



**DE PAUL INSTITUTE OF
SCIENCE & TECHNOLOGY, ANGAMALY
(DiST)**

EXAMINATION CELL POLICY



1.0 Introduction

De Paul Institute of Science & Technology, Angamaly (DiST), approved by AICTE, New Delhi and affiliated to M.G University, Kottayam has made its mark in the educational landscape of higher education in Kerala since its inception in the year 2002. Over these two decades, DIST has embraced a system which caters to the holistic development of its student community. The successful conduct of examinations depends greatly on the integrity, alertness and sincerity of all examination cell officials and all staff and invigilators.

The examination policy and guidelines aim at setting up uniform codes of conduct for each official engaged in examinations held at DiST. It is therefore necessary that each one of these persons should follow the rules and guidelines strictly and meticulously. The exam cell shall be responsible for performing three functions: Conduct of Examinations, Record Maintenance and Administration.

1.1 Exam Cell

Formation of the exam cell and its main duties -

- a) The Examination cell of the college is headed by the Chief Coordinator who is appointed by the Principal. The cell will function under the leadership of the Chief Coordinator.
- b) The Committee shall comprise of seven Coordinators from major departments for carrying out Continuous Internal Assessment (CIA) for both regular and private examinations.
- c) The Committee shall meet before the beginning of the academic retreat of the college for each academic year and will decide the tentative dates of the internal examinations for odd and even semesters and will present the same in the academic retreat. If it is approved, it will be handed over to different departments for inclusion in their academic calendar. Later, the committee will meet at least twice in a semester and will decide on the changed dates of the internal examinations, if needed, and the dates for the submission of the question papers, answer keys and completing the valuation of answer scripts. All discussions in the meetings will be recorded in the minutes book and a copy of the same will be given to the principal.

The exam cell is also tasked to perform the following functions -

1.1.1 Conduct of two internal examinations

Two internal examinations as part of continuous internal assessment (CIA) are conducted in each semester for the students of all the departments. For these examinations, there will be one invigilator for a maximum of 30 students.

1.1.2 Deciding the invigilators for the University examinations (Both Regular and Private)

University examinations are to be conducted according to the University norms and schedule announced by the Controller of Examination of the university. For these examinations, there will be one invigilator for a maximum of 30 students. The invigilators are appointed by the cell.

Examination coordinators should make sure that all activities related to internal examinations are done as per the schedule fixed by the exam committee meetings.

1.1.3 Custodian of question papers and answer keys

The Head of the Department shall be the custodian of confidential papers relating to Continuous Internal Assessment (CIA) examination. The custodian shall keep the question papers and answer keys with password protection till the examinations are over.

1.1.4 Functions of the Chief Coordinator

- The Chief Coordinator of the exam cell shall make all preparatory arrangements for holding examinations, including seating arrangements for candidates. He/She will have to take all necessary measures for the smooth conduct and fairness of all examinations.
- He/she shall have the administrative control over the members working under them.
- The Exam Cell Coordinators from the departments will keep the question papers in safe custody of the HOD and will print the papers the day before the commencement of the respective examination.

- In the absence of the Chief Coordinator, the principal will assign one of the Exam Cell coordinators to perform the functions of the Chief Coordinator.
- The schedule of internal examinations are prepared after considering the academic calendar of the University.
- The detailed schedule is displayed on the notice boards of all the departments including the Exam Cell notice board, two weeks before the commencement of the examination and it will remain there till the completion of the examination.
- The faculty members shall do the invigilation duty in different halls/rooms during the specified examinations. The Duty Roster of the university examination invigilators is maintained by Chief Coordinator and that of the Continuous Internal Assessment examinations by the exam cell coordinators of different departments.

1.1.5 Duties of the Invigilators

The examination has to be conducted by fair means and the invigilator plays a significant role in it. Any lack of sincerity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the college.

- An invigilator is expected to be alert at every moment - beginning from the entry of the candidates till such time that all answer scripts are collected from them.
- An invigilator is under the control of the Chief Superintendent during the invigilation time and he/she should not leave the Examination Centre without the permission of the Chief Superintendent
- An invigilator should report at the exam cell at least half-an-hour before the time fixed for the commencement of the exams.
- It shall be the duty of the invigilators to guard against all kinds of malpractices or misconduct on the part of any candidate in the exam hall. He/she will report such malpractice or misconduct to the Chief Superintendent and render their assistance to the Chief Superintendent/Chief Coordinator, as required, in regard to the smooth conduct of the examinations.

1.1.6 Responsibilities of the Invigilators

- To ensure that the examinees occupy their allotted seats in the exam hall in time.
- To distribute amongst the examinees answer booklets and question papers.
- To make announcements asking the examinees:
 - a) To produce their ID cards
 - b) To announce that books, notes, study material, wireless communication sets, mobile phones etc. are placed outside the exam hall to conduct a malpractice-free examination.
 - c) To announce that examinees should write roll numbers on the question paper and any other markings on it will not be permitted.
 - d) To check whether students attending the examination is using only non-programmable calculator.
 - e) To ensure the examinee writes the correct subject name, question paper number, registration number, semester and year in the allotted spaces in the answer script.
- To take attendance of students in the exam hall
- To sign in the appropriate place on the answer booklets within half an hour of starting of the examination.
- To check their ID cards
- To ensure that answer booklets and question papers of absentees are returned safely to the Chief Superintendent immediately after half an hour.
- To deny permission to any examinee to enter the examination hall after thirty minutes of commencement of the examination.
- To issue additional answer sheets to examinees.
- To make sure that no examinee shall, in any case, be allowed to leave the exam hall before the expiry of the stipulated time (thirty minutes after the examination begins).
- To collect answer scripts from the examinees as soon as the examination is over and to hand over the same to the Chief Superintendent in sequential

order of their roll numbers after duly counting and tallying these with students' attendance sheet.

- To return surplus additional answer sheets to the Chief Superintendent immediately after the examination.

1.1.7 Attendance & Signature Rolls

The Registration number and signature of the all students appearing in the examination shall be recorded in the daily attendance roll call and duly countersigned by the invigilator.

The consolidated list of absentees is sent to the Principal and Head of Departments once examination is over. Sufficient care should be taken while preparing this statement.

1.1.8 Misconduct/Malpractice

- Inside the examination hall, if examinee is found to be in possession of any book, or page of any books, or scribbling, or written notes or any printed material related to the exam it will be considered as malpractice.
- If she/he writes answers on another candidate's answer script or they in any other manner tries to obtain or take help from any other candidate or any other person inside or outside the examination hall will be considered as misconduct.
- She/he leaves the examination hall without submitting answer-script will be judged as malpractice.
- It will considered as misconduct if she/he allows somebody else to write answers on his/her behalf during examination
- It will be considered as malpractice if she/he leaves the examination hall without recording his/her attendance on the attendance roll
- If she/he is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it will considered as misconduct.
- If she/he indulges in any kind of misbehaviour, or intimidate or attempt to assault the invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damage, or

attempts to damage, articles or furniture, equipment, stationery or any other property in the venue will be seen as serious misconduct on part of the examinee.

- It will be considered as a misconduct if he/she creates disturbances in the venue or refuses to comply with the instruction of the invigilator regarding seating arrangements in the examination hall
- If any pages of the written answer-script of the candidate are found to be replaced/torn/mutilated or found to contain handwriting different from that of the candidate will be deemed as malpractice.

1.1.9 University examinations

The presence of the faculty on whose subject exam is being conducted is mandatory in the college during the exams. Feedback from the students regarding examination has to be collected and reported to the exam cell in-charge and the Principal. The absence of the subject handling faculty on the day of exam shall be viewed seriously.

1.1.10 Registration for University Examination

Student shall pay the examination fees according to the university norms. Failing to comply on the above rule will result in deregistering from both current and arrear papers of the upcoming semester examination.

1.1.11 Web Portal Entry of Continuous Internal Assessment (CIA)

Details of Continuous Internal Assessment (CIA) web portal entry have to be submitted as per the schedule announced by the university. It is the duty of the class animator to make sure the internal marks of the students are entered correctly in the web portal.