



# Surana College

AUTONOMOUS

16, South End Road | Bengaluru-04  
Reaccredited 'A+' Grade by NAAC | Affiliated to Bengaluru University

## 2.5.3

### Examination Management system

#### Brief About the Examination Section

Headed by the COE, The Examination Section manages all assessment and evaluation activities of all students enrolled under Autonomous regime at both UG and PG Levels. The Semester End Examinations are conducted twice in an academic year one post the Odd semester and the other post the even semester classes. The policies and procedures are set as approved by the EAC.

**Examination Advisory Committee (EAC)** : Under the Chairmanship of the Principal, the Examination Advisory Committee is formed with an aim to improvise and systematize the student assessment process and is authorized to make policy decisions with regards to planning, scheduling, organizing, and conducting the semester end examinations (SEE) and continuous internal evaluation (CIE) and also other reforms and best practices to be brought in.

The committee will look into the procedures of examination systems, valuation, moderation/gracing, result declaration and ranking policy of the institute. The committee also deals with the grievances/complaints pertaining to any matter arising out of the conduct of examinations and decides the course of action and the solutions, thus ensuring the smooth functioning of the examination section. The committee keeps a thorough track of discipline and commitment across all stakeholders of the examination section.

  
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## Weightage for Internal Assessment/ SEE Marks:

### UG:

Total Marks for each course = 100%

Continuous assessment (C1) = 20% marks

Continuous assessment (C2) = 20% marks

Semester End Examination (C3) = 60% marks.

### PG:

Total Marks for each course = 100%

Continuous assessment (C1) = 15% marks

Continuous assessment (C2) = 15% marks

Semester End Examination (C3) = 70% marks

**Component C1:** A written IA test for 20 Marks (20% of Course Total Marks as per NEP) conducted by the office of the COE in a centralized mode, within 45 working days after the commencement of classes.

**Component C2:** Conducted for 20 Marks (20% of Course Total Marks as per NEP). For this component, a range of tools and processes for assessment may be used e.g., open book tests, portfolios, case study/assignments, seminars/presentations, field work, internship / industrial practicum / project work, projects, dissertations, peer and self-assessment, etc.,

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<b>C1</b>	(IA Written Test) WITHIN 45 DAYS		<b>20</b>	(IA Test Marks)	<b>40</b> (Final IA marks)  <b>100</b> (Total Course Marks)
<b>C2</b>	<b>C21</b> (C2 Components) WITHIN 65 DAYS	<b>20</b>	<b>20</b> (Best of C21 & C22)		
	<b>C22</b> (C2 Components) WITHIN 90 DAYS	<b>20</b>			
<b>C3</b>	(SEE) AFTER 90 DAYS			<b>60</b> (SEE Marks)	

**The Process:** The Examination process is initiated by The COE with identification of the QP setters - one internal and one External - receiving the QPs and requesting the BOE for scrutiny of papers. One among them will be randomly picked and sent to the examination on the day of the examination.

**The Evaluations:** All UG papers are evaluated by Internal Faculty members who have a teaching experience of not less than 3 years and 10% of the same papers are reviewed by External evaluators and reviewers' marks are considered final. In case of PG, all papers are evaluated by two evaluators, one Internal and one External and if the difference between the first and the second evaluation is more than 15% of the maximum paper marks, that paper will be sent for third evaluation. The average of third evaluation marks and the nearest of first two evaluation marks will be considered as final.

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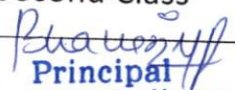
## Criteria for Passing/classification:

No candidate shall be declared to have passed the Semester Examination as the case may be under each course/paper unless he/she obtains not less than 35% marks in written examination /practical examination and 40% marks in the aggregate of written / practical examination and internal assessment put together in each of the courses and 40% marks (including IA) in Project work and viva wherever prescribed.

A candidate shall be declared to have passed the program if he/she secures at least 40% of marks or a CGPA of 4.0 (Course Alpha-Sign Grade P) in the aggregate of both internal assessment and semester end examination marks put together in each unit such as theory papers / practical / field work / internship / project work / dissertation / viva-voce, provided the candidate has secured at least 40% of marks in the semester end examinations in each unit.

## Classification of Successful Candidates:

Semester GPA/ Program CGPA	Alpha-Sign / Letter Grade	Semester/Program % of Marks	Result / Class Description
9.00-10.00	O(Outstanding)	90.0-100	Outstanding
8.00-<9.00	A+ (Excellent)	80.0-<90.0	First Class Exemplary
7.00-<8.00	A (Very Good)	70.0-<80.0	First Class Distinction
6.00-<7.00	B+ (Good)	60.0-<70.0	First Class
5.50-<6.00	B (AboveAverage)	55.0-<60.0	High Second Class
5.00-<5.50	C (Average)	50.0-<55.0	Second Class

  
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4.00-<5.00	P (Pass)	40.0-<50.0	Pass Class
Below 4.00	F (Fail)	Below 40	Fail/Reappear
Ab (Absent)	--	Absent	--

## Provision for Revaluation:

In case of all UG/PG programs, after the answer script review jointly by the student and the faculty mentor, there shall be provision for revaluation of their answer scripts on payment of stipulated fees within a week from the date of publication of results. The decoded answer booklet will be attached with fresh mark sheet and sent to a different examiner for revaluation without disclosing the marks awarded by the first examiner/s. The results of re-evaluation will be announced as per the college norms. Students can apply for Revaluation only if they score minimum 25% of the total marks of the examination paper.

## Brief of Reforms introduced in the Examinations Section:

- Tamperproof QP packets are opened Infront of students in the exam hall, after taking the signature of any TWO students. This is to ensure the QP packets are intact before opening them for QP distribution.
- Differently abled students are provided SCRIBE support, appointed in line with BU Scribe rules and regulations. And also, extra time is provided with separate seating arrangements.
- Photocopy review of answer books: This facility is provided to students who want to view their answer books and to ascertain the scope for applying for revaluation. The photocopy review will happen in the presence of the class teacher or mentor faculty.

  
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- Revaluation : This option of applying for revaluation is open for all the students who have failed or who are not confident of the marks they have obtained in the SEE. The decision regarding the refund of revaluation fees has to be presented and taken the approval of EAC.
- Students' grievance redressal form/action taken report: The students grievance redressal will start with the filling up of Exam Grievance Redressal Form by the students, forwarded by the HOD. The office of the COE will look into the issue and genuine grievances are addressed as soon as possible with a communication of the solution to the student and action (corrective and preventive) taken report is filed in the office of the COE.
- BU Grace marks policy-Planned to be followed in all future SEE, but gracing will be by grafting only.
- Seating layout plan is sent to all students on the day of exams to avoid sudden rush and any other untoward adjustments. The seating layout changes every day according to the number of students enrolled for the day's examination.
- External DCS: For the SEE, an External Deputy Chief Superintendent (EXT DCS) is invited from other Affiliated Colleges who would be from a Rank Not less than an Assistant Professor, on all the days of examination. He will be reporting to the COE and be vigilant regarding the conduction of Examination, starting from the QP packet inspection to bundling of answer books.
- Internal Vigilance Squad team: The COE with the approval of the Principal, has formed an Internal Examination Vigilance Squad Team comprising of senior faculty members of the college, the members of which go to all the

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exam halls twice during the examination to detect any issues of malpractices.

The team also handles the case of MP in case if any, is detected as per the guidelines of Examination policy of the college.

- Centralized IA Tests similar: Internal Assessment Test are also conducted similar to the process of conducting SEE, with detailed seating arrangements, to inculcate the seriousness among the students.
- Results within TWO weeks from the last day of exams: Unless and otherwise any unwarranted situation arises, the results of SEE are published within TWO weeks after the completion of the SEEs.
- Improvement Examinations: In order to encourage the meritorious students and to promote the sense of confidence, improvement examinations are provided in only 3 papers in which a student, either wants to score more or has failed, in-spite of getting the requisite IA marks and attendance. This improvement examination will only with the approval of the Principal.
- Students and faculty feedback form during SEE: In order to review the examination process and operations, feedback is collected randomly from many students and faculty members. This provided options for correction and upgradation of examination activities.

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