Examination Manual

ACKNOWLEDGEMENT

Examination Office at Indian Academy Degree College- Autonomous is a well-organized unit that conducts Semester Examinations every semester, publishes / displays results and maintains student records. These complex assessment tasks provide a boost to student progress that equips them for the industry.

The Examination Manual is a very important manual that helps to guide the orderly and appropriate conduct of all activities related to the Examination Office at Indian Academy Degree College - Autonomous, Bangalore. The current manual is a revised version that includes all updates, changes and amendments that support current testing and evaluation requirements. The competent and efficient testing department conducts tests on time, publishing results without any collision, excessive delays, and inaccuracies. This booklet provides all student support and transparent information to examiners, paper editors, invigilators, and reviewers to perform their duties effectively.

Many thanks to management, especially to the Principal for his words of encouragement, advice and support. Many thanks to the former Controller of Examinations at Indian Academy Degree College, Dr. Nagaraju P for his significant contribution.

We would also like to thank you for the great technical support provided by Enterprise Resource Planning (ERP) and for helping us complete the testing tasks smoothly and efficiently.

Office of the Controller of Examinations

IADC-A

T. Seeenivasa Rao

CONTROLLER OF EXAMINATIONS
Indian Academy Degree College
Autonomous
Hennur Cross, Kalyan Nagar
Bangalore - 560043

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AUTONOMOUS
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BANGALORE - 43

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Office of the Controller of Examinations

The Examination Office is an official body established in accordance with the UGC guidelines of private autonomous colleges related to the screening and evaluation process in accordance with the rules set out in the examination manual of the institution in accordance with parent university procedures.

The department is headed by a Controller of Examinations (CoE), who reports to the Principal and is supported by the deputies and staff. The main responsibility of the Examinations Office is to organize and conduct all the examinations in an orderly, transparent and systematic manner according to the Calendar of Examinations which is prepared at the beginning of each academic year.

The examination procedures comply with the guidelines of the Assessment Manual and adhere to the UGC guidelines from time to time. The examination system is fully automated with state-of-the-art software and procedures that include student exam registration, examination evaluation process, preparation and publication of results, and printing of consolidated marks statements.

The examinations office maintains a grievance redressal system as a means of supporting students to deal with examination related grievances. The examinations office is dedicated to ensuring that it performs its duties runs smoothly and efficiently for the benefit of all students.

The examinations office is headed by the Principal and COE as the examination office co-ordinator assisted by the designated staff members appointed to represent the Examinations Committee. The Examinations office complies with the decisions taken by the management of the College and is appropriately supported by the various administrative units.

Aims

- The examinations office aims to achieve the vision and objective of the college as a whole by complying with all the rules and regulations of the examinations department approved by the institution.

Vision

- To be a reliable and distinct system in the field of higher education with quality, honesty and trustworthiness.

Mission

- To assess all students' learning levels in relation to programme learning goals and to provide optimum assessment procedures to guarantee that the UGC's graduate attributes are imbedded in Indian Academy Degree College students.

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- To change the examination and assessment system in such a way that it highlights students' knowledge application skills and competences while also ensuring ingenuousness.

Objectives

- To orient students and faculty members with an overview of the assessment process and procedures.
- To guarantee that the examination procedure is completed on time in accordance with the institution's norms and academic schedule.
- Implement course-specific evaluations in collaboration with the institution's various departments.
- To guarantee that Provisional Degree Certificates and Transcripts are issued in a timely manner for diverse programmes.
- To regularly improve participatory assessment processes with new and state-of-the-art programs and to enhance the quality of the learning and learning process at Indian Academy.

Duties and responsibilities of the Office of the Controller of Examinations

1. Publishing of a notifications/circulars asking students to apply for different college examinations.
2. Timely preparation of comprehensive timetables
3. Preparation of subject-specific, paper-specific, and date-specific statements, as well as printing and distributing question papers to the Controller of Examinations.
4. Exam processes training for newly hired members, course coordinators, and guest faculty members.
5. Reminders and notices to department heads and members of the faculty about upcoming deadlines.
6. To deal with unusual circumstances and consult with the Principal.
7. Conduct Semester Exams, End-Term Exams, Mid-Term Exams, Supplementary Exams, and Special Supplementary Exams.

   (Note: Question papers should be printed in excess of what is really necessary in each subject by 5%; 2% of the surplus will be kept by the Controller of Examinations, and the remaining 3% will be sent to the College library.)
8. Safe custody records up to date

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a) For each examination, one set of result sheets is kept in softcopy and is labelled.

b) Softcopy pertaining to examination and subject-specific data of passes and reappears.

c) Stock registers of above mentioned records

9. Printing of different forms, registers, marks statement, answer sheets, candidate lists, and needed certificates, among other things.
10. In conjunction with the Controller of Examinations, make adequate seating arrangements, select invigilators for examinations, and give instructions for examination conduct.
11. Set up bar coding and tabulation operations, as well as the collection of attendance sheets and the consolidated absentee statement.
12. 6 months after the results are announced, disposing of evaluated answer scripts.
13. Making arrangements for the drafting and distribution of marks statement, as well as the correction of marks statement and other certificates to applicants.
14. Statistical data on the number of exams, the number of candidates who have enrolled for each examination, the number of boys and girls, regular candidates, and repeaters are collected and maintained.
15. Merit lists are prepared and sent to the Controller of Examinations.
16. Under the supervision of the Controller of Examinations, arrange for reassessment/revaluation of valued answer scripts when applicants apply for the same after paying specified fees.
17. To Office of Controller of Examinations, purchase, maintain, and issue stationery products.
18. All records of findings must be kept for future follow-up work, including those that are withheld, not processed, or reappear.
19. Issue of marks cards, duplicate marks cards, consolidated marks cards, provisional degree certificate, corrected certificate etc.

Roles and responsibilities of the Controller of Examinations:

1. The Controller of Examinations is responsible for the security of all examination-related resources such as Question Papers, Answer Scripts, Marks Lists, and other important and permanent records. He or she is in charge of planning the complete examination schedule of activities for the entire calendar year.

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2. He or she is in charge of keeping accurate records, maintaining marks lists, and valuing answer scripts. The assessed answer scripts are be kept for six months after the results are announced before being disposed of according to the norms of the institution.
3. Prior to the commencement of the examination, the Controller of Examination develops the budget estimates for examinations office and provides them to the Principal.
4. With the assistance of the college Office Superintendent, he/she expedites the valuation, tabulation, and release of results, as well as the distribution of original mark cards each semester.
5. He/she organises the merit and rank lists, as well as the list of award winners, with the support of the office personnel. He or she is also in charge of creating batch-by-batch result sheets, which must be bound and labelled before being forwarded to Registrar of Evaluation Bengaluru North University's and obtain the acknowledgement for the same.
6. In concurrence with the Principal, he/she would disburse the DA and TA (only for external examiners) bills as well as other pay bills of the persons drafted for the examination work according to Management guidelines.
7. In coordination with the Principal, he/she will oversee the re-totaling of evaluated answer scripts, revaluation, redressal of grievances, and investigations into student misconduct and lapses of examiners, as per the norms of the institution.
8. He or she will plan ahead of time for the printing of the question papers and ensure their safekeeping.
9. He/she would provide duplicate and consolidated mark cards to the college office for distribution to students.
10. In collaboration with the Principal, he/she will undertake an investigation into any lapses/mistakes made by anybody engaged in the conduct of examinations this manual, determines a fine/penalty, and issue an order to carry out his judgment.
11. He/she will exercise all functions within the Principal's overall direction and supervision.
12. The Controller of Examinations is ably helped in his duties by members of the Exam Committee on need and requirement basis during the semester examinations.

Duties and responsibilities of the Deputy Controller of Examinations

1. To organise and administer exams in a systematic and effective way.
2. Arrange for the setting of question papers with strict regard to confidentiality

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3. To keep track of the information provided by the BOS Chairperson on the assessment scheme (On Semester Basis) Exam stationery is printed ahead of time (answer books, transcripts, degrees etc.) Actual Conduction of Examination and publishing of results
4. To schedule the assessment of answer scripts in line with the results timetable.
5. To provide pre-printed stationery for the purpose of keeping track of each assessment component (On Semester Basis)
6. Assisting with the processing of results / assisting with the announcement of results (On Semester Basis.
7. To examine the examination system on a regular basis in order to improve its impartiality and objectivity in order to make it a better tool for measuring student achievement;
8. Establish a effective grievance-redressal mechanism (On Semester Basis)
9. To accept student requests for verification and revaluation, and to make arrangements for the delivery of degrees and certificates, as well as to issue duplicate transcripts and degrees (if lost)
10. To make statistical/other examination information accessible to the University of Grants Commission /State Government/Parent university on a regular basis. Ensure complete compliance with all UGC, NAAC, and other associated agency procedures and guidelines.

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Board of Examination

Examination Committee: Members of the Examination Committee are normally chosen from the teaching community and are required to assist and support the COE during, prior to, and after the semester examination. Members of the Examination Committee carry out their responsibilities in accordance with the COE's instructions, assisting in the preparation of result analyses, reporting on different exam processes, and the smooth administration of tests.

Board of Examiners

1. The board of examiners for the semester examination must be approved by the Academic Council. Until the supplementary exams are finished, the same board of examiners will continue to function.
2. The Board of Examiners will be selected from the panel of examiners that the Board of Studies has created and presented.
3. A cell in the Office of Examination will prepare a subject-by-subject panel of examiners. Information from other Autonomous/affiliated colleges/postgraduate departments, as well as other institutions in and beyond Karnataka, might be used to construct the panel of examiners. The panel will only contain names of teachers with at least three years of full-time teaching experience or five years of part-time teaching experience
4. The board of examiners will be responsible for vetting/scrutinizing, moderating, and approving sets of question papers before submitting them to the Controller of Examinations.
5. The Board of Examiners is responsible for ensuring that all question papers are written according to the syllabi, blue print, or model question paper authorised by the Board of Studies. It must also ensure that the correct title of the paper, examination course, duration of the paper, division of questions into sections, maximum marks allotted for the paper, number of questions to be answered by students, and any other instructions to the examiners are noted correctly in the question papers.

Chairman of the Board of Examiners

Appointment Procedure: The Academic Council must ratify the Chairman of the Board of Examiners' name from among the panel of examiners produced by the Board of Studies and given by the Controller of Examination, provided that such people meet the following requirements.

- He/she must be the head of the department or a senior faculty member of the college or another officially recognized institution in the usual order of things.

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- He or she should have a minimum of six years of experience in the teaching.

Responsibilities and Duties

1. The COE will coordinate the allocation of setting question paper tasks, as well as the evaluation and review of answer scripts. He will distribute the aforementioned tasks among the examiners on the Academic Council-approved panel. The Chairman should allocate the setting, valuation, and review work in such a way that no one individual receives more than three papers for setting (maximum). He is responsible for developing task allocation strategy, obtaining approval from COE and putting it into effect without any modification.
2. The Chairman will provide all necessary support, such as supplying syllabus and previous question papers, as well as advising the question paper setters in assessing the level of the question paper needed in each topic of examination through COE.
3. The Chairman and members of the Board of Examiners must correct the proofs of question papers at the location specified by the Controller of Examinations, or delegate this job to another member of the Board with the Controller's prior consent.

Paper Setters

Appointment Procedure: The paper setters for the semester test will be chosen by the Academic Council from a panel of examiners provided by the Board of Studies through the CoE.

Responsibilities and Duties

1. The paper setter must only set papers based on the approved course material and programmes of study, ensuring that no question is put outside of the prescribed curriculum.
2. The paper setter must create as many sets of question papers as the COE directs.
3. The paper setter must ensure that the topic, paper, title, and division of the paper are correctly captioned. He must also verify that the paper's length and maximum marks for each question are properly accounted for. The top of the question paper should also include any necessary instructions for candidates' help.
4. The paper setter should clearly convey to the candidates any instructions, if any, about answering various parts in separate answer books or the amount of questions from different sections that must be answered.
5. The paper setter must write or type the questions legibly in ink. He must refrain from making any additions, changes, or abbreviations. The delineation of mathematical science or index figures must be done with great care. Before putting numerical problems in

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question papers, he should figure them out. The paper setter should also submit a Scheme of Valuation together with the question paper. The question paper may be typed and delivered as a soft copy to the COE's email address.

6. The paper setters must keep the task assigned to them confidential. Once the papers set has been delivered to the Controller of Examination, all drafts, copies, or the papers set should be destroyed.
7. Prior to the start of the paper's valuation or as directed by the Controller of Examination, the paper setter must meet with the answer booklets evaluators to determine the scheme of valuation.

Scrutiny Board

Appointment Procedure: The Controller of Examinations shall establish a Scrutiny Board, which shall be comprised of the Chairman and one senior member of the board of question setters for each topic, to review the question papers submitted for examination. The question papers received from the setters will be evaluated by the board in the office of the Controller in strict confidence and with meticulously attention to detail.

Responsibilities and Duties

The objectives of scrutiny is to guarantee that the questions are:

a) In accordance with the established syllabus and examination patterns
b) In accordance with the specified standard
c) No typographical or grammatical mistakes are present.
d) The marks awarded are in line with the scheme and the provided model question paper.
e) Prepared with the correct answer key and distribution of correct marks

To fulfil the above-mentioned goals, the inspection will amend the question papers/answer key as needed. Following the inspection, the Chairman will personally give over all question papers and answer keys to the CoE in properly labelled and securely sealed separate envelops. The College will provide enveloped and associated stationery for this purpose.

The details of the question papers that the CoE receives will be recorded into a registry and forwarded to be printed.

After the examinations, if the question paper is identified as difficult / out of syllabus / deviation from the pattern / etc, feedback provided by the subject expert through the Head of the department, it will be reviewed by the Central valuation chairman/chairperson with CoE and marks will be reported.

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Reviewer

Appointment Procedure: The reviewer is usually the most senior faculty member in that course. On the proposal of the Chairman of the Board of Examiners, the Controller of Examination will appoint as many reviewers as are required.

Responsibilities and Duties

1. Each reviewer is responsible for reviewing 15% of the answer scripts submitted for consideration. For the review task, the reviewer must use 'Green Ink.' In the presence of the evaluators, the review will take place concurrently with the appraisal.
2. On a daily basis, the review task must be accomplished. The Controller of Examination has the power to guarantee that, to the extent practicable, the review process is done on the same day as the scripts are reviewed.
3. If the reviewer feels that the valuation performed by any examiner under his supervision is poor, he or she must arrange for a new assessment of the answer scripts by the examiner and notify the Controller of Examinations. If the examiner refuses to follow the instructions, another examiner may be assigned to the task, and the examiner who valued the work incorrectly or incorrectly may face disciplinary action from the Controller of Examination.
4. On the same day, the Custodian should get the valued answer script and marks list, along with the examiner and reviewer's signatures.

Custodian

Appointment Procedure: The custodian is usually the most senior faculty member/ HoD in that Programme. Usually three custodians are appointed for UG Programmes and One Custodian for PG Programme by the Principal

Responsibilities and Duties

1. He or she is responsible for ensuring that the Valuators arrive on time for the valuation task, and that the scripts are not reserved for members who refrain from valuation in the interim. The custodians and the Chairman of the Board of Valuators are asked to inform the custodians and the Chairman of the Board of Valuators of the names of any Valuators who are not timely or who do not attend the valuation work during the duration of valuation or who are uninterested in their job.
2. If extra Valuators are required after the authorised list has been exhausted, a special authorization for such additional Valuators must be acquired from the Controller of Examinations with Principals consent. It should be confirmed that such valuators have

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taught the course in by getting a statement to that effect, stating the year in which the subject was taught.

3. He or she is responsible for ensuring that the documents are valued in strict conformity with the valuation methodology. He or she should also make certain that the documents are not evaluated in a rush and that the valuators take their time and pay attention to each one.
4. Beginning on the day of valuation, he or she will organise for the evaluation of answer scripts.
5. Custodians
   a) They must work throughout the prescribed hours on all days (including overtime and holidays if required) and finish the task according to the CoE's schedule of events (Evaluation).
   b) They must be present at the Valuation Centre on all examination days to collect the answer bundles from the Examination Committee and put them into the registers kept for that purpose.
   c) They must sign in at the valuation center's attendance register.
   d) They are not permitted to take time off work without the authorization of the COE.
   e) They are not permitted to leave the evaluation center until the valuation work has been finished and all documentation have been turned over to the COE.
   f) They must report for duty two days before the work is planned to be done for commence, and they must remain on duty until the valuation is completed.
   g) They will acknowledge the reviewer's receipt of the bar coded answer booklets for evaluation.
   h) They are responsible for ensuring that all answer paper packets from all courses and semesters are valued.
   i) As soon as the valuation is completed, they must promptly submit in writing to the COE about the completion of the valuation of all answer scripts.
   j) They must follow all directions issued by the COE from time to time in this regard.
   k) Every effort should be made to ensure that the Central Valuation goes as smoothly as possible.
   l) If some of the valuators fail to show up as scheduled, the remaining valuators in the course will share the evaluation task.
   m) Unless the COE gives permission, no alternate arrangements may be made with respect to evaluators.

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6. If the valuators/reviewers fail to show up on time, the next senior member of the Board of Valuators will be requested to take over as Valuator/Reviewer, as the case may be, and a report will be made to the COE to that effect.
7. The Custodian is responsible for keeping the following registries.
   a) Attendance Log for Valuators and Reviewers.
   b) Distribution of scripts to valuators and reviewers.
   c) Scripts from the Valuator/Reviewer are analysed and reviewed.
8. The Custodians must collect and provide the following to the COE:
   a) Reports from the Valuators/Reviewers on the performance of Candidates in various subjects;
   b) Reports from the Reviewers on the work of the individual valuator;
   c) Reports from the valuator through the Reviewer regarding suspected Student Malpractice;
   d) Confidential reports of valuators of unreliable nature and having resorted to malpractice at Central Valuation;
   e) Attendance Registers of Valuators/Reviewers;
   f) A consolidated report subject wise of the Reviewer/Valuator of the Central Evaluation work.
9. Under no circumstances should the custodian let the Valuators to take the scripts for value outside of the hall designated for that purpose.
10. Any examples of malpractice discovered by the Valuators throughout the valuation process shall be submitted to the COE in a sealed envelope together with the Reviewers' and Valuators' reports.
11. The Valuators' needless movement from one room to another while the value is in process should be scrutinised.
12. Shortly after the Valuation is completed, the Custodian must deliver over the evaluated scripts, properly wrapped and sealed.
13. The Custodian may explain the COE by submission of day- to –day report about the valuation.

Examiners

Appointment Procedure: In conjunction with the BOE Chairperson, the Controller of Examination will assign the necessary number of examiners to evaluate the answer scripts. The examiner must keep their appointment and the duties assigned by the Controller of Examinations strictly confidential. (No. of years to teaching experience is 3 years)

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Responsibilities and Duties

1. The examiners must rigorously follow the paper setters' valuation methodology(scheme of valuation) while evaluating the answer scripts.
2. Only red ink will be used to analyse the answer scripts that have been given to them. The marks are given at the conclusion of each answer or at the left hand of the margin for a portion of the answer. Each answer will be marked in red ink on the facing page of the answer script in the columns designated for it. The examiner must write his complete name and signature in the column given on the facing page after entering the total marks obtained by the examinee in both numbers and words.
3. The examiner will evaluate all of the answers, but only the maximum necessary or authorised will be considered, and those that aren't will be rounded off.
4. Wherever answers do not earn a mark, the examiner should write zero. The marks will be added together by the examiner.
5. The examiner must guarantee that no answer or portion of an answer is overlooked during the evaluation work.
6. The examiner is not permitted to take the answer scripts from the allotted evaluation room.
7. Any answer script with no registration bar code will not be evaluated by the examiner. All such situations must be submitted to the Controller of Examinations via the custodian for his approval.
8. The examiner shall report to the Controller of Examination, by name, any cases of any candidates or other person on their behalf approaching him or her for any favour or writing a letter to him or her indicating the name of the person/register number or any other reference relating to the candidate subject/paper, etc. He is also required to deliver the answer scripts of such candidates to the Controller of Examinations, along with his/her report.
9. On any given day, the examiner should only evaluate forty to fifty answer scripts.
10. The examiner must transmit the assessed answer scripts and evaluated answer scripts to the Custodian in serial order, together with all necessary paperwork.
11. Examiners whose family members are taking a college examination must not be selected to do any sort of exam associated work unless the Controller of Examinations grants special authorization to such examiners.
12. In agreement with the Principal, the Controller of Examination has the authority to take disciplinary action against examiners who fail to perform their obligations.

Note: External Examiners will make up at least 30% of the Examiners assigned to the setting of question papers and valuation work in each semester. Internal and external examiners will both evaluate the answer scripts.

Chief Superintendent

1. The Chief Superintendent of Examinations is the College Principal.
2. Under the direction of the Principal, the COE is responsible for the appropriate administration of exams in the college (Chief Superintendent).
3. At least one day before to the commencement of the examination, the Chief Superintendent (the Principal) will call a meeting of all examination related members to discuss their roles and responsibilities. He or she will emphasize to them the need of following the regulations in order to avoid malpractice. He or she will also explain to the invigilators how to report misconduct if it is discovered.
4. He/she is not permitted to leave the examination room throughout the examination duration. He/she should make provisions for the appropriate conduct of exams in the event of an emergency by transferring the duty and reporting the arrangements to the COE.
5. The question paper packets will be kept in the COE's personal custody, with no one else having access to them or the safe/ strong room.
6. After half an hour, the COE's office will arrange to collect the undistributed question papers from the examination rooms.
7. The COE's office will make arrangements to keep the examination room open half an hour before the planned start time of each day's examination session.
8. To ensure that the examination runs smoothly, the Chief Superintendent must see to that the invigilators ensure that no candidate is admitted to the examination room more than thirty minutes after the semester exam begins, and fifteen minutes for mid-term exams; and that no candidate is allowed to leave the examination room more than thirty minutes after the semester or mid-term exam begins.
9. Invigilators must send answer booklets with questionable registration numbers to the Chief Superintendent separately for forwarding to the Controller of Examinations with a report.
10. The Chief Superintendent must ensure that the Invigilators read the ***'Candidate Instructions'*** to candidates taking exams at each session.
11. Any malpractices performed in the examination room will result in the candidate/s being sent to the squad for further action. Following that, the examination committee and squad

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will get a statement from the candidate and submit the situation to the Malpractice Committee. If a candidate refuses to provide a written statement, the Examination Committee may record it and send it to the COE. He or she will not let such students to sit for following papers, courses, or examinations until the malpractice committee has made a decision. The same report will be provided to the COE, and a course of action will be determined in cooperation with the Principal.

Invigilators

Appointment Procedure: The invigilators will be chosen from within the college's teaching staff by the COE, following consultation with the Principal.

Responsibilities and Duties

1. Any invigilator who finds it difficult to complete to take up the assigned examination duty must notify the Chief Superintendent in writing, at least one day prior to the commencement of the work, of his or her incapacity to complete the work and explain why. *A single invigilator will be in charge of a room with no more than 48 students.*
2. The invigilator must ensure that candidates who enter the examination room take their seats at least **five minutes** before the time for the distribution of question papers is indicated.
3. He or she must read the following instructions to the students right away in order to warn them of malpractices. The invigilators will read out the candidate instructions. *'You should follow the instructions printed on the Admission Ticket and the facing sheet of the answer book. You should search your pockets, desks, and tables and hand over to the room superintendent any paper/books/notes/manuscripts, scientific calculators/mobile phones that may be found there before beginning to answer the examination paper in person'.*
4. The invigilator should not admit any candidate to the examination room after thirty minutes has passed since the examination began, and may not allow any students to leave the examination room before thirty minutes has passed since the examination began. He or she is responsible for ensuring that each student takes his or her right seat and fills the correct registration number and other information on the facing page of the response script. After checking all of the student's data, the invigilator affixes the bar cod stickers to all answer scripts with utmost care and vigilance.
5. The invigilators must ensure that only students who have received admission tickets are permitted to take the examination. If a candidate loses his or her admission ticket/ admit

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card, the chief superintendent will arrange for a duplicate to be issued after paying the prescribed fees.

6. When applicants enter the examination hall/room, the invigilator will not allow them to talk with one another. When the bell is rung for the purpose, he/she will distribute the question papers. He or she will check the title of the question paper against the topic supplied by the student and then give the candidate the appropriate question paper. If the paper is not the correct one, he or she must promptly return it to the examination committee.
7. The invigilator must record all essential entries in the invigilator's dairy (Form-B) as well as other pertinent information.
8. Immediately after the first 30 minutes bell, the invigilator must return to the examination committee all remaining question papers and blank answer scripts of absentees. The invigilator must not offer any question papers to outsiders, nor shall he take any question papers from any candidate for the purpose of perusing them.
9. The invigilator is accountable for the appropriate accounting of the candidates under his supervision's answer scripts. He or she shall ensure that each candidate's answer books are arranged in serial order, medium by medium, combination by combination, course by course, semester by semester, programme by programme, and so on, and hand them over to the Deputy Superintendent in charge of the work at the COE's office, in separate bundles, who will act as relieving Superintendent.
10. After the candidates have taken their seats, the invigilator will arrange for blank answer scripts to be distributed to them. Unless there are two independent portions to a question paper for which answers must be completed separately, a candidate will be given just one blank answer script at a time.
11. The invigilator will provide the correct question papers to the students who may be taking various examinations/ schemes.
12. During the first and final half hours of the examination, room invigilators are not authorised to leave the examination hall. With Chief Superintendent's approval, he may leave the examination hall at this time. For no more than 15 minutes, the Relieving Superintendent may take over the supervision of the room/hall. He/ she shall sign in the relieving Superintendent's diary for the relief taken.
13. On the days of his work, the room invigilator shall report to the Chief Superintendent half an hour before the scheduled commencement of the examination and shall not leave the

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premises until the answer books have been handed over to the Deputy Superintendent and the diary and other stationery articles given to his charge have been returned.

14. No candidate should be allowed to copy from books, papers, or other candidates, or to have any book or papers in his possession or at his desk that have not been issued by the Room Superintendent in the examination hall/room. He/she must also guarantee that no candidate destroys or detaches any sheet or portion of a sheet from the answer book, and that every candidate turns over the answer book before leaving the examination hall/room.
15. In the event of malpractice, the invigilator should immediately notify the squad and prohibit the candidate from writing any more answers by removing the materials from which the candidate was copying. Unless it is unavoidable, he/she must not take custody of such documents until the matter is handed over to the Deputy Superintendent.
16. During the examination, the invigilator must be agile, vigilant, and active. During invigilation, he/she should not relax or display indifference in the examination hall/room, nor participate in small chat, reading, texting, or using any electronic devices.

Squad

Appointment Procedure: Before the beginning of the Semester Examination, the COE, in conjunction with the Principal, will choose the Squad from among senior academic members and department heads.

Responsibilities and Duties: During the examination, the squad members should pay at least two surprise visits to the Examination Halls.

Duties and responsibilities of Squad:

- Each team may consist of not more than four members of whom one shall be designated as the Chairman of the team.
- The squad team shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
- The squad shall provide their identity and inform the RS about the purpose of their visit to the examination hall.
- The Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
- They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.

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- Report the cases of malpractice detected to the Controller of Examinations immediately through the DCS/Chief Coordinator, for further action. The squad shall make use of the required stationary/formats placed at the control room for the said purpose.
- Book the candidates under Malpractice, who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature from the candidate on the prescribed forms.
- The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and the Chief Superintendent.
- The Chairman of the squad team shall record their findings including satisfactory/or otherwise remarks in the Squad Book placed with the Coordinator at the control room. Each member of the squad shall affix their signature, in the attendance register placed at the control room, in each session of the examination.
- The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the COE for the smooth conduct of examinations and to curb the number of malpractice cases.
- The members of the squad shall not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the control room, inform the concerned DCS, without further enquiring in the hall disturbing others for a prolonged period.'
- The Malpractice case shall be booked with the prior intimation to the chief superintendent.
- When once a candidate is booked under malpractice, the Chief Coordinator shall serve a memo to the concerned candidate instructing him/her to attend the MPC meeting, as fixed by the Controller of Examinations. A copy of this memo shall be sent along with other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the MPC meeting schedule.'
- The squad shall seek any clarifications/guidance and /or assistance from the COE whenever needed.

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MALPRACTICES: ***Every student appearing for the Examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:***

1. Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusive language.
2. Writing on the Question Paper / Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.
3. Disclosing his/her identity by writing name or any words or by making any peculiar marks or by writing Register Number on the pages other than the facing sheet in the answer scripts.
4. Possession of electronic gadgets like mobile phone, programmable calculator, pendrive or such other /storage device in the Examination Hall.
5. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
6. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
7. Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.
8. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
9. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
10. Receiving material from outside or inside the Examination Hall, for the purpose of copying.
11. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
12. Copying or taking aid from any material or matter referred to in sub-clauses above to answer in the examinations.
13. Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examinational Hall.

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14. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
15. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand-kerchief, clothing, socks, instrument box, identity card, hall ticket, scales etc.,
16. Destroying any evidence of malpractice like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

PROCEDURE FOR REPORTING THE MALPRACTICE/S:

1. The COE with the consent of the Principal shall appoint squad according to the need to ensure proper conduct of examination and to discourage Malpractice(s).
2. The squad shall be faculty members of the college and/or from other institutions.
3. The Squad shall inspect the Examination Blocks/Halls assigned to them by the COE frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and fool-proof.
4. The squad shall initiate action to curb Malpractices and report any incident of Malpractice impartially to the CS and COE through the DCS.
5. If a Malpractice Case is detected by the Room Superintendent / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the DCS and COE.
6. The Squad shall report all the instances of grave Malpractices such as Mass Copying etc., to the CS/COE immediately.
7. When malpractice is brought to the notice of CS/DCS either by the squad or by the Room Superintendent, he/she shall hold a preliminary inquiry and record the Report of the Room Superintendent, the statement of the student(s) concerned in the presence of a teaching staff other than the Room Superintendent concerned. Only then, he/she shall forward malpractice report along with the answer script(s), other incriminating materials and other enclosures in a sealed cover to the COE immediately. However, answer script(s) of subsequent papers of such student(s) booked under Malpractice, shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.
8. The student, the RS and the DCS / squad (if the case was detected by the Observer) shall be required to give their statement in their own handwriting in the prescribed proforma. If the space provided in the printed proforma is not sufficient, extra sheet(s) shall be attached. These statements shall always be concise, clear, specific and complete in every

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respect and include all the known facts and the relevant circumstances of the case and other evidences.

9. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by any other two members of the faculty.
10. The DCS shall report each Malpractice case separately, unless it is inter-related to any other case(s).
11. The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under Malpractice, the student shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time the Chief Superintendent passes his orders based on the recommendations of the MPC
12. When a student is booked under Malpractice(s), the Chief Superintendent / DCS shall strictly adhere to following steps:
    i) Stop the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
    ii) Issue a memo instructing the student to attend the meeting of the Malpractice Cases Consideration Committee as per instructions of the COE.
    iii) Send the answer script of that particular paper separately to the Office of the COE, along with other relevant documents, in a sealed cover. The said cover shall be super scribed as MPC.
    iv) Do not confiscate the Hall Ticket.
    v) Permit the student to write the subsequent papers of the examinations, if any and such answer scripts shall be sent to the COE along with other answer scripts, without being marked as MPC anywhere.

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Relieving - Room Invigilators

Appointment Procedure: The COE must designate the relieving invigilator from among the college's teaching staff one day before the examination. The relieving invigilator who finds it difficult to take up the examination duty given must notify the chief superintendent (Principal) in writing of his or her incapacity to complete the duty well before the examination begins.

Responsibilities and Duties

1. For every six room invigilators, there will be one relieving invigilator. He/she should move from place to place.
2. Relieving invigilators shall not allow any candidate to copy from books, papers, or other candidates, or to have any book or papers not issued in the examination room in his possession or on his desk.
3. He or she must also make certain that no applicant destroys or detaches any sheet or part of a sheet from the answer book, and that every candidate turns up his or her answer book before leaving the examination room.
4. In the event of malpractice, the relieving invigilators immediately notify the chief superintendent and prohibit the candidate from writing any more answers, removing, relocating, or destroying the materials from which the candidate was copying. Unless it is unavoidable, he/she will not take custody of such papers until the matter is handed over to the chief superintendent.
5. The relieving Invigilator will provide respite to the room invigilator for about fifteen minutes and will be in charge of the room invigilator's tasks and obligations during that time.
6. The relieving Invigilator must report to duty half an hour before to the planned start time of the examination.

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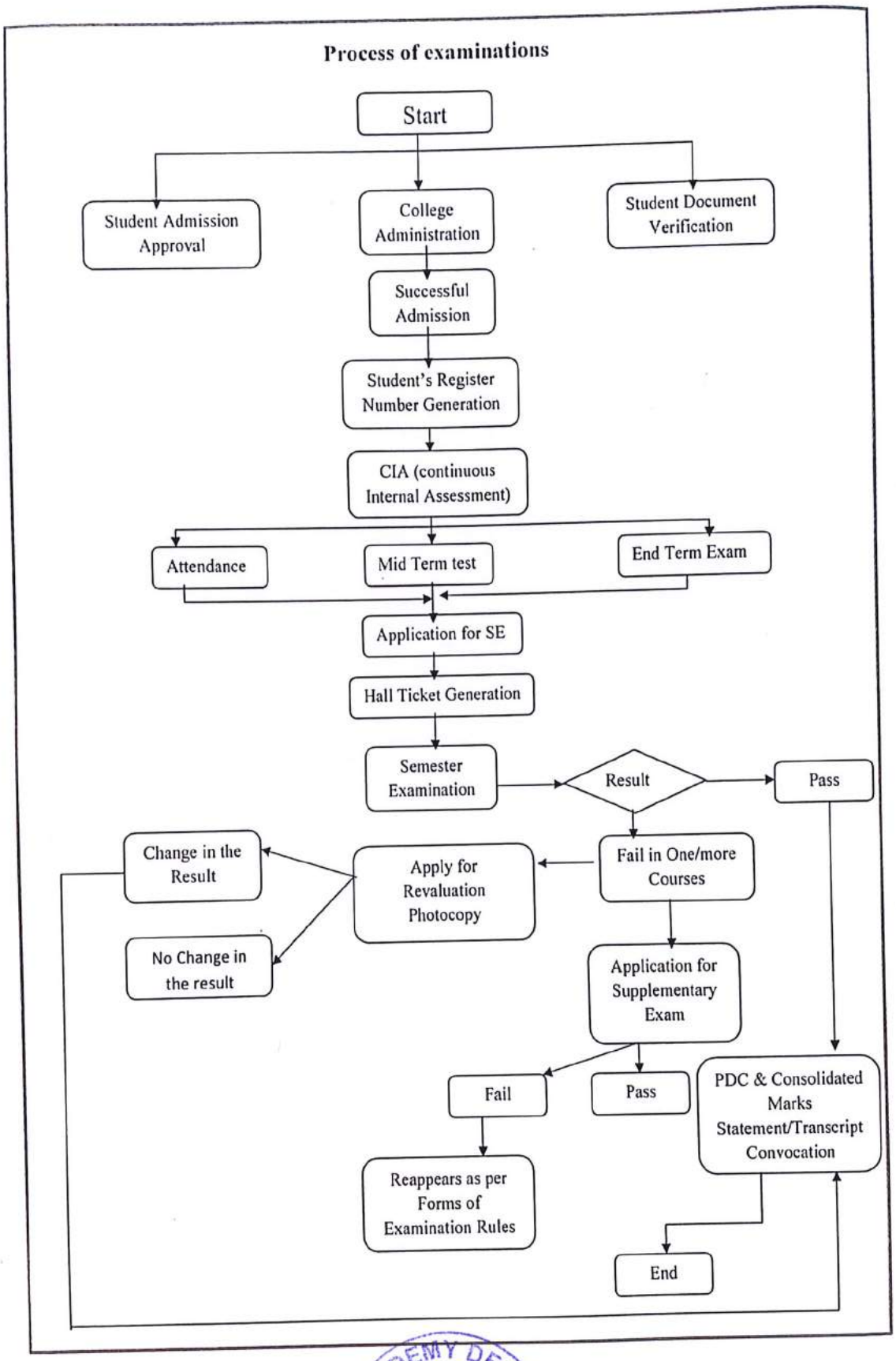
Examination Process



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Examination Code of Conduct

1. Candidates should arrive **at least fifteen minutes** prior to the scheduled start time of the examination. Only with the consent of the Chief Superintendent will a candidate who arrives late due to an unforeseeable circumstance will be permitted to enter the Exam Hall.
2. Candidates must have their ADMIT CARD/HALL TICKET and Identity Card with them on all days of the Examination for inspection by the Room Superintendent; otherwise, they will not be allowed to take the examination.
3. Candidates are prohibited from bringing mobile phones and digital devices/electronic organisers into the examination room, as well as any book or portion of a book, manuscript, or paper of any kind, from communicating with or copying from each other, and from communicating with anyone outside the examination room.
4. Any effort to copy in an examination would automatically result in severe consequences, such as being escorted out of the examination room, being prevented from taking following examinations, and potentially being debarred for a period of two years, according to the malpractice committee's ruling.
5. The timetable that has been posted on the college website and on the notice boards and further sent via mails is the final version. Students should compare their hall tickets to the schedule and report any discrepancies promptly.
6. Candidates are not permitted to leave the Examination Room until at least one hour has passed after the Question Paper was distributed. A candidate who departs after submitting the answer book will not be permitted to retake the exam.
7. Applicants must bring their own stationery to the examination. While answering their papers, they should only use blue or black ink.
8. You may only use ordinary and scientific calculators.
9. No writing is permitted on the question paper. It is deemed unethical to write on the question paper.
10. During the examination, there will be no modifications to the question paper. When in doubt, students should utilize their best judgement and, if necessary, make assumptions. If there are any questions, the **Evaluation committee** will investigate them.

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Internal and Semester Examinations Calendar

Each academic year will be divided into two semesters: The first semester (ODD) will commence from the first week of June to the mid-week of September, with Semester Exams, and the second semester (EVEN) will commence from the second week of December to the first week of April, with Semester Exams. Each semester will last 19 weeks, including the time spent for preparation of the semester exams.

Before the commencement of each semester, an academic calendar including dates for the commencement and last date of classes, internal examinations will be sent out.

Each semester will last 19 weeks, with 15 weeks of instruction, 1.5 week of internal examinations, and 3 weeks of semester examinations, plus a few days of study holiday for students before the exams commencement.

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Different Provisions are made for Divyangjan Students

In order to accommodate the requirements of Divyangjan Students during exams, the Office of Examinations at IADC-A has established particular facilities. There are a variety of services available via the Office of Examinations to meet the special requirements of students who are physically or mentally challenged throughout the examination period.

Procedure for Appointment of scribes

The Chief Superintendent/COE is entitled to select scribes according to the following requirements and according to the Indian Academy Degree College Autonomous norms:

- ✓ There are no special requirements for regular exams.
- ✓ Any Divyangjan certificate issued by a competent medical authority, regardless of location, is accepted.
- ✓ Any Divyangjan may use the Scribe capability.
- ✓ The Divyangjan has the option of choosing his own Scribe with prior knowledge.
- ✓ The scribe must not be a college employee.
- ✓ He/she cannot be a relative of one of the applicants taking the examination.
- ✓ The scribe's educational qualifications must be lower than those of the applicants.
- ✓ The scribe must provide a proforma with declaration.
- ✓ The scribe's signed proforma must be submitted to the CoE's office.
- ✓ The method for requesting the services of a scribe is straightforward, with all of the relevant information being recorded at the time of completing the application form.
- ✓ The examination centre provides appropriate seating arrangements for the purpose of administering the examination.
- ✓ The examination for Divyangjan is conducted at the computer centre, and the examination centre is accessible to Divyangjan.
- ✓ The examination for Divyangjan is administered at the computer centre.
- ✓ Persons who are permitted to utilise a scribe in accordance with the concessions listed below will be provided compensatory time during the examination.
- ✓ The CoE's decision is final.
- ✓ Depending on the degree and nature of the candidate's impairment, concessions such as scribes during the examination and extra time to complete the examination are granted to differently abled candidates who appear for examination, subject to the norms prescribed by Indian Academy Degree College Autonomous.

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Concessions for Divyangjan students in Exams: A Synopsis of the Concessions:

Sl. no.	Category	Concession / Benefit	Conditions
1	Candidates who are differently abled and have a persistent physical handicap that prevents them from moving their hands freely and writing at a regular pace.	Extra 15 minutes each hour for all programme exams and provision of a scribe	Application in the specified form, together with a medical certificate and a photograph, should be submitted.
2	Blind candidates	1. An additional 45 minutes for each paper of three hours length, with a corresponding decrease for papers of lesser duration. 2. The advantage of having a scribe write the examination	Application in the required format, accompanied by an authentic certificate from a specialist in charge of visual standards / visual impairment.
3	Mentally challenged candidates	1. An additional 45 minutes to answer each three-hour paper, with a commensurate decrease for shorter papers 2. An Interpreter's Service	Application in the appropriate format, coupled with a certificate from a competent medical board stating the nature of the impairment.
4	Complete Deaf and dumb candidates	Exemption from the second language examination For a three-hour examination, extra time of 45 minutes is available.	Application in the appropriate format, coupled with a certificate from a competent medical board stating the nature of the impairment.

Grievance redressal mechanisms

To deal with complaints and charges of violation with Institutional Guidelines, the Institution has created numerous grievance procedures for students. The Principal office, Institutional website, or student handbooks may provide information on the Institution's grievance processes and redressal policies as they pertain to Divyangjan.

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EXAMINATION PROCESS

The examination procedure at Indian Academy Degree College - Autonomous may be divided into three stages.

Pre-Exam Procedures

- Room and seating allocation
- Getting all stationery
- Invitation to all qualified applicants to apply for SE
- Organizing the Board of Examinations according to the programme and semester
- Internal and external faculties are requested for semester question papers.
- Question papers are scrutinised and vetted by the BOE.
- Creating a list of chosen candidates that are qualified to write the SE exam based on ERP (without dues)
- Students are granted permission to register late for a variety of formal reasons, including sports and medical circumstances, as well as for personal ones.
- List of Invigilators is being compiled.
- The printing of the examination question paper

Examination Procedures

- Double-checking and verifying seating arrangements (affixing registration numbers of the candidates on the desks)
- Bell schedule times must be verified - Invigilators must be briefed (before every session)
- The Room invigilator distributes answer booklets to each student.
- The Room Invigilator inspects the hall ticket, ID card, and other security measures.
- Question paper distribution - Exam administration, including barcode affixing on answer scripts
- Representatives of the Squad enter the exam room, as well as members of the office of examination, to inspect the conduct and smooth flow of the examinations.
- Detection of any irregularities (if so to follow the process as per the norm)
- After the examination, collect answer booklets from candidates and deposit them in the CoE office.
- Validation and organisation of answer booklets according to the regulations.
- Giving additional time to students who are differently abled, such as those who met in accidents, etc.

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Post-examination procedure

- Post-examination process: putting the answer scripts in order for valuation and generating the valuation list
- Centralized evaluation (meeting of individual subject faculty with the chair- person of the evaluation)
- Each and every answer script of every course is checked by a verifier for totalling, etc.
- After each answer script has been verified, a review of the answer scripts is performed.
- Gathering and decoding of evaluated answer scripts
- Marks entry and mark list creation
- Checking the mark list for accuracy
- Gracing and moderating the results in accordance with the guidelines of the moderation rule
- Integration of results, including grade points, into the software, among other things
- Meeting of the Result Processing Committee
- Result Publications
- Result storage and submission to the Bangalore University Registrar
- Revaluation, and photocopying of answer scripts notification
- Process of Revaluation and Photocopying
- Analyzing and presenting the results
- Request for Special Supplementary examination
- Supplementary exams
- Supplementary examination results publication

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PROCESS OF EVALUATION

Semester Examinations (SE) are held at the conclusion of each semester, with the odd semester taking place in the month of October/November and the even semester taking place in the month of April/May, according to the Office of Examination's guidelines.

Process for Evaluating Compliance with OBE

The evaluation procedure at IADC-A follows the Outcome Based Education (OBE) guidelines. When measuring and evaluating the academic achievement of students, it conforms to the course and programme result standards.

The Office of Examination is critical to the achievement of the Course and Program Outcomes. The OBE specified assessment instruments are utilized to aid the Direct and Summative Assessment:

- Continuous Internal Assessment (Tutorials, Assignments, Project work, Labs, Presentations)
- Mid –Term Exams, End Term Exams and Semester Examinations

The scheme of marking for these assessment processes are:

- Continuous Internal Assessment (CIA)-15 marks
- Mid-term Exam -05 marks
- End Term Exam -10 marks
- Semester Examination (SE) – 70 marks

Such an assessment process enables the students to score out of 100 marks. The result of the overall assessment is reflected in the semester Marks Statement.

Outcome based education (OBE) policy

Preface

Indian Academy Degree College Autonomous (IADCA), Bangalore follows an approach of outcome-based education (OBE) system which inculcates the student-centred learning and teaching methodology. The Programme Educational Objectives (PEOs) Programme Outcomes (POs), Course Outcomes (Cos) are carefully crafted catering to local, regional and global needs and aligned with the national goals and institutional vision and mission on higher education. Graduate performance is measured in terms of knowledge, skills and attitude and ensure overall development of student is given due weightage during the measurement of Programme and Course Outcomes.

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The OBE framework shall guide the learning and teaching process within the institution and is embedded with the design and delivery of the programme in order to achieve the outcomes framed.

The guidelines framed under this policy is applicable to all students, teaching and non-teaching staff of Indian Academy Degree College Autonomous.

The norms provided herein is applicable to all the members involved in academic programmes, courses within the programmes offered by IADCA.

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Programmes Offered

The following UG and PG programmes are available at the college. The semester system is adopted in all undergraduate and post graduate programmes.

UG-PROGRAMS

Sl. No.	Degree	Duration
1	B.B.A. (Bachelors of Business Administration)	3 Years
2	B.C.A. (Bachelor in Computer Applications)	3 Years
3	B.Com. - (Regular)	3 Years
4	B.Com. - Banking and Insurance	3 Years
5	B.A. Journalism, Political Science, Optional English	3 Years
6	B.A. Journalism, Psychology, Optional English	3 Years
7	B.A. Tourism, History & Journalism	3 Years
8	B.A. Economics History & Political Science	3 Years
9	B.Sc. Genetics, Biochemistry, Biotechnology	3 Years
10	B.Sc. Genetics, Biochemistry, Microbiology	3 Years
11	B.Sc. Biotechnology, Chemistry, Zoology	3 Years
12	B.Sc. Microbiology, Chemistry, Zoology	3 Years
13	B.Sc. Computer Science, Mathematics, Physics	3 Years
14	B.Sc. Electronics, Mathematics, Computer Science	3 Years

PG-PROGRAMS

Sl. No.	Degree	Duration
1	M.A. – English	2 Years
2	M.A. – Economics	2 Years
3	M.Com. – International Business	2 Years
4	M.Com.- Finance Analysis	2 Years
5	M.Sc. – Biotechnology	2 Years
6	M.Sc. – Biochemistry	2 Years
7	M.Sc. – Microbiology	2 Years
8	M.Sc. – Chemistry (Organic)	2 Years
9	M.Sc. – Applied Genetics	2 Years
10	M.Sc. – Mathematics	2 Years
11	M.Sc. – Physics	2 Years
12	M.Sc. – Computer Science	2 Years
13	M.T.T.M.	5 Years

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Additional Courses

The College will conduct the following supplementary courses as per Part C and Part D requirements that are obligatory in the particular programme and will appear on the marks card, in accordance with the Supreme Court Directives and the Bangalore University rule.

- Skill Based Subjects
- Indian Constitution
- Environmental Studies and Health
- Internship (Corporate, Industrial/Social)
- Outreach /Extension/Co- curricular Activities.

Each department has a Board of Studies that develops the curriculum for different programmes, examines the curriculum, and proposes panels for nomination to the Board of Examiners.

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Choice Based Credit System (CBCS)

The CBCS allows students to choose and select from a list of pre-determined courses. The phrase "choice base" suggests that the learner has the freedom to choose the courses he or she wants to study within the time constraints and programme parameters. At IADCA, it is presented in stages. The courses are graded in accordance with the UGC's universal grading system. This also allows future employers to evaluate the applicants' performance. As a result, the College examines and evaluates academic achievement using the Cumulative Grade Point Average (CGPA).

Course Labeling

a) **Major Course :** It is a course that must be taken as a core prerequisite in order to get a degree in the relevant discipline.

b) **Major Optional :** From a pool of specialist papers, a major optional or elective course is selected. It supports the discipline of study, broadens the breadth, and develops student competency and skill. Here, a learner is given options. The student will be admitted to an optional course on a first-come, first-served basis, with a maximum number of seats available. Extra credits may be earned by taking additional electives.

c) **Allied Course:** The purpose of allied courses is to provide desirable complementarities with major programmes of study. The department determines which associated courses are required.

d) **Allied optional (Open Elective):** Students choose an optional allied course from a list of associated subjects offered by departments depending on their interests. It takes a multidisciplinary approach. It improves or adds value to the primary core competencies.

e) **General Course:** This will contain English as well as other compulsory languages.

f) **Foundation, skill development, interdisciplinary & Sports**: Students will be able to improve their basic/advanced understanding of various courses by participating in these activities. It takes a multidisciplinary approach to solving problems. It provides students with the option to gain extra credit. It encourages a well-rounded approach to learning.

Evaluation Process

Academic evaluation is a critical Administrative function since it ensures that students are learning what the academic departments expect them to learn in the classroom. The assessment of students' accomplishments and the examination by departments of how students benefit from the numerous courses that make up the programme are two examples of what I mean. Academic programmes and services are examined on a regular basis to ensure that the academic standards established by the institution are maintained.

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Student Evaluation (Under-Graduates): Each course will have both CIA and SE, with a weighting of 30:70. A pass in a course requires 40% in CIA and SE combined. For the Semester Exam, a student must achieve at least 40% (25 out of 70) in each course.

Student Evaluation (Post-Graduates):

1. PG Passing marks for each course: 35% (12 in CIA, 25 in SE). 50% in all semester courses.
2. A Postgraduate student may take a Semester Examination in a subject three times (1+2). The applicant must earn the Master's degree within four years of admission.
3. A P.G. student must pass at least 50% of all courses of that Academic year (two semesters) to be able to enrol for the next year.

Continuous Internal Assessment (CIA): Each course's internal evaluation is ongoing, and exam dates are announced in advance. Internal Assessment is coordinated by Office of Examination. The CIA exams begin 3 weeks after the semester begins. The stduents get their CIA response scripts back.

CIA includes:

Semester Examinations

Each semester concludes with the administration of the Semester Examination. Even semester exams are held in the months of April and May, while odd semester exams are held in the months of November and December. The Semester Examination will last 3 hours and provide a maximum of 70 points, with the maximum time and points being 3 hours and 70 points, respectively.

Semester Examination System of Evaluation

1. For increased transparency, all answer papers for the Semester Examination will be coded. All answer scripts will have bar coded stickers applied to them.
2. For the Semester Examination, centralised valuation will be used.
3. A valuation scheme is created and distributed to each evaluator in order to standardise the evaluation procedure.
4. A Subject Expert will assess 20% of the answer papers once they have been valued (Reviewer).
5. After the results are announced, the Controller of Examinations will keep the answer scripts (books) for a period of one year.

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Pattern of Semester Exam Evaluation

Central Evaluation Guidelines (UG Programme)

1. The central evaluation commences on the first day of the Examination in the afternoon, immediately after the conclusion of the day test, at the specified locations. (Evaluation centre room no.302)
2. a) Each course has its own Board of Reviewers and Evaluators.
   b) The reviewer will be a senior faculty member, a course expert, or the department's course coordinator for the concerned course. In collaboration with the CoE, the Chairman (BOE) of the relevant department nominates him/her.
3. At the conclusion of each examination session, the answer scripts are separated into 18 scripts.
4. An evaluator may assess up to 36 papers every day, with a minimum of 18 papers.
5. If the required amount of answer scripts are not evaluated, the remaining answer scripts may be examined the next day, and the next pack of answer scripts can be started.
6. Under no circumstances may the evaluators take the answer scripts outside of the approved places.
7. During the duration of the examination, the evaluation center's decorum must be maintained at all times.
8. In the event of a disagreement between the reviewer and the evaluator on the assessment, the student's highest grade should be taken into account (if there is a difference of only 10 marks and below). If the discrepancy between the two scores is more than ten points, a third evaluator should be chosen in collaboration with the course coordinator to examine the answer script.
9. During the reviewers' meeting, the input from the assessment process should be shared in order to guarantee that correction runs smoothly and uniformly.
10. The evaluators should only issue marks at the conclusion of each answer, in the margins, and write the marks properly on the front page. Whiteners are not allowed to be used on the Marks sheet. It is best to prevent overwriting.
11. Evaluators and reviewers will choose the best papers for their particular courses, which will be authenticated and finalised by a committee appointed by the principal before being displayed in the library for future batches to utilise as a point of reference.

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Semester Examination Moderation Guidelines

Gracing for UG Semester examinations

The following gracing process is adopted:

Subject Gracing

Where a candidate in a semester examination fails in any heads of passing not more than 4 marks where total of that heads is less than 100,or by not more than 4 marks where total is more than 100 marks, such a failure shall be graced.

If Max. marks is < =100, then max. Grace allowed is 4

If Max. marks is >100, then max. Grace allowed is 5

If a student fails in any of the subject by a short fall of maximum 4 marks in theory, to pass in that subject, grace is awarded.

Note: *Provided candidate has not failed in not more than two subjects.*

If a student fails in any subject by short fall of maximum of 3 marks to pass subject provided he/she has already obtained minimum of 40% marks in theory head in such cases a grace of 3 marks is awarded.

The following table illustrates the ordinance

Example 1

Sl No	Theory marks (Max=70)	CIA Marks (Max=30)	Total Marks (70+30=100)	Grace marks	Result (Pass/Fail)
1	33	03	36	04	Pass
2	27	7	34	04	Fail
3	21	06	27	00	Fail
4	35	02	37	03	Pass
5	19	25	44	00	Fail
6	38	0	38	02	Pass
7	21	25	46	04	Pass

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Note: In Sl No 2 The student is eligible to avail 4 marks as Grace but total is short fall of 2 mark to have a total of 40. Hence it is not graced.

Example 2

Sl No	Theory marks (Max=100)	CIA Marks (Max=50)	Total Marks (100+50=150)	Grace marks	Result (Pass/Fail)
1	35	20	55	05	Pass
2	40	15	55	05	Pass
3	30	18	48	00	Fail
4	55	00	55	05	Pass
5	20	50	70	00	Fail
6	31	40	71	04	Pass

Candidates whose failure is graced under this ordinance shall be eligible for the classes in the same way as other successful candidates but he/she shall not be eligible for the merit awards. The expression **'head of passing'** shall be deemed to include the aggregate of marks in an examination where a candidate is required to obtain a certain percentage of the aggregate marks in order to be declared as successful.

Gracing for PG Semester examinations

Following Gracing marks can be awarded to the P.G. students to pass (in any particular/subject(s) and for getting a higher class in any of the PG examination.

Grace 1: Max. of 5 marks for any one subject, provided student passes in the all subject in the exam

Grace 2: 2% of the maximum marks is awarded if a student fails in aggregate

Note: grace 1 and grace 2 cannot be awarded to the same subject. Grace awarded is subjected to be deducted from other subjects.

- A candidate shall be eligible to a maximum of 5 grace marks, provided, the candidate
  - he has failed in only one paper
  - passes the examination by such gracing
  - gets the minimum prescribed marks in the papers and aggregate for passing by such gracing.
- Grace marks awarded as per for passing the whole examination, and also the corresponding marks deducted are to be shownonly in the ledger and not in the statement of marks.
- In case of the tie the candidate who secures marks without grace or less grace ispreferred for ranking/awarding prizes/medals

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Passing and Classification Criteria

Each programme has both CIA and SE, with a weighting of 30:70.

Sl. no.	Level	Criteria	Classification
1.	U. G. programmes	Minimum for pass in Final Examination is 35 per cent in each subject. For a pass, the aggregate of CIA & SEshould be a minimum of 40 per cent	90.1 Percent above Outstanding 80.1 – 90.0 Percent and above – First Class Exemplary 70.1 – 80.0 Percent First class Distinction 60.1 – 70.0 Percent = First Class 55.1 – 60.0 Percent =High Second Class 50.1 – 55.0 Percent = Second Class 40.0 – 50.0 Percent = Pass Class Below 40- RA- (Re-Appear)
2.	P. G. programme	Minimum for a pass,is 40 per cent in both CIA & ESE in each subject and overall aggregate is 50 percent	90.1 Percent above Outstanding 80.1 – 90.0 Percent and above – First Class Exemplary 70.1 – 80.0 Percent First class Distinction 60.1 – 70.0 Percent = First Class 55.1 – 60.0 Percent =High Second Class 50.1 – 55.0 Percent = Second Class 40.0 – 50.0 Percent = Pass Class Below 40- RA- (Re-Appear)

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Passing Board Committee

After the Semester Examinations have been tabulated, the principal will appoint a pass board comprised of IQAC senior faculty members to confirm the results before they are published.

PG Script Evaluation

Each paper must be examined by two evaluators, one of whom should be an internal examiner and the other of whom should be an external examiner whose names appear on the Academic Council's authorized panel of examiners. The average of the two valuation marks will be the final outcome.

If the two assessments disagree by more than eleven marks, the script must be evaluated by a third examiner. The average of the closest to valuation marks will be used to determine the final marks.

Entry of marks in ERP

After the evaluation and review process, the marks are put into the ERP software. If the two evaluators disagree by more than 15 marks, the script will be evaluated by a third examiner. The third examiner's marks will be final. In the case of PG, the final marks to be considered will be the average of the closest to evaluation marks.

After paying the required cost, an applicant who believes the script was not properly evaluated might seek a reevaluation.

Undergraduate Students' Grading System (With effect from 2016 Academic year)

Following the Academic Council's recommendation on April 22, 2017, CGPA will be used for assessment and grading. The Governing Body authorized the same on 29th April 2017 for the 2016 Academic year.

The following are the credit system's modalities and operating details:

1. Papers are marked for 100 marks in the traditional manner.
2. The Product is calculated by multiplying a student's percentage by the standard grade.
3. The sum of all the subjects' products is divided by the sum of all the credits. The average grade point is calculated in this way.
4. Finally, the weighted average is transformed into grades for easier comprehension.

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Results

Within three weeks following the Semester Examination's completion, the results (which include CIA and SE grades totaling a maximum of 100 marks) will be released.

After six weeks from the date of the announcement of the results of the fifth semester's semester examination, the students will get their original mark cards for all five semesters. After six weeks following the publication of the sixth semester examinations, the original marks card will be provided. Within two weeks following the announcement of results, a request for revaluation and, if applicable, a Xerox copy of the answer book must be submitted to the CoE on the specified form and accompanied by payment of the charge as indicated by the CoE.

The successful applicants' ranks and courses will be determined based on their overall performance across all semesters. Candidates whose grades may increase as a result of revaluation are also eligible for rank consideration.

Classification of Successful UG Candidates

The College uses a ten-point grading system for the Choice Based Credit System (CBCS). The following are the modalities and operating information.

Grade Point	Grade	Result/Class Description
9.01 - 10.00	O	Outstanding
8.01 - 9.00	A+	First Class Exemplary
7.01 - 8.00	A	First Class Distinction
6.01 - 7.00	B+	First Class
5.51 - 6.00	B	High Second Class
5.01 - 5.50	C	Second Class
4.00 - 5.00	P	Pass Class
Below 4.0	RA	To Re -Appear

Grade Points: The papers are graded for a total of 100 marks in a traditional manner. According to the chart below, the marks earned are translated to grade points. If a student is absent for a paper, he or she will get a zero grade.

% Marks	96-100	96-95	86-90	81-85	76-80	71-75	66-70	61-65	56-60	51-55	46-50	41-45	40	Below 40
Grade Points	10	9.5	9.0	8.5	8.0	7.5	7.0	6.5	6.0	5.5	5.0	4.5	4.0	0

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The semester grade point average (SGPA)- is the sum of the product of the credits with the grade points scored in all subjects divided by the total credits in the semester. SGPA =∑Credits x Grade Points / Total Credits Minimum SGPA for a pass is 4. If a student has not passed in a subject or is absent then the SGPA is not assigned. The cumulative grade point average (CGPA)- is the weighted average of all the subjects undergone by a student over all the six semesters of a programme. CGPA = ∑ Total credits in the Semester x SGPA / Total credits of the course. SGPA and CGPA will be rounded off to two.

Classification of Successful PG Candidates

MINIMUM FOR A PASS: A PG student has to get a minimum of any per cent marks in the CIA and minimum of 35 per cent in SE (25/70) and 40 per cent aggregate in CIA & SE (40/100) for a pass in each subject. The minimum SGPA to qualify for the PG degree is 5.00 and a pass in all subjects.

Grade Points – The papers are marked in a conventional way for 100 marks. The marks obtained are converted to grade point according to the following table. If a student is absent for the paper the grade point assigned is 0.

% Marks	96-100	96-95	86-90	81-85	76-80	71-75	66-70	61-65	56-60	51-55	46-50	41-45	40	Below 40
Grade Points	10	9.5	9.0	8.5	8.0	7.5	7.0	6.5	6.0	5.5	5.0	4.5	4.0	0

The semester grade point average (SGPA)- is the sum of the product of the credits with the grade points scored in all subjects divided by the total credits in the semester. SGPA = ∑Credits x Grade Points / Total Credits Minimum SGPA for a pass is 4. If a student has not passed in a subject or is absent then the SGPA is not assigned.

The cumulative grade point average (CGPA)- is the weighted average of all the subjects undergone by a student over all the six semesters of a course. CGPA = ∑ Total credits in the semester x SGPA / Total credits of the course. SGPA and CGPA will be rounded off to two decimal places. Interpretation of SGPA/CGPA/ Classification of final result for a UG programme.

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The Grade Chart for PG 2016 batch onwards

% Marks	96-100	91-95	86-90	81-85	76-80	71-75	66-70	61-65	56-60	51-55	46-50	41-45	40	Below 40
Grade Points	10	9.5	9.0	8.5	8.0	7.5	7.0	6.5	6.0	5.5	5.0	4.5	4.0	0
Subject Grade	O	O	A+	A+	A	A	B+	B+	B	C	P	P	P	RA

Grade Point	Grade	Result/Class Description
9.01 - 10.00	O	Outstanding
8.01 - 9.00	A+	First Class Exemplary
7.01 - 8.00	A	First Class Distinction
6.01 - 7.00	B+	First Class
5.51 - 6.00	B	High Second Class
5.01 - 5.50	C	Second Class
4.00 - 5.00	P	Pass Class
Below 4.0	RA	To Re -Appear

Declaration of Results (UG & PG)

1. There will be both Continuous Internal Assessment (CIA) and Semester Examination (SE) for each subject, with equal weighting in a 30:70 ratio. A PG student must get 50% in the aggregate of all topics and a minimum of 40% (28 out of 70 in SE and above 40 overall for 100) in each subject, including CIA and SE, to be deemed passed.
2. To be qualified to sit for the Semester Examinations, a PG student must have at least 75% attendance in each subject, failing which the semester would be repeated.
3. The top three positions will be notified. Only those who pass the semester examination on the first attempt will be eligible for rankings. Candidates whose grades may increase due to revaluation are also eligible for consideration for rankings.

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Revaluation & Improvement

Within two weeks of the results being published, there is a provision for revaluation, photocopy, and improvement.

Revaluation: Within two weeks of the semester results being published, the application for revaluation must be filed to the COE office. Such papers will be valued by an External Examiner who was not a member of the Board of Examiners for the regular valuation. The student will be given the higher of the two marks after revaluation.

Improvement (UG): A candidate who wishes to enhance his or her Semester Examination marks must first withdraw his or her previous Semester Examination marks. If the student's grades in the subsequent appearance are higher than the marks granted earlier, the student will be given the higher marks.

Special Supplementary Examination

Rules for Special Supplementary Examination (SSE)

UG (B.A./B.B.A./B.C.A./B.Com./B.Sc.)

1. The SSE will be conducted within one month after the declaration of the results of the VI semester.
2. The SSE will be conducted only for V and VI semester. It is an opportunity only for the final year students.
3. The time table is planned to accommodate the subjects of V semester on priority and will be followed by subjects of VI semester without any gap in between the subjects / papers.
4. In some unavoidable circumstances two papers of different semester/ same semester may be held on the same day.
5. No provision for revaluation /retotaling /photocopy/ challenge valuation.
6. No separate graduation day will be conducted for students who have registered for SSE. However, the Provisional Degree Certificate (PDC) and Transcripts are issued to those students who have passed all the papers after paying the prescribed fees.
7. Examination committee preserves the right of permission to SSE depending on the merit of the case. The decision of the examination committee is final.

Eligibility criteria for SSE are as follows:

1. The students who have completed the attendance requirements for that course, appeared in the Semester Examinations of V and or VI semester examination.
2. Students who are having arrears of only V and/ or VI semester and no arrears from I to IV semester.

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3. A student has to pay the prescribed fees as per the course and the subjects
4. A student can register for either V and/ or VI semester or any paper in that semester.
5. SSE is one time opportunity and shall not be given in the subsequent SSE. However the student can take up only during the regular examinations.
6. A student can register for improvement of V and VI semester passed paper/s, if he/ she have obtained less marks.

Non-eligibility for SSE:

1. Students having arrears in any other semester except V and VI are not eligible.
2. Students with malpractice cases are not eligible.
3. Students who have not satisfied attendance requirement are not eligible.
4. Students who have not cleared the Semester / Examination fees are not eligible.

Rules for Special Supplementary Examination (SSE)

PG (M.A./ M.Com./M.Sc.)

1. The SSE will be conducted within one month after the declaration of the results of the IV semester.
2. The SSE will be conducted only for III and IV semester. It is an opportunity for final year students.
3. The time table is so adjusted that III semester subjects will be held first and then the IV semester subjects. The examination will be conducted without any gap in between the subjects/ papers.
4. In some unavoidable circumstances two papers may be held on the same day.
5. No provision for revaluation /retotaling /photocopy/ challenge valuation.
6. No separate graduation day will be conducted for students who have registered for SSE. However, the Provisional Degree Certificate (PDC) and Transcripts are issued to those students who have passed all the papers after paying the prescribed fees.
7. Examination committee preserves the right of permission to SSE depending on the merit of the case. The decision of the examination committee is final.

Eligible criteria for SSE are as follows:

1. The students, who have completed the attendance requirements for that course, appeared in the Semester Examinations of III and or IV semester examination.
2. Students who are having arrears of only III and/ or IV semester and no arrears from I to II semester.
3. A student has to pay the prescribed fees as per the course and the subjects
4. A student can register for either III and/or IV semester or any paper in that semester.

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5. SSE is one time opportunity and shall not be given in the subsequent SSE. However the student can take up only during the regular examinations.
6. A student can register for improvement of III and IV semester passed paper/s, if the scoring is less.

Non-eligibility for SSE:

1. Students having arrears in any other semester except III and IV are not eligible.
2. Malpractice cases are not eligible.
3. Students who have not satisfied attendance requirement are not eligible
4. Students who have not cleared the Semester / Examination fees are not eligible

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Grievances Redressal & Malpractices

Any grievance about exam processes may be sent to the exam grievance committee, which will investigate and determine.

Grievances Redressal Procedure

1. Any complaint a student may have about other students, administration, staff, infrastructure, CIA, exams, or other issues must first be addressed with the respective teacher/Class Mentor/Controller of Examinations. The issue should be fixed as much as possible at this level.
2. Any issues that cannot be handled in the classroom must be brought to the Grievance Committee's attention.
   a) The complaint must be made in writing.
   b) It must be sent to the Grievance Committee Coordinator through the Class Mentor or another member of the staff.
   c) The Grievance Committee will meet at least three times each year, twice after the semester results have been published (June & December). Short meetings may be required depending on the urgency of the issue.
   d) Depending on the nature of the grievance, the Grievance Committee may ask the Student Counselor, a member of the PTA, or any other member of the staff to attend the meeting.
   e) A meeting of the Grievance Committee will be held to address the situation. The Grievance Committee's decision will be conveyed to the Principal and the parties involved via the Grievance Committee's coordinator.
   f) The Malpractice Committee shall be notified of any malpractices discovered during the examination and internal evaluation. The Committee will provide the pupils accused of misconduct a fair hearing and then present their findings to the Principal. The Principal and Controller of Examinations will act on the Committee's findings.

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Exam Malpractice/Misconduct

The Exam Malpractice Committee of the College will investigate all student exam malpractices. Few senior College personnel will be members. They would then report their findings to the CoE and the College Principal. The Principal, the Controller of Examinations, and the Department Heads will act collectively on the committee's findings. Some of the malpractices include:

Nature of Malpractices and the Punishments

Sl. No.	Nature of Malpractice	Punishment
1	Within the Examination Hall Introduction of any material relevant to the examination will fully with the intention of copying and possession of the same. Then resisting to hand over the material to the invigilator	Debarring chances for one or two
2	Examinee found communicating or talking with other examinees during examination	Cancellation of examination of examinee in that paper
3	Examinee found with copying material related to the paper but having not used the material	Cancellation of performance of examinee in that paper
4	Examinee found having written on palm or on his/her body or on clothing in the examination	Cancellation of performance of entire examination
5	Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting illegal benefits	Cancellation of performance of that paper
6	Examinee found marking an appeal to the valuator revealing both i.e. name and address	Cancellation of performance of that paper
7	Examinee found writing provocative, abusive or threatening language in the answer book	Cancellation of performance of that paper
8	Examinee caught copying from the copying material, whether examinee accepts or denies of the same	Cancellation of performance of entire examination and debarring from one additional subsequent examination
9	Examinee found exchanging answer books/ slip of papers with other examinees/ writing from others answer book/ allowing other examinee to copy from his/her answer book	Cancellation of performance of entire examination and debarring from one additional subsequent examination
10	Examinee possessing copying material and having copied from the same, but denial of its use, refusal to give statement to that effect. Misbehavior with invigilator and officers related to exam	Cancellation of performance of entire examination and debarring from one additional subsequent examinations
11	Examinee found smuggling in or smuggling out answer book as copying material	Cancellation of performance of entire examination
12	Examinee found destroying his own answer book/ taking away his own answer book and/or removing blank/	Cancellation of performance of entire examination and debarring

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	written pages from the main answer book	from one additional subsequent examinations
13	Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material. Misbehavior with invigilator and officers related to exam	Cancellation of performance of entire examination and debarring from three additional subsequent Examinations
14	If on previous occasion a disciplinary action was taken against a examinee for malpractice used at exam and he/she caught second time for malpractice used at examination	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the offence when committed at the second or subsequent exam.
15	Manhandling or threatening the invigilator/ officers or any authority of the College.	Debarring chances for four to six
16	Impersonation in the examination hall	Debarring for six to eight chances to Permanent debarring and Report to Police. Registration shall be suspended or cancelled
17	Hampering the conduct of Examinations Disturbance outside the hall reported by additional superintendent depending on the gravity and extent of disturbance	Debarring for two to four chances Report to police
18	Tampering with the arrangement such as : Sitting at wrong seat and writing the examination	Debarring for one chance
19	Cases of mass copying reported during the examination	Result will be held up. Punishment shall be based upon the actual investigation report.
20	Examinee involved in malpractices at Practical/dissertation/ project report examination	Case will be dealt with by inquiry committee and recommend the punishment to competent authority
21	Carrying mobile during examination (ON/OFF). No copying material in the mobile.	Undertaking from the examinee mentioning 'Not carrying mobile in examination in future'. Examinee may collect his mobile from Principal by following the regular institute procedure.
22	Carrying mobile during examination (ON/OFF). Relevant material found in mobile but not copied in answer sheet.	Cancellation of performance of examinee in that course. Mobile will be returned to the examinee.
23	Carrying mobile during examination (ON/OFF).Relevant material found in mobile and copied in answer sheet.	Cancellation of performance of examinee in the entire examination. Mobile will be retained as a copy material.
24	Cases of mass copying/individual copying reported in	Cancellation of performance of

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	assessment center reported during the examination	entire examination of the examinee/s
25	Examinee found influencing the valuator / any other person connected with the examination	Cancellation of performance of entire examination and debarring from one additional subsequent examinations
26	All other cases not covered above	Punishment will be decided by inquiry committee based on above mentioned punishment

Procedural Steps in the Handling of Malpractice Cases

1. The Room Invigilator submits a written report to the Committee of Enquiry.
2. The Commission of Enquiry is tasked with conducting an investigation.
3. In the report, the student provides a written explanation to the Committee.
4. In addition, the Committee's recommendations are taken into consideration while making decisions.

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ERP'S ROLE IN EXAMINATION

The ERP Department provides excellent help in a variety of areas related to the institution's Academic Management System. The ERP team provides SMS assistance to parents, students, and staff members. The fee payment method is made possible via ERP's online Payment Gateway. The web server holds information about each and every member of the student population, such as attendance records, test results, extracurricular activity participation, and event calendars. Students, parents, and faculty members have free access to all of the above material.

The College's Office of Examination has been using the AUTOMATION SYSTEM from the 2016 Academic Year.

The ERP's specific functions are as follows:

1. All students and parents are given usernames and passwords that allow them to access information like as attendance, CIA grades, and SE results.
2. Automation is used to process test applications, online payments, and Hall Tickets.
3. Students who have less than 75% attendance and are not qualified to write the SE have their names blocked by the ERP.
4. The seating plan is created, as well as the Invigilators' schedule.
5. Room-by-room bar codes and the quantity of question sheets are created.
6. Teachers may input all of the CIA marks, and students can view them through the Student Log-in section of the website. Any inconsistencies are reported to the instructor in question or the CoE's office.
7. Evaluators may scan the Barcode placed on the response script and submit the marks straight into the ERP during the SE's centralised valuation.
8. The SE results are released on the ERP, and students may check their results and Provisional Marks Card right away.
9. The software includes options for selecting the number of assessments and average.
10. Marks Cards are produced with unique serial numbers.
11. ERP includes statistical data such as student performance by topic, class, and category.

Following notification of the Semester Examinations, students are required to submit the appropriate Examination Application Forms, which must be completed in full, to the College Office. Students who fail to comply with this requirement will be denied the opportunity to sit for the Semester Examination. They will have the opportunity to retake the examination when the future Semester Examination is given for those specific courses.

INDIAN ACADEMY DEGREE COLLEGE
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ERP's Supportive Functions

Subject Codes & Credit Scores

Every semester, the ERP Department transmits the finalised Subject Codes and names. The ERP Department handles data input and technical assistance. The Vice-Principal oversees the process. The ERP Department validates that all facts such Subject Codes and Credit Scores are accurate. The Department Head is responsible for completing the procedure smoothly. The ERP Department manages all Curriculum Definition procedures.

Subject order Settings

Course Rules Setting determines the minimum and maximum marks for each subject, as well as the Subject Order Settings for Marks Cards, as directed by the Controller of Examinations. Under the direction of the Controller of Examinations, the Subject Definition Course procedure is also carried out. The data input for both operations is managed by the ERP department.

Examination Schedule and Registration

The Controller of Examinations oversees the process, while ERP provides technical assistance for Exam Timetable creation. The Office of the Controller of Examinations authorises ERP to make required revisions to the Examination Application, which is published by ERP.

Dues of the Examination Fees

The ERP Department offers technical assistance for the process of blocking and unblocking applicants for exams in accordance with the attendance shortfall list supplied by the different Heads of Departments, Administration, Library, and Accounts departments. Accordingly, ERP releases the final list in accordance with the instructions provided by the Controller of Examinations.

Seating Arrangements & Hall Tickets

ERP offers technical help and administers data input for all of the exams, and the process is overseen by the COE office, which is in charge of the administration of the process. The ERP Department begins the process of making the Hall Tickets the procedure has been initiated. The CIA Marks Entry ERP Department supervises the CIA Marks entry in association with the various faculty members, and the CoE office oversees the whole process and provides coordination

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Semester Grades and Result Sheets

The Controller of Examination is in charge of overseeing the process of inputting Semester results. The CoE office supervises the marks rectification process with the assistance of the ERP Department's technical staff. Subsequently, the Validation of Semester Examination Results is carried out by the Office of the Controller of Examinations. The ERP department is in charge of disseminating results on the student portal in accordance with the rules established by the Examination Division. The ERP Department, under the direction of the CoE office, is responsible for the creation of reports, such as the printing of marks sheets and the entry of data.

Generation of Marks Card using ERP

ERP offers technical support, including data input for all procedures involving the assignment of Subjects to students, Associations, Codes for each specialised stream, and Electives. The ERP Department is in charge of data input for all of the aforementioned responsibilities. The ERP department is also in charge of dealing with the input of footnotes. Before making any entry, the academic year and semester must be specified, and ERP is in charge of maintaining the data in this area.

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560043.

ERP's Involvement in Exam Procedures and Standards

The Controller of Examinations is in charge of determining the seating arrangement for examinations, while the ERP Department is in charge of providing technological assistance for such arrangements. Once the CoE has finalised the seating arrangement, the Office of Examination enters the information into the ERP and uploads it.

ERP announces the Examination dates in accordance with the instructions supplied by the COE. The ERP Department begins the publication procedure immediately after receiving an e-mail from the CoE office informing them of the start and end dates for the Exam Application.

Students may download the Application Form from ERP when it has been published, and they can pay the fees online after it has been published. The Office of Examination creates the fee payment report, which contains a list of students who have successfully finished the payment process as well as a list of students who have failed to complete the payment process. Students who have not paid their examination fees will get reminders from the Examinations office. After completing the applicants list, the CoE office prevents non-eligible candidates from obtaining their admit cards by blocking their Admit Cards. In case a student hall tickets be blocked, students should contact their relevant department HoD for further assistance (after referring the footnotes offered by the CoE).

The Supplementary Exam Application is published by the ERP department, which is under the supervision of the ERP department. It is the responsibility of the Office of Examination to keep the procedure up to date for all batches. With the assistance of the ERP Department, the CoE office creates a list of students who have failed their courses. Filling out the application and making the fee payment should be done online. Following completion of the online application procedure, students are needed to submit the necessary documentation to the Office of Examination for review. Before compiling the list, it is necessary to notify ERP of any payment failures that have occurred. Once a candidate has completed all of the aforementioned requirements, the Office of Examination will activate the Subject list and student names, on the basis of which the Admit Cards will be sent to COE office.

Once the CIA marks uploading procedure has been completed, faculty members are responsible for activating the Marks Entry Screen according to the dates recommended by the Controller of Examinations. Once faculty members have completed the mark input procedure, they may only make adjustments via the CoE office. Following the validation procedure, the CoE office will send an e-mail to the ERP Department informing them that the data submitted by the faculty has been dropped due to a margin of error. Faculty members who fail to submit their CIA marks on

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time will be notified by the Office of Examination later on in the process. Under the supervision of the Office of Examination, the process of updating marks is carried out on a regular basis.

The CoE office is in charge of the Semester Marks entry procedure, while the ERP Department is in charge of providing technical assistance. The Mark Entry Screen is used by the Office of Examination to finish the process of entering marks. Emails are forwarded to the ERP Department in the event that there is a mistake with respect to the minimum and maximum marks. Once a mark has been submitted and saved, it cannot be changed without the consent of the CoE. The procedure of marks correction is overseen by the CoE office. In addition, with the assistance of the ERP Department, the CoE office undertakes the Validation of the results prior to releasing them. When collecting reports on the basis of random registration numbers, the Controller of Examinations (CoE) guarantees that CIA marks, SPGA grades, Class levels and Subject Codes are appropriately submitted as part of the Validation process. The footnotes of the findings are checked before they are published. The ERP Department is in charge of releasing the results on the student portal. The final results are transmitted to the ERP for uploading, and they contain the deadline for receiving the Marks Card as well as the final grade. The production of marks cards and the keeping of statistics are carried out in line with the instructions from the CoE office.

It is necessary to provide allied choices, elective subjects, Certificate Course, and Grade Subject list to ERP prior to the input of the marks. The ERP department is responsible for defining and completing the data entry procedure for each domain. Before producing the results card, the Office of Examination double-checks all of the information listed above. It is also the responsibility of the Office of Examination to provide examination instructions, as well as the Hall Ticket and Marks Card, to students.

Convocation and Transcripts

For all of the services listed above, students must submit a request using the ERP system, attaching the Application, Marks Card, and fee payment receipt provided by the Accounts Department as supporting documentation. A notification will be sent to the student who applied online, either by email or text message. Before any of the materials are sent to students, they will be thoroughly checked. Students will get an SMS message when their PDC (Provisional Degree Degree) is available, directing them to the College office to pick up their certificate.

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Correction of Errors

If a mistake is reported, the ERP Department will correct it within 48 hours of receiving the e-mail indicating the error. For any correction, e-mails must be addressed to the ERP Department with the specifics of the errors in the Hall Ticket, Certificate Course results, internship results, grade subjects results, and any other results that need to be communicated in advance. Before any new criteria are implemented, they should be reviewed with all relevant parties, including the institution's Controller of Examinations.

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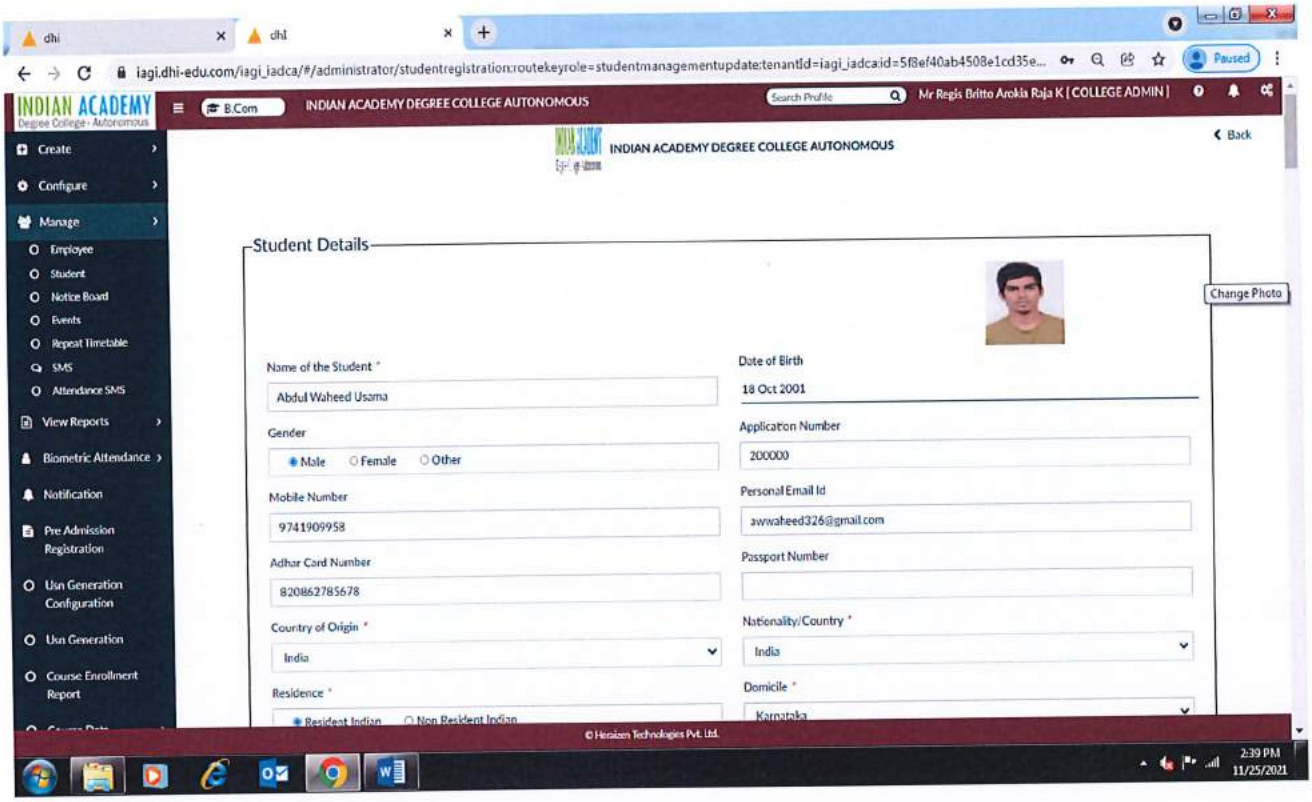
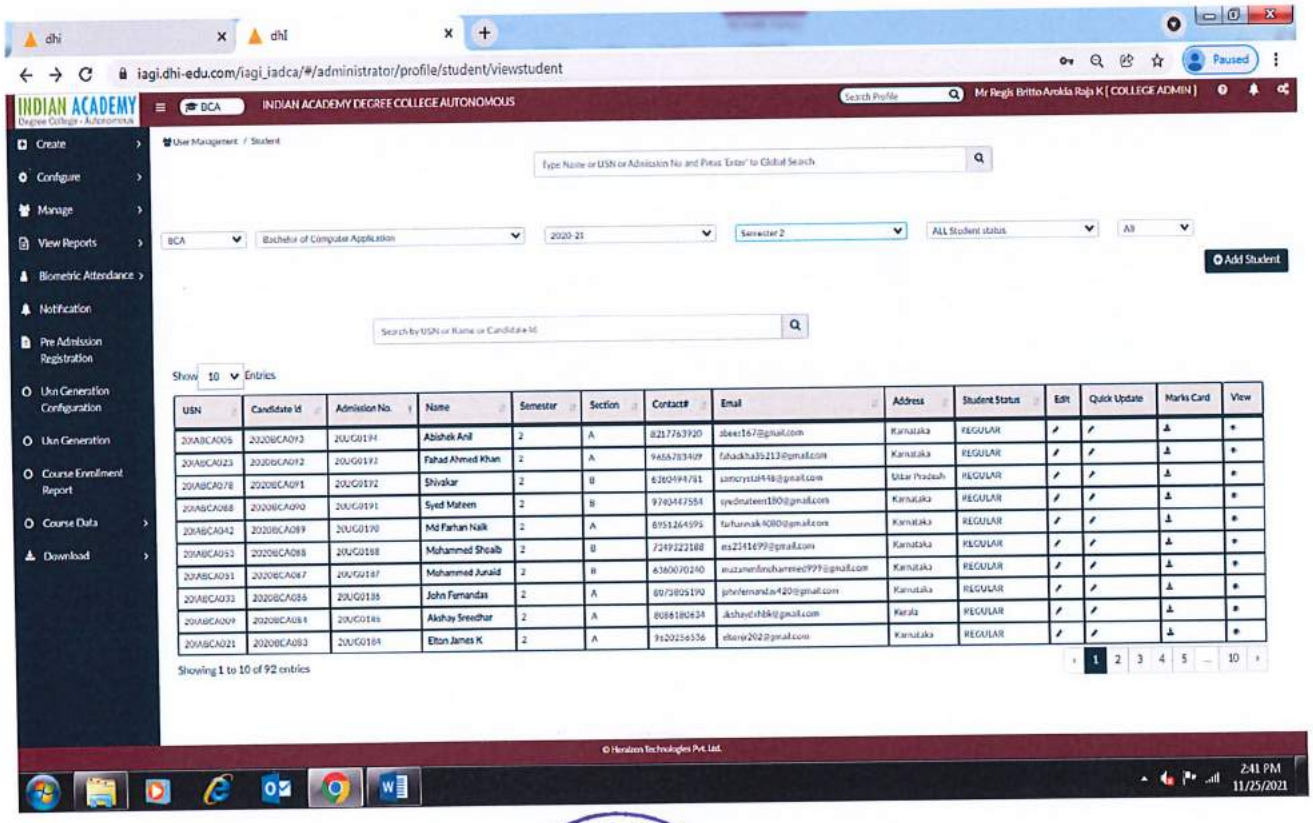
Snap-shot of DHi Examination Automation System

Admission





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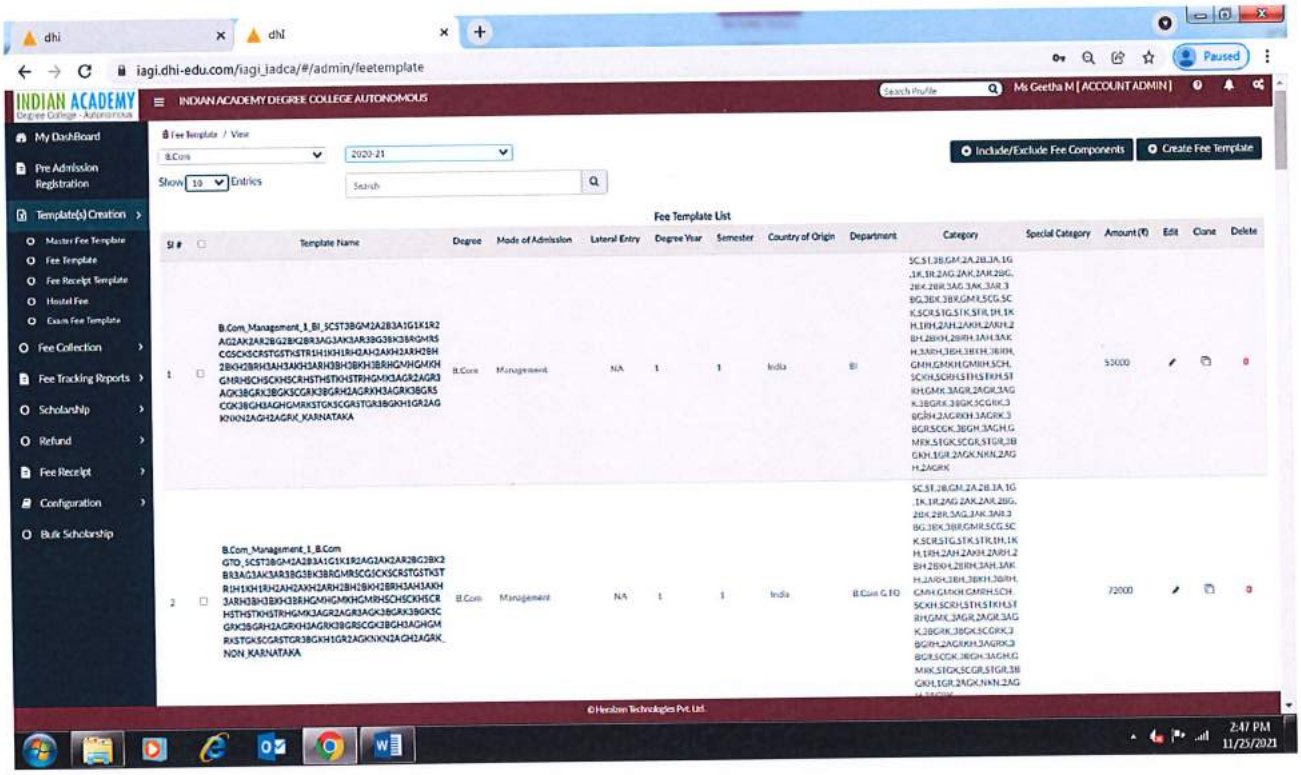
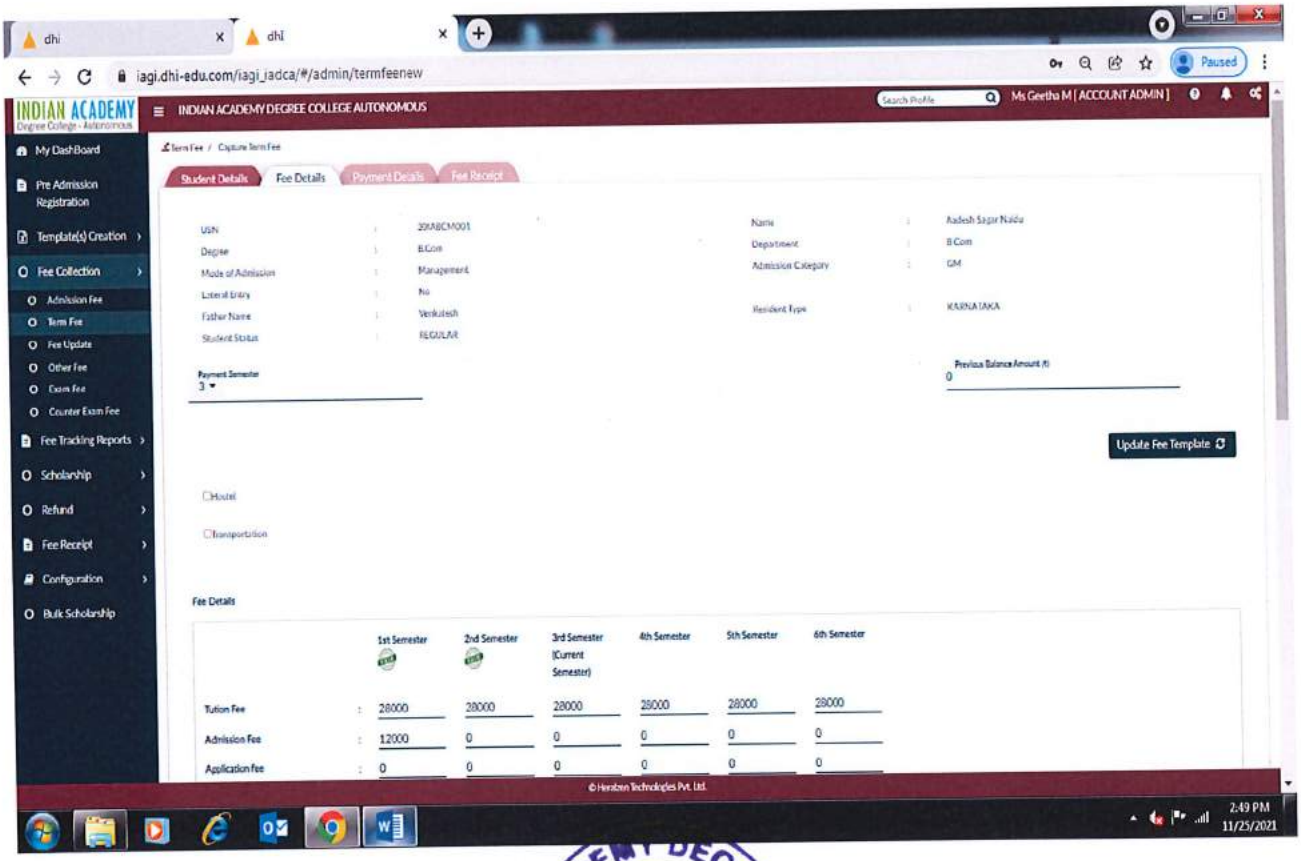
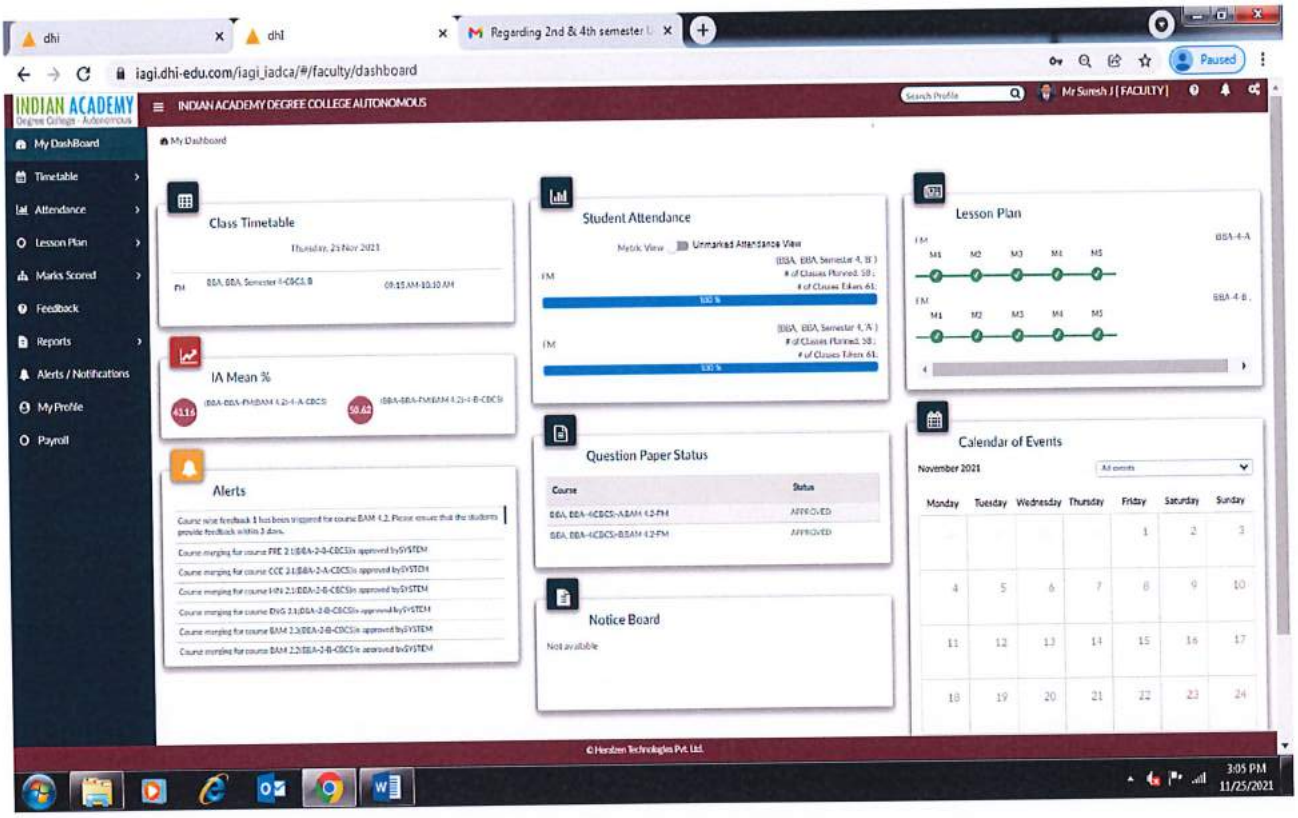
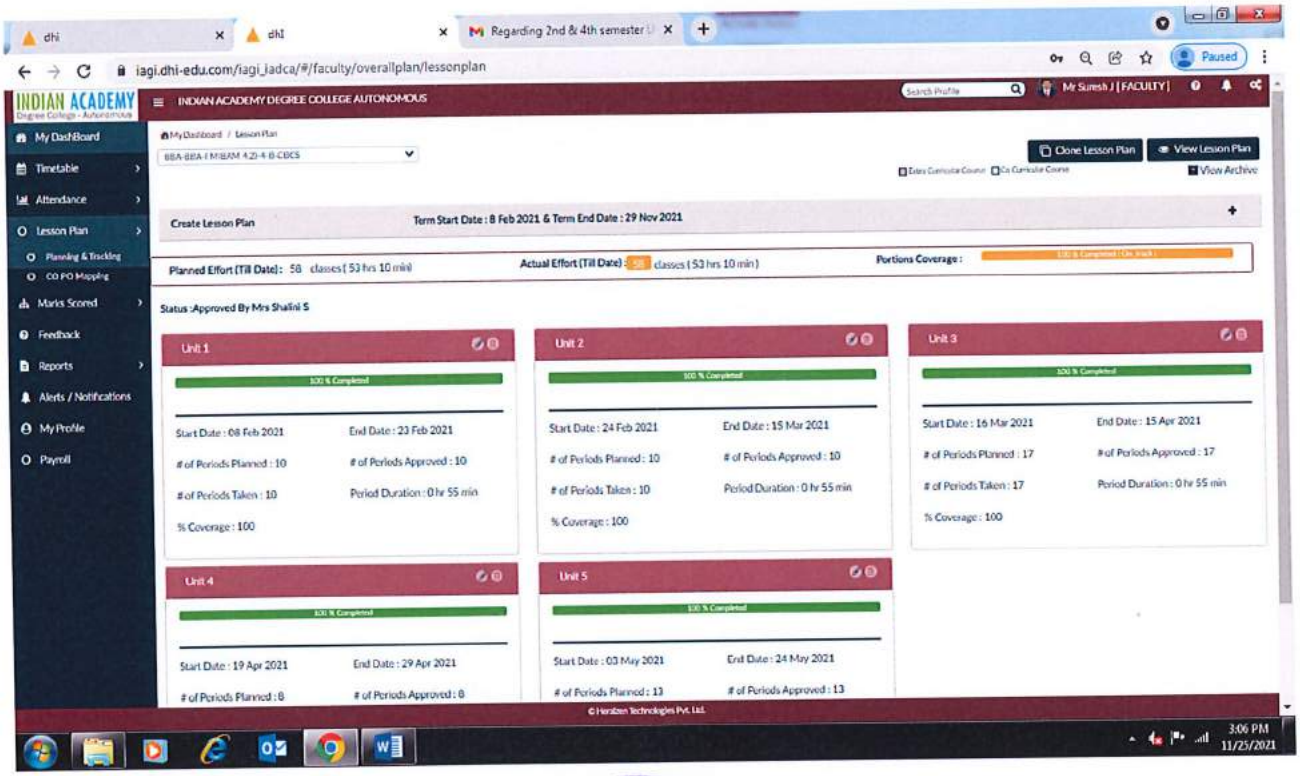
Fee Collection



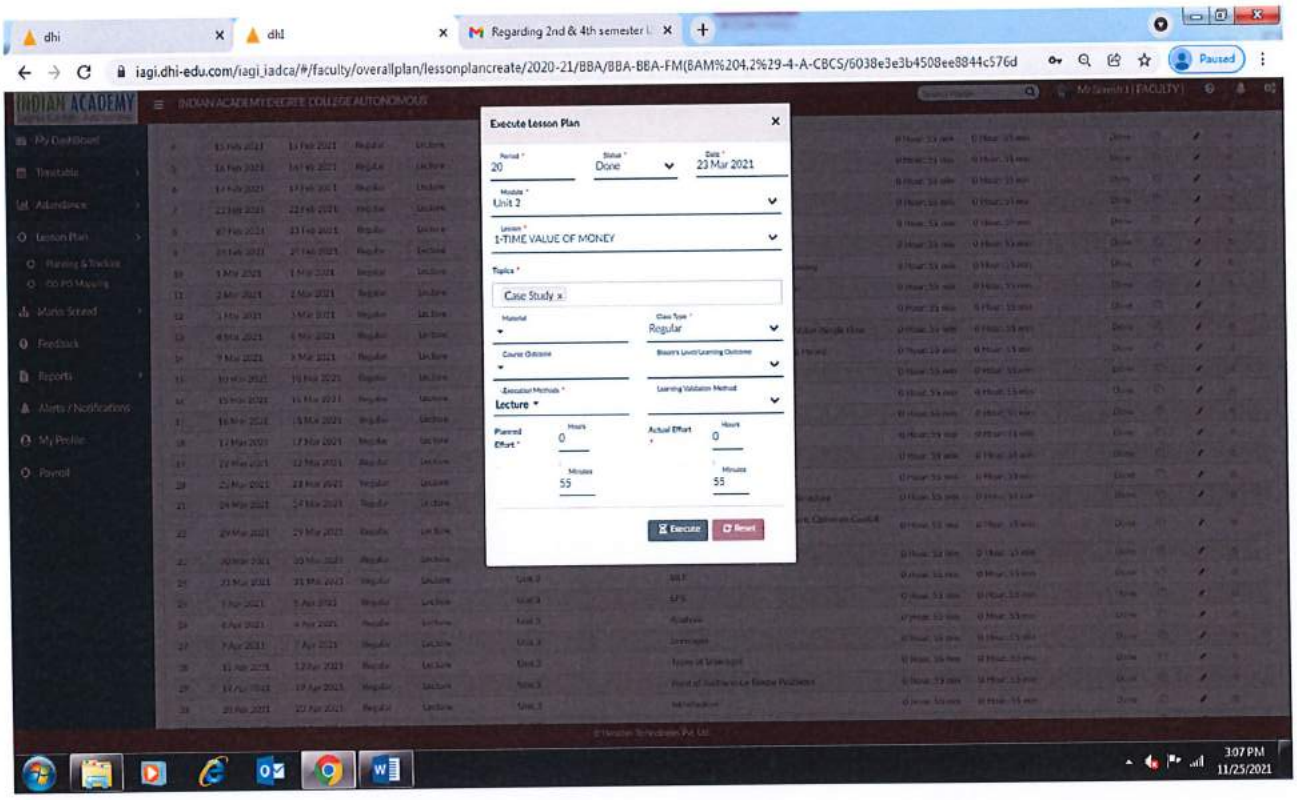


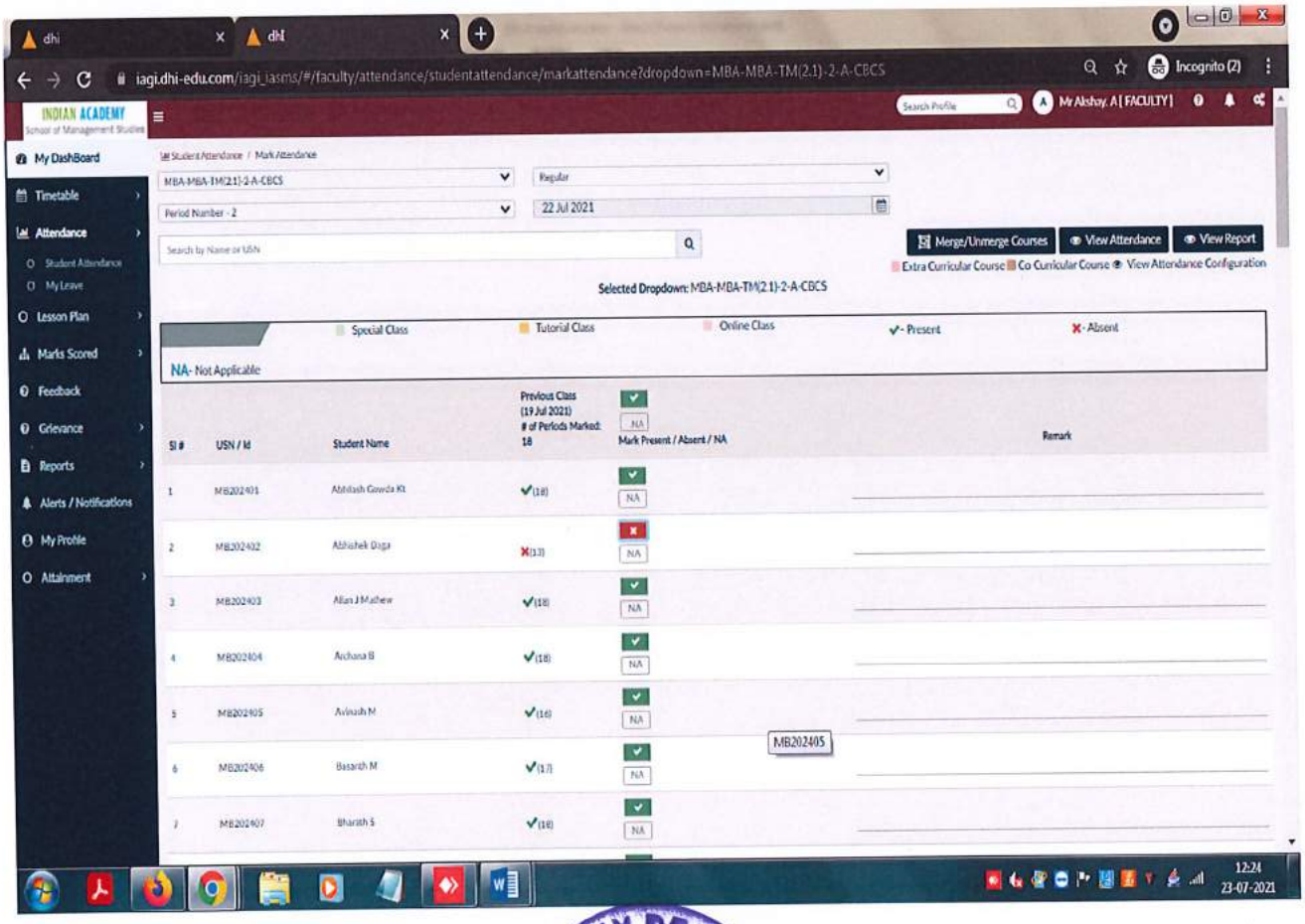
Lesson Plan & Attendance Entry





INDIAN ACADEMY DEGREE COLLEGE AUTONOMOUS Hennur Cross, Kalyan Nagar, Bangalore 560043.





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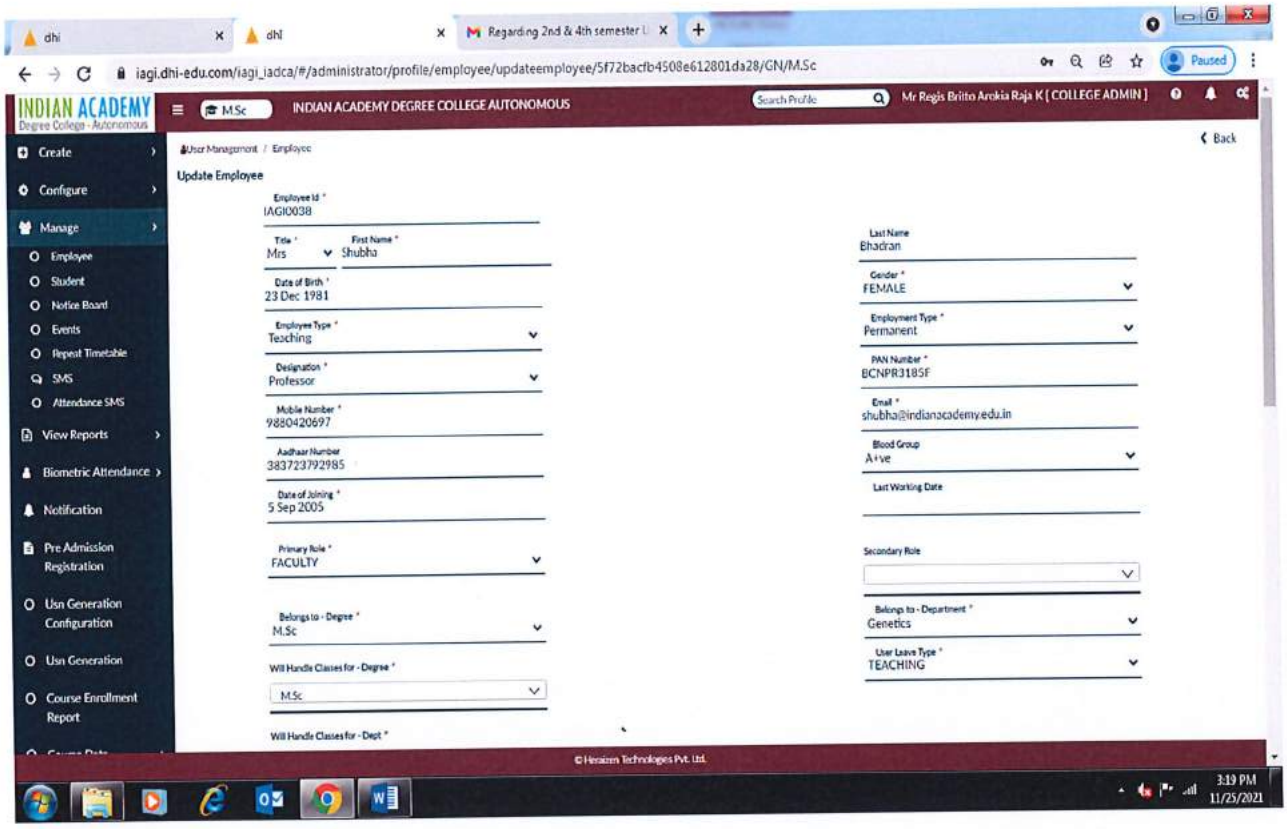
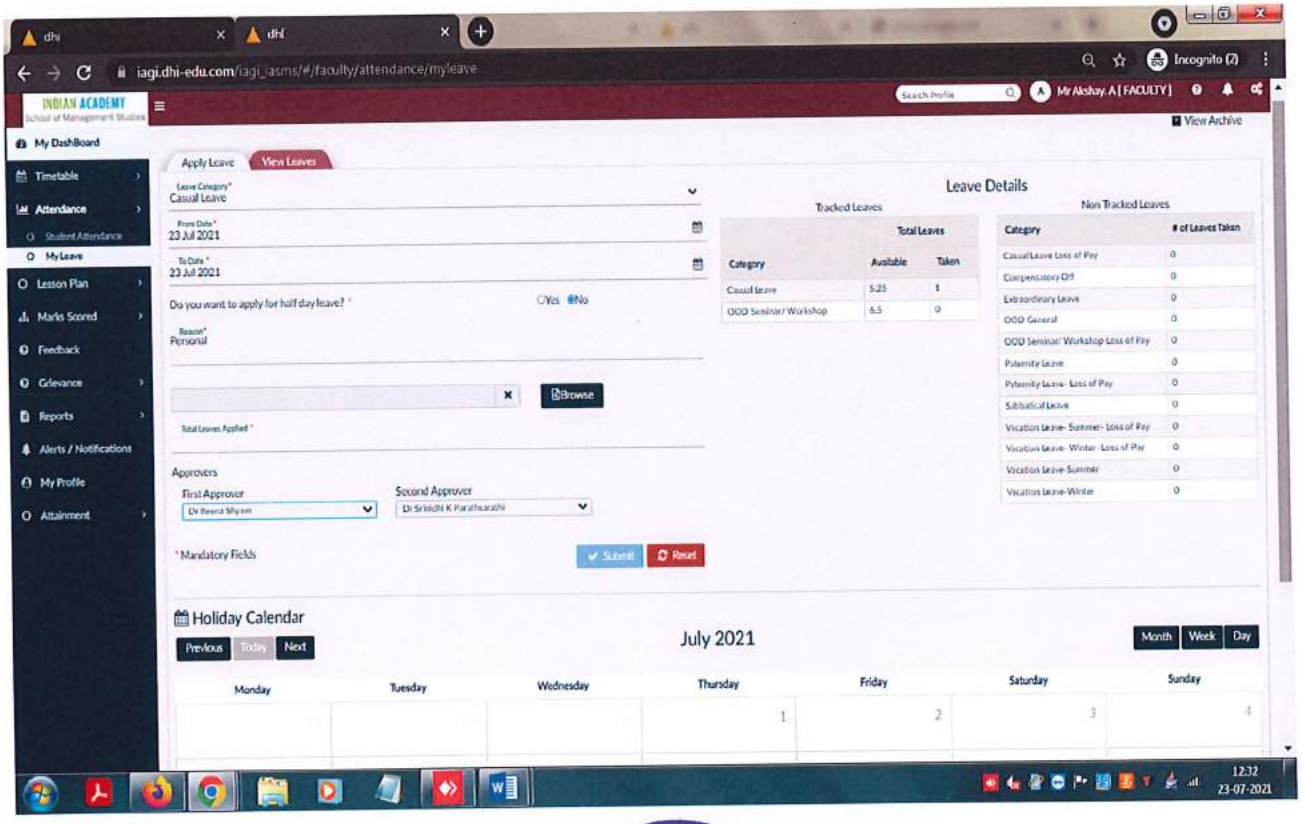
Employee





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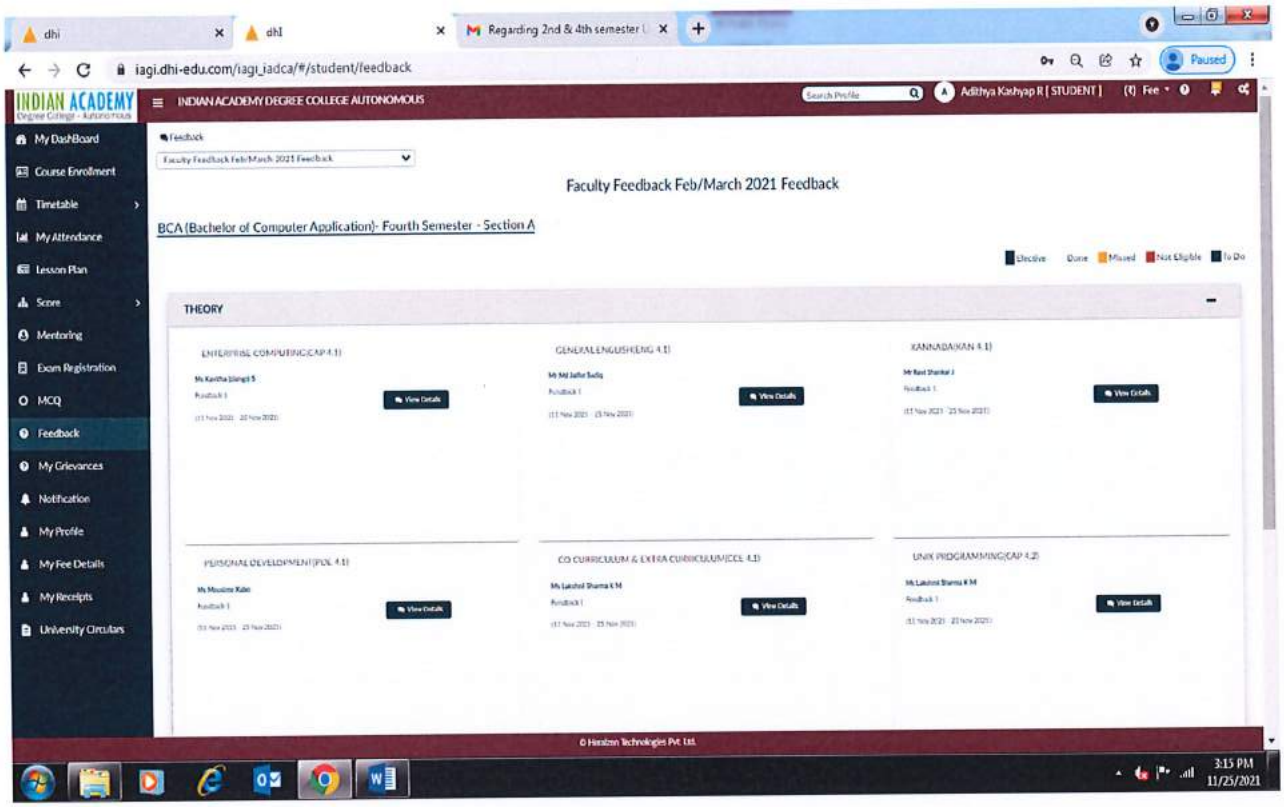
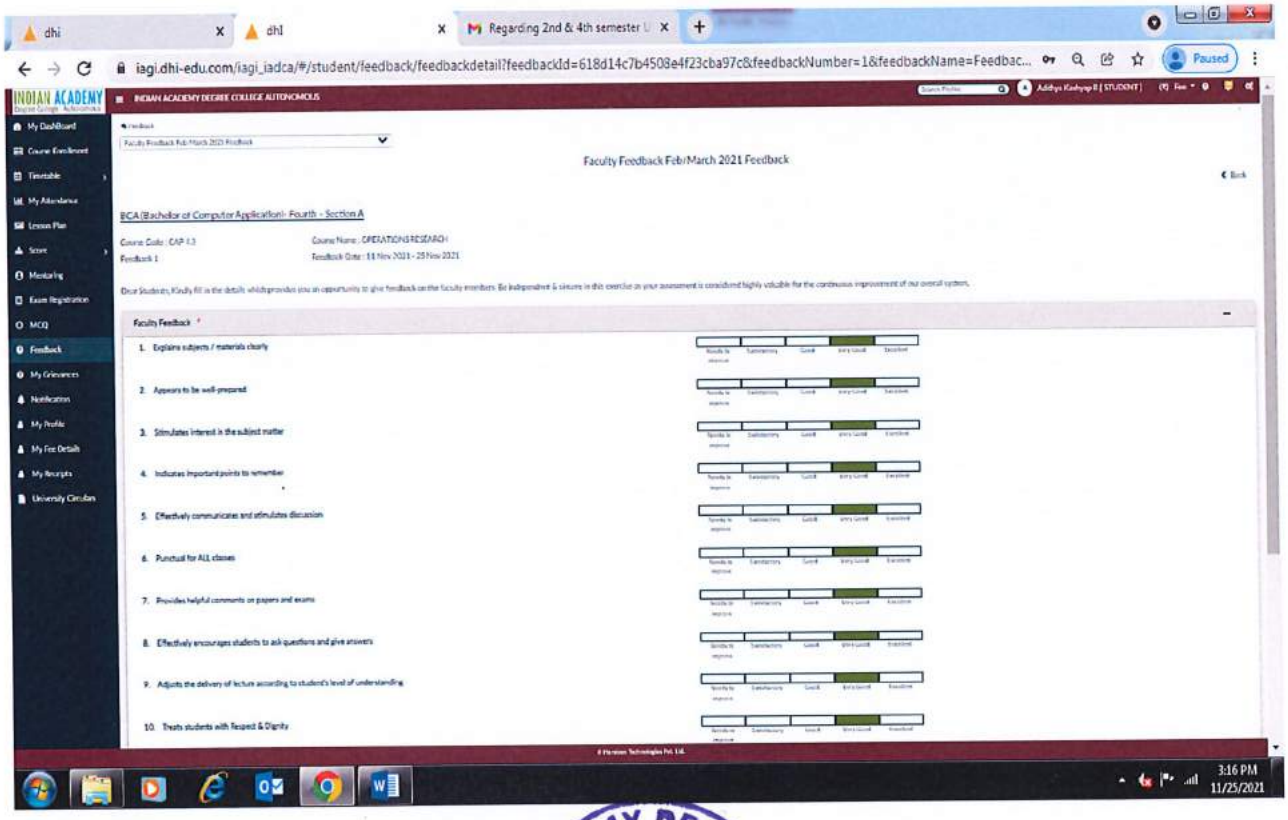
Feedback





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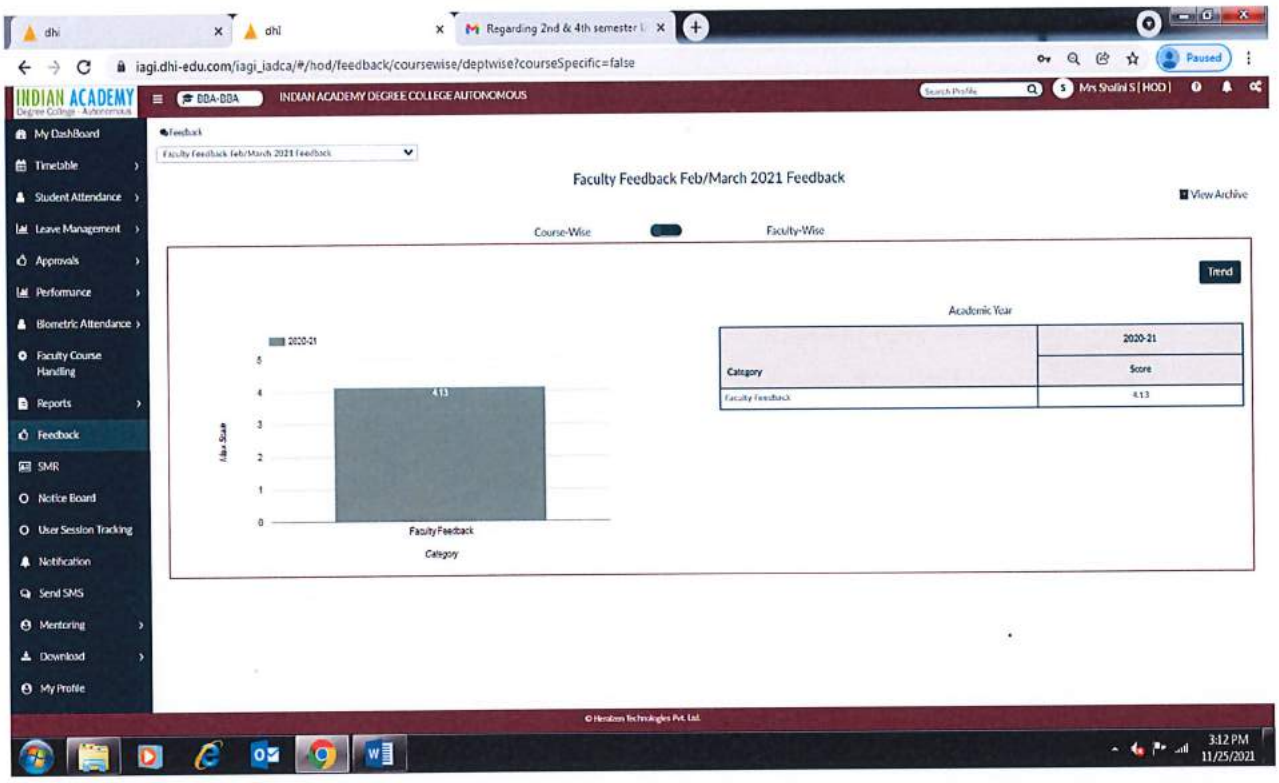

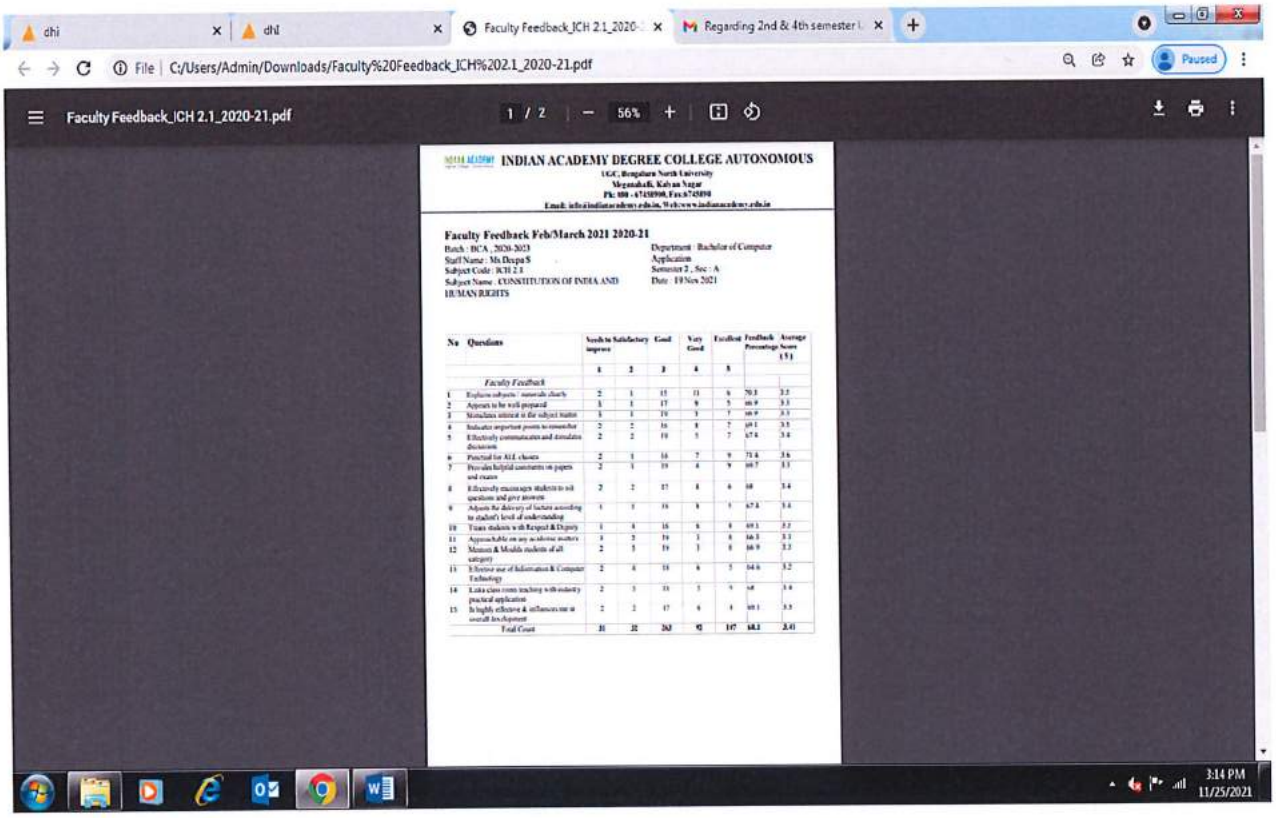

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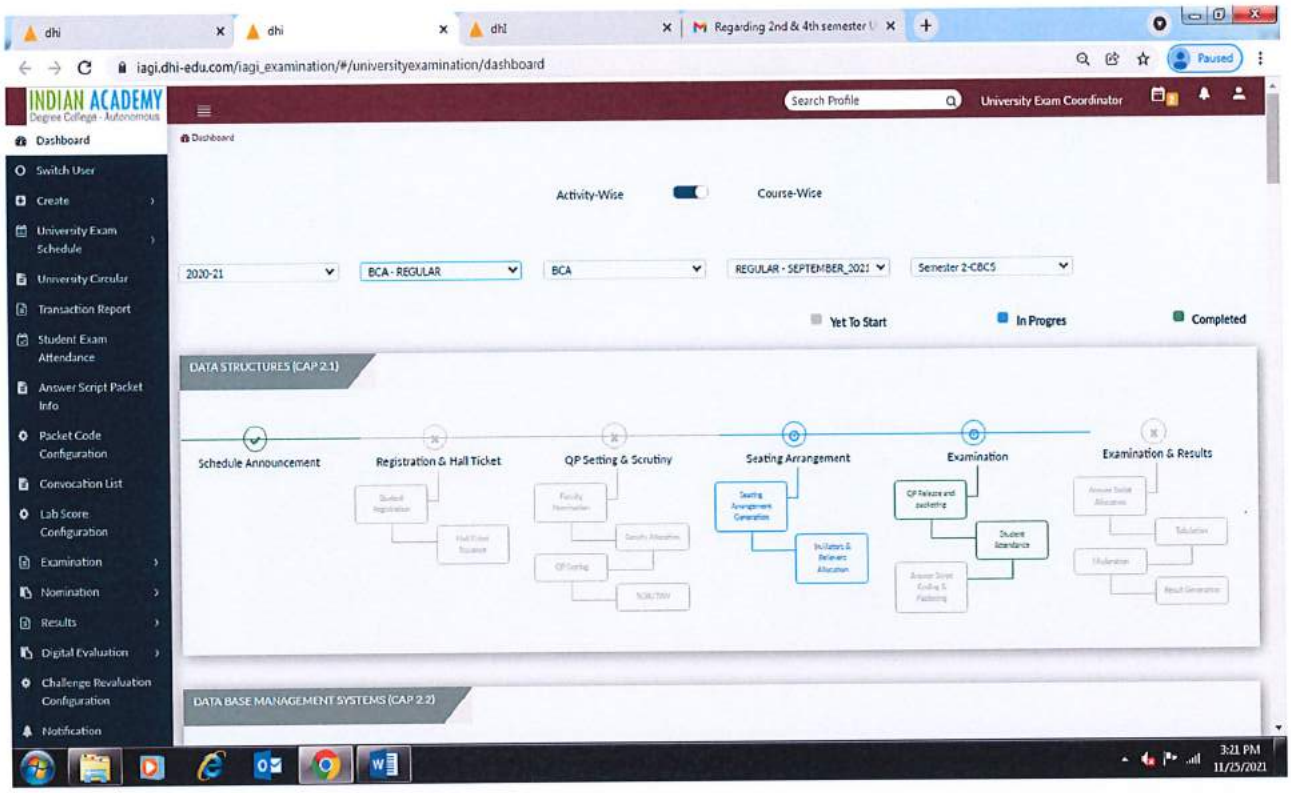
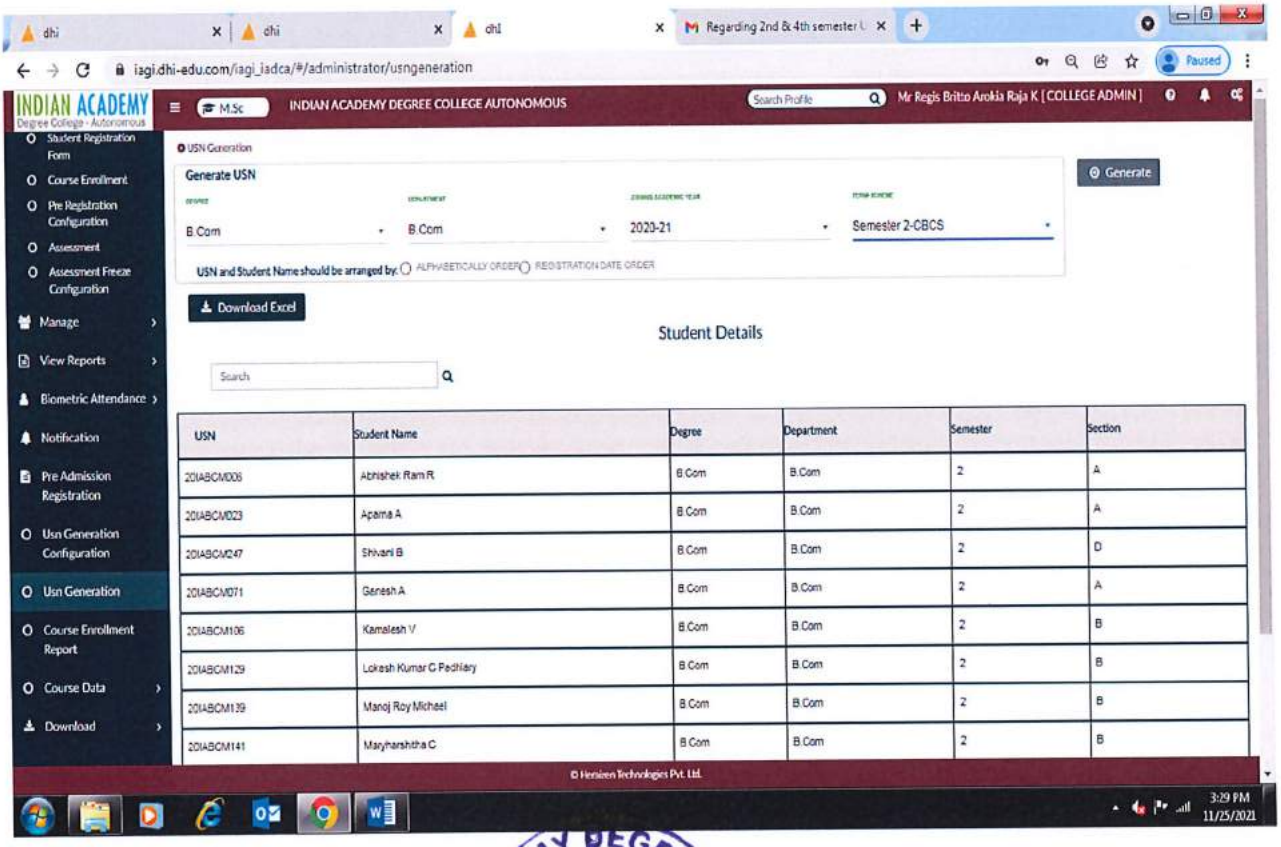
Examination



Register Number Generation



USN	Student Name	Degree	Department	Semester	Section
20IABCM006	Abhishek Ram R	B.Com	B.Com	2	A
20IABCM023	Aparna A	B.Com	B.Com	2	A
20IABCM247	Shivani B	B.Com	B.Com	2	D
20IABCM071	Ganesh A	B.Com	B.Com	2	A
20IABCM106	Kamalesh V	B.Com	B.Com	2	B
20IABCM129	Lokesh Kumar G Padhiary	B.Com	B.Com	2	B
20IABCM139	Manoj Roy Michael	B.Com	B.Com	2	B
20IABCM141	Maryharshitha C	B.Com	B.Com	2	B

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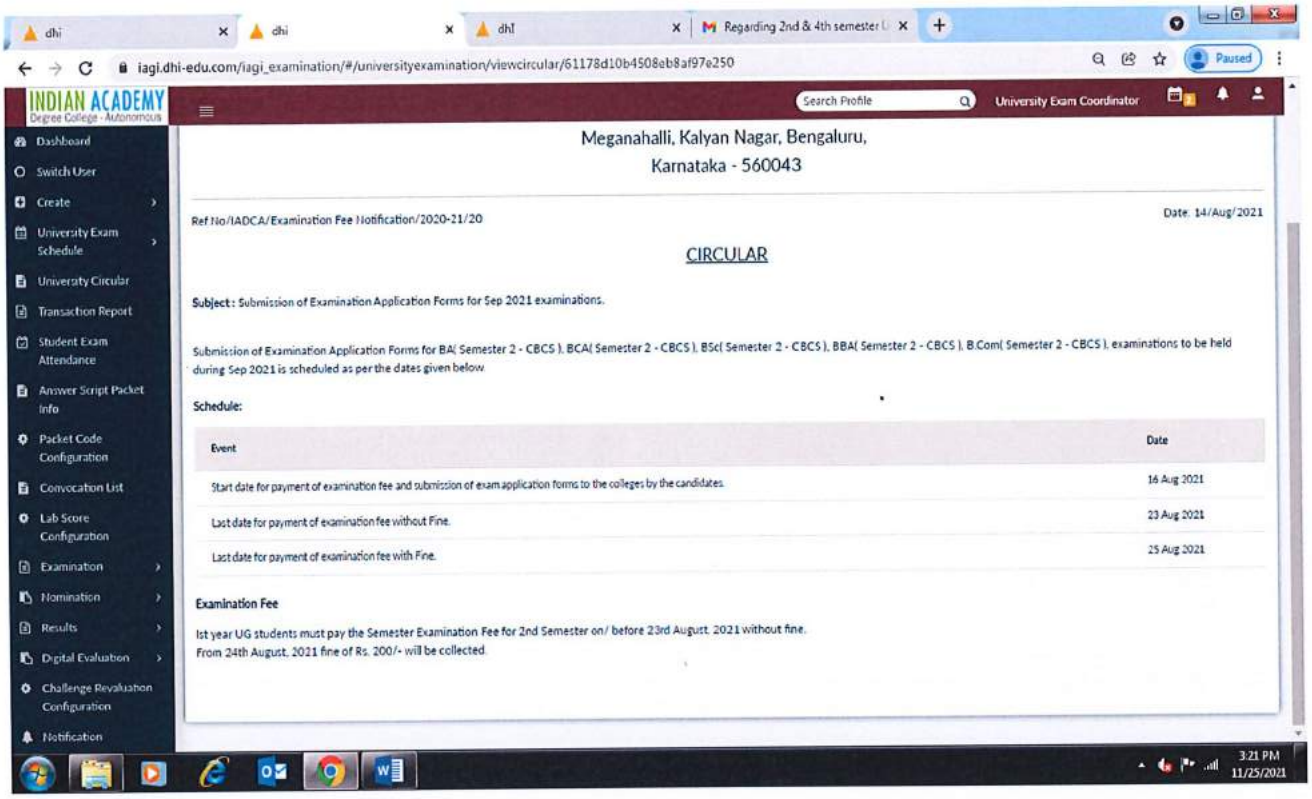
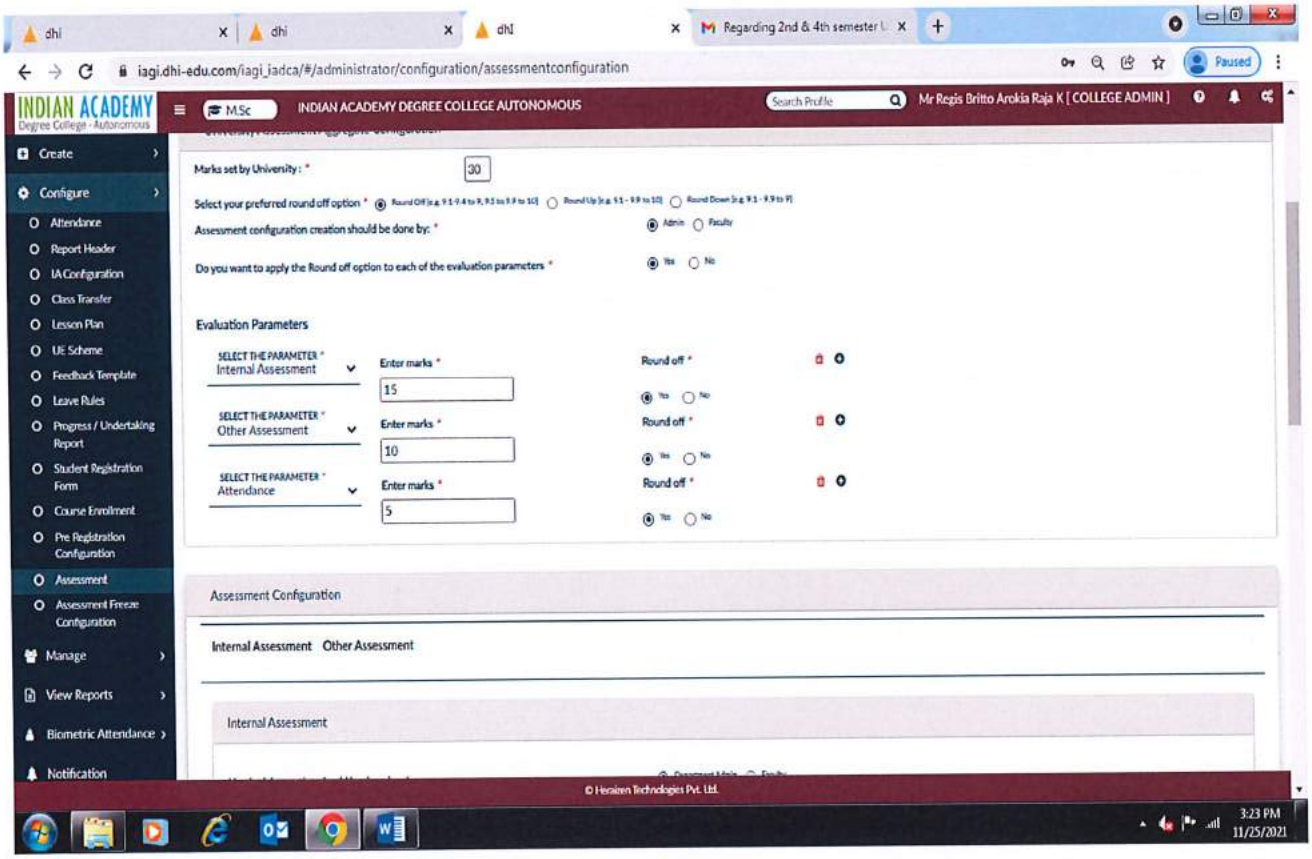
Circular Creation



CIA Configuration



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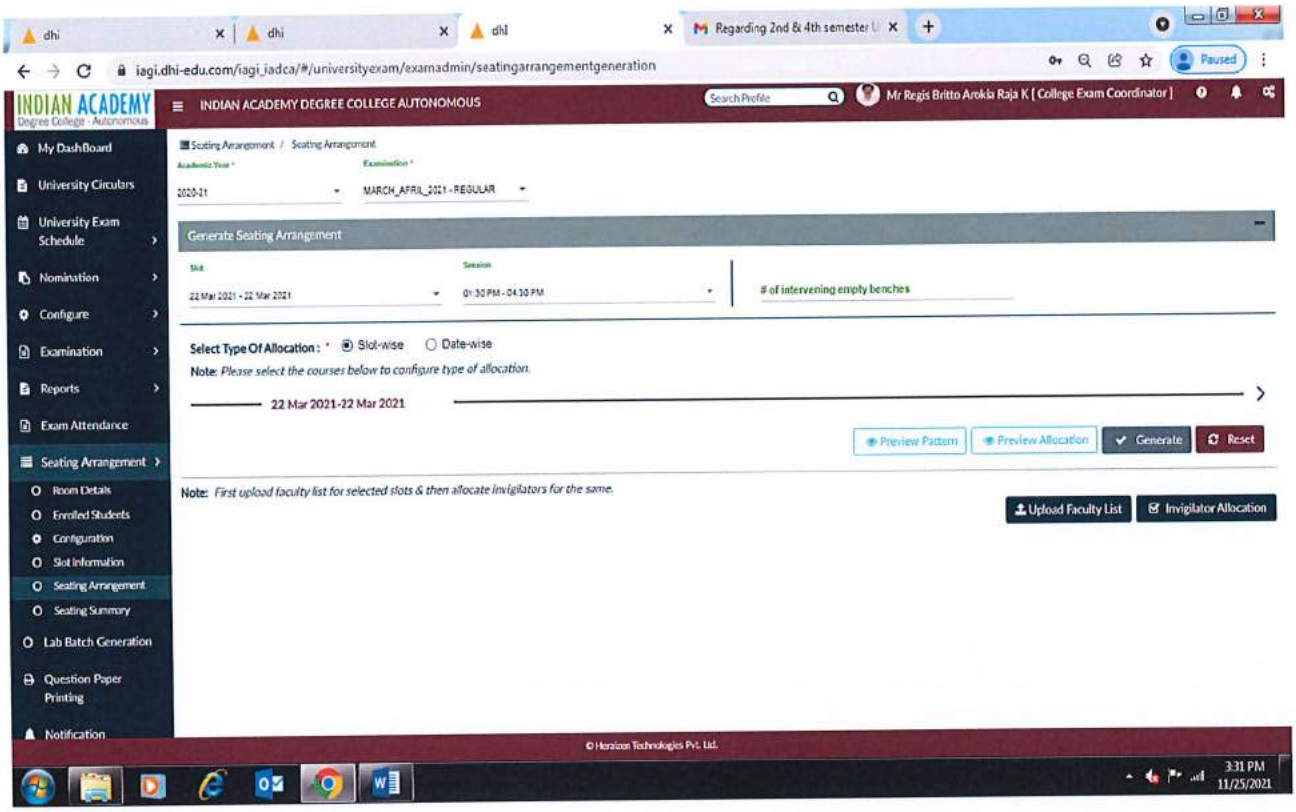
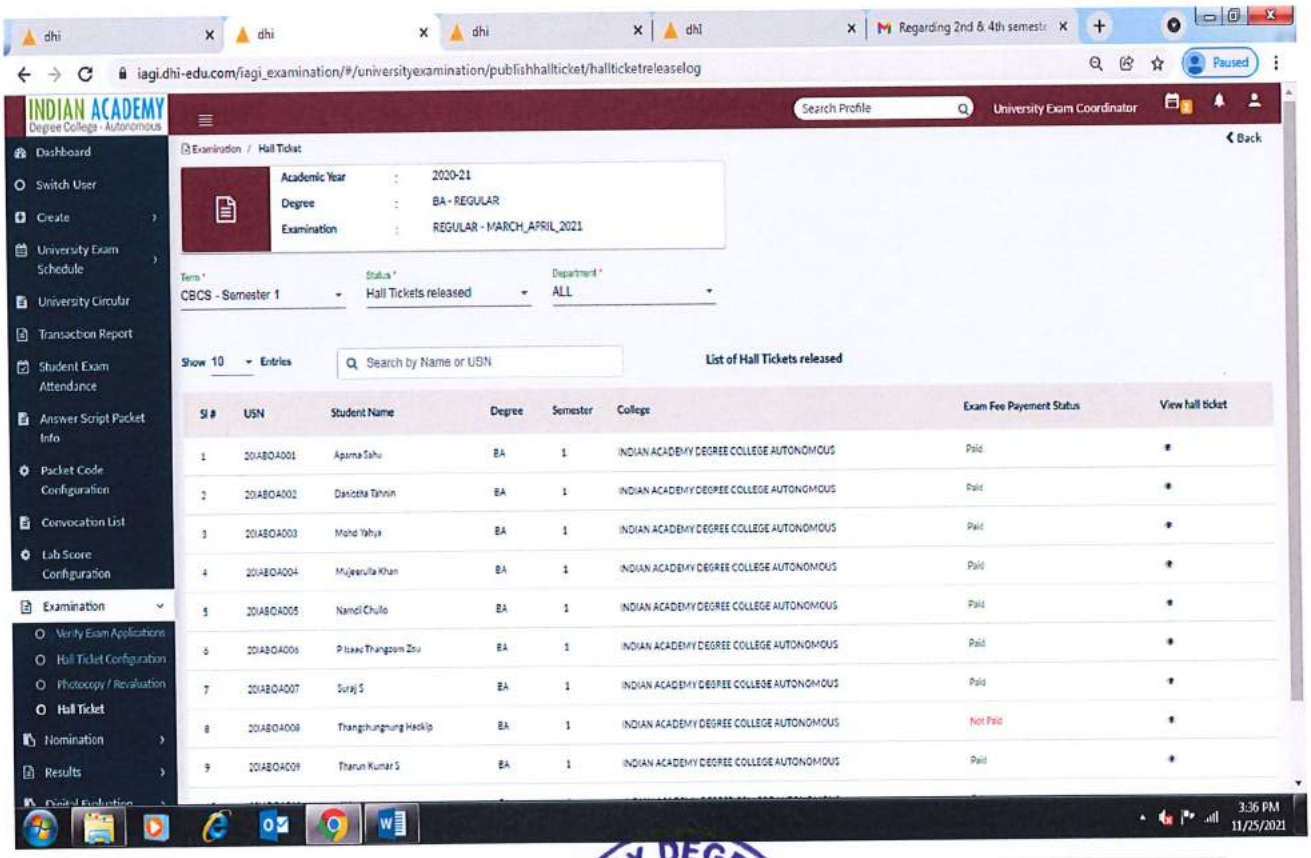
Seating Arrangement



Hall Ticket Generation



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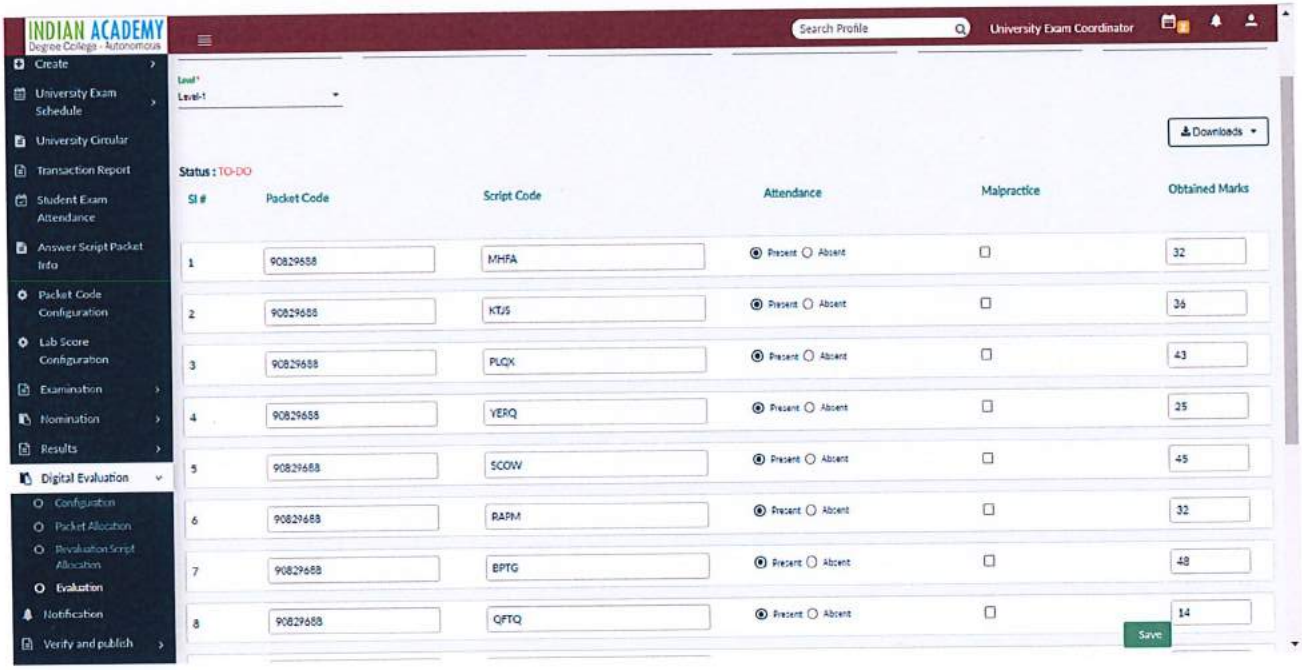
Secured Marks Entry



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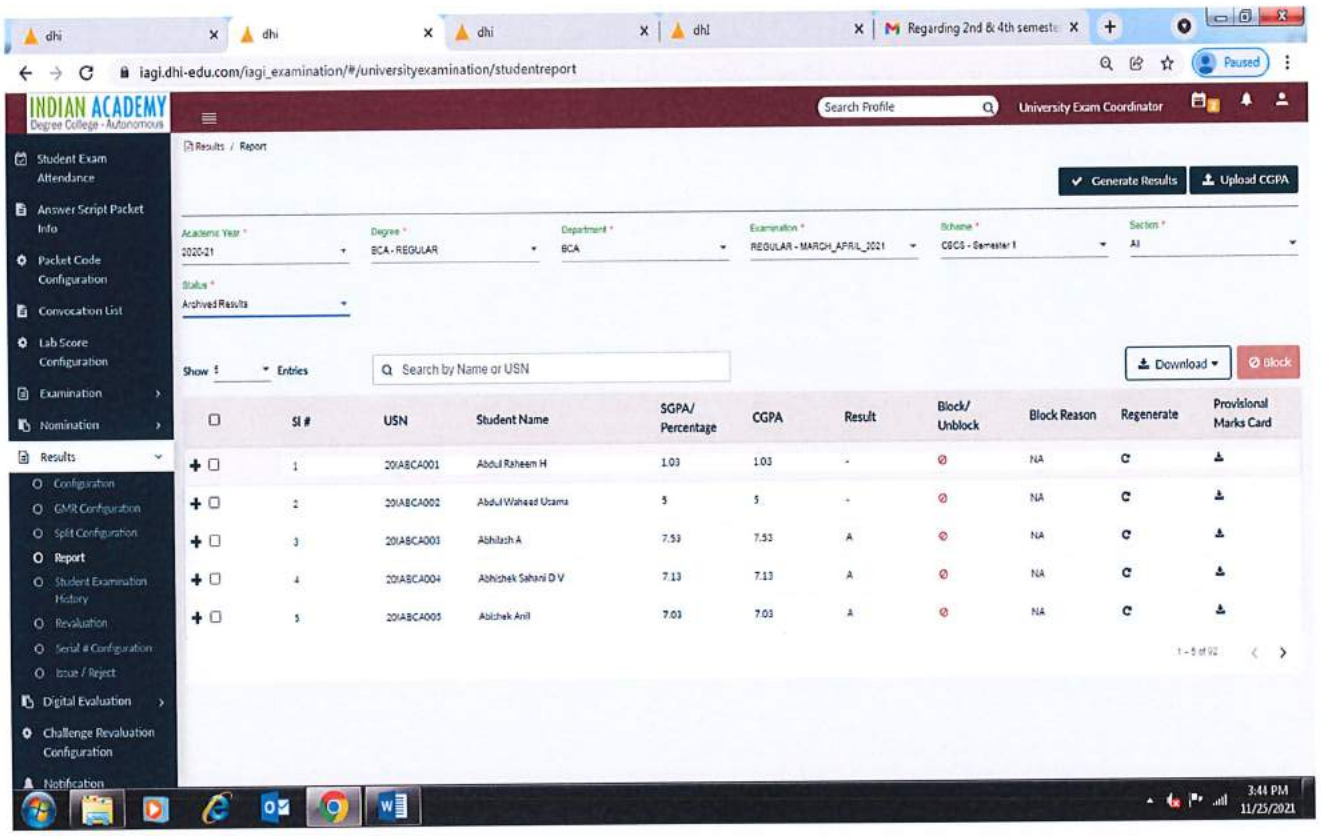
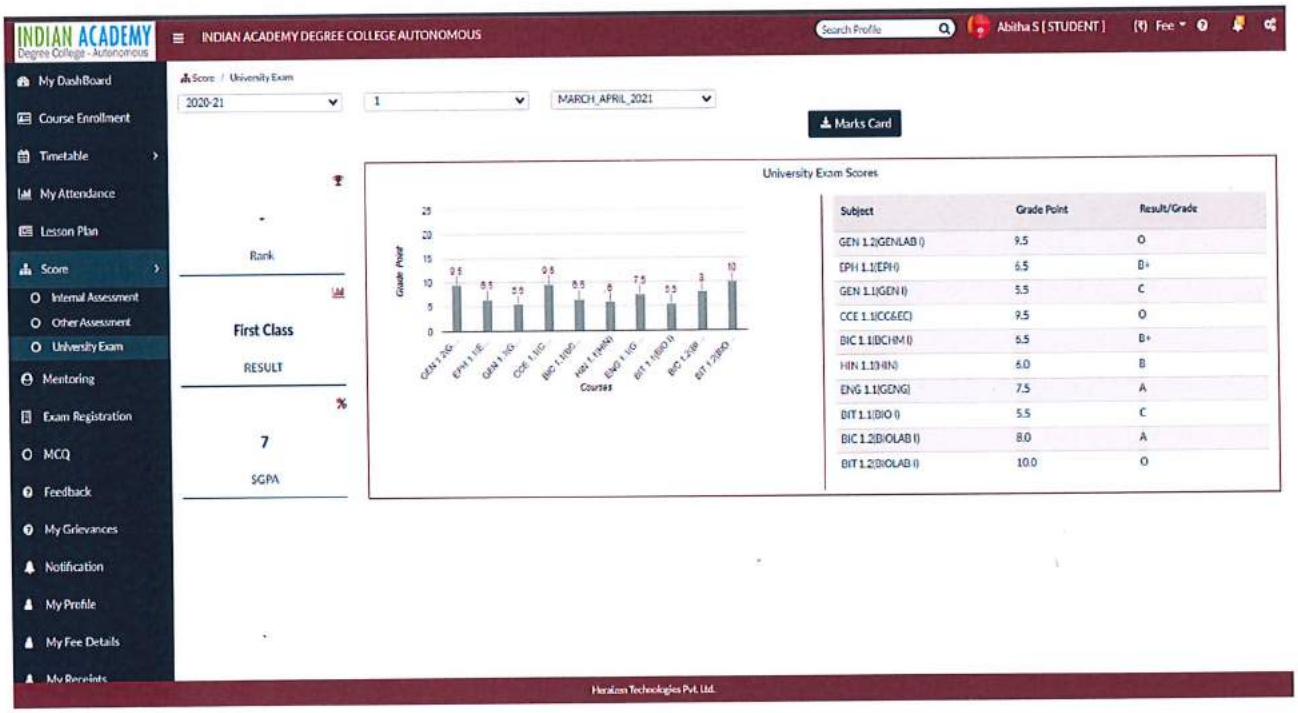
Generating Results



Student Portal Result View



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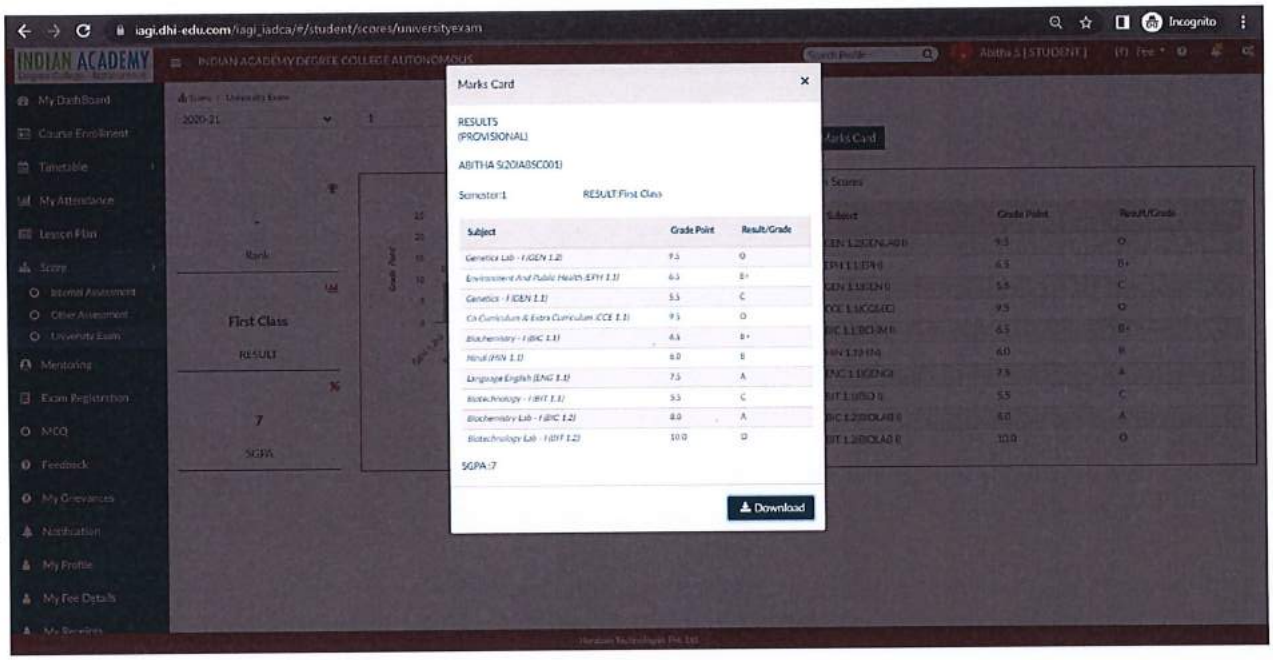
Student Portal Marks card View



Room chart and candidate seating plan

INDIAN ACADEMY
Degree College - Autonomous
BENGALURU - 560043
Semester Examination MARCH_APRIL_2021

Date : 03-04-2021 **Time : 01:30 PM - 04:30 PM** **Block : DEGREE** **Room No : 307**

20IABCM001	1	20IABCA001	20IABCM017	16	20IABCA016	20IABCM019	17	20IABCA017
20IABCM002	2	20IABCA002	20IABCM016	15	20IABCA015	20IABCM021	18	20IABCA018
20IABCM003	3	20IABCA003	20IABCM015	14	20IABCA014	20IABCM022	19	20IABCA019
20IABCM004	4	20IABCA004	20IABCM014	13	20IABCA013	20IABCM023	20	20IABCA020
20IABCM005	5	20IABCA005	20IABCM013	12	20IABCA012	20IABCM024	21	20IABCA021
20IABCM006	6	20IABCA006	20IABCM012	11	20IABCA011	20IABCM025	22	20IABCA022
20IABCM007	7	20IABCA007	20IABCM010	10	20IABCA010	20IABCM026	23	20IABCA023
20IABCM008	8	20IABCA008	20IABCM009	9	20IABCA009	20IABCM027	24	20IABCA024

INDIAN ACADEMY DEGREE COLLEGE AUTONOMOUS Hennur Cross, Kalyan Nagar, Bangalore 560043.

Invigilator's Diary

INDIAN ACADEMY
Degree College - Autonomous

Semester Examination MARCH_APRIL_2021
Invigilator's Diary
FORM-6

Branch / Title of the Programme: BACHELOR OF COMMERCE
Subject Name: INDIAN CONSTITUTION AND HUMAN RIGHTS
Subject Code: 3CH 1.1

Room No: 307
Examination : MARCH_APRIL_2021 - REGULAR
Date : 03/04/2021
Time : 01:30 PM - 04:30 PM

S#	Register Number	Bar code Label	Booklet Number	Signature of the Candidate
1	20IABCM001			
2	20IABCM002			
3	20IABCM003			
4	20IABCM004			

Search 'Signature'
Export PDF
Edit PDF
Create PDF
Comment
Combine Files
Organize Pages
Delete, insert, extract and rotate pages.
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Barcode sample generated

YFTM
20IABCM001
Aadesh Sagar Naidu

94378419 - YFTM

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Provisional Tabulation sheet generated

INDIAN ACADEMY
Degree College - Autonomous

PROVISIONAL TABULATION SHEET MARCH_APRIL_2021 - BSc - CZBt (SEMESTER 1)

PAGE: 1 / 2

Register Number	Name of the Student	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Subject 6	Subject 7	Subject 8	Subject 9	Subject 10	OVERALL DETAILS			
		SEM CIA TOT	SEM CIA TOT	SEM CIA TOT	SEM CIA TOT	SEM CIA TOT	SEM CIA TOT	SEM CIA TOT	SEM CIA TOT	SEM CIA TOT	SEM CIA TOT	Total Marks Secured	SGPA	Alpha Grade	Result
20IASC051	Ameen Bhoy	KAN L1 44 26 70	ENG L1 50 24 74	CHE L1 29 32 31	CHE L1 26 15 41	ZOO L1 41 21 62	ZOO L2 36 18 45	BIT L1 27 15 42	BIT L2 28 13 41	EPH L1 47 27 74	CCE L1 - 48 48	550	7.13	A	First Class with Distinction
20IASC052	Darshan V	KAN L1 46 19 65	ENG L1 51 18 69	CHE L1 66 20 86	CHE L1 31 15 46	ZOO L1 53 17 70	ZOO L2 34 15 49	BIT L1 47 24 71	BIT L2 33 15 50	EPH L1 49 27 76	CCE L1 - 48 48	630	8.09	A+	First Class Exemplary
20IASC053	J Satya Narayan	KAN L1 48 26 74	ENG L1 45 21 66	CHE L1 56 26 82	CHE L1 30 15 45	ZOO L1 50 26 76	ZOO L2 29 15 44	BIT L1 52 27 79	BIT L2 33 15 48	EPH L1 44 26 70	CCE L1 - 47 47	631	8.09	A+	First Class Exemplary
20IASC054	Imshan Ahmed	KAN L1 30 15 45	ENG L1 39 21 60	CHE L1 34 17 51	CHE L2 23 15 38	ZOO L1 2 18 20	ZOO L2 AB 11 11	BIT L1 25 17 42	BIT L2 28 14 42	EPH L1 27 26 53	CCE L1 - 43 43	427	-	-	Re-Appear
20IASC055	Kavini G	HIN L1 39 24 63	ENG L1 51 25 76	CHE L1 42 21 63	CHE L1 30 15 45	ZOO L1 51 19 70	ZOO L2 29 15 44	BIT L1 30 22 52	BIT L2 30 14 44	EPH L1 36 25 61	CCE L1 - 49 49	568	7.31	A	First Class with Distinction
20IASC056	Rohith Rajesh	ADE L1 42 21 63	ENG L1 54 26 80	CHE L1 50 21 79	CHE L2 25 15 40	ZOO L1 41 22 63	ZOO L2 30 15 45	BIT L1 15 21 36	BIT L2 27 13 40	EPH L1 49 25 74	CCE L1 - 49 49	568	7.25	A	First Class with Distinction
20IASC057	Shivanathan K E	KAN L1 41 26 67	ENG L1 47 24 71	CHE L1 52 24 76	CHE L2 34 15 49	ZOO L1 58 22 80	ZOO L2 30 15 45	BIT L1 57 24 81	BIT L2 34 15 49	EPH L1 40 25 65	CCE L1 - 48 48	631	8.38	A+	First Class Exemplary
20IASC058	Sahanya Ramesh Bhat	KAN L1 40 17 57	ENG L1 52 23 75	CHE L1 41 15 56	CHE L2 25 14 39	ZOO L1 49 20 69	ZOO L2 33 15 48	BIT L1 55 15 70	BIT L2 31 15 46	EPH L1 54 25 79	CCE L1 - 48 48	607	7.76	A	First Class with Distinction
20IASC059	Sneeta Halder	ADE L1 45 27 72	ENG L1 49 25 74	CHE L1 32 15 27	CHE L2 24 15 39	ZOO L1 26 16 42	ZOO L2 28 14 42	BIT L1 26 15 41	BIT L2 16 11 27	EPH L1 33 27 60	CCE L1 - 43 43	467	-	-	Re-Appear
20IASC060	Tharani M	ADE L1 17 15 32	ENG L1 34 17 51	CHE L1 12 16 28	CHE L2 15 15 30	ZOO L1 2 15 17	ZOO L2 16 13 29	BIT L1 11 16 27	BIT L2 27 13 19	EPH L1 19 26 45	CCE L1 - 44 44	335	-	-	Re-Appear

NOTE:
1. SEM - Semester Exam Marks, CIA - Continuous Internal Assessment, TOT - Total Marks Obtained, SGPA - Semester Grade Point Average , Shaded Block - ReAppear.
2. The minimum for pass in each Theory/Practical is 35%.
3. The Aggregate minimum for pass in each paper is 40% including internal assessment.
4. O - Outstanding, A+ - First Class Exemplary, A - First Class with Distinction, B+ - First Class, B - High Second Class, C - Second Class, P - Pass Class
5. The student must have obtained a total of 50% in aggregate of all the papers in each semester to be declared as pass for Masters Degree.

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The examination office other supportive functions and Distinctive Practices

The Examination Department's Multi-Functionality

It is the responsibility of the Examination Department to deliver reports to the Convocation Committee, Exam Statistics to the IQAC, and Bangalore University. In addition, the Department provides a summary of the results to the faculty members. The Examination Department is responsible for collecting and maintaining information on grades and student enrollment statistics for different courses.

Provisional Degree Certificate Procedures

- Accepting applications for PDC.
- Making a list of people who are eligible for convocation by department and year.
- Applications for granting degrees in person and in absentia at the convocation are accepted and scrutinized.
- Preparation of award and medal lists.
- The printing of a list of students who will be attending the convocation, as well as the preservation of the bound book containing such information
- Certificates of completion are written.
- Candidates are notified of the date and location of the convocation, as well as other examination-related publications, are distributed to them.
- Candidates for the convocation are given admission cards and parent passes.
- Certificates of graduation are distributed.
- Seating planning in the seminar hall
- COE shall have all powers subject to the Principal's overall direction and supervision.

The Examination Office attempts to become paperless

The Office of Examination works hard to minimise paper effort as much as possible in order to support the college's goal of establishing a green and sustainable environment. Except for the administration and grading of end-of-semester exams, almost all department operations are digital. When the examination answer scripts and other associated documents have fulfilled their function, it is the obligation of the Office of Examinations to dispose of them in a suitable way.

- Exam processes are carried out using recycled paper, which is environmentally friendly.

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- As far as possible, paper written assignments, especially those presented in plastic files or folders, have been discouraged from being submitted. All faculty members urge students to complete assignments via the LMS platform.
- Ink pens are preferred over ball pens.
- In the Office of Examination, one-sided papers are utilised for printing and copying documents.
- A large number of one-sided papers (also known as "used papers") are gathered at the end of the semester from different other departments and utilised by the department for examination operations.

Question Paper Bank

Previous year question papers are accessible through the College website for all main topics such as Income Tax, Auditing, Financial Management, Maths & Statistics, Management Accounting, Corporate Accounting, and Financial Accounting, among others. Students may also use the library's bound copies of previous year's question papers. In addition, the best answer scripts from each course from the previous year's Semester Examination are presented in the library for students' fast reference.

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Distinctive Practices

1. A question paper scrutiny board has been established in order to thoroughly examine the question papers before the examination commencement. In this way errors, deviations from the curriculum, and poor question paper design will be avoided in the future.
2. Reviewing Answer Scripts
   a) The reviewers check the totalling of each and every answer script for all the courses during Semester Examination.
   b) Twenty percent of the total number of answer scripts packed in each packet will be selected at random by the reviewers for each course in order to validate and authenticate the evaluation.
   c) The members of the examination also verify the marks list.
3. The best students in each programme will receive Certificates of Excellence at the end of each semester.
4. SSE – Special Supplementary Examination for students who have failed only in final semesters is held during the month of August
5. All qualifying students get a Consolidated Marks Statement and a Provisional Degree Certificate.
6. Become more eco-friendly (Go Green)

   Departments Paperless Initiatives:
   - The Controller of Examination Office actively attempts to minimize paper utilization as much as possible in order to support the college's goal of establishing a green and sustainable environment. Except for semester examination and evaluation, almost all of the department's operations are digital. The Controller of Examination Office is responsible for properly disposing of examination answer scripts and other associated documents when they have fulfilled their function.
   - Exam processes are carried out using recycled paper, which is environmentally friendly.
   - In the COE office, one-sided papers are utilised for printing.
   - One-sided papers (used ones) are collected from several departments at the end of the semester and utilised by the COE office.
7. Integration of information technology into the examination and evaluation process

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End-to-End by integrating information technology into the examination and evaluation process, the examination procedure has been automated. The integration's specifics are as follows:

- Exam announcements are posted online through ERP and website.
- The ERP system allows for online registration for the Semester Examination.
- Automated seating arrangement with the use of an ERP system
- Seating arrangements are published online.
- Barcode scanners are being used to enter marks into computer systems.
- CIA marks are entered online.
- Results are published on student portal.

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ANNEXURES

1. Application for photo copies of answer scripts for UG/PG examination.
2. Application from revaluation of answer scripts.
3. Application form for issue of other documents.
4. Application for recording of malpractice.

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Annexure - 1

Application for photo copies of answer scripts for UG/PG examination.

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APPLICATION FOR PHOTOCOPIES OF ANSWER SCRIPTS FOR UG/PG EXAMINATIONS

Examination held during the month of_____in the year_____

1. Name of the Student:
2. Department:
3. Course and Semester:
4. Date of Announcement of Results:
5. Registration Number:
6. List of papers for which photocopies of answer scripts are being applied for:

S.No.	Subject	Title of the Paper	Paper Code	Marks	
				Maximum	Obtained

7. Fees paid: Rate per paper: Rs.

   Total Amount: Receipt Number(copy enclosed):

   Date:

8. **Declaration by the Student:**

   I, _____, hereby undertake that I will use the photocopies of answer scripts only for the purpose of redressal process through proper official channels, and not for any other purpose. I shall not part with or share the said photocopies through any means. I have read and understood the instructions regarding the Revaluation Process for UG/PG examinations, and shall abide by them. I am fully aware that any deviation from the guidelines in this regard will be treated as adoption of unfair means. Further, I declare that the above information furnished by me is true to the best of my knowledge and records.

   Place:

   Date:

(Signature of the Student) Principal

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Annexure - 2

Application from revaluation of answer scripts.

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APPLICATION FOR REVALUATION OF ANSWER SCRIPTS FOR UG/PG EXAMINATIONS

Examination held during the month of_____in the year_____

1. **Name of the Student:**
2. **Department:**
3. **Course and Semester:**
4. **Date of Announcement of Results:**
5. **Registration Number:**
6. **List of papers for which revaluation is being applied for:**

S.No.	Subject	Title of the Paper	Paper Code	Marks	
				Maximum	Obtained

6. **Fees paid:** Rate per paper: Rs.
7. **Total Amount:** Receipt Number(copy enclosed):
   Date:
8. **Declaration by the Student:**

   I, _____, hereby undertake that I have read and understood the instructions regarding the Revaluation Process for UG/PG examinations, and shall abide by them. I am fully aware that any deviation from the guidelines in this regard will be treated as adoption of unfair means. Further, I declare that the above information furnished by me is true to the best of my knowledge and records.

   Place:
   Date:

(Signature of the Student) Principal

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Annexure - 3

Application form for issue of other documents.

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Application Form for issue of Documents

1. Name (IN BLOCK LETTERS) : .....
   (As per 12th Std Marks Card)

2. Examination Register No. : .....

3. Course/ Semester/ Combination: .....

4. Specify the required documents: .....

Date: Signature of the student

Note: 1. The name of the document, its enclosures and fees to be paid is printed overleaf.

2. Documents will be issued only after 15 to 20 days.

Fees notification for issue of various documents

Sl. No.	Name of the Document	Information /Enclosures to be furnished by the candidate	Fee
1	Name correction in the Marks Card	Nature of correction to be effected in the Marks Card must be clearly indicated and Photo copy of II PUC or 12th Std Marks Card (s) as proof for correction	Rs. 300/- plus Rs. 100/- per year per Marks Card thereafter
2	Duplicate Marks Card	A FIR to be lodged at the police station, an affidavit on Rs. 20/- stamp paper giving all the particulars such as name of the college, course, combination, semester, Reg. No., year of passing the course and how the original marks card was lost	Rs. 400/- per Marks Card plus Rs. 100/- per year per marks Card for the 1st five years. And thereafter Rs.200/- per year per semester
3	Photograph correction in the marks card	Change of photograph in the marks card	Rs. 500/- per Marks Card

T. Sreenivasa Rao.

Principal
PRINCIPAL
INDIAN ACADEMY DEGREE COLLEGE
AUTONOMOUS
HENNUR MAIN ROAD
BANGALORE - 43

Controller of examinations
CONTROLLER OF EXAMINATIONS
Indian Academy Degree College
Autonomous
Hennur Cross, Kalyan Nagar
Bangalore - 560043

Annexure - 4

Application for recording of malpractice.

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To,

Controller of Examinations

Indian Academy Degree College Autonomous

Bangalore

Sir,

Subject: Malpractice Case

I am sending herewith a case of Malpractice by Mr./Ms..... Son/Daughter of ..... and has appeared for the ..... Semester of.....Course with Register Number ..... The case was detected on ..... at ..... AM/PM. All the relevant documents and materials are enclosed herewith.

Enclosures:

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by Room Invigilator/ Deputy Superintendent
3. Copy of Admission ticket of the candidate.
4. Plan of seating arrangement indicating the sitting position of the candidate in the block/hall.
5. The statement of the candidate.
6. The report of the concerned Room Invigilator.
7. The report of the Deputy Superintendent
8. The report of the Deputy Chief Superintendent.
9. The report of the Squad.
10. Copy of the Memo issued to the candidate to attend the meeting of the MPC.

Yours faithfully

Chief Superintendent

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REPORT OF THE CHIEF SUPERINTENDENT

Name of the Candidate: .....

Register number:.....Date:.....Exact Time:.....

Subject: ..... Sub Code: .....

Nature of Malpractice: Chits/Written matter on Calculator /Palm / Kerchief / bringing Mobile/ e-gadgets ..... (Mention the reason for booking the case) Case Detected by: .....

Details of the Room Superintendent:

Name; .....

Department; .....

Contact Number: .....

Brief Report of Malpractice:

.....

.....

.....

.....

.....

Signature & Name of the Chief Superintendent

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CANDIDATE STATEMENT

The Chief Superintendent shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of some responsible witness like Coordinator or Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him / her and attested by the examination officials.

If the candidate refuses to give the statement, he / she be asked to state the same in writing. If he/she refuses to do this also, the same shall be recorded duly, witnessed by two members of the Supervisory Staff and one of them will be a faculty of the cadre of Professor.

STATEMENT OF THE CANDIDATE

.....

.....

.....

.....

.....

Name & Signature of the Candidate

WITNESS:

Name & Designation: Signature

1.

2.

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REPORT OF THE ROOM SUPERINTENDENT

This statement given by me is based on my personal knowledge of the case. Before the distribution of the Question Papers, I had warned the candidate "All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes or e-gadgets and if you find any, keep them outside the examination hall before you start answering the paper". This warning was given to the latecomers also.

When I was supervising on (date) ..... at about (time)..... I found, this case of malpractice in my block..... The Candidate's name is ..... bearing Register Number.....Below given are the details of the case.....

.....

Signature of the Room Superintendent

REPORT OF THE DEPUTY SUPERINTENDENT

.....

.....

.....

.....

Signature of the Deputy Superintendent

REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD MEMBER)

.....

.....

.....

Signature of the Squad Member(s)

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MEMO

Mr./Ms.....bearing Register number .....,

booked under Malpractice during Semester Examination in the subject..... on

.....is hereby directed to appear before the Mal-Practice Cases Committee Meeting on ..... at .....preferably along with your parent or local guardian. If you fail to appear before the committee, exparte decision will be taken.

Chief /Deputy Chief Superintendent

To,

Mr./Ms.....

Signature of the candidate with date for having received the Memo.....

Copy FWC's to:

1. The COE, IADCA, Bangalore
2. Principal
3. Office Copy

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Format for CONSOLIDATED REPORT BY THE SQUAD

Name of the Squad:.....

Designation and Department:.....

Semester Examination (DD/MM/YY):.....

Inspection Reports (Inclusive of visits paid, block Nos., time etc.,) :.....

.....

.....

.....

.....

.....

Malpractice Cases booked if any with particulars:

1. .....

2. .....

3. .....

Other findings if any:

1. .....

2. .....

3. .....

Remarks:

1. .....

2. .....

3. .....

SIGNATURE OF THE SQUAD WITH DATE

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