

# EXAMINATION MANUAL



BLDEA's  
A. S. Patil College of Commerce  
(Autonomous),  
New Campus, Solapur Road,  
Vijaypur -586103, KARNATAKA

## **Chapter I      SHORT TITLES AND DEFINITION**

- 1.1** These regulations be called “Regulations of Examinations of A S PATIL COLLEGE OF COMMERCE (AUTONOMOUS) VIJAYPUR - 2008”.
- 1.2** These regulations shall supersede all regulations in operation hitherto for the purpose of Examination of A S PATIL COLLEGE OF COMMERCE (AUTONOMOUS) VIJAYPUR.
- 1.3** These regulations shall be subject to amendments from time to time as per rules prescribed in the body of this regulation.
- 1.4** In these regulations, unless the context otherwise requires:
- (a) ‘College’ means A S PATIL COLLEGE OF COMMERCE (AUTONOMOUS) VIJAYPUR.
  - (b) Principal means the Principal of A S PATIL COLLEGE OF COMMERCE (AUTONOMOUS) VIJAYPUR.
  - (c) Academic Council (AC) means the Academic Council of A S PATIL COLLEGE OF COMMERCE (AUTONOMOUS) VIJAYPUR.
  - (d) Academic year means the year commencing from the 1<sup>st</sup> day of June of a calendar year and ending on 31<sup>st</sup> May of the succeeding calendar year.

- (e) 'Board of Studies' means the Board of Studies of all teaching departments of the College.
- (f) 'Board of Examiners' means the Board of Examiners of all teaching departments of the college and External examiners of other universities and institutions.
- (g) Chief Controller of Examinations means Principal of A S PATIL COLLEGE OF COMMERCE (AUTONOMOUS) VIJAYPUR.
- (h) Controller means the Controller of Examinations of A S PATIL COLLEGE OF COMMERCE (AUTONOMOUS) VIJAYPUR.
- (i) Examination Committee (EC) means the Examination Committee of A S PATIL COLLEGE OF COMMERCE (AUTONOMOUS) VIJAYPUR.
- (j) University means the Rani Channamma University.
- (k) 'Year' means the Academic year (1<sup>st</sup> June to 31<sup>st</sup> May).
- (l) Finance Committee (FC) means the Finance Committee of A S PATIL COLLEGE OF COMMERCE (AUTONOMOUS) VIJAYPUR.
- (m) Semester End Examination means the Examination held at the end of the Semester.

**Chapter II      POWER AND FUNCTIONS OF**  
**DIFFERENT COMMITTEES AND PERSONNELS**  
**RELATING TO EXAMINATIONS**

**2.1 Finance Committee (FC): The Finance Committee shall have the following powers in relation to the Examination of this College. The FC shall:**

- (a) Approve the fees and other charges payable by students as prescribed and recommended by the FC.
- (b) Approve the rates of remuneration, honorarium, TA, CA, DA and incidental expenses related to examination, tabulation as recommended by FC for such persons as appointed for the purpose of examination.

**2.2 Academic Council (AC): The Academic Council (AC) shall have the following power and functions in relation to the examination.**

- (a) To exercise general supervision over the academic work of the college and to give direction regarding methods of instruction, evaluation and research for improvement of academic standards.
- (b) To prescribe curriculum / courses of studies for courses leading to degrees and diplomas.

- (c) To scrutinize and approve the proposals of Boards of Studies with or without modification. If the AC differs from the proposal it may reject or return the matter to BoS for reconsideration, with necessary reasons therefore. In case the BoS re-submits without any change, the AC shall reserve the right to accept or reject the proposals.
- (d) To formulate rules and regulations for conduct of examinations and evaluation, not inconsistent with the provisions of the bye-law framed there under.

**2.3 Board of Studies (BoS): There shall be one BoS for each teaching department or each course of studies under Self-financing courses. The BoS shall comprise of:**

- (a) Head of the Department / Coordinator,
- (b) Teachers of the Department/Course concerned.
- (c) Two experts on the subject from outside the College can be nominated by the AC.

**Term** - Normally the term of the BoS is three years. In case of members under (b) above, they shall continue to be the members of BoS for three years or till such date as they shall continue to be the members of the staff of the college whichever is earlier.

**Functions** – The Board of Studies of teaching department or self-financing courses of the College shall:

- (a) Prepare the curriculum for various courses keeping view the objectives of the College local and national requirement for consideration and approval of the AC.
- (b) Suggest a panel of names to the AC for appointment of question – setters and examiners.
- (c) Co-ordinate research, teaching, extension and any other academic activity in the department/College.
- (d) Suggest methodologies for innovative teaching and evaluation techniques.
- (e) Monitor teaching, learning in the College through assessment of learner (s) performance and suggest improvement / modification on the basis of such assessment taking care to see that the curriculum is not changed too often.
- (f) Change, modify / improve the curriculum in a subject necessary after assessment of learner's performance, teachers' opinion and new developments in the subject but not before three batches of students pass out.

**Meeting of the Board of Studies** –Principal shall draw the schedule for the meeting of the BS of different departments and convene the meetings of the same. Each BS shall ordinarily meet at least once a year.

**2.4 Board of Examiners (BoE): There shall be a BoE for each teaching department and self-financing courses.**

The BoE shall constitute of:

- (a) Chairman – Head of the department / Coordinator of the subject.
- (b) Members – Maximum five from the teaching department or from the teachers engaged in the teaching of self-financing courses.
- (c) Two members to be nominated by the Principal outside of the college.

**Functions –**

- (a) The Board of Examiners shall frame the curriculum required for all the programmes.
- (b) On complaint the BoE chairman can review the questions during the exam and suggest measures of relief to the Controller of Examinations.
- (c) The BoE can also ask for the verification of the answer scripts in extreme cases and review the

evaluation by the examiners. But this review shall be possible only on the approval of Chief Controller of Examinations.

## 2.5 **Examination Committee (EC):**

Composition: The Examination Committee

(EC) shall comprise of:

- (a) The Principal, (Chief Controller of Examination) as ex-officio Chairman.
- (b) The Controller of Examinations shall be the ex-officio member-secretary.
- (c) The Asst. Controller of Examinations.

**Term** – The term for the members of the EC shall be three years except for the Chairman.

### **Powers and Functions** –

- (a) To recommend to the Principal / EC with or without modification, the names of suitable persons for appointment of Examiners/ Question Setters prepared by the BOS by the Controller of Examinations.
- (b) To consider the reports of Board of Examiners (BoE) as the work of the examiners.



- (c) To consider all cases of unfair practices in examination and make suitable recommendation to EC for action as per the mal-practice regulations (Annexure-1).
- (d) To examine and recommend the Examination fee structure to the EC after getting the concurrence of FC, which is usually par with RCU, Belagavi.
- (e) To examine and recommend the new and modified rate of remuneration for examination related work to the FC for consideration and post facto approval by the EC.

**Meeting -**

- (a) Ordinarily the EC shall meet at least once a year.
- (b) All the members shall be present in the meeting of the EC.
- (c) In case of emergency an extraordinary meeting of the EC can be convened by the secretary in consultation with the chairman as and when necessary.

## **2.6 Examination staff:**

- (a) The Controller of Examinations shall be appointed from among the teaching staff by the Principal and shall act as such during his/her pleasure. Once appointed the Controller of Examinations shall be allowed to work independently in confidential matters such as choosing question paper setters from among the names approved / or otherwise in the manner mentioned in clause, choosing firms for printing questions, certificates, mark sheets and preparation of code lists etc. However the expenditure for confidential works by the Controller must have the approval of the Principal.
- (b) Asst. Controller of Examinations shall assists the Controller of Examinations.

### **Power and functions of the Controller of Examinations:**

The Controller of Examinations shall supervise and look after the day-to-day activities of the Autonomous Examination Section. He shall:

- (a) Supervise the enrolment of the students of A. S. Patil College of Commerce Autonomous College.

- (b) Take necessary steps to prepare question manuscripts, to print the questions and make the question available at the time of Semester examination.
- (c) Supervise the coding, valuation, tabulation and publication of result. For the purpose the Controller of Examination shall engage confidential firm with the knowledge of the Principal.
- (d) Issue mark sheets and provisional certificate to the students. The Controller of Examinations shall maintain utmost secrecy about the firm preparing confidential materials like Hall Tickets, Mark Sheets and Provisional Certificates.
- (e) Keep the accounts and record of the Examination Section. .
- (f) Maintain confidentiality of the bills relating to :
  - 1. Question Paper setting
  - 2. Question Paper Printing
  - 3. Preparation of Code Sheets.
  - 4. Hall Tickets
  - 5. Mark-Sheets
  - 6. Passing Certificates

### **Chapter III      CONDUCT OF EXAMINATIONS**

**3.1** Examinations shall be held under Semester pattern both in theory and practical papers. The following officials shall be engaged in the conduct of various Semester Examinations.

Chief Superintendent	Principal Ex-Officio
Internal Senior Supervisor	From among the teaching staff.
Office Superintendent	From non-teaching staff.
Invigilators	One invigilator for every 24 or part there-of candidates.
External Observer	One external experienced senior member
Office Assistant	One for every 300 students.
Water Boy, Bell Boy, Register No. Writer & Watchman.	Shall be appointed by the Office Superintendent

- 3.2** Before the commencement of Semester End Examinations the Controller of Examination shall hand over the question papers in sealed packet, answer books and other formats to the Chief-Superintendent or to the Office-Superintendent duly authorised by the Superintendent to receive the aforesaid materials on his/her behalf.
- 3.3** The external observer shall express his views in writing about the conduct of examinations at the end of the examination sitting assigned to them in the examination observers register.
- 3.4** Candidates shall have to enter examination Hall only with his/her own valid Identity Card, own Hall ticket, Writing materials, (eraser, pen, pencil). They are not allowed to carry with them Cell Phone, Pager or any other electrical gadget. Candidates are allowed to carry with them simple Calculator. Scientific and highly sophisticated Calculators are ordinarily not allowed to the Examination Hall.
- 3.5** Indiscipline in any form in the Examination Hall by the candidates will not be allowed and shall be viewed seriously. Talking, consulting with each other, copying from incriminating materials are strictly prohibited. Such cases of violation of examination rule shall be reported by the Invigilators.

- 3.6** The Chief-Superintendent shall have the authority to expel any candidate for one subject or for all the subjects of examination, if he/she feels that his/her presence in the examination hall shall spoil the normal atmosphere of the examination hall and shall be a threat to the smooth conduct of examination. The results of the candidates booked under infringement of Examination rules shall be referred to an Examination Committee. The EC shall consider the case as per rule and necessary action is taken for consideration and award of punishment.
- 3.7** The practical examinations of the respective UG and PG programmes are conducted by the Co-ordinators/Director of concerned programmes with Internal and External examiners together as per the guidelines of the AC.

**Chapter IV    MODE OF QUESTION PAPERS**  
**AND LANGUAGE FOR QUESTION PAPER**  
**SETTING**

- 4.1** All theory examinations shall be conducted by means of written papers (printed, written or typed) to be set in English.
- 4.2** Provided that papers in Modern Indian Language shall be set and answered in the respective languages and papers in classical languages shall be set in respective classical languages and shall be answered in the classical or modern Indian languages or in both as offered by the candidate.
- 4.3** Provided further that candidates may be permitted to answer all papers other than English (in Kannada language only for B.Com Course).
- 4.4** In preparation of Questions the Controller of Examinations shall maintain absolute confidentiality, the names of the question setters shall not be disclosed at any cost.

- 4.5** An exhaustive list of Panel of Examiners in shall be provided to the Controller by the subject Board of Studies.
- 4.6** The question manuscripts are set by one internal and one external examiners. The PG manuscripts are scrutinised by the Chairman of BoE. These manuscripts shall be sent for printing and packing. The printed question papers are kept in a sealed packets in the strong room.
- 4.7** Distribution of marks to the questions shall be as per the provision made in the syllabus.



## **Chapter V      VALUATION PROCEDURE**

- 5.1 After the end of the examination the answer scripts shall be coded with the official assistants for each Semester along with a Coding Peon.
- 5.2 Code shall be given to individual register numbers and code list shall be prepared providing software assistance to other examination related confidential work.
- 5.3 Valuation shall be done by the examiners appointed by the Controller of Examinations on the basis of the names in the panel of examiners suggested by the Board of Studies. The Controller can for valid reasons choose substitute examiners from outside the list of the names in the panel by the Board of Studies if necessary.
- 5.4 Single Valuation system of the answer scripts shall be done in 50:50 basis for UG courses. 50% of the papers by External Examiners and 50% of the papers by Internal Examiners. However the Examination Committee shall in a resolution can change the ratio.
- 5.5 Double Valuation system of the answer scripts shall be done for PG courses.  
Each answer script shall be assessed by two examiners (one by Internal and another by external examiners). The marks considered for the script shall be the average of both evaluations. If the difference in the internal and external

evaluations exceeds, 20% of the maximum marks, such a script shall be assessed by third examiner. The final marks will be considered based on the average marks of the third examiner and the higher marks of the previous two examiners.

- 5.6** Valuation shall be done centrally in a valuation zone in the college premises.
- 5.7** In valuation zone the examiners shall be entitled to draw CA/DA and TA as approved in FC.
- 5.8** After the evaluation of answer Scripts, there shall be re-totalling of marks for every scripts in every subject. The marks obtained by the candidates are fed to computer software system by two users' viz., user1 and user 2 separately to avoid type-o-error(s) and are accounted accordingly for entry.
- 5.9** The Project / Practical examinations shall be evaluated both the Internal and External examiners.
- 5.10** The final IA marks are received from the concerned departments, duly signed by the subject faculty, Head of Department and Principal/Director before the conduct of semester end examinations.

## **Chapter VI    PUBLICATION OF RESULTS**

- 6.1 The result of the examination and the grades/class to be awarded only on the award marks statement, which shall be determined on the basis of results of all Semesters combined together.
- 6.2 The result shall be published within 30 days of the completion of the Semester Examination (theory or practical, whichever is later) and the Controller of Examinations shall publish list of successful candidates.
- 6.3 Every student who has appeared in the Semester Examination after paying the requisite examination dues shall be issued a mark sheet by the Controller of Examinations. In the mark sheet the marks secured at Semester End Examination is mentioned and shall be checked and signed by the authorised personnel and signature seal of CoE and Principal. These mark sheet are then attached with security 3D “Original” hologram and laminated.
- 6.4 Provision of revaluation and photocopy of answer scripts for UG programme and challenge evaluation for PG programme.
  - (a) Revaluation procedure For UG Programme:

In case of revaluation, the greater marks of first valuation and revaluation is considered for results.

If the difference between the first and revaluation is more than 20% of maximum marks then, the script is eligible for third valuation. After third valuation, the marks for result purpose shall be the average of two greater marks of all the valuations.

(b) Challenge Evaluation Procedure for PG Programme:

In case the candidate challenges the marks obtained for any paper, then the answer script shall be assessed by the University faculty/Experts from outside the college. The marks secured shall be considered as final, forfeiting the earlier marks.

## **Chapter VII Award of class and grades**

7.1 Class will be awarded on the following basis for UG course:

<b>Sl. No.</b>	<b>% Scored</b>	<b>Class awarded</b>
1.	70-100	First Class with Distinction
2.	60-69.99	First Class
3.	50-59.99	Second Class
4.	40-49.99	Pass Class
5.	< 40	Fail

7.2 Grades will be awarded on the following basis for PG course:

<b>Sl. No.</b>	<b>CGPA Scored</b>	<b>Grade Awarded</b>
1.	7.5-10	A
2.	6-7.49	B
3.	5-5.99	C
4.	4-4.99	D
5.	< 4	F

7.3 The candidates shall be benefitted with appropriate grace marks as mentioned in the Annexure-2

## **Chapter VIII REMUNERATION**

8.1 Remuneration for different assignments in the Examination shall be decided as per the decision of the Finance Committee as ratified by the EC and amended from time to time.

## **Chapter IX FEES**

9.1 Fee structure shall be regulated as per the decision of the Finance Committee on the suggestion of the Examination Committee.

## **Chapter X INTERPRETATION AND AMENDMENT**

10.1 The decision of the Principal is final in interpretation of any regulation. The Principal, shall have the power to alter and add new provision to this regulation if necessary for inclusion in the Examination Regulation.

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# Annexure -1

## **Chapter XI     DISCIPLINARY ACTIONS FOR MALPRACTICES**

If the candidate:

	<b>Nature of Malpractice(s)</b>	<b>Punishment</b>
(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of. (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject only. In case of an outsider, he will be handed over to the police and a case will be registered against him.
(c)	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate will be seized and cancelled

(d)	Impersonates any other candidate in connection with the examination.	The candidate/Person who has impersonated shall be expelled from examination hall. The candidate will also be debarred and forfeits the course. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course of such candidate is subject to the academic regulations in connection with forfeiture of seat.
(e)	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
(f)	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.



(g)	<p>Refuses to obey the orders of the Principal / Controller of Examinations any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	<p>Expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.</p>
(h)	<p>Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also be debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>

(i)	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.
(j)	If the student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause (g) to (i).	Student of the college; Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit the course. Person(s) who do not belong to the College will be handed over to police and a police case will be registered against them.
(k)	Comes in a drunken/intoxicated condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
(l)	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
(m)	If any malpractice is detected which is not covered in the above clauses	In such cases the Principal will impose suitable punishment.