

Holy Cross College
Accredited by NAAC with 'A' Grade
Affiliated to
TRIPURA UNIVERSITY
(Central University)

EXAMINATION MANUAL / POLICY

1. The Examination Committee

An Examination Committee shall be constituted for the effective execution of the entire examination process and the overall examination system. The committee will consist of the Principal, Vice Principal, Chair Examination Committee, Heads of the Departments and selected senior members from the faculty and staff.

2. The responsibilities and functions of the Examination Committee will be:

- To formulate/review the policies of the examination and evaluation.
- To act as an advisory body for the matters relating to the conduct of examinations (both internal and term end examination), process of evaluation and publication of internal marks.
- To suggest measures for modification and improvement regarding the examination related process.
- Examination Monitoring Task Force/ Flying Squad.
- The Examination Monitoring Task Force in form of Flying Squad shall be constituted by the Principal. Senior faculty members will be in charge of the Flying Squad. During the Semester Examinations, the members of Flying Squad shall visit all the examination halls/ rooms, supervise the examinations and submit a report to the Controller of Examinations.

3. Preparation of the Internal and Semester End Examinations

The examination committee will mainly focus upon the following matters-

- Question Paper Setting (Internal).
- Question Paper Printing (Internal).
- Preparation of Answer Books.
- Seating Arrangement.
- Preparation of the List of Invigilators.
- General Assembly for the Students.
- Preparation and timely submission of internal marks including science practical and project viva-voce marks to parent university.
- All correspondence with parent university that is necessary for the conduct of Semester end examination.

4. Instruction to the Candidates

- The candidates must come to college well before the commencement of examination.

- They will bring their college ID card and University admit cards (as applicable) on all days of the examination and failing which they will not be admitted to the examination hall. The candidate will be guided to procure a duplicate admit card.
- The candidate will be strictly prohibited from carrying cell phones, scientific calculators, smart watches, digital diary, blue tooth ear pods, other electronic gadgets, books, printed/ hand written notes, etc. in the examination hall. Handbags will also be not allowed in the examination hall.
- A candidate will be permitted to carry only the admit card and required stationery items with him/her. He/She will be allowed to carry basic calculator and drawing equipment if needed in a particular examination.
- Once in the examination hall, the candidates will maintain perfect silence and follow the instructions given by the invigilators.
- The candidates will fill the required details on the answer book carefully and correctly. They will use only blue pen/black pen (ball point) for writing in the examination. They will write the question numbers correctly in the answer book and draw a demarcating line between the answers.
- Indulgence in malpractice and unfair means such as copying from note paper, copying by the use of electronic gadgets, copying from other candidates, exchange of answer books, prompting of answers and indecent behaviour will be strictly prohibited in the examination hall; and will be liable to punishment as per rules of the University.
- The candidates will not be permitted to leave the hall without the permission of the invigilator. At the completion of examination, the candidates will be allowed to leave only after the submission of answer book and checking the same by the invigilator.
- For practical exams, students may carry additional equipments / materials necessary for examination after the approval of concerned department.

5. Malpractices and Use of Unfair Means

The cases of alleged malpractice committed by the candidates will be reported to the Examination Cell by the invigilators immediately as detected. Any candidate is liable to be charged for committing malpractice and using unfair means in the following cases:

- Having in her possession or accessible to her any papers, books or notes or chits with content related to the subject of the examination .
- Having in her possession or accessible to her an electronic gadget like smart watch, blue tooth ear pods, scientific calculator, etc.
- Found having any written matter on admit card.
- Found having any written mater on the person (body/ clothes).
- Found copying from or with the help of the above-mentioned means. Allowing any other candidate to copy from her answer book or found copying from the neighbours.
- Found using unparliamentary, abusive and threatening language/ gesture, and/or using force against invigilator or any staff on duty.
- Disclosing identity by putting special marks/ symbols/ colours in the answer book.
- Tampering, tearing off or spoiling the pages in the answer books.
- Found indulged in impersonation in the examination hall.

On the basis of the seriousness and gravity of the nature of malpractice, action will be taken against the concerned candidate by a committee constituted of the Principal, Vice Principal, Chair Examination committee and selected members of the Examination Committee. Action will be taken against the candidate as per the rules laid down by Tripura University.

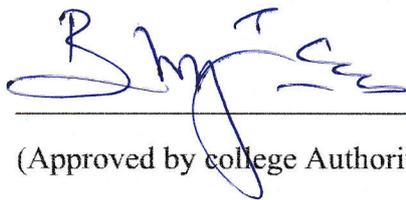
6. Practical and Viva-voce Examinations

The End Semester Practical, Project paper and Viva-voce examinations wherever required will be conducted by the concerned departments. The slot of days for the End Semester Practical Project paper and Viva-voce Examinations will be prepared by the concerned departments as per the university guideline and sent to the In-charge of Examination Cell for final approval from the college authority. On the scheduled dates the Practical/ Viva-voce Examinations will be conducted in the departments. The examiners will examine the candidates and evaluate them on the basis of practical experiments/ lab work/ project presentation/ viva-voce. The examiners will submit the marks as per the prescribed format to the in-charge of examination cell for submission to the university at the earliest. As per the appointment issued by the parent university for rendering additional responsibility/duty such as external evaluator, paper setter, member of central evaluation team, moderator etc. may be allowed by the Principal of Holy Cross College as per requirement.

7. Examination for certificate course/ add-on course:

Every certificate course will be governed by the respective syllabus and prescribed norms. Concerned department will follow the basic examination principles to conduct the respective examinations of certificate courses. This will be done as per the instructions of college authority. Proper notification of examination, question paper setting, conduct of examination, evaluation and marks submission will be made after the successful completion of the course. Certificates will be issued by the college to the candidates who successfully complete the course.

Date:



PRINCIPAL
HOLY CROSS COLLEGE
JUBATARA, LEMBUCHERRA. P.O.
AGARTALA, W. TRIPURA -799 210

(Approved by college Authority)

Prepared by:

Dr. Sandeep Roy Sarkar.
Dr. Sushobhan Sengupta.

Cross Verified by:

Dr. Debasree Lodh