



# ST FRANCIS DE SALES COLLEGE

## BANGALORE - 560 100

### EXAM CELL POLICY

#### 1. Introduction

St. Francis de Sales College is manned by the Missionaries of St. Francis de Sales (MSFS) of South West Province, India, who firmly believe that 'the education of the heart is the heart of education. The MSFS Fathers have nearly two centuries of experience and expertise in imparting quality higher education on every continent of the world.

With a passion to achieve the Vision of the College, Transformation: Excellence & Efficiency, College has taken the initiative to establish the Exam Cell.

St. Francis de Sales College since its inception in 2004 has progressed in leaps and bounds towards the accomplishment of its Vision. The establishment of the Exam Cell is another milestone achieved by the College.

The Exam Cell at St. Francis de Sales College aims to develop a unified, technologically strong, efficient, flexible and transparent system that would guarantee highly reliable testing and evaluation procedures with Zero tolerance towards unfair and inefficient practices.

#### Vision

'Quality, Reliability & Credibility'

#### Mission

To develop a unified, technologically strong, efficient, flexible and transparent system that would guarantee highly reliable testing and evaluation procedures with zero tolerance towards unfair and inefficient practices.

#### Objectives

1. To establish a strong, reliable and credible examination system in the institution.
2. To improve the quality of examination, and ensuring credibility of the processes throughout the system.
3. To ensure that all components of the examinations system in the institution follow the rules

and policies of the institute in true letter and spirit to ensure the same quality standards across the board.

4. To boost the examination system to the optimum level to get better, speedy and reliable results.
5. To establish a network that could guarantee constant information sharing between all the components.

### **Affiliation**

St. Francis de Sales College since its inception is affiliated to Bangalore University and thus governed by the examination policy of Bangalore University.

As the College is affiliated to Bangalore University, there is no direct influence of the College over the University Examination procedures and thus to full extent abides to the examination norms laid by Bangalore University.

### **Conduct of Examination**

Bangalore University conducts written and practical final examinations at the end of each semester's courses. Examination schedule shall be available FOUR weeks (approx.) before the final examination is held. Bangalore University reserves the right to change the examination schedule.

### **Examination Period**

- Bangalore University conducts the final examinations twice in a year i.e April-May & Oct-Nov every academic year.
- The time allowed for written final examinations is three hours per subject

### **Rules on Attendance**

- Students are responsible for familiarizing themselves with special rules on compulsory attendance to appear for the University Exams.
- The College requires from every student to have a minimum of 75 % of attendance as per the University regulations in all the subjects as an eligibility criterion to appear for the University Examinations.

**NOTE:** Any student violating the general rules of discipline, behavior and code of conduct will also be considered ineligible to appear for the University semester exams.

### **Entry of Final Grades**

Teachers enter final grades for their courses in the prescribed format, and the course is closed thereafter. The Exam Cell releases student grades after teachers have closed their courses and confirmed submission to the Cell for the further submission to Bangalore University for consolidation of final marks.

### **Hall Tickets issue procedure:**

Hall ticket issuance to the students is one of the important components of examination system, which is further absolutely governed by the Bangalore University.

Following are the stages of Hall ticket issuance to the students in brief :-

1. Bangalore University declares the period of admission of students into the College rolls.
2. The details of the students admitted are uploaded with the Bangalore University electronically.
3. Once the University receives the uploaded information from the College, physical verification of documents is administered by the University at the College Premises.
4. Bangalore University, after thorough physical verification of documents approves admissions along with the allotment of registration numbers to the students.
5. Subsequently, the Hall tickets are uploaded by the University prior to the commencement of University Semester Examinations.
6. Once the College downloads hall tickets of all the students, they are issued to the eligible students through the respective class mentors administered by the College examination department.
7. The dates for the allotment of hall tickets are announced by the College as per the respective courses.

### **Examination Centre**

St. Francis de Sales College is declared as one of the Examination Centre to organize for the University exams by the Bangalore University with effect from the academic year 2008-09.

### **Invigilation Procedure**

The smooth functioning of the examination depends on the invigilators, who are responsible for maintaining sacredness of examination through their supervision. The invigilation procedure is absolutely governed by the Bangalore University which administered through the College.

Following are some of the components of invigilation procedure:

1. Bangalore University appoints Sitting Squad, who will be present at the College Premises throughout the period of examination to supervise the whole examination process.
2. Bangalore University, also appoints Principal of the College as the Chief Superintendent of examination, who holds the sole authority over all the examination proceedings at the premises.
3. The Exam Cell at College level also forms an examination committee comprising of minimum of 2 faculty members from the College, who will be coordinating with the Sitting squad and the Chief Superintendent of examination.
4. The invigilators are appointed as per the directives given by the University, which include faculty members from the host college as well as faculty members from the attached Colleges.
5. The College disburses the remuneration to the invigilators as and when the University approves and releases it. Further the amount of invigilation remuneration is absolutely prescribed by the University.
6. The room invigilators can exercise any actions over the examination proceedings in their respective halls only with due consent from the Chief Superintendent.

### **Evaluation System:**

Evaluation procedure is also absolutely governed and administered by Bangalore University. Following are some of the components of the evaluation procedure:

1. Immediately after completion of each subject examination, the Room Invigilators submits the answer scripts to the examination committee.
2. The examination committee immediately sends the answer scripts (packed, sealed and duly verified) to the University, which is further absolutely governed and administered by the Sitting Squad and the Chief Superintendent.

3. The valuation of the answer scripts as per the different courses is further completely governed and administered by the University.

4. The eligible faculty members from the College also participate in the valuation process. Further the eligibility criteria for valuation are laid by the Bangalore University.

5. Once the valuation process is completed in the University, the results are declared by the University course wise in the University Website.

6. Upon receiving the approved copy of the results from the University, the College will publish the same in the examination notice board.

**Revaluation process:**

The students willing to apply for revaluation or challenge valuation or any other queries related to their results can apply through the prescribed format by paying the prescribed fees to the University.

**Convocation:**

The conduct of Convocation programme and issuance of the Convocation certificate is completely governed by the University directives. The students by filling up the prescribed formats can apply for the Convocation certificate along with the payment of convocation fees prescribed by the University.

**Exam Cell Members:**

The Management at St. Francis de Sales College will appoint five to six persons as Exam Cell members of the Examination Department at College, who will be responsible to coordinate with the Sitting Squad and the Chief Superintendent for the smooth functioning of the University examination process:

The Cell Members are not only responsible to coordinate for the University Semester Examinations, but also are responsible to administer the whole process of internal examination in the College.

**Continuous Internal Assessment:**

Following are the roles and responsibilities of the Exam Cell with reference to the Continuous Internal Assessment (Internal Examinations) at St. Francis de Sales College:

1. Planning for the internal examinations
2. Preparing the Time Table for the Internal Examinations.

3. Room Allotment.
4. Allotment of the Room Invigilators.
5. Distribution of answer scripts and the question papers as per the time schedule.
6. Supervision of the whole process of examination.
7. Collection of the answer scripts from the room invigilators.
8. Disbursal of the answer scripts to the respective subject faculties.
9. Collection of the result sheets from all the subject faculties.
10. Record the results in the prescribed format.
11. Publish the results in the Examination Notice Board within the stipulated time.
12. Settlement of any query or dispute relating to the internal examination as per the rules laid by the Board.

The Cell Members hold the complete right on the administration of the internal examinations in the College in Coordination with the Chairman of the Board.

#### **CONTINUOUS EXTERNAL ASSESSEMENT**

Following are the roles and responsibilities of the Exam Cell with reference to the Continuous External Assessment (University Semester Exams) at St. Francis de Sales College:

1. Preparation of Invigilation Diary.
2. Collection of Question papers and answer scripts.
3. Dispatching of answer scripts to the University.
4. Collection of remuneration from the University and the distribution of the same to the concerned invigilators &
5. All that forms part and parcel of requirement of smooth conducting of University Exams.

General Instruction with reference to the Bangalore University Examinations.

#### **Part-I**

1. The room invigilators should enter the hall 15 minutes before the commencement of the examination.
2. As the room invigilators enter the hall, they have to make it sure that the following tasks are accomplished without failure:
3. Room invigilators should report at least 30 mts. Before to the Chief Superintendent.  
Invigilators should be present in the room assigned to them before the first bell

4. Ensure that there is no paper/book/note/manuscript (even a scrap of paper) on/in/around the desk.
5. Issue the answer booklets in serial number according to the assigned register numbers.
6. Ensure that, the invigilators sign the answer script where the space is assigned in the answer script.
7. Invigilator should sign on the Hall Tickets against the paper (exam) of the day.
8. Any impersonation is found, room invigilators should inform the same to the Chief Superintendent without disturbing other candidates.
9. The room invigilators are not expected to take the cell phone to the examination hall. It is a mandate.
10. Not to permit the students to enter the hall after half an hour of the commencement of the examination Students (other college students only) are free to leave the examination hall after one hour of the commencement of the examination, but students of St.Francis de Sales College can leave the hall only after two hours thirty minutes.
11. The room invigilators have to be alert and strict with the examination duty. No student shall be permitted to discuss/talk etc. as they enter the examination hall. No malpractice shall be permitted in the examination hall. Any malpractice will be treated with severe punishment of dismissal of the student from the examination hall.
12. Room invigilators have to make it sure that the reliever reaches the examination hall before he/she leaves the hall for any reason. Exam hall shall not be left free without the room supervisor.
13. The room invigilators should not engage in reading, talking, or in any personal work during the examination duty. The room superintendents shall maintain the decorum with all earnestness and seriousness

## **Part II**

1. The room invigilators should ensure that, the students fill in their registration numbers in the answer book in the boxes provided and shade the circle and no overwriting should be done. Otherwise, the scanner will not accept the register number of such candidates and their result will not be declared.
2. The room invigilator should ensure that, each student writes Month and Year of examination, Semester, Course, Subject, Subject Code, Title of the paper, No. of pages used, No. of graph sheets used.
3. The room invigilator should ensure that, each student writes exclusively in a separate

answer booklet, according to the question paper

4. The room invigilator should ensure that, the students strike off the unused answer sheets with X sign.
5. The room invigilator should ensure that, the students do not write anything on the question paper, hall ticket and on the desk.
6. The room invigilator should ensure that, the students do not leave the examination hall for any reason during the examination. Incase of unavoidable situation the student has to be accompanied by the staff or such cases have to be referred to the Chief Superintendent/deputy superintendent of the examination.
7. The room invigilator should ensure that, he will not talk to anybody in a loud voice and disturb the students or the exam environment.
8. The room invigilator should ensure that, after the examination, he will arrange the answer book according to the Registration Number wise and submit the same to the Chief Superintendent for verification and packing.

### **Part III – Invigilation Diary:**

1. The room invigilator has to read the instructions to the students before distributing the question papers.
2. Serial number of the answer books issued shall be entered by the room superintendent.
3. The signature of the candidates present shall be obtained during the first half an hour of the examination.
4. Room invigilator should make to sure that, the candidate signs in the columns assigned for it against the Register number and the serial number of the answer book issued to him/her.
5. The room invigilator should ensure that, whenever he issues an additional book, the initials of the students and the serial number of the answer book is taken in the prescribed column.
6. Register numbers of the absentees must be marked after 30 minutes of the commencement of the examination.
7. Total number of answer scripts and the blank answer books returned to the Chief Superintendent shall be clearly marked before the room invigilator hands over the invigilation diary. Regarding malpractice if anything needs to be entered should be entered only after the completions of the examination.



If any question arises relating to the interpretation of this Policy, it shall be referred to the MANAGEMENT whose decision shall be final.

The Exam Cell Policy was approved in the Governing Body meeting of St. Francis de Sales Educational and Charitable trust on 15.04.2012

Date: 15.04.2012

Place: Electronic City, Bangalore – 560100

President



**THE GENERAL MANAGER**  
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