

# DON BOSCO COLLEGE, SULTHAN BATHERY

AFFILIATED TO UNIVERSITY OF CALICUT  
(NAAC Reaccredited with B+ Grade & An ISO 9001-2015 Certified Institution)

Academic year 2022- -2023

Name of the committee	Don Bosco College, Examination Cell	
Date of Formation:	01.06.2022	
<b>Members:</b>		
Sl No	Name	Designation
1.	Rev.Dr.Johnson Ponthempilly	Principal
2.	Mr. Antony P P	Vice-Principal
3.	Ms. Sangeetha P S	Asst.Professor in English
4.	Ms. Brilla Varghese	Asst.Professor in Commerce
5.	Ms. Gibi.K.s	Asst.Professor in Computer Science
6.	Mr.Babu V S	HoD,Department of Commerce
7.	Ms. Preetha P R	Asst.Professor in Commerce
8.	Mr. Mathew Vargheese	HoD,Department of Travel and Tourism
9.	Ms. Ashitha Johny	HoD,Department of Psychology
10.	Ms. Susan Thankachan	Jr.Superintendent
11.	Mr. Eby Mathew	Office Assisstant

**Aim:** To ensure the examination process is conducted fairly and transparently and that the results are accurate and reflective to students' performance and help to maintain the academic standards chosen fields.

**Objectives :** To maintain the integrity of the academic system and provides students with a fair and reliable measure of their academic performance.

**Vision:** To create an examination system that supports academic excellence ,promotes transparency, accountability, and enhances student learning while maintaining high academic standards.

**Mission :** To ensure that the examination process is conducted efficiently, fairly and transparently, and the results are accurate and reliable to support the academic mission of the college to ensure that students receive high quality education

### **Strategic Plan for the present academic year (2022-2023):**

SI.NO	NAME OF THE EXAMINATION	MONTH
1.	First Internal Examination Of 3 <sup>rd</sup> Semester UG,PG and 5 <sup>th</sup> Semester UG	August
2.	Second Internal Examination Of 3 <sup>rd</sup> Semester m UG ,PG and 5 <sup>th</sup> Semester UG.	November
3.	First Internal Examination Of 1 <sup>st</sup> Semester UG ,PG	November
4.	First Internal Examination of 4 <sup>th</sup> Semester UG ,PG and 6 <sup>th</sup> Semester UG	January
5.	Second Internal Examination Of 1 <sup>st</sup> Semester UG ,PG	January
6.	Second Internal Examination Of 6 <sup>th</sup> Semester UG	February
7.	First Internal Examination Of 2 <sup>nd</sup> Semester UG ,PG	February
8.	Second Internal Examination Of 2 <sup>nd</sup> and 4 <sup>th</sup> Semester UG ,PG	March

Principal  
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**CIA Procedure**

**Mechanism of internal assessment is transparent and robust in terms of frequency and Mode.**

**The Examination Committee**

The Examination committee is set up to ensure transparency and robustness in the internal assessments. The College follows the guidelines given by the University regard to the conduct and assessment of internal examinations. The schedule of the internal assessments is announced as notified in the college calendar. The syllabus stipulated for the tests are informed by the respective course teachers to the students in advance. The whole process is monitored by the Examination Committee headed by the Principal.

**Conduct of the Internal Examinations**

In order to train the students for the end-semester exams internal tests are conducted in the examination halls in the same pattern as the university examinations. The required invigilators are allotted to the examination halls and the same is communicated to them well in advance by the Principal. The invigilators are responsible for the smooth conduct of the internals in the examination halls. In addition, the halls are under CCTV surveillance. Any malpractice or inappropriateness is to be immediately brought to the notice of the Principal and actions are taken accordingly.

**Process of Evaluation**

The exam sheets are collected and submitted to the college office, which are later entrusted to the respective teachers for valuation. The concerned teachers return the valued examination scripts and the marks awarded to the students within two weeks. After the students have clarified their doubts and anxieties with the grades provided, the teachers submit the marks (grades) of the subjects to the class teachers who will consolidate the grades and submit the same to the College Office through the college email.

**Grading pattern**

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The whole process is monitored by the Examination Committee headed by the Chief Examiner (Principal). The components for Continuous Assessment (CA) marks are followed as per the Calicut University norms which are fixed as 20 marks for UG and 18 weightage for PG. Attendance marks are given to each paper. The teachers ensure that the assignments and the seminars are conducted well in advance and marks assigned. The fractions of CA marks are rounded off to the nearest integer.

### **Access to Internal Marks**

The CA marks are also very transparent and robust through the Moodle. College uses Moodle software which provides a platform to students as well as parents to view and to present their grievance, if any. During the Parents Meeting (PTA) the parents are communicated the status of the performance of their wards. The students database is stored in Cloud (Amazon Web Server) and accessed through Moodle software. Since it is stored in the cloud it cannot be accessed or modified by unauthorized users. Hence the mechanism of internal assessment is transparent and robust in terms of frequency through Moodle

### **Mechanism to deal with examination related grievances is transparent, time-bound and Efficient.**

The College has a well functioning grievance Redressal system to address grievances of students related to internal assessment marks and even grievances related to University results which will be addressed and resolved through this mechanism.

**Department Level:** The corrected answer scripts are given back to students within two weeks' time after the examination by the respective members of faculty members. Doubts and enquiries of the students are clarified by the respective teachers. If there is any tabulation related error in assessment, corrections are duly made by the examiner and the corrected marks will be officially posted against the name of the concerned student. The students are free to approach concerned subject teachers after the releasing of internal assessment marks and they get it clarified if any. After a preliminary correction, the consolidated marks are published in notice board for two days and later it's filed in the office. If there is any exam related grievance from the part of students, they are free to give their written complaints to the Examination Grievance Cell functioning under each Department. The complaints must be discussed in the Department as soon as possible.

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*Grip*



**College Level:** In case the student is not satisfied with the action taken regarding the complaint submitted in the Department level Grievance Cell, the student can move on with his/her complaint to the college level Grievance Cell. The Coordinator of Grievance Cell and the committee under the chairmanship of the Principal will discuss the matter and will take necessary actions.

**University Level:** The Registrar or the Controller of the Examination makes the final decision with regard to the examination related grievance at the University level.

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## **PROCEDURES AND PROTOCOLS OF INTERNAL EXAMINATION**

- The examination cell will fix the internal exam dates
- Thereafter the examination cell shall prepare the time table
- The time table will be published in the college notice board
- The concerned teachers are instructed to submit the question papers a week before the examination
- Proof reading and checking of compliance with syllabus and patterns shall be done thereafter
- The examination cell will ensure the proper hall arrangement and invigilation assignment
- The invigilators shall report to the exam cell and receive the answer books and other documentation papers half an hour before the commencement of the exam and proceed to their respective exam halls
- The exam cell shall dispatch the answer books to paper valuers on the same day after having documented properly

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## **PROCEDURES AND PROTOCOLS OF UNIVERSITY EXAMINATION**

- **The university publishes the notification**
- **The time table for forthcoming examinations will be released on the university web site**
- **The time table will be published in the college notice board**
- **Nominal roll will be provided to the students**
- **The exam cell thereafter shall plan , organize and conduct the exam including the hall arrangement and invigilation assignment**
- **The exam cell shall complete the documentation process and dispatch the answer sheets to the university**

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## **INSTRUCTIONS TO THE STUDENTS APPEARING FOR THE EXAMINATION**

- The candidates are advised to take their allotted seats in the examination hall atleast 5 minutes before the time fixed for the commencement of examination
- Before entering the hall they should deposit all books, electronic gadgets and other papers outside the hall and make sure that notes or other materials are not in their pocket or anywhere else on them
- Candidates should enter the hall with the hall tickets. Hall tickets should be produced for inspection on demand by invigilators
- As soon as the question paper is received the candidates should write his or her name and register number thereon. Nothing else should be written on the question paper
- No candidates will be allowed to leave the hall until after the expiry of 30 minutes of the commencement of the examination
- Candidate indulging in any kind of malpractice in the examination hall will be dealt with the rules
- Students should bring their own pencils, pens, erasers, rulers, calculators and any other tools required for the examination
- Candidates are strictly advised to wear their ID cards inside the exam hall.

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