D.T.E. Academy's Padmashri Babasaheb Vengurlekar Mahavidyalaya Pandurtitha (Affiliated to University of Mumbai)

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EXAMINATION AND EVALUATION SYSTEM

w. e. f A.Y 2016 – 2017 Implemented Progressively



Committee Functions:-

The Examination committee is an apex body of the Institute which is headed by Examination Coordinator and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

(PANDURTITHA)

❖ Objective:

To conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.

Role and Responsibility:-

- The Exam Department shall distribute the Exam Forms of the University to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Department shall forward the same to the University within the stipulated time period.
- 2) The Exam Department shall put up notice inviting ATKT students to have the exam form collected and returned in due time.
- 3) The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the University of Mumbai.
- 4) The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
- 5) Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee in the specified format.
- 6) The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice
- 7) The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- 8) The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities. A report of same shall be submitted to the Principal.
- 9) Committee should collect examiners names for assessment and moderation of each subject from respective HODs.

- 10) The Exam cell in consultation with the EI shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.
- 11) The Exam Coordinator shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- 12) The Examination Coordinator along with Exam Cell shall be in touch with the University for obtaining necessary approvals on time.
- 13) All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website after 4pm. A copy of the same shall be sent to the respective HODs.
- 14) Under the guidance of the Examination Coordinator, the Exam Department shall analyse the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs and Principal
- 15) Preparation of smooth conduct of Examinations, preparation of time table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- 16) To ensure that the entire exam related documents reach the university in time.
- 17) To conduct Internal Assessment examination as per academic calendar.
- 18) Distribution of marks lists to the students after the results of various examinations received from the University.
- 19) Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments / Students.

The permanent files and registers:

The documents and files that are needed on an yearly basis and on a permanent basis are as follows.

- 1. Record of the minutes of meetings-200 page
- 2. Notebook with cloth cover. A file for notices of meetings.
- 3. A file for documents received from the university regarding policy matters.
- 4. A file for correspondence.
- 5. A file for complaints by the students about change of marks.
- 6. A file for notices to teaching staff and students. 7. The stamp of the college for putting seal.
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Tentative Examination Schedule Semester wise.

Semester wise Tentative Examination Schedule is circulated for students and faculties well in advance for Regular / A.T.K.T (Internal / External) Examinations (Semester – I to VI).

Detailed time schedule of examinations is displayed on the students' notice board and uploaded on college website at least 20 days prior to the commencement of examinations.

Examination hall tickets are made available in office, which include exam seat number, examination schedule and other details. Student can collect his/her hall ticket three days before the commencement of respective semester examination.

Semester I / III / V

Internal assessment procedure for odd semesters is usually held in the month of August/September and semester examinations are kept in the month of October/November and the result is declared within 30 days.

Semester II / IV / VI

Internal assessment procedure for even semesters is usually held in the month of January/February and semester examinations are kept in the month of March/April and the result is declared within 30 days.

An overview on Choice Based Credit System

What is a Credit System?

- ☐ A credit system is a systematic way of describing an educational programme by <u>attaching</u> <u>credits to its components</u>.
- ☐ The definition of credits in higher education systems may be based on different parameters such as student workload, learning outcomes, entrepreneurship skills, contact hours, innovation and Creativity talents, etc.
- Revised Scheme of Evaluation under Choice Based Credit and Grading System (CBCS) for UG programmes is implemented progressively from the academic year 2016-2017.
- Continuous Evaluation of students' progress Semester wise is involved in this system.

What is Choice Based Credit System (CBCS)?

A "cafeteria" type approach in which the students can

- Take courses of their choice,
 - Learn at their own pace,
 - Undergo additional courses,
 - Acquire more than the required credits



Importance of CBCS in the Process of Learning

- Choice enables a learner to pursue any area of knowledge domain depending upon his / her interest.
- Choice also widens the horizon of learner's intellectual insight.
- <u>Rigidity of present system</u> does not allow pursuit of areas of interest as well as widening the educational horizon of the learner, and
- Provision of choice is an essential condition for broad-based learner's profile across areas of knowledge.

Definitions of Key Words

- 1. Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
- 2. **Course:** All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials / laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- 3. Credit Point: It is the product of grade point and number of credits for a course.
- 4. Grade Point: It is a numerical weight allotted to each letter grade on a 10-point
- 5. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, D and F.

Types of Courses: Courses in a program may be of three kinds: Core, Elective and Foundation

1. **Core Course:** There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

2. Elective Course:-

Elective course is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric "or may be chosen from an unrelated discipline. It may be called an "Open Elective."

Foundation Course: The Foundation Courses may be of two kinds: **Compulsory Foundation and Elective foundation.**

"Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines.

"Elective Foundation" courses are value-based and are aimed at man-making education.

Procedure for Conducting Examinations and Result Declaration

The various examinations for U.G. Programmes shall be conducted in accordance with the Academic Rules and Regulations for U.G. courses respectively and also as per the Examination Calendar.

The evaluation of a student for each semester shall be as per the marking scheme given by the respective subject board.

Internal Assessment component includes

- A) Any one of the following: (20 Marks / 40 Marks)
- 1) One class test 2) Project Work 3) Assignments 4) presentations 5) Field Visit Reports
- 6) Book Review
- **B**) Active Participation and Overall Conduct carrying <u>5 marks</u>.

Question Paper Pattern for Periodical Class Test will be as per decision taken in respective University of Mumbai

Semester End Examinations - Rules and Regulations

- i. There shall be one semester end examination in each semester for every theory course and shall be conducted centrally as per the schedule indicated in the academic calendar.
- ii. Seating arrangement shall be prepared centrally by examination Department (Office Superintendent / Head clerk) taking into considerations the total number of students appearing for the examination and infrastructure available.
- iii. The appointment of the required number of invigilators shall be done by Head of Examination Department as per the examination schedule. The invigilators shall be from among the faculty. It is mandatory for the course faculty to be available for invigilation during the exam of concerned course. On the day of examination, the Controller of Examinations/Department Controllers shall bring the set of question papers 10 minutes prior the commencement of the examination to the examination hall.
- iv. The invigilators assigned duty for an examination shall report to the Examination Section
- 30 minutes prior to the commencement of the examination. He / She shall sign their attendance, and pick a chit for random allotment of examination block. The invigilator shall count the number of answer books provided and check against number of students allotted to the block. He/she shall also note down the code numbers of answer books provided to him/her by the Examination Section.
- Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the examination, and question papers at beginning of the examination. He/she shall check the Identity Cards of the students', check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He shall then obtain the signature of the students on the attendance Performa and maintain the record of the absent students of his/her block.
- vi. Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copying to the Head of

Examination Department for further necessary action.

- vii. At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand it over to Examination Section.
- viii. Students are allowed in examination hall up to 20 minutes after commencement of examinations.
- ix) In case of any emergency, the Chairman, Examination Committee is empowered to reschedule any examination.
- x) Head of Examination Department & Senior Supervisor shall be responsible for smooth and proper conduct of examination in the Institute.

Controllers shall - a) Plan for smooth conduct of examination.

- a) Supervising the plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.
- b) Get the examination schedule prepared for the entire program and send the copy of the same to Chairperson and Head of Departments.
- c) Receive the cases of misbehavior, malpractices and copy cases from invigilators or assessors and forward the same to Unfair Means for further necessary action.
- d) Receive the list of external examiners (for conducting practical/viva-voce examinations) for various courses from Department Controllers / Chairman BOS for record purpose.
- xi. Head of Examination Department shall assign examination duties as per following structure
- a) Invigilator: Teaching faculty can be appointed for invigilation and reliving duties of examination.

 One invigilator for a block of 30-40 students shall be allotted.
- b) Reliever: One reliever per five to six blocks Examination Peon: as per requirement
- c) Sweeper: as per requirement.
- xii. On each day of examination, Head of Examination Department /Department Controllers shall open the required number of packets of question papers up to 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. The packets shall be opened in the presence of two bonafide students appearing for the examination and any two of the following
- a) Chairman / Controller of Examination (CoE)
- b) Senior Supervisor
- c) Invigilator.

Head of Examination Department /Deputy Controllers shall fill in the packet opening report and then take out the required number of question papers from the packets and arrange to distribute them in required quantity to the invigilators.

- xiii. Chairman/ Head of Examination Department / Deputy Controller/ Convener of unfair means inquiry committee shall take rounds in different examination blocks to ensure that overall discipline is being maintained during examination.
- xiv. Head of Examination Department shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to Unfair Means Inquiry Committee.
- xv. If any examinee is not in a position to write at all, or write as fluently as normal student, on account of physical disability or injury due to an accident just before the examination and produces a medical certificate from the registered medical practitioner to that effect, then **a writer** shall be allowed to such examinee.
- xvi. Such a writer shall neither be a student or a degree holder of any programme / course of this institute or any other Institute in which the examinee is appearing for the respective examination. The examinee shall, however, require applying in a prescribed Performa to Head of Examination Department asking for permission to allow for such a writer. Head of Examination Department shall then verify the medical certificate and give a permission letter to the examinee for using the writer. Head of Examination Department shall then take the undertaking from the writer in a prescribed Performa. Such examinee shall produce the permission letter from Head of Examination Department for using writer to the invigilator.
- xvii. In case of **physically challenged/Learning Disable examinee**, he/she may be allowed an extra time of **30 minutes** for writing the examination for all the courses, provided he/she seeks permission from convener examination for extra writing time on account of his/her disability by producing medical certificate from competent authority to this effect.
- xviii. After receiving the answers books from invigilators, Examination section staff shall check them as per the attendance record submitted by the invigilators and in case of multiple course if external are conducted in the same hall / block, the exam section staff check if the answer books of each course are sorted out separately.
- xix. Head of Examination Department / Deputy Controllers shall direct the Examination section staff to tie the bundles of answer books of each course separately along with one copy of question paper, copy of attendance sheet and pack them.
- xx. Examination Section staff shall maintain the account of answers books and supplements received and consumed for the examination. The examination section shall also prepare the bills of remuneration of all staff involved in the examination work.
- xxi. Students are allowed to e nt e r in the Examination Hall up to 30 minutes after Commencement of Examinations for End Semester and Re -examinations.
- xxii. Any student who remained absent in MSE on genuine grounds which is up to the satisfaction of the head of the institution shall be given one more chance to reappear of that Course in the respective semester.

Semester End Examination carrying **75 marks** shall be of **2**½ **Hours** duration. Theory Question Paper Pattern is as follows:

- There shall be **Five** questions with internal option each of **15 Marks** or as per the decision of the respective subject board and academic council.
- All questions shall be compulsory with internal choice within the questions.

• Questions may be subdivided into sub-questions a, b, c, and the allocation of marks depends on the weightage of the topic.

8.2 Guidelines to Invigilators for Conducting Semester Examinations

Invigilators are requested to follow the Guidelines given below:

- i. Please adhere to the Dates and Sessions allotted for Invigilation.
- ii. Please report at Exam section at 30 minutes before the start of Exam.
- iii. Do not use Mobile Phones in the Examination hall.
- iv. Please be present in Examination Hall for the entire duration of the examination.
- v. Do not allow candidate without Admit Card to appear exam.
- vi. Do not permit the candidates to possess programmable Calculators/programmable Wrist Watches/Cell Phones inside the exam hall. If found, report as Malpractice.
- vii. Please ensure that strict silence is maintained by candidates inside the exam hall. They should not talk to each other inside the exam hall.
- viii. Candidates possessing any bit of papers or other incriminating materials inside the examination hall shall be reported as Malpractice.
- ix. Be alert during invigilating and see that the candidates do not indulge in any Malpractice.
- x. Please make initials on the top left hand side of first page of additional sheets, graph sheets etc., at the time of issuing them to candidates in the exam hall.
- xi. No candidate will be permitted to enter examination hall after 30 minutes from the commencement of exam, whatsoever the reasons may be.
- xii. If any Malpractice is noticed, inform to Head of Examination Department immediately.
- xiii. If any query in the question papers raised by the students, convey the same to Head of Examination Department.
- xiv. Do not allow any candidate to leave the exam hall before 45 minutes from the time of commencement of exam.
- xv. Please adhere the time schedule prescribed.
- xvi. Instructions given to candidates may all be read and implemented.

Guidelines for 'University Examination' Supervision under University

- 1. On the first day, supervisors are requested to report at the Examination Centre half an hour prior to the commencement of the examination and twenty five minutes before commencement on the rest of the days. No Casual Leave will be sanctioned to supervisors on examination days.
- 2. After the warning bell, the supervisors should immediately go to their designated examination halls along with the answer books and make sure that the candidates are seated according to the seating arrangement.
- 3. Supervisors must take rounds vigilantly in the examination hall and not perform any unnecessary tasks. They are expected to keep their cell phones in silent mode and use it only in case of an emergency.

- 4. Supervisors should check candidates suspected of malpractice and if found guilty, the should be reported immediately to the senior supervisor.
- 5. Supervisors should instruct the candidates not to keep any forbidden material, pages of books or electronic gadgets with them. They should be instructed to carry only transparent examination boards and scales (if necessary).
- 6. Candidates should be given answer books only after they are seated in their place and must be told to check whether the pages are in order and then to carefully fill in the required information in the spaces provided.
- 7. Supervisors should carefully check the Hall Ticket and I-Card of the candidates and ensure that they have filled up everything correctly in the answer book before signing the answer book.
- 8. Supervisors should take signatures of all candidates in the candidates' signature sheet and if any candidate remains absent, mark 'ABSENT' (in red ink) in that cell.
- 9. Candidates must be instructed to write their exam seat numbers on the question paper immediately after receiving it and to check their question papers to ensure that all pages are intact.
- 10. Supervisors must announce the 'Question Paper Code' to the candidates, which is always unique in nature and they must ensure that the students write it in the answer book.
- 11. If any discrepancy is found in any question paper, the same should be immediately intimated to any of the senior supervisors deputed.
- 12. Graph papers or maps are to be tagged inside the answer book and not to be signed by the supervisor. Also exam seat numbers should not to be written on them by the candidate.
- 13. Supervisors should give supplements to the candidate at their seat. Until the main answer book is completed, the candidate must not be given any supplement.
- 14. Once the warning bell is rung, students should not be allowed to leave the class room. After the final bell, candidates must be allowed to leave the examination hall only after the supervisor has verified that all of them have submitted the answer books.
- 15. Answer books should be submitted to the senior supervisor/ relieving supervisor in the examination section. The number of answer books should exactly tally with the junior supervisor's report.

8.3 Central Assessment

It shall be mandatory for every faculty of College to assess the answer books of his her course or answer books of other courses as instructed by the Head of Examination Department /concerned Head of Departments/ Senior Faculty, within stipulated time and only in the CAP Centre.

8.4 Assessment Procedure

- i. CAP in charge shall issue answer books to the concerned faculty. He/ She will maintain a register with number of papers issued to and received from the faculty each day.
- ii. The concerned faculty shall assess and submit the assessed answer books to the CAP in charge.
- iii. The assessed answer books shall be scrutinized further by concerned faculty member. "Scrutiny" shall include checking for un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc.
- iv. After the Semester End Examination theory assessment and marks entry in prescribed format, the faculty shall submit the Semester End Examination mark list.

New development in evaluation system.

OSM (On Screen Marking) introduced for Evaluation / Moderation / Revaluation of answer books with proper security measures. There is provision for uploading question papers and respective model answers for faculties and students as well. Also students can apply for photocopy of answer books and revaluation **online**, if required. Examiners and moderators can assess the answer papers allotted to them from home, with security measures.

Moderation criteria

- Moderation Criteria for First Year / Second Year U.G
 About 20% of answer scripts out of the total number of students appeared shall be moderated.
- 2. Internal Assessment marks are announced for all classes.
- 3. For F.Y and S.Y classes, a learner can apply for photocopy/revaluation of answer books in any course, without any condition.
- 4. For all T.Y classes, in order to make it more transparent, answer books will be shown to all students with proper arrangement and they are allowed to apply for revaluation, if required.
- 5. Gracing procedure and ordinances: As per the university norms and regulations.

It is decided that the A.T.K.T / Repeaters examination for all semesters shall be conducted in the month of June instead of October henceforth. This would help many students to seek admission to the next class without losing a year.



8.5 Preservation of Answer sheet:

All assessed answer sheet for End Semester Examination and Re-Examinations shall be preserved for two years in examination section from the date of examination as suggested by the academic board. It is mandatory to submit the internal assessment marks for all courses (Regular and A.T.K.T) to the Examination Section one week prior to the commencement of Semester End Examination.

As per the new system, scanned copy of answer book is available online. Student can see their answer script online or they can get a photo copy of the same and they can compare their answer with the synoptic answer. Students' grievances if any are addressed through verification or revaluation, if required.

8.6 Result Compilation and Grading

- i. The institute adopts mixed grading system
- ii. The concerned faculty shall use CIE and Semester End Examination marks to get the total marks. If the total has a fractional part then the faculty shall round the total to the immediate next integer if the fractional part is ≥ 0.5 . If the fractional part is < 0.5, it shall be rounded to immediate lower integer.

REVISED CREDIT BASED EVALUATION SYSTEM (Scheme of Examination & Passing Standard)

1. For the courses with Mixed Grading Scheme (Default grading system):

At the end of every semester, a student will be awarded a grade based on his/her performance in examination and/or assignments in every course registered by him/her. The end Semester Examination grades are described by the letters O, A+, A, B+, B, C, D(Pass), F and their numerical equivalent (Grade Points GP) as given below in Table 3. Minimum passing marks for UG course is 40% and for PG courses is 50%.

- Revised Scheme of Evaluation under Choice Based Credit and Grading System (CBCS) for UG programs is applicable from the A.Y. 2016-2017 progressively.
- Continuous Evaluation of students' progress Semester wise is involved in this system.

The performance of each learner will be evaluated in two components.

For UG programs:

I) Internal Assessment (25%) II) Se

II) Semester End Examination (75%).

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination.

Minimum Marks to Pass		
	UG	
Internal	10	

Semester End Examination	30
Total	40

i.e. a minimum of 10 Out of 25 in the Internal Assessment and a minimum of 30 Out of 75 in Semester End Examination to pass a course in that semester, a minimum 40/100 shall be obtained.

Ten Point Grading System: – Applicable to all UG program w. e. from 2016 – 2017

MARKS	GRADE	GRADE POINTS	Position	SGPA or CGPA
80 & Above	0	10	Outstanding	10
70 to 79.99	A +	9	Excellent	9 – 9.99
60 to 69.99	A	8	Very Good	8 – 8.99
55 to 59.99	B+	7	Good	7 – 7.99
50 to 54.99	В	6	Above Average	6 – 6.99
45 to 49.99	С	5	Average	5 – 5.99
40 to 44.99	D	4	Pass	4 – 4.99
Less than 40	F	0	Fail	NA



Result of each Semester End Examination is declared online within 30 days from the last paper held. Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

i.e. SGPA (Si) =
$$\Sigma$$
(Ci ×Gi) / Σ Ci

Where Ci is the number of credits of the i^{th} course and Gi is the grade point scored scored by the student in the i^{th} course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,

i.e.
$$CGPA = \Sigma (Ci \times Si) / \Sigma Ci$$

Where Si is the SGPA of the I th semester and Ci is the total number of credits in that semester.

iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA Illustration of SGPA

Course	Credit (C)	Grade letter	Grade Point (G)	Credit Point (C×G)
Course 1	3	A	8	3x8=24
Course 2	4	B+	7	4x7=28
Course 3	3	В	6	3x6=18
Course 4	3	0	10	3x10=30
Course 5	3	С	5	3x5=15
Course 6	4	В	6	4x6=24
Total	20			139

STOCKSAMES ILIGORISMAN

Principal
Padmashri Babasaheb Vengurieka
Mahavidyalaya. Pandurtitha