

**EXAMINATION POLICY**  
**St. Anthony's College, Shillong, Meghalaya**

**1. Introduction**

St. Anthony's College, Shillong, Meghalaya is an affiliated College of the North Eastern Hill University Shillong, Meghalaya and is governed in principle by the acts and ordinances of the affiliating University for conduct of its examinations. The College offers different Under Graduate and Post Graduate degrees and courses as per the curriculum approved by NEHU. The College also follows a semester system of examination as per the academic calendar prescribed by NEHU. These examinations are conducted and managed by the College through a well-defined and robust mechanism. The final evaluation and grading of the students in every semester is done based on 25% weightage to Continuous Internal Evaluation and 75% weightage to External Evaluation based on End Semester examinations conducted by NEHU. The College is committed to ensuring that the process of management and administration of the examination is effective and efficient.

This examination policy is an important document for the Teaching Learning and Evaluation process adhered to by the institution. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation.

The examination policy will be reviewed every year by a committee formed by the Principal for the purpose and any changes as and when felt necessary will be incorporated after due consultation with all the stakeholders.

The purpose of this examination policy is:

- to ensure smooth planning, management and efficient conduct of the Internal and External examination processes in the best interests of the students.
- to have a robust and streamlined mechanism of Continuous Internal Evaluation.
- to ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
- to have a transparent and effective mechanism to address any examination related grievances of the students.

**2. Examination responsibilities**

**2.1 PRINCIPAL:**



- has overall responsibility for the college as an examination centre.
- has authority to decide on any incidence of malpractice as and when reported.
- has authority to advise and settle any grievance related to examinations.

## **2.2 EXAMINATION COMMITTEES:**

### **2.2.1 Central Examination Committee**

There is a single central examination committee for the conduct of UG examinations. The committee is constituted by the IQAC of the College from among the permanent teaching faculty of the College. The composition and tenure of the committee is decided by the IQAC.

The Committee is headed by the Examination In-charge and:

- oversees the implementation of end semester examination calendar.
- prepares guidelines and time-lines for effective and uniform conduct of the Continuous Internal Evaluation process.
- communicates regularly with staff and students concerning imminent deadlines and events.
- communicates through the Principal with the affiliating University in all matter relating to examinations.
- receives, checks and stores and securely transports all examination related material as per guidelines.
- advises and settles any grievance related to evaluations both internal and external after due consultation with the Principal.

### **2.2.2 Departmental Examination subcommittee**

Every Department has a three member Departmental Examination subcommittee headed by the Head of the Department, two members of its faculty with the Principal as ex-officio Chairman.

*There is no separate Examination Committee for the PG courses. The PG end semester examinations and Continuous Internal Evaluation are handled solely by individual PG Departments through their **Departmental Examination subcommittee**.*

## **2.3 HEADS OF DEPARTMENTS:**

- implementation of the institutional policy for continuous internal evaluation.



- b. maintaining necessary attendance and performance records of students for continuous internal evaluation.
- c. providing instructions to departmental faculty for setting and moderation of question papers for continuous internal evaluation.
- d. compilation of internal Evaluation marks at the end of each semester.
- e. effective distribution of evaluation related duties among departmental faculty.

#### **2.4 INVIGILATORS**

- a. collection of Question Papers, Answer Scripts, Attendance Sheets etc. from the examination office before the start of every exam on their date and time of duty.
- b. ensuring correct distribution of Question Papers and Answer Scripts(as per instructions), proper entry of student details into the Attendance sheets, entry of Invigilators signature on every Answer Script after verification of student details, distribution of Extra Answer sheets, collection of Completed Answer Scripts, segregation of Collected Answer Scripts paper wise and Arrangement of all Answer Scripts according to Roll Number and their return to the exams office.
- c. ensuring proper conduct of the examination in the Halls and strict implementation of the University and institutional rules and regulations for conduct of examinations.

#### **2.5 OFFICE STAFF**

- a. providing necessary support for effective implementation of the examination policy.
- b. undertaking steps for proper maintenance of records and other responsibilities as and when assigned by the examination committee or the Principal.

### **3. Modes / Methods of Evaluation**

The Evaluation for each semester is composed of **internal and external** components. The Internal Component is handled by the Examination Committee in the form of a single mid semester sessional test and by departments in the form of Internal tests, assignments, seminars, fieldwork etc. The external Evaluation is based on the end semester examination conducted by NEHU.

#### **3.1 INTERNAL COMPONENT : Continuous Internal Evaluation**



The mode, method and conduct of the Continuous Internal Evaluation is as per NEHU ordinance OC-8 regulation RC-10; 5(i) to 5(v). The breakup of Marks per Internal Evaluation Component is also as per NEHU tabulated guidelines presented below.

### 3.1.1 Breakup of Marks for Continuous Internal Evaluation as per NEHU guidelines

Type of Paper	Max. Marks for the Theory Test	Max. Marks for the Practical Test	Max Marks for the Assignment	Total Marks for continuous Evaluation
Paper without Practical component	<b>15</b>	<b>Not Applicable</b>	<b>10</b>	<b>25</b>
Paper with Practical component	<b>10</b>	<b>6</b>	<b>9</b>	<b>25</b>

However, apart from the general directions embodied in the NEHU guidelines, the detailed Continuous Internal Evaluation policy of the College (in keeping with the guidelines of NEHU) is laid out as follows.

### 3.1.2 Components of Continuous Internal Evaluation

For Internal Evaluation, the College follows a uniform and robust mechanism. The continuous internal Evaluation is based on the following components:

- a. mid semester sessional exams aimed at Evaluation of the learning progress of the course contents. The guidelines and schedule for the conduct of this examination is formulated by the examination committee.
- b. the method(s) for continuous internal Evaluation conducted by individual departments are decided by the concerned Department and are aimed at both summative and formative Evaluation of the students. These are in the form of *periodic class tests, assignments, problem solving sessions, multiple choice questions based evaluation, classroom demonstrations, seminar presentations followed by question answer sessions, viva and practical demonstrations in subjects with practical papers, group discussions among students on specific topics moderated by teachers* etc.
- c. project work, internship, active learning modules etc. developed by departments.



- d. attendance and participation in the teaching learning process in classroom situations.

### **3.1.3 Mechanism for Evaluation**

For the internal component of the Evaluation, the Departmental Examination subcommittee is responsible for smooth and fair implementation of the Evaluation process as per the examination policy of the College. Question papers for sessional as well as class tests are set and moderated by departments. All members of the faculty are assigned responsibilities for specific units of the syllabus.

Evaluation and scrutiny of the answer scripts is done by the faculty of the concerned Department. The Head of the Department is responsible for allotment of evaluation duties amongst the departmental faculty as well as ensuring that the process of evaluation is fair and efficient. All issues arising out of and during the process of will be taken up by the Departmental examination subcommittee. The committee is also responsible for proper tabulation and moderation of the marks and maintenance of other records.

The process of conducting and monitoring the Continuous Internal Evaluation of the students is the sole responsibility of the Department. The Head of Department must ensure uniform distribution of workload among all the faculty members of a Department for this purpose. Each Department has the flexibility to design and decide on the components of the Continuous Internal Evaluation process as per the subject specific requirements whilst strictly adhering to the broad guidelines of the examination policy of the College.

At the end of each semester, an overall grading of the performance of the students is made based on the different components. The Departmental subcommittee is responsible for finalising the grades / marks and maintaining necessary records.

### **3.1.4 Semester wise Schedule for Continuous Internal Evaluation**

The following is the tentative schedule (wherever applicable) for the conduct of internal Evaluation:

- a. Monthly class tests throughout the Semester session; the dates of which are made known to students well in advance of the test.
- b. One project work to be assigned in 5<sup>th</sup> and 6<sup>th</sup> semester to be submitted at the end of 3<sup>rd</sup> month of a semester.
- c. Weekly seminar presentations by students.
- d. One tutorial class per week for each semester particularly for honours students.



- e. Group discussions / active learning / class demonstrations to be incorporated into the teaching learning process.
- f. Viva and practical Evaluations to be carried out for subjects with practical components particularly for honours papers.
- g. Sessional exams at the end of the second month.
- h. Classes till middle of 4<sup>th</sup> month

### **3.2 EXTERNAL COMPONENT : End Semester Examinations**

The end semester external examination is conducted as per the schedule prescribed by the affiliating University.

As and when the schedule of the examination is published, the examination committee of the College makes all necessary arrangements for conducting the examinations as per the prescribed schedule.

Evaluation and scrutiny of the answer scripts is managed by NEHU with the involvement of teachers from different affiliated colleges.

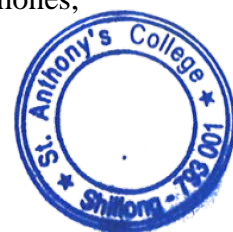
The schedule of the End semester practical/theory examinations conducted by NEHU is tentatively from middle of 4<sup>th</sup> month till the middle of 5<sup>th</sup> month.

Students are usually given one week study leave before the commencement of the End Semester Examination.

### **4. Examination Rules**

The following are the rules and regulations adhered to by the College for the smooth conduct of the examinations:

1. Candidates are to bring their Examination Admit Card and College Identity card to be allowed to appear for any examination.
2. Candidates are to keep all their belongings outside the examination hall or in designated spaces. Invigilators are not responsible for the loss of any belongings of the candidates.
3. Candidates are to carry with them only what is permitted as per the requirement of the examination.
4. Candidates are not permitted to keep any electronic devices on their person during examinations. Electronic devices include (but are not limited to) mobile telephones, music players and smart watches.



5. Candidates are not to bring any food and drink into the examination venue, with the exception of water in a transparent bottle.
6. The use of programmable calculators and those with text, symbolic or graphic capabilities is not permitted at examinations.
7. Absolute silence should be maintained in the examination hall.
8. Candidate are not allowed to enter the examination hall after 30 minutes of the commencement of the examinations except with special permission from the examination in-charge in case of unavoidable circumstances.
9. Sharing of examination paraphernalia inside the examination hall is strictly prohibited.
10. At the start of their examination, candidates are provided with the necessary materials on which to answer the examination questions. Candidates are required to answer their examination in accordance with the instructions on the front of the examination paper, and in accordance with any instructions announced by the Invigilator.
11. Tearing out pages or parts of answer books provided for the examination is a punishable offence.
12. No paper except that supplied by the invigilator should be used during the examination and all rough work should be done on the same.
13. Any verbal or nonverbal communication with other candidates inside the examination hall will be treated as a punishable malpractice.
14. Candidates found guilty of using unfair means in the examination hall will be reported to the University which may result in the student being barred for a period of 3 years from appearing in examinations in the future, be suspended or be expelled from the University.
15. Any candidate requiring assistance during the examination are to raise their arm and wait for an invigilator to attend to them.
16. Candidates are to sign the attendance sheet during every examination.
17. Candidates can leave the examination hall only during the last 30 minutes of the examination time.
18. Candidates are not allowed to leave their desk without permission from the invigilator.
19. Candidates with medical issues are provided separate seating arrangements with permission from the examination in-charge.
20. Candidates with physical disabilities are provided appropriate seating arrangements either in their assigned examination Halls or separately.



21. Candidates with vision impairment are allowed to either bring their own scribes or allotted a scribe by the Principal as per the rules of the University.
22. Candidates who are unable to appear for the internal Evaluations due to genuine reasons are given alternative arrangement by the concerned department after verification of the facts.
23. Minimum percentage of attendance required for eligibility to appear for the End Semester University examination is as per the acts and ordinances prescribed by NEHU. For internal Evaluation, the decision of the Department in consultation with the Principal of the College will be final.

## **5. Publication of Marks**

### **5.1 Continuous Internal Evaluation**

Marks awarded by individual teachers are kept confidential until they are moderated and approved by the Departmental Examination subcommittee.

Moderated and approved marks obtained by candidates in any of the modes of evaluation conducted by Departments are published within *fifteen(15)* days of completion of the test semester to allow students to seek redressal if any.

Overall grading / marks for the Internal Evaluation of candidates giving due weightage to the different components are published *ten(10)* days before the final day of class in each semester to allow students to verify their marks and seek final redressal if any.

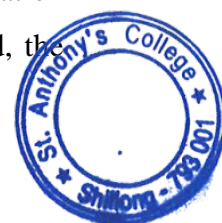
### **5.2 End Semester Examinations**

The declaration of Results and publication of Marksheets of the end semester examinations is done by NEHU after evaluation and scrutiny of the answer scripts.

## **6. Transparency and redressal of grievances**

### **6.1 Continuous Internal Evaluation**

Candidates have the option of seeking redressal and clarification on their performance by submitting an application to the HoD of the concerned Department within *seven(7)* days of publication of the marks for that paper. On receipt of the same, the Departmental examination is empowered to act on the grievance at the earliest. If the student is still not satisfied, the



student may approach the examination committee of the College who will look into the matter and settle it after due consultation with the Principal of the college.

### 6.2 End Semester Examinations

For grievances related to the external NEHU examinations, the grievance redressal policy as mandated by NEHU is followed.



Sincerely,

Rev. Br. Dr. Albert L. Dkhar,

Principal  
St. Anthony's College  
Shillong - 793001  
Meghalaya - India