



SHREE GOKARNANATHESHWARA COLLEGE

GANDHINAGAR, MANGALURU - 575 003, D.K.

Affiliated to Mangalore University

NAAC Re-accredited "B+" Grade (2.73 CGPA)

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Ref.:

Date :

CONTINUOUS INTERNAL ASSESMENT POLICY

Shree Gokarnanatheshwara College was established in 1982 under the affiliation of Mangalore University. Examination is a part of assessment of students and the program and course outcomes in any academic set up. The college is governed by the rules and regulations of the affiliating university.

As apart of the curriculum the college conduct two internal assessment examinations in each semester as a part of the academic structure. The CIA helps the college to assess the progress of the student. And also helps in providing a feed back to the parents on the progress of their children. The examination in charge is responsible for the conduct of these examination both internal as well as external examinations in the college.

Objectives of the examination in committee :

1. The person assigned as the examination in charge has to opt the dates for examination in consultation with the principal and the departmental heads.
2. To ensure the smooth conduct of the internal and University examinations as per the guidelines of the university.
3. To safe guard the quality and decorum of the examination process.
4. To prepare an examination time table for the internal assessment and allot the duty list for the examinations.

Composition of examination committee

The examination committee is headed by the principal, the examination staff in charge and the heads of the department.


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SHREE GOKARNANATHESHWARA
COLLEGE, GANDHINAGAR
MANGALORE

Examination and duration:

The semester consists of two/ one internal assessment examination of two/one hour's duration.

Evaluation procedure for internal assessment:

The students are assessed and marks are given for their marks scored in the two/ one internal assessment examination, attendance / seminars/ assignments.

Additional Marks are also allotted for those students who have represented the college in higher levels of co-curricular and extracurricular activities and have got prizes in the same.

Assessment is also done on the basis of the student's participation in classroom viz participations in quiz, group discussions, PPTs, assignments etc.

There shall be no minimum marks allocated for any internal assessment.

Process of conducting the internal examinations.

Pre-Examination process.

1. The examination is conducted after the dates are finalized.
2. the pre-examination phases the staff and students are informed about the dates of the examination through notices and the same are displayed on the notice boards.
3. Required stationary are arranged.
4. Time table for the examination along with dates, subject and sessions are prepared.
5. The list of students who are to be divided and arranged in for different classrooms are finalized.
6. The staff are informed to prepare the question papers well in advance and hand it over to the staff in charge of examination.
7. The question paper collected are the photocopied to the desired numbers.
8. The question papers are sorted and packed as per the exam schedule.
9. The question papers will be kept in custody of the principal.
10. Duty list prepared will be shared will all the staff.
11. Preparing of the seating arrangement plan.


PRINCIPAL
THREE GOKARNANATHESHWARA
COLLEGE, GANDHINAGAR
MANGALORE

During examination process

1. The number and seating arrangements are displayed on the entrance of each class rooms.
2. Answer scripts are issued to the staff in the allotted classroom.
3. Conduct the examination as per schedule.
4. Collect of details regarding the absentees from the exam hall by the support staff by entering the details in the absentee register book.
5. Ensuring the supply of tags and other required stationary.
6. Ensuring the supply of drinking water to the students by the support staff.
7. Frequent visits by the principal and examination staff in charge to the examination halls.
8. The students and staff invigilators have to be present in class 15 minutes prior to the start of the examination.
9. Instructions to students are given before the start of the examinations.
10. The attendance of the students is taken during the process of examination and signatures are collected in the attendance sheet.

Post examination procedure.

1. Counter verification of answer scripts.
2. The answer scripts are collected from the students and a record is maintained at the end of each examination.
3. The collected answer scripts are given to the subject teachers for assessments.
4. Staff are notified about the last date to submit the marks.
5. Paper seeing process.
6. Finalizing the marks and entering the marks in the score sheet.
7. Any mistakes in evaluation are corrected by the teacher.
8. Prepare the reexamination time table.
9. Conduct of reexamination if any.

Guidelines for the conduct of examination:

1. One long bell shall be given 10 minutes before the commencement of the examination.
2. One short bell 5 minutes at the commencement of the examination
3. One short bell at the commencement of the examination.
4. One bell at the end of the first hour of the examination.


PRINCIPAL
SHREE GOKARNANATHESHWARA
COLLEGE, GANDHINAGAR
MANGALORE

5. One bell, half hour before the closure of the examination.
6. One warning bell 5 minutes before the closure of the examination.
7. One long bell at the closure of the examination.

Guidelines for question paper setting:

1. One set of question paper shall be set for each course.
2. Question paper must be in typed format.
3. No questions must be repeated. Duration of the paper, and the title of the course must be written down in the question paper.
4. Grammatical errors and wrong spelling etc. must be avoided.

Code of conduct for reexamination

1. Reexamination is provided only under the valid reasons for absence.
2. Prior notice has to be given and only in the case of valid reasons reexamination will be offered to such students.
3. Reexamination are given on medical grounds and after providing a valid medical certificate.
4. Reexamination are given for those students who miss examinations for co-curricular and extracurricular activities.

Code of conduct for students regarding test and examinations.

1. Students are expected to arrive at least 30 minutes prior to the commencement of the examination.
2. Students shall take the note of the seating arrangement displayed in the entrance of each examination hall.
3. Students have to enter the call room at the strike of the first bell.
4. Maintenance of absolute silence is a must in the examination hall.
5. Students must bring ID cards along with them.
6. Students must possess admission ticket/ hall ticket while appearing for the university examinations.
7. Arriving late for examination will not be entertained. Habitually arriving late will be seriously dealt with.
8. Entry of students after half an hour of the start of the examination is not allowed in the case of university examinations.


PRINCIPAL
SHREE GOKARNANATHESHWARA
COLLEGE, GANDHINAGAR
MANGALORE

9. Students shall check their pockets, bench, desks instrument box etc. and if any written materials are found shall keep it outside the examination hall.
10. Students are not allowed to get cell phones, iPod, web access devices and also smart watches to the examination hall.
11. All students are responsible for conducting themselves in a disciplined manner obliging to all the rules and regulations of the examination process.
12. Talking and whispering, possession of study materials, manuscripts, copying, helping students to copy or any other suspicious behavior are considered as malpractice. Such cases will be severely dealt with.
13. Students shall read the instructions on the question papers and answer scripts and deal accordingly.
14. Students must take utmost care in filling up the required details on the answer scripts and other documents related to examination process.
15. Nothing except the register number must be written on the question paper.
16. On having completed answering the exam the student shall hand over the answer scripts to the room invigilator in person.
17. No candidate shall temporarily leave the examination hall. In exceptional cases candidate may be permitted provided he/she is accompanied by an attendant.
18. The invigilator is authorized to verbally warn/ confiscate answer booklets if malpractice is noticed.
19. Any kind of argument with the invigilator is strictly prohibited.
20. Any case of malpractice booked will be dealt as per the code of conduct of the university rules.

Code of conduct for room invigilators:

1. Invigilators shall take note of their assigned duty.
2. Invigilators shall report to the examination control room at least 30 minutes prior to the commencement of the examination.
3. Invigilators shall collect blank answer scripts, invigilators dairy and question papers from the examination control room.
4. Invigilators shall go to the assigned exam hall 10 minutes prior to the start of the examination.


PRINCIPAL
SHREE GOKARNANATHESHWARA
COLLEGE, GANDHINAGAR
MANGALORE

5. It is the duty of the room invigilator to make call for the students to get into the room and also see that the students have taken up the appropriate seats.
6. Students arriving late are to be dealt appropriately.
7. Invigilators shall ask to students to check the pockets, bench, desks instrument box etc. and if any written materials are found shall keep it outside the examination hall.
8. Invigilators shall place the answer booklets in the place designated for the students to be seated.
9. Having distributed the answer scripts ask to candidates to read the instructions and then carry out the filling of details on the answer script.
10. Instruct the candidates to fill in the university register number and other details carefully.
11. Invigilators must before distribute the question papers verify the details of the course paper and any changes must be brought to the notice and necessary arrangements be made.
12. Sometimes in the same class room the candidates of more than one subject/paper are seated. In such cases utmost care shall be taken to see that wrong question paper is not distributed.
13. The candidates may be asked to check whether they have received the right question paper.
14. Soon after the commencement of the examination the invigilator shall receive the details of the serial number of the booklet and signature of the student in the invigilator dairy.
15. All necessary entries in the invigilator dairy and the formalities to attendance shall be completed within half an hour of the commencement of the examination.
16. No student shall be allowed to enter the examination hall after 30 minutes of the commencement of the examination.
17. No candidate shall be allowed to leave the hall temporarily. In case of unavoidable circumstances such student shall be accompanied by an attendee.
18. The room invigilator shall be vigilant in their duty. Most of the time shall keep moving around the hall.
19. Invigilator shall warn / confiscate the answer scripts if students are found indulging in malpractice.
20. Any signs of malpractice or if a student indulges in any form /kind of malpractice, it should be immediately brought to the notice of the examination in charge / charge / principal.


PRINCIPAL
SHREE GOKARNANATHESHWARA
COLLEGE, GANDHINAGAR
MANGALORE

21. Mutual exchange of examination duty is permitted after getting it to the notice of the concerned examination in charge staff.
22. The room invigilator shall do the invigilation work diligently and carry out the instructions as issued or communicated by the chief superintendent/ coordinator of examination from time to time.

Duties of the office superintendent:

1. Office superintendent and members shall report one hour prior to the start of the examination.
2. The office superintendent along with the members shall get ready with the session wise question paper meant for the rooms.
3. Obtain absentee entries from each room in the absentees register from the room invigilator after half an hour of the commencement of the examination.
4. The office superintendent and members shall collect the answer scripts from the room invigilators soon after the examination is over and check the same in relation to the numbers of register numbers allocated to the respective rooms.
5. Sorting and bundling shall be done immediately.
6. Packing shall be completed with the attachment of the wax and seal.

Exam malpractice cases:

1. In the event of any malpractice done during the internal assessment examinations the room invigilator shall confiscate the answer scripts along with any other materials used for malpractice.
2. Such students will be dined to answer that particular paper and must get the consent from the principal to answer further examinations.
3. Parents are informed regarding the issue of malpractice and will be made to meet the class advisory for further action if any.


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