



ST ANTHONY'S COLLEGE

SHILLONG 793 001

MEGHALAYA - INDIA

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E-mail: principal@anthonys.ac.in

website: www.anthonys.ac.in

A Don Bosco Institution (Estd. 1934)

Re-Accredited Grade "B++"

College with Potential for Excellence (awarded by UGC)

Affiliated to NEHU (A Central University)

UGC Recognised & AICTE Approved

EXAMINATION POLICY

St. Anthony's College, Shillong, Meghalaya

(Adapted as per National Education Policy 2020)

1. Introduction

St. Anthony's College, Shillong, Meghalaya is a college run by the Salesians of Don Bosco and affiliated to the North Eastern Hill University (NEHU), a Central University located at Mawlai Umshing, Shillong, Meghalaya. The College is therefore governed in principle by the acts, statutes and ordinances of the affiliating university for the conduct of its academic programmes and consequently the various examinations connected to the programmes on offer in the College.

The college offers undergraduate and postgraduate degree programmes comprising different courses as per the curriculum approved by NEHU in accordance with the National Education Policy 2020.

The college follows a system of examination (internal assessment and end semester university examinations) as per the provisions of the university ordinances, rules and regulations governing the same; which are scheduled in compliance with the academic calendar as prescribed by NEHU. These examinations are conducted and managed in the college through a well-defined and robust mechanism as described in this policy document.

The final evaluation and grading of students across all courses and semesters is based on weightages for Continuous Internal Assessment (CIA) and End Semester University Examinations of the different courses on offer as per the credit framework and the distribution of Marks thereof as prescribed for every course.

The college is committed to ensuring that a standardised, effective and efficient assessment process is followed across all departments for all courses within the different disciplines listed under the NEP 2020 policy guidelines that is in accordance with the goals and objectives of the NEP Curriculum framework in general and aimed at achieving the programme and course outcomes as defined in the syllabi of the different courses within the broad programmes passed by the Academic Council and offered by the college in particular.



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This examination policy therefore, is an important reference document for the teaching-learning process in general and the assessment process in particular, adhered to by the college in its entirety. All stakeholders are expected to read and understand this policy document and take proactive measures for the effective implementation of the various provisions within the policy.

The examination policy will be subject to review if required, amended, once a year by the examination committee after due process of consultation with all stakeholders.

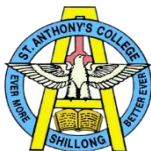
The purpose of this examination policy is:

- to define, create and maintain the different committees and sub-committees tasked with different examination related responsibilities.
- to define the roles for management, faculty, and support staff.
- to ensure efficient planning, management, and smooth conduct of the internal and end semester university examination processes in compliance with the broad guidelines of the university rules and regulations for the same.
- to make provisions for and implement a standardised yet constantly evolving* robust and streamlined mechanism of Continuous Internal Assessment across all courses and semesters under the NEP 2020 curriculum framework.
- to ensure both confidentiality and transparency wherever required in the Examination process and provide mechanisms to address any examination-related grievances of students within a set timeframe.

2. Examination responsibilities

2.1 PRINCIPAL:

- is the de-facto centre in charge and chairperson of the Centre Disciplinary Committee.



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2.2 EXAMINATION COMMITTEES:

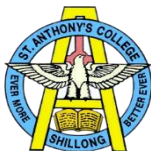
2.2.1 Central UG Examination Committee

The PG Examinations are handled directly by PG Departments with no assistance from the Central UG Examination. There is a central UG examination committee for the conduct of UG examinations with members nominated by the Principal. The Committee is headed by the centre in charge and:

1. oversees the implementation of the semester examination calendar
2. prepares guidelines and timelines for effective and uniform conduct of the Continuous Internal Assessment.
3. communicate regularly with staff and students concerning examination-related deadlines and events.
4. communicates through the Principal with the affiliating University in all matters relating to examinations.
5. receives, checks, stores and securely transports all examination-related material as per University guidelines.
6. addresses the needs of persons with disabilities, illnesses, accident cases, etc. as per University guidelines.

2.2.2 Centre Disciplinary Committee

The Centre Disciplinary Committee (CDC) is a Committee constituted as per the University guidelines for the purpose of deciding the quantum of punishment (as prescribed in NEHU ordinance OD-6 on unfair means during examinations) and/or reporting cases of unfair means to the Controller of Examinations, NEHU. The other additional responsibility of the CDC is to decide in cases of late reporting for examinations and keeping a record of the same. All cases related to examination discipline which falls under the purview of the CDC are decided as per the University rules in effect at the time of the incident.



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2.2.3 Departmental Examination Sub-Committee (DESC)

Every Department will constitute a three-member Departmental Examination subcommittee consisting of the Head of the Department, two members of its faculty, and the Principal as ex-officio Chairman.

The DESC will be responsible for:

1. planning (deciding dates, timings of the internal assessment, setting and moderation of Internal Test Question papers, finalising of student assignments etc.) and conduct as per relevant University guidelines of all internal assessment components (Internal tests: Theory and/or Practicals, Assignments, Seminars etc.) in compliance with the University Prescribed Academic Calendar and conforming to notified deadlines regarding all Examination related matters.
2. moderation and formal publication of internal assessment marks as per University rules on a preset date which will be notified by the Principal at the start of every Academic Session.
3. settling of internal assessment-related grievances of students within a stipulated period of time.
4. compilation of the moderated internal assessment marks in the format required prior to verification and authentication by the HOD.

2.3 ROLE OF HEADS OF DEPARTMENTS:

The Heads of Departments will be responsible for:

1. implementation of the provisions of this policy in its entirety.
2. effective distribution of Internal Assessment related duties among department faculty and ensuring time bound completion of assigned tasks.



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3. maintaining records of students for review and subsequent use of such records in deciding continuous internal assessment component scores for individual students as and when such cases requiring intervention or corrective measures arise.
4. final verification, authentication and submission of the compiled internal assessment marks of students to the college examination office on or before the date notified by the Principal.

2.4 ROLE OF INVIGILATORS:

During end semester University examinations and/or centralised sessional examinations, invigilators will be responsible for:

1. collection of examination materials such as question papers, answer scripts, attendance sheets, etc. from the examination office before the start of every examination as per assigned duties.
2. ensuring the correct distribution of question papers and answer scripts, verification of student details in the attendance sheets and answer scripts against examination admit cards, distribution of extra answer sheets, collection, segregation and arrangement of completed answer scripts paper wise according to university roll number in ascending order and submission of the same to the examination office.
3. ensuring strict compliance with the University and Institutional Examination rules and regulations and prompt reporting of any cases of violation to the Central Examination Committee.

2.5 ROLE OF SUPPORT STAFF / LAB ATTENDANTS

During end semester University examinations and/or centralised sessional examinations, support staff, Lab. Attendants will be responsible for:

1. providing necessary support for the effective conduct of the examinations as per assigned duties.



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2. maintenance of records and carrying out other Examination related responsibilities as and when required.
3. Maintaining discipline to ensure the whole campus has an examinations ambience.

3. Modes / Methods of Assessment

The assessment for each semester is composed of **internal and external** components.

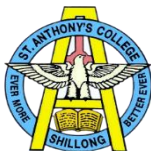
The Internal component of the assessment is divided into two parts:

1. Assignments, seminars, fieldwork, etc. conducted on a continuous basis throughout the semester by departments at their convenience.
2. Internal tests for major / minor during every semester on dates prescribed by CUGEC
3. A single centralised sessional test for all Add-on courses once every semester between the 2nd and 3rd Internal tests.

The external component is the end-semester University theory/practical examination conducted by NEHU according to the schedule published by the University.

3.1 INTERNAL COMPONENT: Continuous Internal Assessment

The mode, method, and conduct of the Continuous Internal Assessment is as per NEHU regulations. The breakup of marks per internal assessment component is as per NEHU specified guidelines presented below.



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3.1.1 Breakup of marks for Continuous Internal Assessment

The following table lists the broad distribution of marks for the internal and external components across the different courses on offer as per NEP 2020 curriculum framework adopted by NEHU.

Course	Marks for Internal Component	Marks for External Component	Total Marks
Major/Minor	a) without practical: 25	a) without practical: 75	a) 100
	b) with practical: Theory = 19; Practical = 6	b) with practical: Theory = 56; Practical = 19	b) 100
Multi-Disciplinary Courses	19	56	75
Ability Enhancement Courses	a) Semester I and II: 19	a) Semester I and II: 56	a) 75
	b) Semester III : 12.5	b) Semester III : 37.5	b) 50
Skill Enhancement Courses	19	a) Except SEC-130 & SEC-183: 56	a) 75
		b) SEC-130 & SEC-183: Theory = 40; Practical = 16 c) SEC-233: Theory = 42; Practical = 14	b) 75
Value Added Courses	19	56	75
Vocational Training Courses	40 (Theory = 25; Practical = 15)	60 (Practical only)	100
Internship	NA	Submission of report=75 Viva Voce=25	100

(However, apart from the general provisions in the NEHU guidelines, the detailed Continuous Internal Assessment policy of the College (in keeping with the guidelines of NEHU) is implemented.



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3.1.2 Components of Continuous Internal Assessment

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

1. Mid-semester sessional exams only for other courses except Major and Minor.
2. The method(s) for continuous internal assessment conducted by individual departments are decided by the concerned department and are aimed at continuous formative assessment of the students. However, departments may adopt the following pattern of distribution of marks as presented in the following tables.
3. Three internal assessments will be conducted by departments for Major / Minor courses per semester session. The dates will be notified by the Principal at the start of the session.
4. One Centralised Sessional test will be conducted per semester (for Add-on Courses) by the SAC Examination Committee.
5. The dates for the Centralised Sessional tests will be notified by the Principal at the start of the session.

FOR MAJOR AND MINOR COURSES

For Science and Courses with Practical Component	
Modes of Internal Assessment	Maximum Marks
Test (Class Test/Open book test/MCQ test etc.)	10
Project Assignments / Seminar Presentation / Problem solving sessions or any other form of assessment as decided by the departments	6
Attendance (Theory) (95 % to 100 % = 3; 85 % to 94.9 % = 2; 75 % to 84.9 % = 1; Below 75% = 0)	3
Practical (practical test/ practical note book/ viva voce/ daily assessment in practical classes based on participation and attendance etc.)	6
Total	25



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For Arts	
Modes of Internal Assessment	Maximum Marks
Test (Class Test/Open book test/MCQ test etc.)	15
Project Assignments / Seminar Presentation / <u>problem solving</u> or any other forms of assessments as decided by the departments	5
Attendance (Theory) (95 % to 100 % = 5; 90 % to 94.9 % = 4; 85 % to 89.9 % = 3; 80% to 84.9 = 2; 75 % to 79.9% = 1 ; Below 75% = 0)	5
Total	25
For Commerce	
Modes of Internal Assessment	Maximum Marks
Test (Class Test/Open book test/MCQ test etc.)	15
Project works / Assignments / Seminar Presentation / Problem solving sessions and any other forms of assessments as decided by the departments	5
Attendance (Theory) (95 % to 100 % = 5; 90 % to 94.9 % = 4; 85 % to 89.9 % = 3; 80% to 84.9 = 2; 75 % to 79.9% = 1 ; Below 75% = 0)	5
Total	25
For BBA	
Modes of Internal Assessment	Maximum Marks
Test (Class Test/Open book test/MCQ test etc.)	15
Project works / Assignments / Seminar Presentation / Problem solving sessions and any other forms of assessments as decided by the departments	5
Attendance (Theory) (95 % to 100 % = 5; 90 % to 94.9 % = 4; 85 % to 89.9 % = 3; 80% to 84.9 = 2; 75 % to 79.9% = 1 ; Below 75% = 0)	5
Total	25



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FOR MDC, AEC and VACs

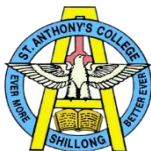
Modes of Internal Assessment	Maximum Marks
Test: either Departmental Internal test (Class Test/Open book test/MCQ test etc.) or Centralised Sessional test (Question paper to be prepared)	19
Total	19

FOR SECs

Modes of Internal Assessment	Maximum Marks
Test: either Departmental Internal test (Class Test/Open book test/MCQ test etc.) or Centralised Sessional test (Question paper to be prepared)	For SECs without practicals/ assignments/activities = 19 For SECs with practicals/ assignments/activities = 10
Practicals/ Assignments/ Activities (<i>only for SECs with Practicals/ Assignments/ Activities</i>)	9
Total	19

FOR VTCs

Modes of Internal Assessment	Maximum Marks
Test: either Departmental Internal test (Class Test/Open book test/MCQ test etc.) or Centralised Sessional test (Question paper to be prepared)	25
Experiments/Demonstrations/Activities from Practical Units only	10
Attendance (Practical only) (95 % to 100 % = 5; 90 % to 94.9 % = 4; 85 % to 89.9 % = 3; 80% to 84.9 % = 2; 75 % to 79.9% = 1 ; Below 75% = 0)	5
Total	40



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Each Department has the flexibility to design and decide on the components of the continuous internal assessment process as per the subject-specific requirements whilst strictly adhering to the broad guidelines in terms of marks allocated as per the examination policy of the college.

3.1.3 Evaluation

For the internal component of the assessment, the departmental examination subcommittee is responsible for the smooth and fair implementation of the evaluation process as per the examination policy of the college. Question papers for internal assessments are set and moderated by departments. Evaluation and scrutiny of the answer scripts is done by the faculty of the concerned department. The head of the department is responsible for the allotment of evaluation duties amongst the faculty as well as ensuring that the process of evaluation is fair and efficient. All issues arising out of and during the process 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 records.

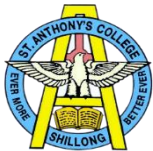
3.2 EXTERNAL COMPONENT: End Semester Examinations

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 central 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 are 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 the middle of the 4th month till the middle of the 5th month.



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Students are usually given one week of 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, smart watches etc.
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. Candidates are not allowed to enter the examination hall after 30 minutes (as per NEHU Rules) 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.



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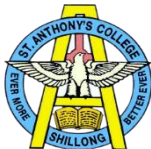
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11. Tearing out (as per NEHU Rules) pages or parts of answer books provided for the examination is a punishable offence.
12. No paper except that supplied by the invigilator should be used during the examination and all rough work should be done on 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 will be dealt with in accordance with the provisions of NEHU Ordinance OD-6. The documents are available for reference in the NEHU Website.
15. Any candidate requiring assistance during the examination is 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 are not allowed to leave their desks without permission from the invigilator.
18. Candidates with medical issues are provided separate seating arrangements with permission from the examination in-charge.
19. Candidates with physical disabilities are provided appropriate seating arrangements either in their assigned examination Halls or separately.
20. Candidates with vision impairment are allowed to either bring their own scribes or be allotted a scribe by the principal as per the rules of the university.
21. It is mandatory for students to appear in all components of their Internal Assessment barring exceptional circumstances on which departments in charge of the Course concerned will decide.
22. Minimum percentage of 75 % attendance required for eligibility to appear for the end semester university examination is as per the acts and ordinances prescribed by NEHU. For internal assessments, the decision of the department in consultation with the principal of the college will be final in this regard.



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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 to allow students to seek redressal, if any.

The final overall grading/marks for the internal assessment of candidates giving due weightage to the different components are to be published *seven (7) 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) Extension of this leads to delay later* days of publication of the marks for that paper. On receipt of the same, the departmental examination committee is empowered to act on the grievance at the earliest. If the student is still not satisfied, the student may approach the Principal who will look into the matter.



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6.2 End Semester Examinations

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

EVER MORE BETTER EVER



Fr. Dr. Arcadius Puwein, SDB

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