



Sunbeam College for Women

BHAGWANPUR, VARANASI-221005 (U.P.)

Autonomous Post Graduate College | Accredited 'A' Grade by NAAC



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Examination Policy



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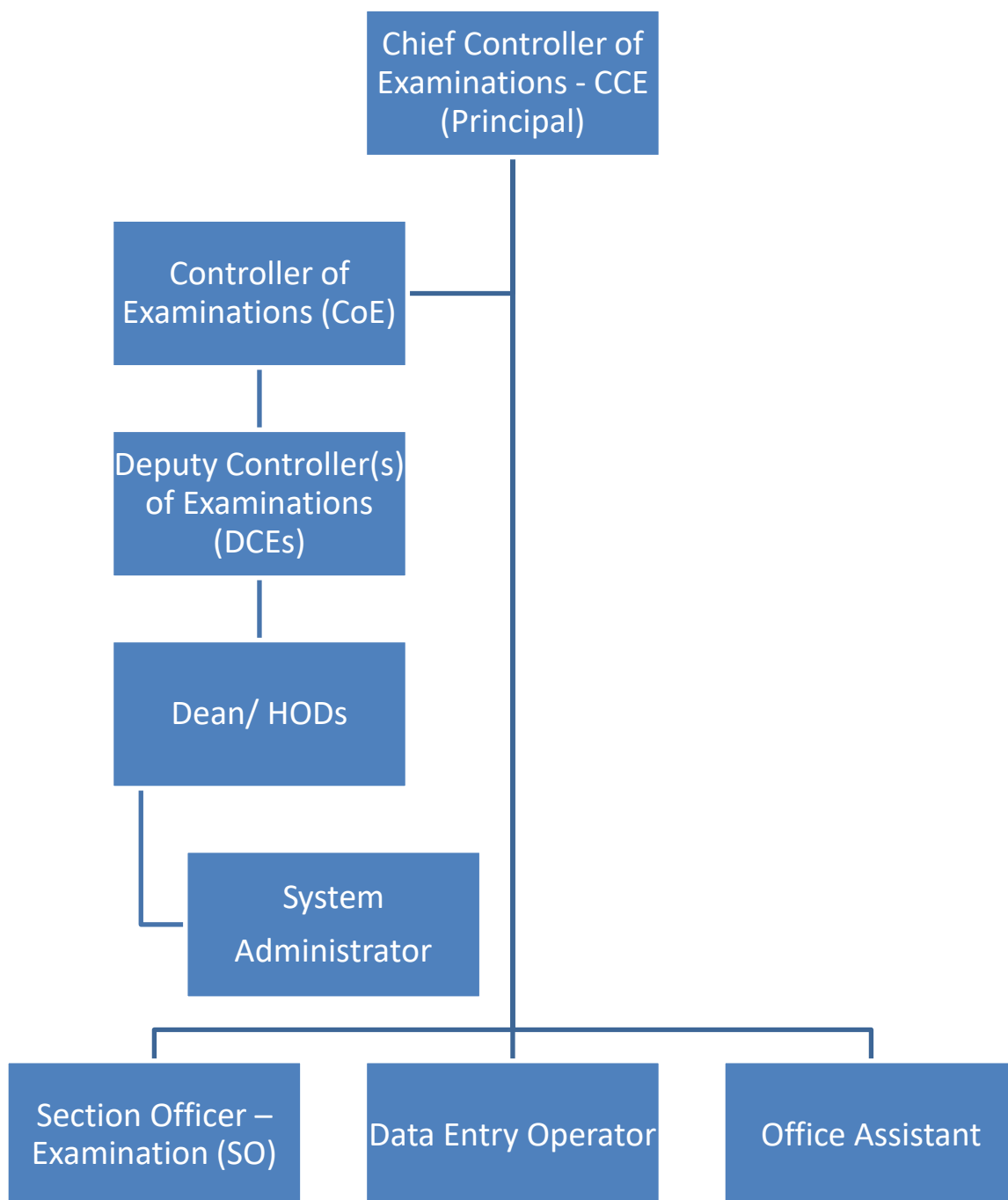
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1. STRUCTURE OF EXAMINATION CELL

Examination Cell consists of the following:



2. SCOPE OF EXAMINATION CELL (EC):

- 2.1 The EC shall ensure proper conduct of the various stages in the examination system.
- 2.2 The EC shall recommend examination reforms and shall implement them after approval of the academic council.
- 2.3 The EC shall prepare the time table of examinations as per the schedule approved by CCE.
- 2.4 The EC shall arrange for strict vigilance during the conduct of examinations to avoid use of unfair means by the students, faculty, and invigilators.
- 2.5 The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
- 2.6 The various formats shall be prepared by EC for record purpose as well as for monitoring all examination related activities.
- 2.7 The Chief Controller of examinations shall be assisted by DCEs for carrying out various activities.

3. PRIME RESPONSIBILITIES OF EXAMINATION CELL

- 3.1 The EC shall be responsible for smooth and proper conduct of examinations in the College.
- 3.2 Give the directions to all DCEs for smooth conduct of examinations.
- 3.3 Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department.
- 3.4 Receive the cases of malpractices and appoint committee for necessary action.
- 3.5 Receive the list of external examiners for various courses from the Head of the Departments for Question Paper-setting, paper evaluation, conduct of external practicals, etc.
- 3.6 The EC will appoint the conveners for evaluation of answer sheets of various subjects.

4. QUESTION PAPER SETTING RULES

The Question Paper setting of each subject in a Semester Examinations shall be done by the Internal & External faculty members. HoDs will submit a panel of **4 members** as a subject expert from inside & outside of the colleges as decided by the BOS of respective subjects. One faculty will be approved by the CCE for the preparation of the Question Paper. It will be moderated (if required) by the Subject Expert.



5. CONTINUOUS INTERNAL EVALUATION (CIE) SCHEME:

The evaluation system adopted by the Institute has two components:

5.1 Continuous Internal Evaluation (CIE)

Awarding of **25 marks** for Internal assessment shall be on the performance of the students in Class Tests (**10 marks**) & Assignments (Charts/ Flora/ Rural Service/ Technology Dissemination/Excursion/Visits/Industrial training, etc.), overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities, etc.) (**15 Marks**).

5.2 Semester Examinations (SE)

- a) Notification for semester examination will be issued 21 days before and Time-Table will be issued at least 15 days prior to the commencement of examinations.
- b) Semester Theory Examinations and Practical Examinations (if, applicable) will be conducted at the end of every semester.
- c) External Examiners for practical examinations, project work and Comprehensive Viva voce will be **nominated by the CoE** from the panel of experts submitted by the respective Heads of the Departments.

6. CONDUCT OF SEMESTER EXAMINATION

6.1 Theory Examination

Semester examination shall be for duration of **three hours** and the marks shall be **75**.

The process of conduct of the examinations is as follows:

- 6.1.1 The CCE/CoE with the help of the Deputy Controllers will arrange for printing of all the selected question papers of the concerned courses in the required numbers.
- 6.1.2 A Flying Squad (FS) consisting of at least three members constituted specifically for overseeing the examinations on a particular day by the Chief Controller of Examinations (CCE) will visit all the examination rooms/halls and ensure that the examinations are conducted as per the examination regulations.
- 6.1.3 The coding of the answer sheets of any particular examination shall be completed under the supervision of Examination Cell.
- 6.1.4 Results will be announced within one month after the completion of the answer sheet evaluations.



6.2 Practical Examinations

The process of conduct of the semester practical examinations is as follows:

- 6.2.1 The common schedule for the semester practical examination will be notified after the consent from the external examiners.
- 6.2.2 The External Examiner shall be nominated by the CoE from the panel of experts submitted by HOD.
- 6.3.3 The marks/ award slip shall be submitted to the examination cell in a sealed cover immediately after the completion of the practical examination.

7. INSTRUCTIONS TO EXAMINERS (EVALUATORS)

- 7.1 This is a confidential assignment and the concerned Examiner has to maintain strict confidentiality.
- 7.2 The Examiner shall have minimum of five years of teaching experience.
- 7.3 The Examiner shall not have any near relative appearing for the examination in the same subject.
- 7.4 The Examiner shall value a maximum of **75** answer scripts per day.
- 7.5 The Examiners should follow scrupulously the scheme of valuation, in the award of marks, and is required to evaluate the answer scripts in a uniform manner. Finally, the marks will be posted in the Award list.
- 7.6 It is mandatory that all the blank pages and blank portions of the pages of the answer booklets are to be cancelled by the Examiners using red ball point pen.
- 7.7 The conveners are authorized to re-evaluate the answer sheets and in case of any discrepancy the convener has the authority to debar the concerned evaluator and reassign the answer sheets to another evaluator and shall report the same to the CoE.

8. MODERATION RULES

The Moderation rules will be adopted as and when required with the permission of CoE.

9. DECLARATION OF RESULTS

The results along with the recommendations of the examination cell will be declared and displayed on the notice boards and college website.



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10. RE-TABULATION/RECOUNTING

Re-evaluation for any subject/course shall be entertained after submitting a formal application to the principal within 10 days after the declaration of the final results on payment of a specified fee.

- 10.1 The request for Re-tabulation must be made in the prescribed format along with the prescribed fees.
- 10.2 After the completion of re-tabulation, if the grade is improved or when there is a change in the status i.e., fail to pass or vice versa the grade obtained in the Re-tabulation shall be notified as final.

11. MALPRACTICE

The CoE shall refer the cases of suspected malpractices in semester examinations to **Malpractice Enquiry Committee** constituted by the College. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action against the erring students based on the recommendations of the committee. Malpractice Rules are shown in **Appendix-2**.

12. PERMISSION FOR ASSISTANCE WITH SCRIBE TO APPEAR FOR THE EXAMINATIONS

- 12.1 Candidates in need of a Scribe should apply in writing showing the reason and with the necessary evidence for additional assistance with scribe.
 - 12.1(a) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
 - 12.1(b) The Particulars of the proposed scribe i.e., name, address, qualifications, photo and present occupation. [The scribe should not **exceed intermediate qualification**].
 - 12.1(c) A letter from the scribe stating that he / she is willing to act as scribe.
 - 12.1(d) A copy of the certificate showing the qualifications of the scribe.
 - 12.1(e) The Principal/CoE then permits the use of scribe after verification of the evidence Provided by the candidate.

13. AWARD OF GRADES

The marks obtained in a semester exam are converted to a corresponding letter grade based on the pre-defined mark ranges for each grade. For details refer to **Appendix-1**



APPENDIX-1

The absolute grading system is adopted as follows:

Marks Limit	Grade Value	Grade Description	Grade Point	Credit Hours
91 – 100	O	Outstanding	10	--
81 – 90	A+	Excellent	9	--
71 – 80	A	Very Good	8	--
61 – 70	B+	Good	7	--
51 – 60	B	Average	6	--
41 – 50	C	Below Average	5	--
35– 40	P	Pass	4	--
0-34	F	Fail	0	--
Description				
Absent	AB	Absent	0	--
Co-Curricular	Q	Qualified	--	--
Co-Curricular	NQ	Not Qualified	--	--
Non-Completion of Credit Hours	X	Not Completed	--	0

Calculation Formulae:

- Credit Points Obtained = Credit Assigned X Grade Point Obtained**
- Semester Grade Point Average (SGPA) = Total Credit Points / Total Credit Assigned**
- Cumulative Grade Point Average (CGPA) = Total Credit Points/ Total Credits (Cumulative)**
- Equivalent Percentage of Marks = SGPA or CGPA X 9.5**
- Credit Hours: 10 (Maximum)**

	<u>Credit Hours Allotted</u>
(i) Internship	2
(ii) Add-on Course	2
(iii) Seminar	1
(iv) Workshop	1
(v) Field Trip (Subject Related)	1
(vi) Outbound Trip (Adventure/ Excursion Tour, Life Skills Camp, etc.)	1
(vii) Sports	2
(viii) Cultural Event	1

Note 1:

Co-curricular Grades will not be used to determine SGPA/ CGPA despite the fact that passing this paper is required in all Semesters.

Note 2:

Passing each course requires a minimum of 35 percent (including external and internal). However, overall Grades are given by combining External and Internal exam marks in aggregate for each course as per University Norms.



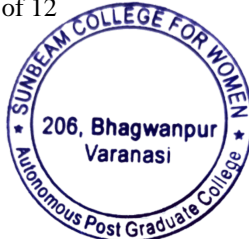
APPENDIX - 2

Disciplinary Action for Malpractices

S.No	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.



4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeit of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the Examiners or writes to the Examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent / Assistant-Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.



9.	If student of the college, who is not the candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the college's expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of Internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Principal or College Academic committee for further action to award suitable punishment.	



APPENDIX-3

Academic Processing Fees

Sl. No.	Head	Amount (Rs.)
1.	Application Fee for New Admission	1,000.00
2.	Examination Fee	1,200.00
3.	Examination Invigilation / Flying Squad Duty Charges (per meeting)	120.00
4.	Chief Controller of Examination (CCE) Charges	145.00
5.	Deputy Controller(s) of Examination (DCE) Charges	130.00
6.	Duplicate Admit Card Fee	100.00
7.	Back Paper Fee (per paper)	500.00
8.	T.C. & Character Certificate Fee	250.00
9.	Duplicate Marksheet Fee	750.00
10.	Degree Fee (Subject to revision as per university guidelines)	200.00
11.	Re-assessment of Answer Sheet (per paper)	550.00
12.	Question Paper Preparation (Graduate & Post Graduate) (per paper)	1,500.00
13.	Answer Book Evaluation (Graduate) (per answer book) (Min. Rs. 250)	25.00
14.	Answer Book Evaluation (Post Graduate) (per answer book) (Min. Rs. 300)	30.00
15.	Practical/Viva Voce (Graduate) (per candidate) (Min. Rs. 1,000)	20.00
16.	Practical/Viva Voce (Post Graduate) (per candidate) (Min. Rs. 1,500)	30.00
17.	Research Project Viva for UG (per student)	60.00
18.	Research Project Viva for PG (per student)	80.00
19.	Contingency Expenses related to Examination (per student)	15.00

