



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

Reaccredited by NAAC with 'B++' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

## A FRANSALIAN INSTITUTE OF HIGHER LEARNING

### EXAM CELL POLICY

#### OFFICE OF EXAMINATIONS

1. Role and Governance of the Office of Examinations
2. Examination Policy
3. Examination Calendar
4. Continuous Internal Assessment Rules
5. Mechanism for Internal and External Assessments
6. Internal and External Examination Guidelines
7. Academic Depository and Repository (Digilocker)
8. Divyangjan Policy
9. Grievance Redressal
10. Examination Grievance Submission Form

The Examination process is supervised by the Principal as the Chief Superintendent of Examinations, assisted by the Vice-Principal as the Deputy Superintendent of Examinations, coordinated by a faculty as the Controller of Examinations (COE) and another faculty as the Assistant Controller of Examinations along with the Advisory Members. It is the responsibility of the Office of Examinations headed by COE to efficiently conduct the College Examinations (both internal and of the University).

#### 1. Role and Governance of the Office of Examinations

##### 1.1 Internal Examinations

In case of Internal exams, it is the duty of the office of examinations to take care of pre-examination arrangements, call for question papers in the prescribed format, print question papers, make arrangement for the exam rooms, assign invigilation, enable the distribution of question papers and ensure that the examinations are conducted in smooth and effective manner with zero tolerance for malpractice of any kind. After the completion of the exam, the office also ensures the distribution of collected answer paper bundles to the respective subject faculty.

The COE also ensures that within a week's time from the completion of the internal examinations, the valued answer scripts are returned to the students; the marks are entered in the ERP – Linways Technology portal and the same is made accessible to the students as and when entered.

*In case of grievances, if any, related to examinations, the student can directly approach the COE or write to the office of exams at the mail id: [officeofexam@sfscollege.in](mailto:officeofexam@sfscollege.in)*

Electronics City P. O., Bengaluru - 560 100  
Tel: 080-27836065 / 27834611, Fax: 080-27832299 Email: [principal@sfscollege.in](mailto:principal@sfscollege.in)  
[www.sfscollege.in](http://www.sfscollege.in)

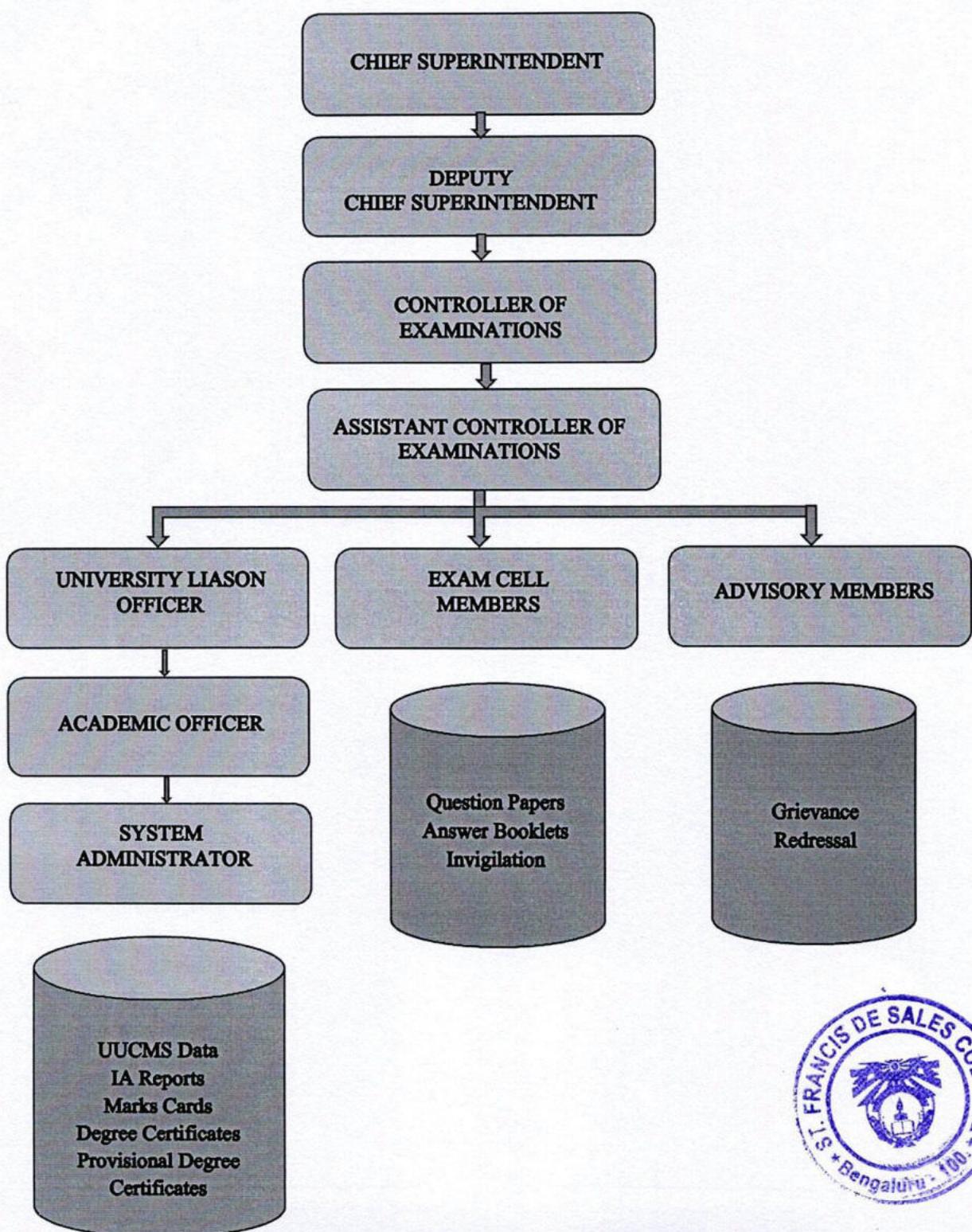
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## 1.2 Bangalore University Examinations

During the end semester University examination, the office of examinations ensure the smooth conduct of the examination based on the time table. The process involves receiving question papers from the University, allotting invigilation duty, distribution of question papers and answer booklets to the room invigilators. After the end of exams the examination, answer bundles are collected, packed and sent to the University.

## 1.3 Governance of the Office of Examinations:



## 2. Examination Policy

### 2.1 Introduction

St. Francis de Sales College, which is run by the Missionaries of St. Francis de Sales (MSFS) of South West Province, India, holds the belief that the education of the heart is at the core of education. With almost two centuries of experience and expertise in providing high-quality higher education across the globe, the MSFS Fathers are dedicated to realizing the vision of the College: Transformation, Excellence, and Efficiency.

In line with this vision, the College has taken a proactive step in establishing the Exam Cell. Since its inception in 2004, St. Francis de Sales College has made remarkable progress towards achieving its goals, and the establishment of the Exam Cell is yet another significant milestone.

The primary objective of the Exam Cell at St. Francis de Sales College is to create a unified, technologically advanced, efficient, flexible, and transparent system. This system will ensure highly reliable testing and evaluation procedures while maintaining zero tolerance for unfair and inefficient practices.

By implementing modern technology and adopting best practices, the Exam Cell aims to streamline the examination process. This will include the development of robust examination schedules, efficient management of resources, timely publication of results, and maintaining the integrity of assessments.

Furthermore, the Exam Cell endeavour to create a fair and unbiased evaluation system that promotes academic integrity and fosters growth among students. It will work towards eliminating any discrepancies or malpractices that may compromise the quality and credibility of examinations.

Through its commitment to excellence and efficiency, the Exam Cell at St. Francis de Sales College strives to provide a conducive environment for both students and faculty. By ensuring a trustworthy and reliable assessment system, the college aims to support the intellectual and personal development of its students, thus preparing them for future challenges and opportunities.

### 2.2 Vision:

"Envisioning a future where excellence, trustworthiness, and dependability prevail."

### 2.3 Mission:

"Our mission is to create and cultivate a robust, state-of-the-art technologically driven system. This system will be highly efficient, adaptable, and transparent, ensuring the utmost reliability in all testing and evaluation procedures. We strongly condemn any unfair or inefficient practices, maintaining a zero-tolerance policy."

### 2.4 Objectives:

The Office of Examinations at St. Francis de Sales College has set forth several objectives with the aim of creating a unified, technologically advanced, efficient, flexible, and transparent system for testing and evaluation. These objectives include:



1. Ensuring Reliability: The Office of Examination strives to establish highly reliable testing procedures by implementing standardized assessment methods. This will help in maintaining consistency and fairness in evaluating the students' knowledge and skills.
2. Eliminating Unfair Practices: The Office of Examination maintains a zero-tolerance policy towards unfair and inefficient practices. It works towards creating a level playing field for all students, ensuring that no form of cheating or misconduct takes place during examinations.
3. Enhancing Technological Integration: The Office of Examination recognizes the importance of technology in modern education. It aims to incorporate technology in its testing and evaluation process, utilizing online platforms, data management systems, and other relevant tools to streamline procedures and enhance efficiency.
4. Promoting Flexibility: The Office of Examination strives to adopt a flexible approach in conducting examinations. It aims to accommodate the diverse needs of students, providing alternative testing methods for those with special requirements or circumstances.
5. Ensuring Transparency: The Office of Examination prioritizes transparency in all its operations. It aims to maintain clear and consistent communication with students, faculty, and stakeholders regarding exam schedules, rules, regulations, and evaluation criteria.

By addressing these objectives, the Office of Examination at St. Francis de Sales College aims to establish a robust examination system that upholds the values of fairness, reliability, efficiency, and transparency, ultimately contributing to the overall academic excellence and development of the institution.

## **2.5 Affiliations:**

St. Francis de Sales College, under the guidance of the Missionaries of St. Francis de Sales (MSFS) of South West Province, India, prioritizes the education of the heart as the core aspect of education. With their wealth of experience spanning nearly two centuries, the MSFS Fathers have successfully provided high-quality higher education worldwide.

Driven by a vision of transformation, excellence, and efficiency, St. Francis de Sales College has established an Exam Cell to ensure the smooth functioning of examinations. This is yet another significant milestone achieved by the college since its establishment in 2004.

The primary objective of the Office of Examinations at St. Francis de Sales College is to develop a comprehensive and technologically advanced system. This system aims to be efficient, flexible, and transparent, ensuring highly reliable testing and evaluation procedures. The Office of Examination is committed to maintaining zero tolerance towards unfair and inefficient practices.

It is important to note that St. Francis de Sales College is affiliated with Bangalore University. Therefore, the College abides by the examination policies and norms set by Bangalore University. As a result, the College does not have direct control over the University Examination procedures, as they are governed by Bangalore University regulations.



## **2.6 Conduct of Examinations:**

The St. Francis de Sales College takes the conduct of examinations very seriously. With a focus on maintaining high standards and ensuring fairness, the College has established the Office of Examinations. This cell is dedicated to developing and implementing a technologically advanced, efficient, flexible, and transparent examination system.

The Office of Examinations at St. Francis de Sales College aims to guarantee highly reliable testing and evaluation procedures. They have a zero-tolerance policy towards unfair and inefficient practices. The cell strives to create a unified system that is capable of accommodating a large number of students, while ensuring that the examination process is seamless and reliable.

By utilizing advanced technology, the Office of Examinations at St. Francis de Sales College aims to streamline the process of conducting examinations. They focus on providing a secure and efficient environment for students to demonstrate their knowledge and skills. The office also works towards ensuring transparency in the evaluation process, eliminating any biases or irregularities.

Furthermore, the Office of Examination at St. Francis de Sales College is committed to adhering to the guidelines and regulations set by Bangalore University. This includes ensuring that the examination schedule is available well in advance, approximately four weeks before the final examinations. It is important to note that the university reserves the right to make changes to the examination schedule as required.

Overall, the establishment of the Office of Examinations at St. Francis de Sales College is a significant milestone towards achieving the college's vision of transformation, excellence, and efficiency in the field of education.

## **2.7 Guidelines on Exam Attendance:**

In order to maintain academic integrity and uphold the standards set by the University, St. Francis de Sales College has established certain rules regarding attendance for students appearing in the University Exams. It is important for students to familiarize themselves with these rules to ensure compliance.

The College strictly adheres to the University regulations, which require a minimum attendance of 75% in all subjects as an eligibility criterion for students to appear for the University Examinations and 85% in all subjects as an eligibility criterion for students to appear for the Internal Formative Assessments. This emphasizes the significance of regular attendance throughout the academic term.

It is crucial to note that any student who violates the general rules of discipline, behaviour, and code of conduct will be deemed ineligible to participate in the University semester exams. Therefore, it is imperative for students to demonstrate exemplary conduct and abide by the college regulations to maintain their eligibility for the examinations.

The establishment of these guidelines reflects the College's commitment to maintaining an environment conducive to effective learning and academic growth. By ensuring a high degree of attendance and promoting discipline, the College aims to uphold the integrity of the examination process and provide students with a fair and transparent evaluation system.



Therefore, it is crucial for every student to be aware of these attendance regulations and strive to fulfil them consistently. By doing so, students will not only fulfil the eligibility criteria for participating in the University Examinations but also contribute to their personal and academic development.

## **2.8 Hall ticket issuance:**

Hall ticket issuance is a crucial aspect of the examination system, and it is governed by Bangalore University guidelines. The procedure for issuing hall tickets to students can be summarized as follows:

1. Admission Period: Bangalore University announces the period for student admissions to the college rolls.
2. Student Details Upload: The College electronically uploads the details of admitted students to UUCMS Portal.
3. Physical Verification: Upon receiving the uploaded information, Bangalore University conducts a physical verification of documents at the college premises.
4. Admission Approval: After thorough verification, Bangalore University approves the admissions and assigns registration numbers to the students through the UUCMS Portal.
5. Hall Ticket Upload: Prior to the start of the University Semester Examinations, Bangalore University uploads the hall tickets in the portal.
6. Hall Ticket Distribution: The college downloads the hall tickets of all students and distributes them to eligible students through class coordinators assigned by the College.
7. Announcement of Dates: The College announces specific dates for the hall ticket distribution to the students.

## **3. Examination Calendar**

The Office of Examinations shall prepare and announce the calendar for various events/activities, related to the academics and conduct of examinations.

<b>EVENTS</b>	<b>DATE</b>
Commencement of Classes	
Time Table and Subject Allotment Submission	
Course Plan Submission	
Assignment in LT	
I Internal Exam: QP Submission by faculty to Program In-charge	
I Internal Exam: QP Submission by Program In-charge to Asst. Dean	
I Internal Exam: QP Submission by Asst. Dean to Office of Examinations	
Commencement of I Internal Examination	
Uploading Internal exam marks in LT	



Seminar in LT	
Model Exam: QP Submission by faculty to Program In-charge	
Model Exam: QP Submission by Program In-charge to Asst. Dean	
Model Exam: QP Submission by Asst. Dean to Office of Examinations	
Commencement of Model Examination	
Uploading Internal exam marks in LT	
Quiz in LT	
Uploading of IA marks in UUCMS Portal	
Last working Day	

#### **4. Continuous Internal Assessment Rules**

As part of the Continuous Internal Assessment (CIA), the St. Francis de Sales College conducts two examinations in each semester. While the first is the First Internal Examination of one-and-a-half-hours duration, the second is the Model Examination in view of the end semester University Examination for a duration of three hours (CBCS-Repeaters) and two-and-a-half hours (NEP). These exams are conducted strictly in conformity with the University pattern (in terms of question papers, seating arrangements, timetables etc.,).

The pass mark for each subject is 40%. To compute the IA grades, weightage is given to both the internal exams. The Assessment marks are also made available on the college portal – Linways Technologies to enable parents or guardians to monitor and keep track of their ward's progress and performance.

Information with regard to the performance in the First Internal Exam is communicated to the parents/guardians during the Parent-Teachers' Meet organized a couple of weeks after the First Internal Examination. The academic performance of each student is discussed between the class teacher and parent/guardian.

The scheduled dates of the CIA Components including Exams are announced in the college calendar. The time table is announced at least 10 days ahead of the commencement of the examination. Attending the exams is mandatory. Prior permission needs to be taken from competent authorities to be absent for the internal examinations.

***A candidate should have a minimum 85% attendance in all the subjects to be permitted to write the Internal and Model Examinations.***

**30 marks assigned for internal assessment shall be divided into the following components:**

For CBCS-Repeaters, 30% marks are allotted for internal assessment (UG & PG). In alignment with the norms of the Bangalore University, the internal assessment marks shall be based on attendance, assignments, seminars, first internal examination and model examination.



Component	Marks Allotted
Attendance	5
Assignment	5
Seminar	5
First Internal Examination	5
Model Examination	10
<b>Total</b>	<b>30</b>

**40 marks assigned for internal assessment shall be divided into the following component:**  
 For NEP programmes, 40% marks are allotted for internal assessment. In alignment with the norms of the Bangalore University, the internal assessment marks shall be based on attendance, assignments, seminars, first internal examination, Model Examination, Quiz and Case Study.



Component	Marks Allotted
Attendance	5
Assignment	10
Presentation	5
First Internal Examination	10
Model Examination	10
<b>Total</b>	<b>40</b>

## 5. Internal and External Examination Guidelines

### 5.1 University Exams Guidelines

Bangalore University holds examinations at the end of each semester. For a pass in the University Semester Examinations, a student is required to score a minimum of 40%. For the subjects with practical, a student has to pass in the theory and the practical separately. The end semester University examination schedule is published in the University calendar and the same is given in the college calendar. The submission of examination forms and remittance of fees takes

place at least two months ahead of the commencement of the examination. Students who have completed the course and yet have papers to be cleared should keep in touch with the college office to apply for supplementary examination. The time table for the exams will be announced one month before the commencement of the examination.

*A candidate should have a minimum 75% attendance per semester, in each paper to be permitted to take the end-semester examinations.*



The marks for the attendance will be awarded as follows:

Attendance Percentage	Marks Allotted
91-100	5
86-90	4
81-85	3
76-80	2

The grades will be awarded as follows, based on the percentage of marks.

Percentage of Marks	Grade	Interpretation
85-100	A+	Outstanding
75-84	A	Very Good
65-74	B	Good
55-64	C	Average
45-54	D	Below Average
40-44	E	Poor
39 and below	F	Fail
	FA	Fails due to absence/attendance shortage



## 5.2 Internal Examinations Guidelines

- All students must bring their Identity Card and Hall Ticket to the examination without fail. Students without these will not be allowed to write the exam.
- The Answer Booklet will be provided by the College for writing the examinations.
- Students who arrive late will not be permitted to write the exams.
- Students should be present in the Examination Hall at least 15 minutes before the start of the examination.
- The Roll Number, Name of the student, Class, Course Code, Course Title, and the student's signature should be clearly written on the cover page of the Booklet.
- ***Any form of malpractice will be dealt with seriously.***
- Scribbling in the Question Paper is not allowed, as it is considered an act of malpractice.
- Electronic gadgets are prohibited in the campus during examination days.
- Students are not allowed to leave the Examination Hall for reasons such as drinking water or using the restroom.
- Borrowing writing materials, calculators, or other stationery items is not permitted.
- Students can keep their bags and books in the designated space provided.
- No student is allowed to leave the examination hall before the scheduled exam time.

## 6. Academic Depository and Repository (Digilocker)

The following procedures are to be followed for issuing the certificates as specified:

S.No	Certificates	Procedures	Issued By	Issued To
1	<b>Bangalore University Marks Card</b>	- Provide Copy of No Due Certificate	Office of Examinations	Students
2	<b>Provisional Degree Certificate (PDC)</b>	- Provide a photocopy of one set of degree marks cards along with the PDC payment receipt.	Office of Examinations	Students
3	<b>Degree Certificate / Convocation Certificate</b>	- Provide Copy of No Due Certificate	Office of Examinations	Students
4.	<b>Transfer Certificate</b>	<ul style="list-style-type: none"> <li>- Submit a TC request letter from the joining college.</li> <li>- Provide a photocopy of one set of degree marks cards along with the TC payment receipt.</li> </ul>	Office of Examinations	TC will be sent by post/mail to the concerned College
5	<b>Digilocker Repository Process to view University Certificates</b>	<ul style="list-style-type: none"> <li>- Download the Digilocker App from the Play Store.</li> <li>- Create an account.</li> <li>- Verify and submit the OTP.</li> <li>- Search for the "Education" tab.</li> <li>- Select "Bangalore University."</li> <li>- Enter your Bangalore University Register Number and Year to view the Certificates.</li> </ul>	Bangalore University	Students



6	<b>Revaluation Process</b>	<ul style="list-style-type: none"> <li>- Once the BU circular is received, choose the Revaluation option on the BU portal.</li> <li>- Select the payment option and pay for the revaluation.</li> <li>- Download the payment receipt.</li> </ul>	Bangalore University	Students
7	<b>Supplementary Exam Process</b>	<ul style="list-style-type: none"> <li>- Once the BU circular is received, collect the supplementary exam registration form from the Office of Examination to fill up the required details for registration.</li> <li>- Choose the Exam fee payment option on the BU portal.</li> <li>- Check the subjects before making the payment</li> <li>- Select the payment option and pay for the supplementary exam.</li> <li>- Download the payment receipt.</li> </ul>	Office of Examinations	Students
8	<b>Tabulation Sheets</b>	<ul style="list-style-type: none"> <li>- Payment receipt (payment to the College Office) for the required semester result sheets</li> </ul>	Office of Examinations	Students
9	<b>Transcript / Migration Certificate Process</b>	<ul style="list-style-type: none"> <li>- Download the Transcript / Migration Certificate from the BU website.</li> <li>- Fill in the necessary information and take attestation from the Principal.</li> <li>- Make payment for the required document in the BU online portal and attach the receipt.</li> <li>- Submit the document to the University to collect the Transcript / Migration Certificate.</li> </ul>	Bangalore University	Students
10	<b>Hall Tickets for Internal, Model, and BU Examinations</b>	<ul style="list-style-type: none"> <li>- Payment of College Fee and BU exam fee is required.</li> <li>- Maintain at least 85% attendance to be eligible for receiving the hall tickets.</li> </ul>	Office of Examinations	Students
11	<b>NON-UGC letter and Valuation/Reviewer Form (Teachers)</b>  <i>Kindly Note: The original copy of the BU attendance form must be submitted to the Office of Examinations for LIC verification</i>	<ul style="list-style-type: none"> <li>- Submit a request letter signed by the Principal or Vice-Principal along with a passport size photograph for Valuation/Reviewer form.</li> <li>- Clearly mention whether it is for a valuator or reviewer and specify CBCS or NEP.</li> </ul>	Office of Examinations	Faculty Members
12	<b>Results Issues like Not Processed (NP), Wrongly Bubbled,</b>	<ul style="list-style-type: none"> <li>- Request letter stating the issue and duly signed by the Principal.</li> </ul>	Office of Examinations	Students



	<b>Mentioned    Absent by mistake, Subject Missing etc.</b>	- Supportive documents like hall ticket copy, result copy		
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## 7. Divyagjan Policy

### 7.1 Provisions for Differently Abled

The Office of Examinations at St. Francis de Sales College has made special provisions to cater to the needs of the Students with Disability during the examinations. Various facilities are provided by the office of examination to cater to the specific needs of the differently abled students during the time of the exam.

### 7.2 Appointment of Scribes

Subject to the norms fixed by the St. Francis de Sales College, candidates who are eligible to avail of the services of scribes, the Chief Superintendent / CoE is authorized to appoint scribes according to the following conditions:

- The disability certificate issued by the competent medical authority at any place is accepted.
- The facility of Scribe is allowed to any Students with Disability.
- The Students with Disability can have the discretion of opting for his own Scribe with prior information.
- The person appointed as scribe shall not be an employee of the College.
- He/ She shall not be a relative of the candidates who is appearing for the examination.
- The educational qualification of the scribe shall be less than those of the candidates.
- A proforma with declaration shall be obtained from the scribe.
- The proforma signed by the scribe shall be forwarded to the office of the Examination.
- The procedure of availing the facility of scribe is simple with the necessary details recorded at the time of filling up of the form.
- The examination centre makes available suitable seating arrangement for giving examination.
- The examination for Students with Disability is held at the examination centre and the office of examination is accessible for Students with Disability.
- Compensatory time of examination is to be given for persons who are allowed use of scribe as per concessions mentioned below.
- Differently abled candidates who appear for examination are allowed the following concessions such as services of scribes at the examination, extra time to complete the



examination, depending on the degree and nature of disability of the candidates subject to such norms as prescribed by St. Francis de Sales College.

## 8. Grievance Redressal

1. Any type of grievance that the student might have pertaining to CIA, Internal and External Examinations, etc., must first be discussed with the concerned Class Coordinator / Program Incharge / Assistant Dean. As far as possible, the problem should be resolved at this level.
2. Matters that are not resolved at the classroom level must be brought to the notice of the Grievance Redressal Committee.
  - a) The grievance must be stated in the following proforma.
  - b) It must be forwarded to the Coordinator of the Grievance Redressal Committee through the Controller of Examinations
  - c) The Grievance Redressal Committee will meet at least three times in a year, twice after publication of end semester results (June & December). Depending upon the urgency of the situation, short meetings could be called for.
  - d) The Grievance Redressal Committee can invite the Student Counsellor, the Staff member reported to join the meeting, depending on the nature of the grievance.
  - e) The Grievance Redressal Committee will meet and discuss the matter. The decision of the Committee will be communicated to the Principal, Controller of Examinations and the concerned parties, through the coordinator of the Grievance Committee.
  - f) All malpractices in the examination and internal assessment will be referred to the Grievance Redressal Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Controller of Examinations. The Principal and Controller of Examinations will take action on the report of the Committee.

## 9. Examination-Grievance Submission Form

### 1. Personal Data

Name	Class & Combination	Register Number	Batch

### 2. Nature of grievance

Question Paper	Valuation	Completion of Syllabus	CIA Marks	BU Marks / Results	Any Other

### 3. Question Paper

Late Distribution	Faulty	Lengthy	Out of Syllabus	Vagueness	QP Pattern Changed



**4. Valuation**

Answers not valued	Marks not allotted	Total mistake	Erratic	Under Valued

**5. Syllabus**

Prescribed Syllabus Not covered	Some chapter	Exam Syllabus not shared in prior	Vast difference between College Exam and BU Exam

**6. Malpractices**

Allowed to copy	Laxity in invigilation	Noisy exam hall	Invigilator with mobile	Invigilator helping students

**7. Bonus Marks not given**

Sports	NCC / NSS / Rangers Rovers	Department Activities	Cultural

**8. BU Marks / Results:**

Hall Ticket	Letter stating the issue signed by the Principal

**9. Any Other:**

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**10. Attachments of Proof:**

Documents (Specify)	Write Up (tick if attached)	Any Other

Date:

Signature:

*Note: Students are expected to take a print out of the above format, make entries in appropriate places and the hard copy should be submitted to the Office of Examinations.*



**PRINCIPAL**  
**St. Francis de Sales College**  
 Electronics City Post, Bangalore - 560 100.