



PATNA WOMEN'S COLLEGE

Autonomous

PATNA UNIVERSITY

3rd Cycle NAAC Accredited at 'A' Grade with CGPA 3.58/4

'College with Potential for Excellence' (CPE) status accorded by UGC

EXAMINATION MANUAL / POLICY



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PREFACE

The Examination Manual of Patna Women's College (Autonomous) is a tool in the task of stabilizing and streamlining the examination system so as to maintain efficiency and credibility in the procedure of examinations, evaluation and publication of results. The Examination manual will serve as a ready reference to observe the overall procedure relating to the conduct of examinations. The basic rules/orders regarding the conduct of examinations, evaluation, publication of results and certification at Patna Women's College (Autonomous) are framed as per the guidelines of UGC and are duly approved by the Boards of Studies, Academic Council and Governing Body of the college.



CHAPTER – 1

Organization of Patna Women's College (Autonomous)

Patna Women's College (Autonomous) is a constituent college under Patna University, Bihar imparting quality higher education to the young women since its inception in 1940. The University Service Commission (UGC) conferred Autonomous status to Patna Women's College vide letter no. F.22-1/2017 (AC) dated 2nd January, 2018 and thereafter Patna University notified the Autonomous status of Patna Women's College vide letter no. Acad/-1878/R dated 18th July, 2018.

Authorities of Patna Women's College

The following shall be the authorities of Patna Women's College (Autonomous):

1. The Governing Body of Patna Women's College (Autonomous)
2. The Academic Council of Patna Women's College (Autonomous)
3. The Boards of Studies of all the departments of Patna Women's College (Autonomous)

1. Power and Functions of the Governing Body

Subject to the existing provisions in the bye-laws of the respective Autonomous College and the rules laid down by the State Government and the Parent University, the Governing Body of Patna Women's College shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals and certificates on the recommendations of the Academic Council.
- Approve new academic programmes of study leading to degrees and/or diplomas
- Appointment of Principal and Recruitments of Teaching Faculty/ Non-teaching staff shall be made by the Governing Body/ State Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- Approve the annual budget of the college
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.



2. Power and Functions of the Academic Council

The Academic Council of Patna Women's College shall co-ordinate and exercise general supervision of the academic programmes and policies of the College. It shall be responsible for the maintenance of standards of instruction, research, education and examinations within the institution, and shall exercise such powers and perform such other duties as may be conferred on it by the rules and regulations in accordance with the directions of the Governing Body. The Academic Council shall have powers to:

- Scrutinize and approve the proposals with or without modifications of the Boards of Studies, with regard to the courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto.
- Provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Boards of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the government.
- Make regulations for Sports, Extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostel.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body proposals for institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestion(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned to it by the Governing Body.

3. Functions of the Board of Studies

Every department of Patna Women's College will have its Board of Studies, headed by the Head of the respective department. The Board of Studies of a department shall:

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- Prepare and approve syllabi for various academic programmes keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- Suggest methodologies for innovative teaching and evaluation techniques;
- Suggest panel of names to the Academic Council for appointment of examiners; and
- Co-ordinate research, teaching, extension and other academic activities in the department/ college.

4. Powers of the Principal

The Principal of Patna Women's College (Autonomous) shall be the Chief Academic and Executive Officer and the Member Secretary of the Governing Body. The Principal will be the Chief Controller of Examination and the Chairperson of the all the statutory and non-statutory committees/cells of the college. The Principal of Patna Women's College (Autonomous) shall have the following powers:

- She shall be responsible for the conduct of all examinations of the College. The execution of the same will be entrusted to the Controller of Examination and his/ her team.
- It shall be the duty of the Principal to ensure that the provisions of the Acts, the statutes, ordinance and regulations as and when issued by the UGC, Government of Bihar and Patna University are observed and she shall have all powers necessary for this purpose.
- She shall have the responsibility and power to provide enough man power for the timely completion of work related to the conduct of examinations and publication of results.
- The Principal shall have the power to convene meetings of the Governing Body, Academic Council and any committee/ cell of the College to discuss matters related to the conduct of examinations and publication of results.



CHAPTER – 2

Examination System and Examination Cell

1. Examination System

Patna Women's College (Autonomous) shall follow the Semester system of examination based on the CBCS (Choice Based Credit System) pattern of syllabus for all academic programmes. Pertaining to the semester system, in every programme a dual level examination pattern will be adopted – (i) **Continuous Internal Assessment (CIA)** and the (ii) **End Semester Examination (ESE)**.

For each course, there will be (i) Continuous Internal Assessment (CIA) through Assignments/ Quiz etc, and one written Mid-Semester Examination and (ii) End Semester Examination. The CIA components like Seminar, Project, Assignment and Quiz etc. will be conducted as per the scheme and syllabus of the programmes. The Continuous Assessment through Assignments/ Quiz etc and one written Mid-Semester Examination will be conducted at departmental level on the prescribed dates announced by the Examination Department. The End Semester Examination will be conducted by the Examination Department at the end of each semester. The End Semester Examination for odd semesters (1/3/5) will be conducted in the month of December and for even semesters (2/4/6) in the month of May every year. The End Semester Examination (ESE) shall be conducted for theory / practical papers (courses) as per the requirement of the programme. Evaluation of project / dissertation and viva voce examination also shall be conducted if the same are included in the syllabi. The guidelines set by the Academic Council shall be followed for the conduct and evaluation of such examinations.

2. Examination Cell

The Principal will be the Chief Controller of Examination. In accordance with the guidelines of the University Grants Commission to autonomous Colleges, there will be an Examination Cell headed by the Controller of Examinations appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any.

The Controller of Examinations will work with a team comprising of Section Officer, office assistants, computer programmers, data operators etc as per the requirement. The Examination cell will have appropriate infrastructural facilities for generating question papers, conducting evaluation work and publication of results. The Principal will be the Centre Superintendent of Examinations for all examinations conducted in the college.

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3. Controller of the Examination

The Controller of Examinations shall be responsible for the conduct of all examinations of the college and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties.

The following will be the duties/ responsibilities of the Controller of Examinations:

- He/she shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all examinations.
- He/she shall maintain the record of panels of examiners for all subjects/ departments.
- He/she will fix the dates for Continuous Assessment Mid Semester Examinations and prepare the schedule for End Semester Examinations with the approval of the Principal.
- He/she will appoint the question setters for each course from the panel of examiners approved by the Boards of Studies from departments with the approval of the Principal.
- He/she with his/her team will arrange the printing of question papers and moderation of the papers by the respective Heads of the departments.
- He/she with his/her team will prepare the time-table of examinations and list of invigilators required.
- He/she will see to the conduct of examination in a fairly manner; and will take special care to see that secrecy and confidentiality are maintained in the conduct of the examinations.
- He/she will appoint the evaluators of answer books with the approval of the Principal and conduct the evaluation process.
- He/she with his /her team will see to the tabulation, moderation, preparation and timely publication of results.
- The mark-list shall be issued by the office of the Controller of Examinations. The Patna University will issue the degree certificate to the successful candidates on submission of application form with the prescribed fees.



4. 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, Controller of Examination, Section Officer and selected senior members from the faculty and staff.

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, process of evaluation and publication of results.
- To suggest measures for modification and improvement regarding the examination and evaluation process.

5. 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 End 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.



CHAPTER – 3

Preparation of the Examinations

1. Question Paper Setting

Appointment of Question Paper Setters and Examiners for each course in each subject for which examinations are likely to be held shall be made by the Controller of Examinations from the panels of examiners approved by the Academic Council after considering the recommendations of the Boards of Studies concerned. It shall be competent for the Controller of Examinations with the approval of the Principal to appoint a new Question Paper Setter or Examiner outside the existing panel or to cancel the appointment of any Question Paper Setter or Examiner.

The pattern of questions to be set with the copies of the concerned syllabus and previous year's question paper/ model question paper will be sent to the selected question paper setters. On that basis the question setter will set the question paper and will send the same in two copies to the Controller of Examination within the given time limit. Adhering to the rules of the parent university, the Patna University, the question papers of language subjects, social sciences and commerce will be bilingual (Roman and Devanagari scripts); of Urdu will be in Arabic script and of all other subjects will be in Roman script.

2. Question Paper Printing

The printing of the question papers will be done under the supervision of the Controller of Examination maintaining full confidentiality. Each question paper must contain the name and year of the examination, name of the subject, subject/ course code, total marks assigned and duration of the examination. The marks assigned to each question shall also be noted against the concerned question on the question papers. All the pages of the question paper shall be numbered. The final printing of the question papers will be done after the moderation of draft question papers by the respective Heads of the Departments. The question papers will be kept in the sealed packets containing not less than 10 and not more than 40 papers in one packet. The sealed packets containing question papers will be kept in safe custody, only to be taken out one hour before the commencement of the particular examination.



3. Preparation of Answer Books

Answer books in sufficient numbers will be printed prior to the examinations. The answer books will be of 32 pages for Theory and of 04 pages for Practical Examinations. There will be no provision for any additional pages in case of answer books of Theory Examinations. The instructions to the candidates for answering the examination will be clearly printed on the cover page of the answer book.

4. Seating Arrangement

Prior to the End Semester Theory Examination, the personnel of Examination Cell under the supervision of Controller of Examination shall make all necessary seating arrangements for the examinees. The Roll Numbers of the candidates will be written on each table/desk and the range of Roll Numbers with the subject/ course will be written on the black board in the examination hall/ room. Seating arrangements will be in such a manner that each candidate will be visible and easily accessible to the invigilator.

5. Preparation of the List of Invigilators

List of invigilators will be prepared in the Examination Cell for each day of the examination on the basis of the number of examinees and number of rooms allotted. The invigilator shall be a teaching staff of the college appointed by the Controller of Examination and approved by the Principal. The list of invigilators will be circulated among the teachers for getting signatures of the invigilators. In the list some additional names shall also be included as Substitute Invigilators. In case of unavoidable absence or unavailability of an invigilator, his/ her duty shall be transferred to a teacher from the substitute invigilators.

6. General Assembly for the Students

Before the End Semester Examination a General Assembly is conducted for the examinees by the Principal and the Examination Cell personnel. The rules, regulations and important instructions are communicated to the candidates in the general assembly.



CHAPTER – 4

Conduct of Examinations

1. Methods of Examinations

The End Semester examinations shall be conducted as per the scheme prescribed for the academic programme concerned. All the End Semester Examinations will be conducted by one or more of the following methods – (i) Written (ii) Practical (iii) Viva-voce. The Written Examination will be conducted by the Examination Cell while the Practical and/or Viva-voce Examination will be conducted by the concerned departments.

2. Notification of Examination

The process of examination will begin with the issue of notification by the Controller of Examinations. The time table of End Semester Examination shall be notified at least 15 days in advance of commencement of examination along with the notice of examination fee submission details. The notice will be communicated to all the departments and administrative offices. The same will be uploaded on the College Website also. No candidate will be allowed to appear for the examination without paying the prescribed fee. Exemption of a certain amount of examination fee is allowed for SC/ST/BC/ economically backward candidates as per the College / University/ State norms.

3. Issuing of Admit Cards

All students admitted in a programme (UG & PG) with remittance of prescribed fee and satisfying other eligibility conditions are eligible to appear in the End Semester Examinations. The eligible candidates who secure the prescribed minimum attendance during the span of a particular semester and possess other minimum qualification prescribed in the regulations for each programme shall be issued the admit card. The e-admit card will be generated to an eligible candidate after the payment of her fees and she will be able to download the same.

4. Frisking of Candidates at the Venue

All the candidates appearing for the End Semester Examination will be frisked at the college entrance before the commencement of examination by the frisking team appointed by the Principal. The students will be strictly prohibited from carrying cell



phones, electronic calculators, smart watches, other electronic gadgets, books, printed/ hand written notes, etc. in the examination hall. Handbags will also not be allowed in the examination hall. The candidates will be permitted to carry only the admit card and required stationery items with her.

5. Opening of Question Paper Packets

The sealed packets of question papers will be kept in the safe custody of the Examination Cell and will only be taken out on the day of a particular examination. The Principal will endorse the packets with her signature before sending them to the examination halls/ rooms. In the examination halls/ rooms one of the invigilators will put his/her signature and the packets will be opened just before the commencement of examination.

6. Responsibilities/ Duties of the Invigilators

The role of the invigilator is very important as he/she will be responsible for the efficient and fair conduct of the examination at the venue. The following guidelines shall be followed by the invigilators for the smooth and fair conduct of the examinations:

- The invigilators will report to the Control Room of the Examination one hour before the commencement of the examination.
- The invigilator will reach the hall/ room allotted to him/her 30 minutes before the commencement of examination.
- The invigilators will verify the sealed question paper packets and put signature on all the packets before opening them.
- Students will be allowed in the examination hall 15 minutes before the commencement of the examination. Answer sheets will be distributed to the candidates according to their Roll Numbers and seating arrangement.
- The invigilator will give general instructions to the candidates and will ensure that all of them fill the required details on the answer books. He/ she will also ensure that all the candidates are having their admit cards. In case of any candidate found without her admit card, the same must be reported to the Examination Cell.
- The question paper will be distributed 5 minutes before the commencement of examination and the candidates will start writing once the bell rings for the examination to begin.



- The invigilator will see that perfect silence is maintained in the hall. Talking, discussion among the candidates and exchange of materials will be strictly forbidden.
- The invigilator will put his/ her signature on the answer sheets of the candidates allotted to him/her; and also take their signatures in the attendance sheet provided by the Examination Cell.
- The invigilator will be vigilant in the hall and will see to the smooth conduct of examination. He/ she will ensure that no unfair mean is adopted by any of the candidates. In case of any unfair indulgence noticed, the custody of the answer book of the concerned candidate will be taken immediately and the case will be reported to the Centre Superintendent and the Controller of Examination for further action.
- No invigilator will use cell phones during the duration of examination in the hall. They will also not talk among themselves and/or will be out of the hall for a long period.
- At the completion of the examination the invigilator will collect the answer books from all the candidates allotted to him/her, arrange them in order of the Roll Numbers and submit the bundle in the Control Room along with the attendance sheet.

7. Instruction to the Candidates

- The candidates must come to college well before the commencement of examination.
- They will bring their admit cards on all days of the examination and failing which they will not be admitted to the examination hall. If the admit card is lost, the candidate will immediately submit an application for issue of a duplicate admit card to the Controller of Examinations.
- 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 her. She will be allowed to carry basic calculator and drawing equipment if needed in a particular examination.

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- Once in the examination hall, the candidates will maintain perfect silence and follow the instructions given by the invigilators. They will also read carefully the instructions printed on the cover page of the answer book.
- The candidates will fill the required details on the answer book carefully and correctly. They will use only blue pen 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.
- 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.

8. Monitoring by Flying Squad

For End Semester Theory Examination a Monitoring Task Force in form of Flying Squad will be constituted by the Controller of Examination with approval of the Principal. The Flying Squad will be comprised of two senior teachers of the college. The team will visit all the halls/ rooms where examination is being conducted and observe the ongoing examination. They will also observe whether the candidates are answering adhering to the rules of examinations and not indulging in any unfair means. They will submit the daily report of their observation to the Controller of Examination.

9. 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 (palm, hand, leg, clothes, etc.)
- Found copying from or with the help of the above mentioned means
- Allowing any other candidate to copy from her answer book or found trying to copy from the neighbours
- Found using unparliamentary and abusive language, 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, Controller of Examination and selected members of the Examination Committee. Action will be taken against the candidate as per the rules laid down by Patna University regarding the punishment to an examinee indulging in malpractice and unfair means (PU Notice dated 14.12.2007).

1	<p>(a) Possession of piece of paper from the examinee which is unconnected with the subject matter of the examination paper in which she is appearing or</p> <p>(b) Possessing piece of paper or the piece of paper lying on floor near the examinee which the invigilator reasonably apprehends that such piece of paper belongs to the examinee & is connected with the subject matter of the examination paper in which she is appearing, but not utilized by her</p> <p>(c) Making identifying mark on her answer book</p> <p>(d) Carrying mobile phone</p> <p>(e) Carrying any electronic gadget into the examination hall unless otherwise allowed</p>	<p>Cancellation of the candidate's current examination and debarring her promotion to higher class</p>
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2	Utilization of any piece of paper/ notes/ chits/ books by the examinee which is connected with the subject matter of the examination in which she is appearing	Cancellation of the current examination and be debarred from any examination of next academic session and debarring her promotion to higher class
3	Substituting, replacing, changing or adding pages in the answer book supplied to the examinee, taking the answer book outside the examination hall, tampering with material evidence, threatening the invigilator, superintendent or persons connected with examination, with physical harm, use of abusive language against them, intimidation, instigating walkout and stay out, threatening other examinees inside or outside the examination hall, and/or other acts of indiscipline including large scale copying	Cancellation of the current examination and be debarred from any examination of next two academic sessions and debarring her promotion to higher class
4	Impersonation, assault or use of force against invigilator, superintendent, observer or persons connected with examination, snatching or tearing of answer book of other examinees, damage or arson or looting near examination hall, disruption of examination by raising slogans, gherao or threats, use of force inside or outside the examination hall and gross indiscipline and illegal activities by examinees or non-examinees under Bihar Conduct of Examination Act 1981	Cancellation of the current examination and be debarred from any examination of next three academic sessions and/or rustication and other suitable legal action depending upon the nature of the offence and debarring her promotion to higher class

10. Packing of Answer Books

The written answer books will be bundled and packed same day after the examination. Subject wise bundles will be prepared and each bundle will be packed with duly filled-in Memo containing the Subject/Course Code, date of examination, number of answer books and the attendance sheet of the candidates. The Controller of Examination and the personnel of the Examination Cell will carefully match the numbers of appeared candidates and subject wise number of answer books before the bundling and packing of the same.

11. Coding of Answer Books

In order to maintain confidentiality, all the answer books before the evaluation will be coded by the Examination Cell personnel under the supervision of Controller of Examination. In the coding process, an alphanumeric code is given to each answer book. Code will be put at two places marked on the cover page of the answer book. One part of the cover page will be torn off and the flaps will be kept in safe custody.

12. Practical and Viva-voce Examinations

The End Semester Practical and Viva-voce examinations wherever required will be conducted by the concerned departments. The slot of days for the End Semester Practical and Viva-voce Examinations will be communicated to the concerned departments by the Controller of Examination. On the basis of that the Heads of the Departments will fix the dates and names of examiners (from the panel of examiners approved by the concerned Board of Studies) for Practical/ Viva-voce Examinations and submit the same to the Examination Cell. The examiners will be sent letters for conducting the examinations from the Controller of Examination. On the scheduled dates the Practical/ Viva-voce Examinations will be conducted in the departments. The examiners will examine the candidates and evaluation will be done by them on the basis of practical experiments/ lab work/ project presentation/ viva-voce. The examiners will enter the marks in duplicate in the marks folio; and the marks folios will be secured in sealed envelopes. The Heads of the Departments will submit the sealed marks envelopes along with packed bundle of answer books and attendance sheet of candidates in the Examination Cell.

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CHAPTER – 5

Evaluation of Answer Books

1. Centralised Evaluation

Patna Women's College will follow a centralised evaluation system for the evaluation of all Theory Examinations. The evaluation of the answer books of End Semester Examinations for all semesters will be undertaken in the Centralised Evaluation Centre of the college. The Evaluation Centre will start functioning immediately after the first day of an End Semester Examination. The entire evaluation process will be conducted under the supervision of Evaluation Coordinators supported by the Examination Cell personnel. The coordinators will be senior teachers from the college nominated by the Principal.

2. Double Evaluation System and Appointment of Evaluators

Double evaluation method will be adopted for the evaluation. The first evaluation will be done by the evaluators selected by the Controller of Examination and approved by the Principal from the list of evaluators approved by the Boards of Studies and Academic Council. The Controller of Examination shall issue appointment letters to all evaluators and shall also communicate to them over phone. In case of an evaluator showing inability to join the evaluation duty, another name from the approved list will be finalised and the same appointment process will be repeated. The second evaluation will be done by the selected senior teachers of the college nominated by the Principal.

3. Duties and Responsibilities of the Evaluation Coordinators

- The coordinators will receive the list of evaluators for all subjects/ courses from the Controller of Examinations.
- They will prepare separate registers – Attendance registers for Coordinators and Evaluators, Answer book issue register, Double Evaluation register and Marks submission register. They will also keep ready marks folios, marks envelopes, bill forms and other required stationery items.
- They will make the evaluators join duty and issue them the coded answer books of their respective subjects/ courses along with concerned question paper and marks folio. The coordinators will get the signature of the evaluators in the respective registers.



- The coordinators will guide the evaluators in the process of evaluation and communicate to them the pass marks, method of entering the marks in marks folio, preparing the remuneration bill, etc.
- After an evaluator completes his/ her evaluation, the coordinators will check the filled-in marks folio, marks envelope and remuneration bill. In case of any mistake, over writing or any other anomaly; they will get that corrected.
- After the evaluation and entry of marks, the bundle of answer books and marks envelope will be handed over to the nominated evaluator for second evaluation.
- After second evaluation and rectification of marks if any, the marks envelope will be re-checked and sealed by the coordinator.
- Everyday after the closure of the evaluation centre, the coordinators will hand over the marks envelopes and remuneration bills to the Controller of Examination or the Section Officer.
- The coordinators will write a Daily Report of the functioning of evaluation centre and communicate the same to the Principal.

4. Instructions to the Evaluators

- The evaluator will join duty at the Evaluation Centre once he/ she receives call/ appointment letter from the Controller of Examination. In case of his/ her inability of some kind for joining the duty, he/ she will be communicating the same to the Controller of Examination at the earliest.
- The evaluator will check the assigned bundle of answer books – Number of answer books, the Course Code, question paper, etc. before he/ she starts the evaluation work.
- The evaluation of each answer will be done very carefully and marks will be given by using red ink. Marks for each answer the candidate has attempted will be entered on the cover page of the answer book at appropriate place.
- The evaluator shall add the marks of all answers and put the total marks obtained at the appropriate place. The evaluator will sign all the answer books evaluated.
- Once the answer books of an assigned bundle are evaluated, the evaluator shall enter the marks in the given marks folio in duplicate by using blue ink. In the marks folio the marks will be entered against the code number written on each answer book.

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- The evaluator will put his/ her signature on the marks folio and put it in the given marks envelope. The required details marked on the envelope shall be duly filled by the evaluator.
- The evaluator will also correctly fill the bill form for remittance of his/ her remuneration.

5. Double Evaluation Process

For the purpose of accuracy and fairness of examination and evaluation process, a double evaluation process shall be adopted. For each End Semester Theory Examinations, a set of evaluators from the teachers of Patna Women's College will be appointed by the Controller of Examination with the approval of the Principal for taking up double evaluation process.

- The evaluator will go through the evaluated answer books and check the corrected answers in a particular answer book, given marks for each answer, entry of marks for all answers on the cover page and addition of the total marks obtained.
- In case of the detection of any answer(s) not evaluated in an answer book, the evaluator will report that to the coordinators for the needful action. The concerned evaluator will be called for evaluating the unchecked answers.
- In case of discrepancy of marks given and entered, given marks of one or more answers not entered on the cover page and/or error in addition of marks; the evaluators will make the correction by using green ink and will put his/ her signature. The correction will also be done in the marks folio and will be marked on the marks envelope.
- The evaluator will also match the total marks obtained by a candidate written on her answer book and entered in the marks folio. In case of a discrepancy, it will be rectified by using green ink.
- Every rectification done during the second evaluation will be duly documented in the concerned register by the evaluator.



CHAPTER – 6

Preparation and Publication of Result

1. Decoding of Answer Books and Entry of Marks

The answer books will be decoded after their evaluation and evaluated marks of the End Semester Theory Examination will be recorded against the original roll numbers of the candidates. The entry of marks will be done on computer by the data operators in the Examination Cell for all the courses and subjects. The data operators will also make entry of the Practical/ Viva-voce Examinations and CIA (Continuous Internal Assessment) marks of the candidates.

2. Marks Tabulation

Print outs of the entered marks for End Semester Theory Examination, Practical/ Viva-voce Examinations and CIA marks will be kept ready by the personnel of Examination Cell for tabulation along with the original marks folios of the same. The tabulation of marks will be done by selected senior teachers of the college approved by the Principal. The tabulators shall tally the print outs of the mark entries with the original folios. In case of a discrepancy or an error, the tabulators will do the corrections by using red ink.

3. Publication of Results

The Data Operators will do the needful corrections in the entered marks as per the tabulation. At the completion of final marks entry, formal permission will be sought from the Principal for declaring the results. With the approval of the Principal the results will be published. The same will be uploaded on the college website and the students will be able to download their marksheets. For the Year End Semester Examinations and for the Final Semester Examination, the students will be receiving the marksheets in hard copies.



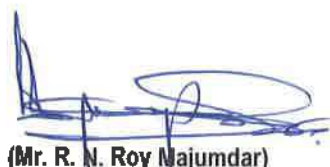
4. Scrutiny of Marks

There will be a provision for the students to apply for scrutiny of their marks in one or more courses for every End Semester Theory Examination. The notice will be taken out within 2 days of the publication of the results for applying for scrutiny. The interested students will be given a time of 15 days to apply for scrutiny of marks in a maximum of 3 courses after submitting a stipulated fee per course. The scrutiny will be done by the scrutiny team comprising of selected teachers nominated by the Principal. Scrutiny will be done only in form of re-totalling of marks on the cover page of an answer book. The scrutiny team will record the change of marks if any and submit the details to the Controller of Examination. The same will be communicated to the applicants and the revised marksheets will be issued to the concerned candidates.

5. Certification

As per the UGC regulations for Autonomous colleges, the Degree Certificates for all academic programmes conducted at Patna Women's College (Autonomous) will be awarded by the parent university, Patna University. The college will be organizing Convocation Ceremony in which all successful candidates after the completion of their programme will be awarded the Programme Completion Certificates.

Date: 01.07.2021



Controller of Examination
Patna Women's College
Autonomous
Patna University



(Dr. Sister M. Rashmi A.C.)

Principal
Patna Women's College
Autonomous
Patna University
Bailey Road, Patna-1



(Dr. Sister M. Tanisha A.C.)

SUPERIOR
Avila Convent
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