



KLE SOCIETY'S  
**S. NIJALINGAPPA COLLEGE**  
II Block, Rajajinagar, Bengaluru-560010  
Affiliated to Bengaluru City University, Bengaluru  
College with UGC STRIDE Component-I  
Re-accredited by NAAC at A<sup>+</sup> level with 3.53 CGPA in 3<sup>rd</sup> cycle



Phone: 080 - 23325020/ 23526055

website: [www.klesnc.org](http://www.klesnc.org)

Email: [info@klesnc.org](mailto:info@klesnc.org)

## INTERNAL QUALITY ASSURANCE CELL

Examination Policy and Guidelines for University  
Semester End Examination and Continuous Internal  
Assessment as per NEP Guidelines  
(Revised & Effective from 2020-21)

**IQAC COORDINATOR**

**PRINCIPAL**

## 1. Introduction

S. Nijalingappa College is prestigious institute of KLE Society, Belagavi and affiliated to Bengaluru City University, Bengaluru, Karnataka, India and is governed in principle by the acts and ordinances of the affiliating University for conduct of its examinations. The College offers different Under Graduate, Post Graduate and Ph.D programmes and courses as per the curriculum approved by BCU. The College also follows a semester system of examination as per the academic calendar prescribed by BCU. These examinations are conducted and managed by the College through a well-defined and robust mechanism through semester end examination and internal examination committees. The final evaluation and grading for undergraduate semester is based on 40% weightage to internal and 60% weightage external evaluation in theory examination and 50% internal and 50% weightage for external evaluation in practical examination conducted by parent university.

The final evaluation and grading for postgraduate semester is based on 30% weightage to internal and 70% weightage external evaluation for both theory and practical examination conducted by college & parent university.

The College is committed to ensuring that the process of management and administration of the examination is effective and efficient.

This examination policy is an important document for the Teaching, Learning and Evaluation process adhered by the institution. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation displayed on college website for effective dissemination and implementation.

The examination policy will be reviewed every year by a committee formed by the Principal for the purpose and any changes as and when felt necessary will be incorporated as per the IQAC recommendations and after due consultation with all the stakeholders.

The purpose of this examination policy is:

- to ensure smooth planning, management and efficient conduct of the Internal and External examination processes in the best interests of the students.
- to have a robust and streamlined mechanism of Continuous Internal Evaluation.
- to ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
- to have a transparent and effective mechanism to address any examination related grievances of the students.

## 2. Examination responsibilities

### 2.1 PRINCIPAL:

- has overall responsibility for the college as an examination centre as chief superintendent.
- has authority to decide on any incidence of malpractice as and when reported.
- has authority to advise and settle any grievance related to examinations.

**2.2 EXAMINATION COMMITTEES:** For the smooth conduct of Semester end examination and Continuous internal assessment (CIA) a well-structured two separate committees are constituted for transparency and declaration of the results in time by the principal recommended by IQAC.

#### 2.2.1 Central Semester End Examination Committee

Central Semester end examination committee is constituted by the principal for the conduct of UG & PG semester end examinations separately. Both the committees are headed by the principal as chief superintendent of examination. The committee includes one senior faculty appointed as Deputy Chief Superintendent of examination and two to three members from among the teaching faculty of the college based on the number of students registered for examinations. The composition and tenure of the committee is decided by the IQAC. The Committee is coordinated by the deputy chief superintendent of the Examination and:

- i. oversees the implementation of end semester BCU examination calendar.
- ii. communicates regularly with staff and students concerning timeline and events.
- iii. communicates through the Principal with the affiliating University in all matter relating to examinations.
- iv. receives, checks and stores and securely transports all examination related material as per guidelines.
- v. conduct the exams smoothly as per the university guidelines.
- vi. all the answer scripts collected are transport to the BCU evaluation centre on same day.
- vii. all the records of examinations are kept confidentially and safely for further communication.

#### 2.2.2 Continuous internal assessment Committee

In the beginning of academic year, a committee for CIA is constituted by principal with the recommendation of IQAC. senior most faculty will be the convenor and 3 to 4 faculty appointed as members. As a part of decentralisation in academics and for smooth conduct of CIA separate committees are constituted for different UG & PG programmes.

#### 2.2.3 Internal Assessment Committees for UG and PG Programmes

##### A. UG Departments Internal Examination committees

Sl. No.	Departments	Internal examination committee
1.	Arts and Science	Single internal exam committee
2.	Commerce (BCom - Regular)	Single internal exam committee
3.	BCA, BBA & BBA-Aviation, BSc FAD, BHM, BCom Tourism, BTTM,	Separate department wise internal exam committee

## B. PG Departments Internal Examination committees

Sl. No.	Departments	Internal examination committees
1.	MA-English, MSc- Physics, Inorganic & Organic Chemistry, Mathematics, Computer Science and MCom	Single internal exam committee
2.	MTTM integrated and 2 years PG, MCA	Separate internal exam committee

### 2.2.4 Role of The Heads and Coordinators of The Departments:

- i. For proper implementation of the institutional policy for continuous internal evaluation each department has been given flexibility to constitute departmental committee to conduct internal Evaluation headed by HOD or coordinator of the department.
- ii. Every department maintain necessary attendance register and performance records of students for continuous internal evaluation.
- iii. Different parameters like attendance, practical record, internal test, seminar, assignment, projects, internship, industrial visits/ study tours, field visits, case studies are considered for CIA.
- iv. In internal test the pattern of SEE are followed and question papers are set by concerned faculty.
- v. Internal evaluation marks are compiled at the end of each semester.
- vi. The marks lists are displayed for student notice and any grievances are addressed by the department within one or two working days. In final marks the students' signature is taken and the marks uploaded to the university portal after the approval of principal.
- vii. Effective distribution of evaluation related duties among departmental faculty.

### 2.2.5 Instruction to invigilators

- i. Both external and internal examination committee appoint the invigilators and instructions about the exam are given one day before the commencement of the exams.
- ii. Invigilators should collect Answer Scripts and Attendance Sheets etc. from the examination office before the start of every exam on their date and time of duty.
- iii. Invigilators should collect the question papers from deputy superintendent and ensure the correct distribution of Question Papers and Answer Scripts.
- iv. Before the distribution of answer script and question paper, physical verification of candidates is carried by vigilance committee (appointed by chief superintendent).
- v. Invigilators ensure hall ticket, ID cards, signature of candidate on attendance sheet and distribution of any accessories related to examination.
- vi. After proper confirmation invigilator should sign on hall tickets and invigilators diary.
- vii. After completion of exam, Answer Scripts, invigilator's diary stray answer papers, remaining question papers are handed over to examination committee.

## 2.2.6 OFFICE STAFF

- i. As per university guidelines the admin and menial staff is appointed by Chief superintendent of examination to provide necessary support for effective implementation of the examination policy.
- ii. Admin staff take care of proper maintenance of records and other responsibilities as and when assigned by the examination committee or the Principal.

## 3. Guidelines for the distribution of internal assessment marks

The mode, method and conduct of the Continuous Internal Evaluation is followed as per BCU guidelines. The weightage of marks for Internal Evaluation Component are distributed as per BCU guidelines presented below.

### 3.1.1 Breakup of Marks for Continuous Internal Evaluation for UG as per BCU guidelines

Type of Paper	Max. Marks for the Theory Test	Max. Marks for the Practical Test	Max Marks for the Attendance/ Practical record/ Assignment/ Seminar/ projects/ internship/ viva-voce etc.	Total Marks for continuous Evaluation
Paper without Practical component	20	NA	20	40
Paper with Practical component	NA	10	15	25

### 3.1.2 Breakup of Marks for Continuous Internal Evaluation for PG as per BCU guidelines

Type of Paper	Max. Marks for the Theory Test	Max. Marks for the Practical Test	Max Marks for the Attendance/ Practical record/ Assignment/ Seminar/ projects/ internship/ viva-voce etc.	Total Marks for continuous Evaluation
Paper without Practical component	20	NA	10	30
Paper with Practical component	NA	10	05	15

## 4. Examination Rules

The following are the rules and regulations adhered to by the College for the smooth conduct of the examinations:

1. As per university guidelines minimum percentage of attendance is compulsory to be eligible for Semester End Examination.
2. Candidates should bring their Examination Admission ticket and College Identity card duly signed by the examination authority to appear for any examination.
3. Candidates should to keep all their belongings outside the examination hall or in designated spaces. Invigilators and college authority is not responsible for the loss of any belongings of the candidates.

4. Candidates should not carry any kind of electronic gadgets (mobile phones, Bluetooth gadgets, calculators without memory etc.), valuables, cash, jewellery etc.
5. Candidates should not bring any food and drink into the examination venue, with the exception of water in a transparent bottle.
6. Candidates should not carry any chits, study materials, and always maintain silence in the examination hall.
7. Candidate are not allowed to enter the examination hall after 30 minutes of the commencement of the examinations except with special permission from the examination in-charge in case of unavoidable circumstances.
8. Sharing the any kind of examination supporting materials inside the examination hall is strictly prohibited.
9. Tearing out pages or parts of answer scripts provided for the examination is a punishable offence.
10. Candidates may use the last page of the answer script for rough work and should be crossed after the completion of writing the answers.
11. Candidates are not allowed for any verbal or nonverbal communication with other candidates inside the examination hall will be considered as malpractice.
12. Candidates involved in malpractice will be reported to squad committee of the university and action will be taken as per university guidelines.
13. Candidates with physical disabilities are provided appropriate seating arrangements either in their assigned examination Halls or separately.
14. Candidates with vision impairment are allowed to either bring their own scribes or allotted a scribe by the principal as per the rules of the University.
15. Candidates willing to leave the examination hall should hand over both question and answers papers.
16. Candidates are not allowed to leave their seats without permission from the invigilator.
17. Candidates with medical issues are provided separate seating arrangements with permission from the examination in-charge.

## **5. Declaration of results**

- i. Internal assessment marks are declared within three to four working days.
- ii. After the students' confirmation and principal approval, the marks are uploaded to the university portal
- iii. Semester End Examination results are notified to the college and students through university portal.

## **6. Transparency and redressal of grievances**

### **6.1 Continuous Internal Evaluation**

Internal assessment marks are notified to the students with in ten days of internal examination. If any grievances raised by students are addressed by the internal examination committee within three to four working days and same will be notified to the students. After the confirmation and principal approval, the final marks list will be submitted to the university.

### **6.2 Semester End Examination**

- i. External Examination committee prepares the guidelines and time-lines for effective and uniform conduct of semester end examination.
- ii. For grievances related to the external university examinations, the grievance redressal policy as mandated by Bengaluru City University, Bengaluru is followed.

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