

Bhandarkars' Arts and Science College Kundapura

EXAMINATION COMMITTEE

The main function of this Committee is to carry out University examinations and Conducting Continuous Internal Evaluation. 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.

Objective

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

Role and Responsibility

- The Exam Committee 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.
- The Exam Committee shall put up notice inviting students to have the exam form collected and returned in due time.
- The Examination Committee shall prepare relevant time tables for internal assessment.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board.
- 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. .
- The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice
- The Exam Committee shall ensure that adequate stationery, like answer sheets, graph paper, answer paper bags etc. are made available.
- 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 of examiners.
- A report of same shall be submitted to the Principal.
- Committee should collect examiners names for assessment and moderation of each subject from respective HODs.
- The Exam cell in consultation with the Chief shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.

- The Committee 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.
- The Committee shall be in touch with the University for obtaining necessary approvals on time.
- All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards. A copy of the same shall be sent to the respective HODs.
- Exam Committee 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 IQAC.
- Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- To ensure that the entire exam related documents reach the university in time.
- To conduct Internal Assessment examination as per academic calendar.
- Distribution of marks lists to the students after the results of various examinations received from the University.
- 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.

Bhandarkars' Arts and Science College Kundapura

EXAMINATION COMMITTEE: 2017-18

Dr. N.P.Narayana Shetty, Principal.

Dr Rekha V Bannadi, H.O.D. Of Kannada.

Dr.Hayavadana Upadhya. Department Of English.

Mr. M. Arunachala Department of Commerce.

Dr. Yashavanthi K H.O.D. Of Sanskrit.

Ms. Nisha M. Department of Chemistry.

Ms.B Lalitha Devi, Department of Physics.

Mr.Kiran Hande H, Department of statistics.

Dr. Vijaya Kumar K.M. Department of Zoology.

Mr. Gopal K, H.O.D. of History.

Ms.Prashanth Hegde. Department of Business Administration.

Ms. Savitha K, H.O.D. Of Psychology.
Smt. Suma G R, H.O.D. Of Applied Bio-Science.
Mr. Ganesh K, H.O.D. Of Computer Science.
Smt. Gayathri Pai. H.O.D. of Botany.

Bhandarkars' Arts and Science College Kundapura

EXAMINATION COMMITTEE: 2018-19

Dr. N.P.Narayana Shetty, Principal.
Mr. P. Ganapathi Bhat, Department Of Kannada.
Smt. Meenakshi N.S, Department Of English.
Mr. Y.S.Raghuveer, H.O.D of Commerce.
Dr. Yashavanthi K H.O.D. Of Sanskrit.
Ms. Nisha M. Department of Chemistry.
Ms.B Lalitha Devi, Department of Physics.
Mr.Kiran Hande H, Department of statistics.
Dr. Vijaya Kumar K.M. Department of Zoology.
Mr. Gopal K, H.O.D. of History.
Ms.Prashanth Hegde. Department of Business Administration.
Ms. Savitha K, H.O.D. Of Psychology.
Smt. Suma G R, H.O.D. Of Applied Bio-Science.
Mr. Vijayalakshmi Shetty, Department of Computer Science.
Smt. Gayathri Pai. H.O.D. of Botany.

Bhandarkars' Arts and Science College Kundapura

EXAMINATION COMMITTEE: 2019-20

Dr. N.P.Narayana Shetty, Principal.
Dr. Aruna Kumara S R, Department Of Kannada.
Smt. Meenakshi N.S, Department Of English.
Mr. Y.S.Raghuveer, H.O.D of Commerce.
Dr. Yashavanthi K H.O.D. Of Sanskrit.
Ms. Nisha M. Department of Chemistry.
Ms.B Lalitha Devi, Department of Physics.
Mr.Kiran Hande H, Department of statistics.
Dr. Vijaya Kumar K.M. Department of Zoology.
Mr. Gopal K, H.O.D. of History.
Ms.Prashanth Hegde. Department of Business Administration.

Ms. Savitha K, H.O.D. Of Psychology.
Smt. Suma G R, H.O.D. Of Applied Bio-Science.
Mr. Vijayalakshmi Shetty, Department of Computer Science.
Smt. Gayathri Pai. H.O.D. of Botany.
Mr. Shashikanth Hathwara. IQAC Co-ordinator.

Bhandarkars' Arts and Science College Kundapura

EXAMINATION COMMITTEE: 2020-21

Dr. N.P.Narayana Shetty, Principal.
Dr.Rekha V Bannadi, H.O.D. of Kannada.
Smt. Meenakshi N.S, Department Of English.
Mr.Arun A S, H.O.D of Commerce.
Dr. Yashavanthi K H.O.D. Of Sanskrit.
Ms. Nisha M. Department of Chemistry.
Ms.B Lalitha Devi, Department of Physics.
Mr.Kiran Hande H, Department of statistics.
Dr. Vijaya Kumar K.M. Department of Zoology.
Mr. Gopal K, H.O.D. of History.
Mr.Prashanth Hegde. Department of Business Administration.
Ms. Savitha K, H.O.D. Of Psychology.
Smt. Suma G R, H.O.D. Of Applied Bio-Science.
Mr. Vijayalakshmi Shetty, Department of Computer Science.
Smt. Gayathri Pai. H.O.D. of Botany.
Mr. Shashikanth Hathwara. IQAC Co-ordinator.

NEP: 2021-22

7: Examination

7.1: The prescribed courses of 3 to 6 credits shall be evaluated for 100 marks and that of less than 3 credits, including practical, shall be evaluated for 50 marks. The project work / dissertation shall have 6 credits and be evaluated for 100 marks.

7.2: There shall be a continuous assessment of the student.

For this purpose, semester examination is divided into two components:

a. Theory papers / SEC as theory:

- i. Formative (Internal) Assessment - examinations conducted by the College for 40% of maximum marks allotted for each Course; and
 - ii. Summative (Semester-end) written examination conducted by University after 16th week of the commencement of semester for 60% of the maximum marks allotted for each Course.
- b. Practical / SEC as Practical:
- i. Formative (Internal) Assessment - examinations conducted by the College for 50% of maximum marks allotted for each course in 14th week of the commencement of semester; and
 - ii. Summative (Semester-end) written examination conducted by University after 16th week of the commencement of semester for 50% of the maximum marks allotted for each Course

7.3: Formative (Internal Assessment (IA)) examinations:

Theory Papers / SEC as Theory: The College shall conduct IA examination for theory subjects in the 8th week for 10%, 12th week for another 10% of maximum marks allotted for each Course. Duration of examination shall be 1 hour each, 10% shall be allotted for Case study / Assignment / Field work / Project work/ Activity etc and the remaining 10% shall be for seminar on the course.

- i. Practical: The College shall conduct IA examination for practical paper in the 14th week for 50% of maximum marks allotted for each Course. Duration of examination shall be 3 hours.
- ii. SEC as Practical: The College shall conduct IA examination for SEC paper in the 14th week for 50% of maximum marks allotted for each Course. Duration of examination shall be 2 hours.
- iii. Project work /dissertation: The College shall conduct written IA examination for Project work /dissertation in the 14th week for 50% of maximum marks allotted for each Project work /dissertation. Duration of examination shall be 1 hour.
- iv. The Course teacher shall display the marks on notice board within 4 days after IA examination and allow the student for verification of IA Booklet if he/she wishes. Grievances shall be solved by the Course teacher and in complicated cases by the Principal/ representative of Principal as per internal mechanism of the College.
- v. There shall not be any provision for improvement of IA marks or for remaining absent. However, IA exam shall be conducted for students who remained absent due to participation in the events related to co-curricular / curricular activities conducted by recognized organizations.
- vi. The College shall submit the IA marks to the University if student satisfies 75% attendance in the semester and shall be eligible to appear for semester-end examination.
- vii. The mode of conducting semester end examination for discipline specific SEC shall be decided by the respective BoS.

7.4: Summative (Semester-end) examination:

The semester-end examination, for 60% of maximum marks allotted for each theory paper, shall be conducted by the University after 16th week of the commencement of the semester. The University shall conduct the semester-end examination for either odd or even semesters but not both simultaneously, unless otherwise specified.

- Duration of theory examination shall be 02hours for 100 marks per Course (including IA marks) having 3 to 6 credits.
- Duration of theory examination shall be 1 hour for 50 marks Course (including IA marks) having the credits of less than 3.
- Duration of practical examination shall be 3 hours for 50 marks Course (including IA marks) having the credits of less than 3.
- SEC as practical, the duration of practical examination shall be 2 hours for 50 marks Course (including IA marks) having the credits of less than 3.
- Each Faculty in consultation with the concerned BoS, shall decide the pattern of question paper for uniformity for all the core courses and elective courses.
- Question papers shall be prepared by a team of members of respective Board of Examiners (BoE).
- Concerned BoE shall decide the scheme of valuation of both theory and practical courses.
- There shall be a single valuation for theory papers from the members of concerned BoE under the supervision of moderator who is in turn under the supervision of Chairman of BoE.
- Practical/evaluation of project/dissertation work/Field Work assessment shall be conducted before the commencement of theory examination at the concerned colleges by two examiners; one from the same college as internal examiner and other from other colleges appointed by University as external examiner. There may be two external examiners but not two internal examiners to conduct the examination. A pair of examiners shall conduct practical examinations for two batches per day having a maximum of 12 students in each batch.
- The SEC offered from NSQF shall be evaluated by them. However, the SEC offered by the University shall be evaluated for 50 marks as per the guidelines / methodology issued by the University from time to time.

7.5: Passing criteria

- A candidate has to score 40% in each course including the IA marks for passing the course, subject to the condition that:
 - i. There shall be no minimum or separate passing marks for the IA examination. The candidate has to score minimum 40% in the semester-end examination (Ex. for 100 marks paper; 40 IA + 60 semester-end exam and hence, minimum 24 marks for semester-end exam required). If candidate scores 40% by cumulating marks from IA and semester-end examination but fails to score

40% from the semester-end examination, such candidate shall be declared as fail.

- ii. If the course is having both theory and practical, candidate has to pass both theory and practical independently. If the candidate fails in practical and passes in theory examination, such candidate shall reappear for practical examination only and vice versa.
 - iii. In all cases of failure in particular course, IA marks shall be protected and carried forward; and the candidate need not reappear for IA examinations in such cases.
- b) On successful scoring of minimum 40% in all courses, the candidate shall be declared pass in the programme in that semester.
 - c) On successful scoring of minimum 40% in all courses and all the semesters, the candidate shall be declared pass in the entire programme.

7.6: Percentage and Grading

a) If P is the percentage of marks secured (IA + semester end score) by the candidate in a course which is rounded off to the nearest integer, the grade point (GP) earned by the candidate in that course will be given as below:

| Percentage (%) | Grade(GP) | Percentage (%) | Grade(GP) |
|----------------|-----------|----------------|-----------|
| 40 | 4.0 | 71-75 | 7.5 |
| 41-45 | 4.5 | 76-80 | 8.0 |
| 46-50 | 5.0 | 81-85 | 8.5 |
| 51-55 | 5.5 | 86-90 | 9.0 |
| 56-60 | 6.0 | 91-95 | 9.5 |
| 61-65 | 6.5 | 96-100 | 10.0 |
| 66-70 | 7.0 | | |

Grade point of less than 4 shall be considered as fail in the course, hence, GP=0 and for the absent candidate also GP=0.

b) A student's level of competence shall be categorized by grade point (GP), Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) of the programme.

c) Semester Grade Point Average (SGPA): The SGPA is a ratio of sum of the number of Credit Grade Points scored from all the courses (subject) of given semester to the total credits of such semester in which the candidate studied. (Credit Grade Points of each course = Credits x GP)

d) Cumulative Grade Point Average (CGPA): It is calculated as below for 6 semester programme:

e) After studying and passing, all the credits prescribed for the programme the degree shall be awarded with CGPA score after rounding off to second decimal and class distinguishing as second class, first class, and distinction along with grade letter as under.

f) 40% of Credits earned on par with the conventional mode of the respective courses if any through SWAYAM and other recognized platforms shall be considered for calculation of SGPA / CGPA.

g) Additional Credits with minimum 4 Grade points in each OEC/SEC earned by the independent learner under the provision of Section 4.1(d) of these Regulations shall be considered for CGPA subject to candidate's consent for inclusion.

h) Nevertheless, such students have to complete the mandatory credits as mentioned in Annexure-1 A, B, C, D, E and F of NEP, with minimum Grade point =4 in each course to declare the result pass.

7.7. CRITERIA FOR AWARD OF DEGREE

On successful scoring of minimum 4 grade points in all courses of the programme, the Certificate/Diploma/Degree/Honors Degree shall be awarded for the candidates. CLASSIFICATION OF SUCCESSFUL CANDIDATES: CLASSES AND GRADES

The results of successful candidates at the end of II, IV, VI and VIII semesters shall be classified on the basis of aggregate percentage of marks obtained in all the two, four, six or eight semesters and the Aggregate or Cumulative Grade Point Average (CGPA) for award of: a) Certificate course for completion of first two semesters if the candidate wishes to exit.

b) Diploma course for completion of first four semesters in the programme if the candidate wishes to exit.

c) Bachelor's Degree on completion of first six semesters in the programme if the candidate wishes to exit.

d) Bachelor degree with Honors for completion of all the eight semesters of the programme.

e) Nomenclature of the certificate, diploma, and degrees in different programmes is mentioned in Annexure-7 of NEP.

The University shall issue the final grade card (Marks card) consisting of grade points along with marks of all courses successfully completed by the candidate at each stage the candidate wishes to exit with SGPA for all the semesters, CGPA with Grade Letter of the entire programme and Class obtained. The Degree (General / Honors) shall be awarded in the Annual / Special convocation.

The Degree certificate shall consist of CGPA of the programme and Class obtained.

7.8: Recounting, revaluation, challenge valuation, photo copying of answer papers

There shall be provision for recounting of marks, revaluation, challenge valuation, and photo copying of answer papers. The University shall invite applications for such purpose immediately after announcing the results for every semester by giving 10 days' time to apply for the same online as per the existing ordinance and regulations and process the same accordingly.

7.9: Rank and Gold medals.

The University Ranks and Gold-Medals shall be awarded to both the students of 3-year Degree and 4-year Honor Degree. A 4-year Honors Degree Student shall be considered for the award of Rank and Gold Medal who complete the Honors Degree without a break. A Student who exits at the end of 3-year and re-enters into the Honors Degree shall not be considered. The Students who complete a 3-year Degree programme without break / lower failure in the examination, including lateral entry from other college and does not continue the Honors degree anywhere in India, shall be considered for the award of medals and ranks. However, this is not applicable for the award of classes like, second/first class/distinction to the students. Further, there shall not be any provision for Rank and gold medal for the certificate and diploma candidates in the exit option. The award of Gold medals and Ranks for slow track learners shall be as per the guidelines/ notification issued from the Regulatory authorities / University.

7.10: Make-up Examination.

- a) There shall be no immediate make-up examination for all semesters to the courses where candidate failed to score minimum 40% for semester end examination unless specified otherwise as in (c).
- b) However, such candidate shall appear for examination during the regular schedule of examination conducted by the University.
- c) There shall be a makeup examination for the V and VI semesters (6 semesters Programme) or VII and VIII semesters (8 semesters Programme) immediately after declaring the final semester results of the programme as per the guidelines issued by the Government from time to time.