooth process and for verifying and confirming the accuracy of the entries.

### **8.2.2. Examination Timetable & Registration**

ERP offers the technical support for Examination Timetable preparation and the Controller of Examinations administers the process. ERP publishes the Examination Application and is authorized by the Examination Centre to make necessary changes.

### **8.2.3. Examination Dues**

ERP Department provides the technical support for the process of blocking and unblocking candidates for the examinations according to the attendance shortage list provided by the respective Heads of the Departments, Administration, Library and Accounts departments. ERP, thus publishes the final list, adhering to the directions suggested by the Controller of Examinations.

### **8.2.4. Hall Tickets & Seating Arrangements**

ERP provides the technical assistance and manages the data entry with regard to seating arrangement for all the examinations, and the process is administered by the COE office.

### **8.2.5. CA Marks Entry**

ERP Department manages the CA Marks entry in collaboration with respective faculty members and the COE office coordinates the process.

### **8.2.6. ESE Marks Entry & Result Sheets**

Controller of Examination supervises the process of entering End Semester marks. COE office manages the marks correction with the technical support of the ERP Department. Later the Controller of Examinations Office conducts the validation of End Semester Examination results. ERP department manages publishing results online in accordance with the guidelines of the Examination Centre. Reports generation, i.e. Marks sheets printing and entering of statistics are carried out by the ERP Department under the supervision of COE office.

### **8.2.7. Marks Card Generation**

The ERP Department provides technical assistance, including data entry, for all procedures related to assigning subjects to students, specialized stream codes, and



electives. It also manages customized entries for additional credits in accordance with the institution's additional credit policies. In addition, the ERP Department is responsible for handling footnote entries. It is mandatory to specify the academic year and semester before making any entry, and the ERP team ensures the proper maintenance of all related data.

### **8.3. Involvement of ERP in the General Exam Procedures & Norms**

The Controller of Examinations is responsible for deciding the seating arrangement for examinations and the ERP Department offers the technical support. Once the COE finalizes the seating arrangement, the Exam Centre makes the data entry and uploads it in the ERP.

ERP publishes the Examination dates based on the directions provided by the COE. The ERP Department initiates the publishing process only after receiving e-mail regarding the beginning and closing dates of the Exam Application from the COE office.

ERP department carries out the process of publishing Supplementary Exam Application. The Examination Centre is responsible for updating the process for all batches. COE office generates the list of failed students with the support of ERP Department. Application and fee payment can be completed online. After completing the online application process, students need to produce the required documents to the Examination Centre. Issues regarding payment failures must be reported to ERP before generating the list. Once a candidate completes all the aforementioned procedures, the Examination Centre activates the Subject list and students' names based on which the Admit Cards are allotted.

Faculty members, after completing the CA marks uploading process activates the Marks Entry Screen in accordance with the dates suggested by the COE. Once faculty finishes the mark entry process, changes can only be made through COE office. COE office, after the validation process shall send an e-mail to the ERP Department to drop the data entered by the faculty on the basis of margin of error. Exam Centre later sends notifications to the faculty members who fail to upload the CA marks on time. Marks updating process is carried out at regular intervals under the guidance of the Examination Centre.

COE office oversees the End Semester Marks entry process and the ERP Department provides the technical support for it. Examination Centre completes the marks entry process using the Mark Entry Screen. In case of any error with regard to minimum and maximum marks, e-mails are sent to the ERP Department. Marks once entered and saved cannot be edited without the COE's approval. COE office administers the marks correction process. COE office also conducts the Validation of the results before publishing it with the support of the ERP Department. As part of the Validation process, COE collects reports on the basis of random registration numbers and ensures CA marks, SPGA, Grade, Class, Subject Codes are entered correctly. Before publishing the results footnotes are verified. ERP Department is responsible for publishing the results online.



Allied options, Elective Subjects, Certificate Course and Mandatory Credits should be sent to ERP before the marks entry. ERP department defines and completes the data entry process of specialization. Examination Centre, before printing the marks card verifies all the aforementioned data. Examination Centre is also responsible for providing Examination instructions along with the Hall Ticket and Marks Card.

#### **8.4. Rectification of Errors**

The ERP Department rectifies any errors, if reported, within 48 hours after receiving the e-mail. For all rectification, e-mails must be sent to the ERP Department stating the details of the inaccuracies in Hall Ticket, Certificate Course results, internship results and grade subject results etc. All new requirements should be discussed amongst the stakeholders including the Head of the Institution before finalizing.



**9.**

## **OTHER SUPPORTIVE ROLES OF THE EXAMINATION CENTRE**

### **9.1. Cross Functionality of the Examination Centre**

The Examination Centre provides reports for Convocation, Exam Statistics for IQAC, and to Bangalore University. The Centre also offers an overview of the results to the faculty. Examination Centre collects and maintains details of marks and student enrollment data of various courses.

### **9.2. Arrangements for Graduation**

- Calling applications for awarding degrees.
- Preparation of eligibility list for Provisional Degree Certificate (PDC) department wise and year wise.
- Preparation of lists of prize winners and medal lists.
- Printing of list of students attending the graduation and preserving the bound volume of such lists.
- Preparation of Provisional Degree Certificates.
- Dispatch to the candidates, the notifications of date and venue of graduation and other literature relating to the examination.
- Distribution of admission cards and parent passes to candidates for the graduation.
- Distribution of Provisional Degree Certificates.
- Seating arrangement at the graduation venue.

### **9.3. Paperless Works of the Centre**

In accordance with the institution's aim of promoting green and sustainable environment, the Office of Examination consciously works to minimize paper work as far as possible. Almost all procedures of the Centre are digital except for end semester exam conduct and evaluation. It is the responsibility of the Office of Examinations to dispose the examination answer scripts and other related records in an appropriate manner at the end of such time as they have served a specifically defined purpose.

- Recycled papers are used for exam procedures.
- Paper written assignments, as far as possible, are discouraged particularly those submitted with plastic files or folders. Assignments using LMS platform are encouraged by all faculty members.

### **9.4. Question Paper Bank**

For all core subjects, previous year question papers will be available in the College Network. The students also have access to the bound copies of the Question Papers of the previous years kept in the library.



## **10. GLOSSARY OF TERMS & ABBREVIATIONS**

**ANSWER BOOKLET:** A booklet consisting of prescribed number of pages stitched for the purpose of writing tests and exams.

**ANSWER SCRIPTS:** Answer booklet that has been written by the student in a test or exam, which is ready for evaluation by the concerned teacher.

**AWARD COMMITTEE:** The committee constituted by the Principal every semester, scrutinizes and verifies the results of all Exams of end semester.

**BOE:** Board of Examiners

**BOS:** Board of Studies

**CANDIDATE:** Any bona fide student of the college who is eligible to attempt exams.

**CBCS:** Choice Based Credit System to give more course options to students to choose from, according to one's inclination and interest

**COLLEGE:** It means St. Claret College Autonomous, affiliated currently to Bangalore University

**COE:** Controller of Examinations- the coordinator of all exam related activities of the college

**COURSE:** Any subject under the given programme. Example: Cost Accounting, Financial Accounting, Corporate Accounts etc.

**DIFFERENTLY ABLED:** Any student who is partially or severely disabled -physically or mentally.

**EXAM CENTRE:** It is the nerve Centre for conducting all exams and evaluations of the college.

**MALPRACTICE AND GRIEVANCE COMMITTEE:** The Committee constituted by the Principal every year to check and offer redressal to malpractice and grievance cases related to exams and evaluations.

**OBE:** Outcome Based Education

**PRINCIPAL:** The Academic and Executive head of the institution who heads all activities of the college, also the Chief Superintendent and Head of the Examination Centre.

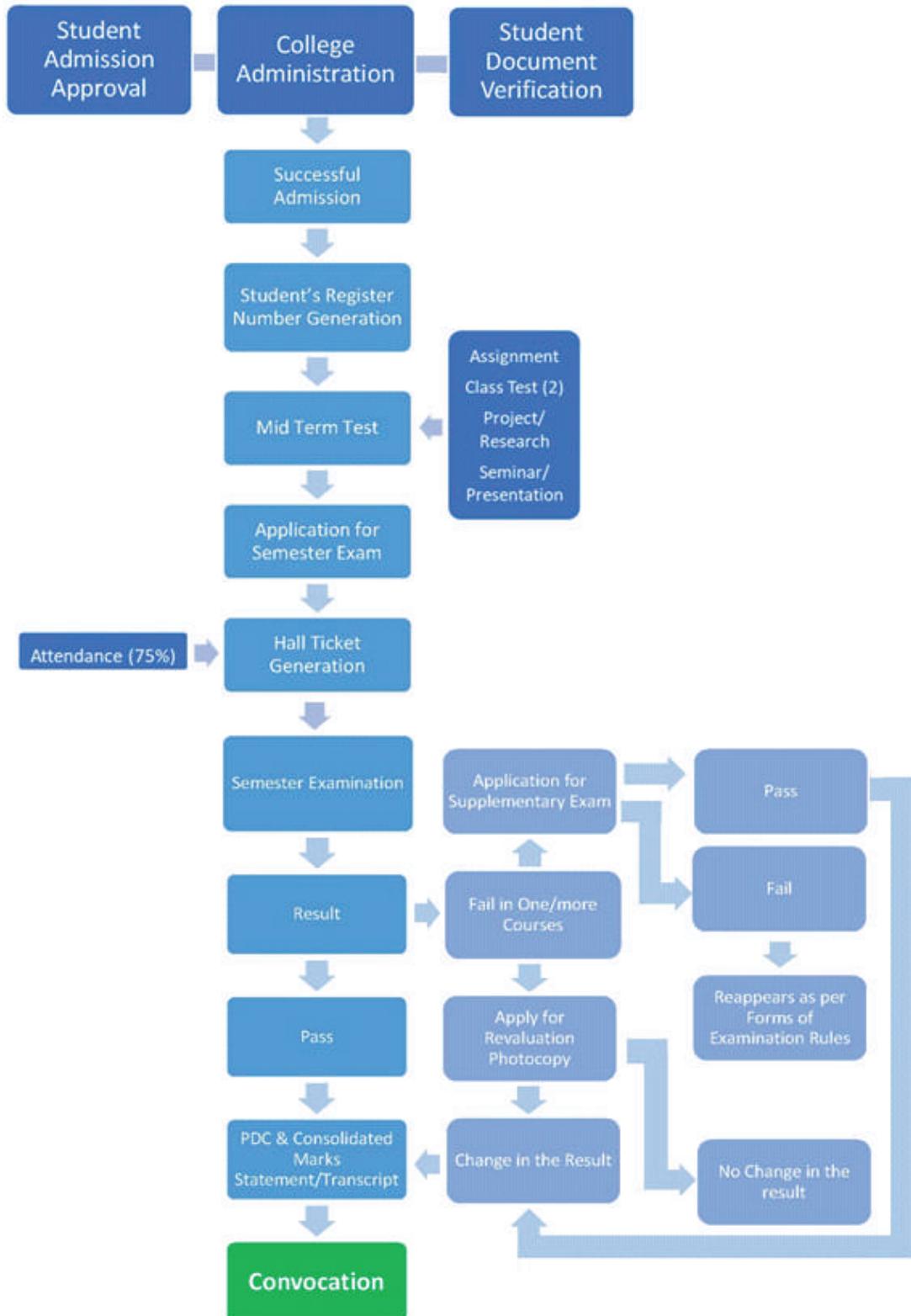
**PROGRAMME:** Any degree offered by the college. Example: B.Com, BBA, BA, BCA, B.Sc, M.Sc. MSW, MBA, MCA and M.Com

### **IMPORTANT NOTE:**

**Any dispute relating to the interpretation of this document "The Examination Manual" shall be resolved by the PRINCIPAL of St. Claret College Autonomous and his / her decision shall be final and binding IN ALL MEANS.**



## II. FLOWCHART OF EXAMINATION PROCESS FOR A STUDENT





**ANNEXURE - 1**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR AVAILING SERVICE OF SCRIBE / EXTRA TIME IN THE END  
SEMESTER EXAMINATIONS**

1	Name of the Candidate (as in Register)	
2	UUCMS Number of the Candidate	
3	Name of Programme and Class	
4	Semester	
5	Address for communication with PIN, phone number and email ID	
6	Details of disability	
7	Concessions required during final Examinations	
8	Name and address of scribe, if any	
9	Place:  Date:	Signature of the Candidate
10	Verified by Vice Principal/HOD  Signature	Endorsed by COE  Signature



**ANNEXURE - 2**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**PROFORMA SHOWING DETAILS OF SCRIBES  
AT THE END SEMESTER EXAMINATIONS**

1. Name and Address of the scribe.
2. Age and Date of Birth (with copy of the relevant page of SSLC Marks Card or any other ID proof).
3. Educational Qualifications of the scribe.
4. Specimen Signature of the scribe.
5. Name and address of the candidate and the examination for which the candidate is appearing.
6. Centre of Examination and Register No. of the Candidate.

Affix attested  
recent  
passport size  
photo of scribe

**DECLARATION**

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examination other than those mentioned above.

Signature of the Scribe



**ANNEXURE - 3**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR REVALUATION/ CHALLENGE  
VALUATION OF ANSWER SCRIPTS**

1	Name of the Candidate (In Blockletters)	
2	UUCMS No.	
3	Name of the Examination, Year/ Semester and Month	
4	Date of Declaration of Results	
5	Contact Number	

Sl. No	Exam/ Semester	Title of the Course (s)	Marks Secured	Maximum Marks	For Office use only

Place:

Date:

Signature of the Candidate



## INSTRUCTIONS TO CANDIDATES WHO WISH TO APPLY FOR REVALUATION OF THEIR ANSWER SCRIPTS

1. Every application for revaluation should be submitted in the prescribed form along with the prescribed fee mentioned so as to reach the office of the Controller of Examinations.
2. After the fee payment, the details shall be forwarded to the Controller of Examinations along with the application. Fees once paid will not be refunded.
3. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice.
4.
  - a) In the case of applications which are found in order, the College will take steps to get the answer books revalued expeditiously so as to issue the result of revaluation as quickly as possible.
  - b) The results of revaluation will be communicated to the candidates concerned individually through notification as soon as the results are ready for issue. No interim enquiries of any kind will be entertained in this regard.



**ANNEXURE - 4**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FORM FOR THE PHOTOCOPY OF THE ANSWER SCRIPTS**

1. Name of the Candidate :
  
2. UUCMS No. :
  
3. Programme :
  
4. Address :
  
  
5. Details of the course(s), for which photocopy of the answer book(s) is/are required:
  - (a) End Semester Examination: Month \_\_\_\_\_ Year: \_\_\_\_\_
  - (b) Course(s):
    - 1.
    - 2.
    - 3.
    - 4.
    - 5.
    - 6.



**ANNEXURE - 5**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**DETAILS FOR PROVISIONAL DEGREE CERTIFICATE REQUIRED**

Name of the Applicant		
UUCMS Number		
Name of the Programme		
Year of Admission (Batch)		

**UNDERTAKING**

The particulars given above are true and correct.

Place:

Date:

Signature of the Applicant

Payment Receipt No	
Amount Rs.	
Date	



**ANNEXURE - 6**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FORM FOR SUPPLEMENTARY EXAMINATION  
(Theory & Practical Papers)**

Class..... Semester ..... UUCMS No.....

1. Students' Name (in Block Letters).....

2. Father's Name .....

3. Contact No.....

4. Address: .....

.....

.....

5. Indicate subjects being taken for the Examination

Sl. No	Course Titles with Codes
01	
02	
03	
04	
05	
06	
07	

Place:

Date:

Signature of the student

5. Particulars of fee paid

Date	Receipt No	Amount Paid

Endorsement Signature of COE



**ANNEXURE - 7**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR LATE REGISTRATION OF SUPPLEMENTARY EXAMINATION  
WITH LATE REGISTRATION FINE**

1	Name of the Candidate	
2	Name of the Programme	
3	UUCMS Number of the Candidate	
4	Year of Admission	
5	Semester	
6	Name of the Courses (with year and semester) for which the candidate registers.	

Place:

Date:

Signature of the Candidate

Endorsement and Signature of the COE

Details of the Fee remitted	
Amount Rs.	
Date	



**ANNEXURE - 8**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR ONLINE MARKS CARD COPY**

1	Name of the Candidate	
2	Name of the Programme	
3	UUCMS Number of the Candidate	
4	Year of Admission (Batch)	
5	Details of Marks Card	

**UNDERTAKING**

The particulars given above are true and correct

Place:

Date:

Signature of the Candidate

Signature of the Receiver

Payment Receipt No	
Amount Rs.	
Date	



**ANNEXURE - 9**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR DUPLICATE MARKS CARD**

1	Name of the Candidate	
2	Name of the Programme	
3	UUCMS Number of the Candidate	
4	Year of Admission (Batch)	

1. Details of Duplicate Mark Cards to be required

Reg. No	Month & Year of Exam	Regular/ Supplementary	Whether passed or failed	If passed, total marks obtained in the exams

**UNDERTAKING**

The particulars given above are true and correct. I hereby undertake that if the original marks card is recovered, I will inform the fact to the College and surrender the same.

Place:

Date:

Signature of the Candidate

Attachment - FIR, Affidavit

Payment Receipt No	
Amount Rs.	
Date	



**ANNEXURE - 10**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR BACKLOG CERTIFICATE**

1.	Name of the Candidate (In Block Letters)	
2.	Address with Pin code and Mobile Phone	
3.	UUCMS No. and Course studied	
4.	Year of study	
5.	Whether passed or not	
6.	Details of Exam attended	

Semester	Backlog subject if any	First appearance	Re-appearance if any	Month and year of Pass
Semester I				
Semester II				
Semester III				
Semester IV				
Semester V				
Semester VI				

7. Purpose of obtaining Backlog Certificate:

8. Details of fees Remitted:

Place:

Date:

Signature of the Candidate

Details of the Fee remitted	
Amount Rs.	
Date	



**ANNEXURE - 11**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR MALPRACTICE RECORDING**

1	Name of the Candidate (In Block Letters)	
2	UUCMS No.	
3	Name of the Examination	
4	Date of Exam	
5	Contact Number Father/Mother	
6	Contact Number	

Date of Exam	Name of the Invigilator
--------------	-------------------------

Explanation for the act of Malpractice

Name of the Person who spotted the candidate in the act of Malpractice

For Office use only	
---------------------	--

Place:

Date:

Signature of the Candidate

Signature of the Invigilator/Squad

Signature of the COE



**ANNEXURE - 12**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR EXAMINATION RELATED GRIEVANCE RECORDING**

1	Name of the Candidate (In Block Letters)	
2	UUCMS No.	
3	Name of the Programme	
4	Contact Number:	

Date	Nature of the Grievance
------	-------------------------

Brief Explanation
-------------------

Action taken
--------------

Any other Remarks
-------------------

Place:

Date:

Signature of the Candidate

Signature of the COE



**ANNEXURE - 13**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FORM FOR RETOTALLING/REVALUATION /  
PHOTO COPIES OF ANSWER SCRIPTS**

1. Name .....

2. Exam Reg. No.....

3. Semester .....

4. Revaluation/Retotaling/Photocopy Details: (tick whichever is applicable)

Sl. No	Subject	Paper code	Max Marks	Obtained

5. Paid Rs..... Vide Reciept No.....dated for..... Retotaling/  
Revaluation/Xerox copy of answer scripts

6. I ..... declare that the information furnished  
above is true.

Place:

Date:

Signature of the Student

1. Certified that the student belongs to .....semester, year .....

2. The original marks sheet has been verified and the applicants fulfills all conditions.

Date:

Signature of the COE



**ANNEXURE - 14**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**LETTER OF APPOINTMENT OF PRACTICAL EXAMINER (EXTERNAL)**

Date:

To

.....  
.....  
.....

Dear.....

Greetings.

Thank you very much for accepting to be an examiner at St. Claret College, Autonomous.

I am happy to appoint you as the practical Examiner for ..... Course

..... Semester..... academic year on.....

The time and the batches are as mentioned below:

Time: .....

Course Title: .....

Course Code:.....

Kindly report to the HOD/PG coordinator,

..... (Phone number..... 30 minutes before the stipulated start time, so that you can plan the modalities of the examination with the internal examiners.

Please feel free to email me for further clarification, if needed.

Thanking you,

Sincerely,

Controller of Examinations  
St Claret College, Autonomous.



ANNEXURE - 15

**St. Claret College Autonomous**

Jalahalli, Bengaluru - 560 013

**MALPRACTICE CASE REPORT**

To,

Coordinator,

Examination Malpractice Enquiry Committee

St. Claret College, Autonomous

Sir,

**Subject: Malpractice Case**

I am sending herewith a case of Malpractice by..... who

has appeared for the ..... Semester of .....with roll number

..... & UUCMS number.....

The case was detected on ..... at .....AM/PM. All the relevant documents and materials are enclosed herewith.

**Enclosures** (Please tick the appropriate points)

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by RS/DS
3. Copy of Admission ticket of the candidate.
4. Seating arrangement indicating the sitting position of the candidate in the exam hall.
5. The statement of the candidate.
6. The report of the concerned Room Superintendent.
7. The report of the Deputy Chief Superintendent.
9. The report of the Squad (if applicable)
10. Copy of the Memo issued to the candidate to attend the meeting of the MPPC.

Yours faithfully

Controller of Examinations

St. Claret College, Autonomous.



**ANNEXURE - 16**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**STATEMENT OF THE CANDIDATE ON EXAM MALPRACTICE**

The Deputy Superintendent shall obtain a written statement from the candidate. Such statement shall be made in the presence of a responsible witness, being either the Deputy Superintendent or a senior faculty member. The statement shall be written in the candidate's own handwriting, signed by the candidate, and duly attested by the examination officials.

In the event the candidate refuses to provide a statement, the candidate shall be required to submit a written declaration expressly stating such refusal. Should the candidate also decline to provide the said declaration, the refusal shall be formally recorded. Such record shall be attested by two members of the Supervisory Staff, one of whom shall be the Deputy Chief Superintendent.

**THE STATEMENT OF THE CANDIDATE**

**WITNESS:**

**1. Name & Designation:**

Signature:

**2. Attested by DCS**

Signature:

Signature of the Candidate:

UUCMS number:

Phone number of the candidate:

Email ID:



**ANNEXURE - 17**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**REPORT OF THE ROOM SUPERINTENDENT/ SQUAD ON MALPRACTICE**

This statement given by me is based on my personal knowledge of the malpractice case, Before the distribution of the Question Papers, I had warned the candidate "All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes or e-gadgets and if you find any, keep them in your bag before you start answering the paper".

This warning was given to the latecomers also.

STATEMENT When I was supervising on (date) ..... At about (time) .....

I found, this case of malpractice in my room.

The Candidate's name ..... And bearing UUCMS

Number ..... Below given are the details of the case.

.....  
.....  
.....  
.....

Signature of the Room Superintendent

**REPORT OF THE ROOM SUPERINTENDENT/ SQUAD ON MALPRACTICE**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature of the squad Member (s)



**ANNEXURE - 18**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**MEMO TO THE STUDENT INVOLVED IN EXAM MALPRACTICE (Office copy)**

DATE:

To

Mr./Ms..... bearing roll number.....

UUCMS number.....

Please contact the coordinator of the Malpractice prevention coordinator (Phone number.....) for the date and time to appear for inquiry. You are booked under

Malpractice during mid semester / Semester End Examinations in the subject.....

.....on ..... is hereby directed to appear before the Mal-Practice

Prevention Committee Meeting on ..... at ..... If you fail to appear before the

committee, exparte decision will be taken.

Signature-Controller of Examinations

Signature of the candidate for having received the Memo.....

**MEMO TO THE STUDENT (Student Copy)**

DATE:

To

Mr./Ms.....bearing roll number..... Please contact

the coordinator of the Malpractice Prevention Committee (Phone number.....) for the date and time to appear for inquiry. You are booked under Malpractice during mid semester / End

Semester Examinations in the subject.....on ..... and is

hereby directed to appear before the Mapractice Prevention Committee Meeting on

.....at..... if you fail to appear before the committee, exparte

decision will be taken.

Signature- Controller of Examinations





**ANNEXURE - 20**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR UG MAKE UP EXAMINATION**

(This form must be submitted within time prescribed by the Office of Examinations).

Name of the Candidate	
Roll number	
UUCMS number	
Semester	
Phone number	
College Email ID	
Names of courses for Make Up Examination (With Course Codes and Course Titles).	
Signature of the candidate with date:	

Details of fees Remitted:

Details of the Fee remitted (For Office Entry only)	
Amount Rs.	
Date	

Endorsement signature of COE



**ANNEXURE - 21**

**St. Claret College Autonomous**

**Jalahalli, Bengaluru - 560 013**

**APPLICATION FOR IMPROVEMENT OF END SEMESTER EXAMINATION:  
UG & PG**

Name of the Candidate	
Roll No.	
UUCMS No.	
UG/PG Semester	
Phone number	
Email ID	
Date of submission of the application	
Course codes and Titles for which the application is made	
Total Amount paid	
Transaction ID	
Date of submission	
Signature of the candidate	
Signature of the admin staff with date	

Endorsement Signature of COE



ANNEXURE - 22

**St. Claret College Autonomous**

Jalahalli, Bengaluru - 560 013

**APPLICATION FOR ISSUE OF SEMESTER MARKS CARD**

1. UUCMS No.	
2. Name (IN BLOCK LETTERS)	
3. Name of Programme:	
4. Residential/Postal Address (with Phone Number)	
5. Phone Number:	
6. Mention the Academic Years and Semesters of the Marks Cards Applied for:	
7. Payment Details (Admin Office)	Amount (Rupees.....only) Payment Date..... Receipt No.....
8. Payment Confirmation from Admin Office: Signature with date by Admin Staff	

Endorsement Signature of COE







# St. Clare College

**AUTONOMOUS | BENGALURU**

NAAC A+ Accredited | AICTE Approved | Affiliated to Bangalore University

**NURTURING VALUES AND EXCELLENCE**

P.O. Box 1355, M.E.S. Ring Road, Jalahalli, Bengaluru - 560 013. Tel.: +91-80-23454755

**Mobile: +91-6361718834 | +91-9620912639**

E-mail: [scc@claretcollege.edu.in](mailto:scc@claretcollege.edu.in)

[www.claretcollege.edu.in](http://www.claretcollege.edu.in)