

Examination Policy Document

The Exam committee of Santhigiri College adheres to the university guidelines for the conduct of internal examinations. Evaluation procedures and examination patterns are well-versed to students through college calendar, circulars as well student's manuals. The Eight Member-Exam committee of santhigiri college thoroughly monitors the Examination process in an efficient manner.

The schedule of exam should be prepared for various programs by the College Examination coordinator in consultation with Principal and HODs during the commencement of each academic year. The schedule of examination is available in College Academic Calendar and in Students Manual.

In every semester, two centralized Internal Assessment Examination (IAE) are conducted. The dates and details are priorly published on the student's manual and college calendar. The Exam committee organizes a common schedule for the whole college which is supervised by the Examination coordinator and the respective Department Examination Coordinators. The 40% of subjects should be completed before the first Internal Examination and the remaining 40% need to be completed before the second Internal Examination, the rest 20% is valued with respect to Assignments/Seminars. Every Departments have the freedom to choose diverse methods for conducting Assignments which comprises multiple choice quizzes, video presentations, Video Assignments, Online Assignments etc.

The College Examination Coordinator should publish the Examination Time Table, Seating Arrangements of students and required count of faculties for the invigilation- to the principal, HOD's, Department Examination Coordinators 10 days prior to the examination.

All faculties should strictly adhere to the uniform Question Paper pattern directed by the exam committee. The Department Exam Coordinator should collect the question papers from the subject teachers and forward it to the College examination cell 5 days prior to the examination. The College Examination cell should take adequate copies of the question paper and distribute it on the Examination Day.

The invigilators shall report to the exam cell and receive the Question Papers, answer sheets and other documentation papers 15 minutes before the commencement of the exam and proceed to their respective exam halls/rooms. A squad of designated senior teachers

shall make surprise visits to exam halls/rooms occasionally during examinations. After the completion of the exam, invigilators shall report back to the Coordinator of exams in order to account for the Answer books they had received. The coordinator of exams shall complete the documentation process and the answer books shall be handed over to the subject teachers after having bundled subject/paper wise along with attendance list and other reports.

CCTVs are installed in the examination halls to monitor the examination and to reduce the malpractices. If any student is found with any malpractice that will be immediately reported to the Principal and that day's exam will be canceled. They will be permitted to write remaining exams only after bringing their parents to the college, pay a fine of Rs.500 and should write an apology letter to the principal. Fine receipts and apology letters are kept by CEC for the documentation purposes.

Answer scripts need to be evaluated within stipulated time (within 15 days after exam) and are shown to the students to bring out the discrepancies, if any, to the notice of the teacher concerned, and to carry out necessary corrections. If required, every student will get the chance to consult the subject teacher to make alterations.

According to the university guidelines the criteria for subject internals is, marks of-two internal exams, seminar, assignments and attendance are considered for calculation of Internal marks for each paper. Intermediate internals in A2 format are prepared and published to the students after the second Internal Assessment Examination thereby, interested students can progress their subject internals through improvement examinations.

Internal Mark forms A2 and B2 forms are prepared and published on department notice boards on the starting day of university Examination. Exam coordinator should ensure that internal exam forms are duly signed by the tutors, HoDs and the Principal before uploading to the University portal.

Grievance Redressal Policy Document

The institution has a Three-level internal Grievance Redressal Mechanism with two levels at the college and an upper level at the University. A student needs to approach the upper level only if grievance is not addressed at the lower level.

Level 1: Department Level - The department level Committee is chaired by the Head of the Department, Department Exam coordinator and Subject in-charge as members. The Subject in-charge of the course distributes the valued answer scripts during the class hours and the students can scrutinize their answer scripts in the presence of their teachers. It ensures the transparency and reliability of the internal evaluation process. Most of the times, the answer sheet is revalued, recounted by the Subject in-charge in the presence of the complainant. If there is any discrepancy in the marks, corrections are made by the faculty instantaneously. The students can also address their grievances concerning CIE marks of any internal component if any through submitting the Grievance Redressal Application Form. It is processed through the Subject in-charge and the head of the department.

Level 2: College level- The grievances which are not resolved at level 1, are redressed by a college level committee with the Principal as Chairman, College Examination coordinator and HOD of concerned Department as members.

Level 3: University Level A Committee constituted by the Vice-Chancellor as Chairman and Pro-Vice-Chancellor, Convener - Syndicate subcommittee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member-secretary. The Students' Grievances Portal deals with a variety of students' complaints and grievances coming up for redressal. In the portal, an online students' grievance redressal forum with tracking and follow up of the complaints is provided in compliance with the UGC's mandatory requirements.