



# Saraswathi College of Arts & Science, Vilappil

## Examination and Evaluation Policy

### 1. Introduction

Saraswathi College of Arts and Science follows the guidelines of the University of Kerala for conducting internal and external examinations for undergraduate (UG) and postgraduate (PG) programs. In accordance with the Choice Based Credit System (CBCS), and Four Year Undergraduate System (FYUGP) the College offers three-year UG programs across various disciplines and two-year PG programs, with assessments conducted over six semesters for UG and four semesters for PG.

#### **This policy aims to:**

- Ensure the smooth planning, management, and conduct of internal and external examinations in the best interest of students.
- Establish a robust and streamlined Continuous Internal Evaluation (CIE) mechanism.
- Define clear roles and responsibilities for staff and students in the examination system.
- Maintain a transparent and effective grievance redressal mechanism for examination-related concerns.

### 2. Examination Committee and Calendar

1. An Examination Committee, constituted by the Principal in consultation with the IQAC, oversees all examination-related activities. The committee is formed from among the permanent teaching faculty, with its composition and tenure decided annually by the Principal in consultation with the College Council and the IQAC Coordinator.
2. **The committee, headed by the Examination Chief Superintendent, is responsible for:**
  - Implementing the end-semester examination calendar.
  - Preparing guidelines and timelines for effective and uniform Continuous Internal Evaluation (CIE).
  - Communicating important deadlines and events to students and faculty.
  - Coordinating with the University regarding examination-related matters.
  - Managing examination materials securely.
  - Addressing grievances related to internal and external evaluations in consultation with the Principal.
3. The IQAC prepares an academic calendar at the beginning of each academic year, which is shared with all stakeholders, including students, faculty, and administrative staff.



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4. Notices regarding exam registration, schedules, and procedures for handling malpractice cases are issued by the Examination Committee and displayed on the college notice board well in advance.

### **3. Question Paper Preparation and Confidentiality**

1. Faculty members prepare multiple sets of question papers for each course, ensuring alignment with the syllabus and University guidelines. Each question paper is verified by the respective Heads of Departments (HODs) or designated In-charges before submission to the Exam Committee Chairperson via official email.
2. The Examination Department selects and codes the question papers to maintain confidentiality. DTP work is completed by the concerned teacher and reviewed by senior faculty members.
3. The Examination Committee ensures that the question paper format adheres to University guidelines while incorporating relevant institutional aspects.

### **4. Conduct of Examinations**

1. On examination day, invigilators distribute question papers to students before the start of exams.
2. The Examination Cell prepares and circulates the seating arrangement and supervision chart in advance to ensure smooth conduct.
3. Any cases of unfair means or misconduct are investigated by the Unfair Means Enquiry Committee, which submits a report to the Principal within one week of the examination's conclusion.
4. The end-semester external examination is conducted as per the schedule prescribed by the University of Kerala. The Examination Committee makes all necessary arrangements for conducting these exams in accordance with University guidelines.

### **5. Declaration of Results**

1. Internal examination results are declared within seven days of the last examination date.
2. Internal marks (moderated and approved) are published within fifteen (15) days of the semester test completion, allowing students to seek redressal if needed.
3. The final internal evaluation marks, with weightage given to different components, are published ten (10) days before the final exam. Students must sign the CE Sheet showing the split-up of marks and a printout featuring all subject marks after uploading.

### **6. Unfair Means and Malpractice Resolution**

1. The Unfair Means Enquiry Committee promptly investigates cases of suspected malpractice during examinations and submits a report with recommendations to the Principal within one week.



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2. The Examination Department resolves cases of unfair means based on the committee's recommendations within one week of receiving the report.

### **7. Attendance Criteria and Examination Eligibility**

1. Minimum Attendance Requirement: Students must have a minimum of 75% attendance in total classroom teaching hours and practical sessions per semester to be eligible for Semester-End Examinations.
2. Condonation of Attendance: The Principal has the authority to condone attendance shortages in deserving cases. However, attendance condonation shall not go below 65% of the total required attendance.

### **8. Retest for Internal Examination**

1. If a student is unable to appear for the Semester-End Examination due to valid reasons such as medical emergencies or participation in university, state, national, or international-level sports or cultural activities, they will be given an opportunity to take an additional examination within the same semester.
2. The student must submit a Retest Request Form to the concerned teachers. Approval or rejection of the request will be at the discretion of the Examination Chief Superintendent or the Principal, based on the validity of the reason provided.