



REGULATION NO.RE.1.2021.V1

EXAMINATION MANAGEMENT AND CONTROL

This Regulation has been made in pursuant to the following Notifications and Communications

1. UGC Notification in the gazette of India, 12th February 2018-UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018- F. No. 1-1/2012(A.C.).
2. UGC Communication on Conferment of Autonomous Status to Presidency College-No.F.22-1/2017(AC), 22ndDecember, 2020.
3. Government of Karnataka Order No. e-office No. ED 36 UHU 2021 Dated: 23-03-2021
4. Bengaluru City University Notification to Presidency College-No .BCU/01/Education/Presidency College/2020-21 Dated: 26-03-2021.



PRESIDENCY COLLEGE

(AUTONOMOUS)

AFFILIATED TO BENGALURU CITY UNIVERSITY, APPROVED BY AICTE, DELHI & RECOGNISED BY THE GOVT. OF KARNATAKA
RE-ACCREDITED BY NAAC WITH 'A + ' GRADE

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1. SHORT TITLE AND COMMENCEMENT

- 1.1. The “Regulation No.RE.1.2021.V1” shall be a part of the first set of Regulations of Presidency College (Autonomous), Bengaluru, Karnataka.
- 1.2. It shall come into force with effect from the date of the notification by the Chairman after getting approved by the Governing Body.
- 1.3. This Regulation shall provide general guidance for the examination management and control at the autonomous college.
- 1.4. Nothing in these Regulations shall be deemed to debar the college to amend these Regulations subsequently.
- 1.5. Unless provided otherwise, this Regulation when enacted will supersede any prior Regulations, Orders, Memos, Codes, Procedures, Policies, Schemes etc, on the subject covered under this Regulation.

2. DEFINITIONS

- i. **“Academic Council” (AC)** means Academic Council of the autonomous college clause 13.4 of the UGC notification on F.No.1-1/2012(AC)
- ii. **“Board of Examination” (BOE)** means the principal authority of the college for conducting the examination and making policy decisions.
- iii. **“Controller of Examination” (COE)** means the Controller of Examination as appointed under this regulation.
- iv. **“College”** means the Presidency College (Autonomous)
- v. **“Governing Body” GB** means the statutory body constituted as per the clause 13.3 (B) of the UGC notification on F.No.1-1/2012(AC)
- vi. **“Principal”** means the Head of the College and Chief Controller, Examination

3. INTRODUCTION

Since the college has been granted autonomous status, it aims to establish well-defined policies for conduct and management of examination processes. The computation of grades and student progression forms an integral part of examination management and degree audit. The Regulation enables multiple ways of evaluation of learning by using formative and summative evaluation mechanism to facilitate fairness and help maximize the educational experience for students.

The Regulation aims to smoothen the processes of conduct and administration of evaluation methods. It intends to ensure the assessment of formative and summative evaluation mechanism within the college’s programs. This facilitates the achievement of specified learning outcomes. The Regulation is integral to both the quality of the learning experience and the integrity of the assessment process. It plays a central role in helping the college ensure that the evaluation system is fair, valid, reliable, efficient, consistent, and ethical.



4. SCOPE

This shall be applicable to evaluation mechanism in all academic programs and courses of the college and has process guidance for:

- Students at all levels of study,
- Academic staff of the college, and
- Other associated or contracted entities by the college with responsibility for conduct, administering and making decisions relating to evaluation mechanism, by or on behalf of the college.

5. OBJECTIVES

The purpose of the examination management and control regulation is to ensure equitable processes of planning and management of evaluation mechanism in a manner which would support the college's commitment to academic integrity.

- 5.1. The Regulation outlines the required conduct of students and staff involved in evaluation mechanism at the college. It further guides them to the college's policies, standards, codes, rules, guidelines, procedures, and other requirements which specify acceptable and unacceptable conduct before, during and after examinations.
- 5.2. More specifically, the purpose of this Regulation is to ensure that:
 - i. The planning, administration and management of university evaluation mechanism and internal/external assessment processes are conducted in the best interest of the college.
 - ii. All evaluation mechanism both formative and summative are conducted in line with regulatory and accreditation body requirements.
 - iii. All those involved in the college evaluation mechanism both formative and summative are familiar with their roles and responsibilities.
- 5.3. To ensure that examinations play an important role in focusing learning and teaching efforts on intended academic and intellectual outcomes leading to the development of desired and required graduate capabilities.
- 5.4. To promote active student engagement in learning and enable every student to develop his/her knowledge, skills, and capabilities in meaningful disciplinary, professional, and personal contexts.
- 5.5. To make assessment practices at the college, including providing constructive and timely feedback that has value for the student in justifying assessment grades given as well as identifying the strengths and weaknesses in his/her performance, and guiding their learning with a view to improving his/her performance.

6. BOARD OF EXAMINATION: AUTHORITY, CONSTITUTION, POWER AND FUNCTIONS

- 6.1. The College Board of Examination shall be constituted under this regulation.
- 6.2. The Board of Examination shall be the principal authority of the college for conduct of the evaluation processes. It shall also recommend policy decisions to the



Academic Council for approval, regarding conduct of various evaluation mechanisms, improving the system of evaluation and other associated activity such as scheduling of the evaluation process and declaration of results.

6.3. The Board of Examination shall consist of following members, namely: -

- i. The Principal - Chairperson.
- ii. HODs from each constituent department.
- iii. One (1) external expert, nominated by the Management.
- iv. The Controller of Examination - Member-Secretary.

6.4. The powers and functions of the Board of Examinations shall be as specified below:

- i. To recommend the evaluation policies of the college.
- ii. To implement the evaluation policies as approved by the statutory bodies of the College.
- iii. To provide oversight to conduct of all examination processes of the college, including evaluation, moderation, tabulation, and declaration of result.
- iv. To approve the methodology followed in the formative and summative evaluation leading to proper standardization of the process.
- v. To review, from time to time, the results of college examinations and submission of report thereon to the Principal.
- vi. To make recommendations to the Academic Council for the improvement of the examination system.
- vii. To make recommendations to the Academic Council for the list of graduates of a particular academic year whom, upon approval by the Academic Council, would be forwarded to the affiliating university.

6.5. The Board of Examination may appoint such number of sub-committees as it thinks fit and may delegate to any one or more persons or sub-committees to deal with various issues regarding examination process including those relating to the use of unfair means by the examinees.

7. CHIEF CONTROLLER OF EXAMINATIONS

The Principal will be the Chief Controller of examinations as per UGC regulations.

8. THE CONTROLLER OF EXAMINATIONS

8.1. The Controller of Examinations shall be appointed under this regulation by the Principal, with the approval of the Chairman of the Governing Body.

The Controller of Examinations shall be the 'Principal officer-in charge' for the conduct of examinations of the college, managing students' course registration and records, examination evaluation process and declarations of results. He shall discharge his functions under the superintendence, directions, and guidance of the Principal.

8.2. The Controller of Examinations shall be a full-time salaried officer preferably in the



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rank of Associate Professor with at least 10 years' experience of academics / academic administration/ examinations. He / She shall work directly under the direction and control of the Principal of the college.

8.3. The Controller of Examinations shall be for a term of three years and he/she shall be eligible for re-appointment for another term not exceeding three years.

8.4. The Controller of Examination shall be entrusted with following duties and responsibilities as per this regulation:

- i. Evolve the evaluation system in consultation with Heads of Departments after having due approval of the Principal / Academic Council.
- ii. Conduct investigations, in case of alleged malpractices in the examinations and recommend such punitive measures, including removal of the delinquent students from the register of the college to the examination committee/Principal, for consideration.
- iii. Be the member convener of the Board of Examination of the college of which the Principal shall be the Chairperson. Before publication of results, he shall send the final list to the Principal for approval of the results and its publication.
- iv. Shall prepare, at the beginning of each academic session, a calendar for all examinations in consultation with the Heads of the Department and recommend the same to the Principal for his final approval. Thereafter, he shall notify the examination schedules to all concerned at the beginning of the academic session every year.
- v. Responsible for registration of all candidates for all evaluation processes of the college.
- vi. Supervise the function of students' course registration and academic record management for all students registered at the college across its various departments.
- vii. For all other matters, the Controller of Examinations shall be guided by the provisions of the Examination Regulation as approved by the Governing Body.

9. THE DEPUTY CONTROLLER OF EXAMINATIONS

9.1. The Dy. Controller of Examinations shall be appointed under this regulation by the Management on the recommendations of the Principal.

9.2. The Dy. Controller of Examinations shall be a full-time salaried officer preferably in the rank of Associate Professor/Professor with at least 10 years' experience of academics/ academic administration/ examinations. He shall work directly under the direction and control of the Controller of Examination of the college.

9.3. The Dy. Controller of Examinations shall be for a term of three years and he shall be eligible for re-appointment for another term not exceeding three years.

9.4. The Dy. Controller of Examination shall be entrusted with following duties and responsibilities as per this regulation:

- i. The Dy COE shall be responsible for the smooth conduct of College End Term Final Examinations under the supervision of the Controller of Examination.



- ii. The Dy COE shall be responsible for the smooth conduct of the College Examinations at the designated halls.
- iii. The Dy COE shall ensure that no person other than the examinees, invigilators, and such persons, as may be authorized by her/him or by the College, shall be allowed to enter the Examination Hall(s).
- iv. The Examination Department of the College shall supply adequate number of copies of question papers (in sealed packets) and answer booklets required at each examination hall to the Dy COE for smooth conduct of the examination process.
- v. The Dy COE shall return the unused question papers and answer booklets to the Examination Department within the time as prescribed by the Examination Department.
- vi. The Dy COE shall dispatch the used answer booklets in sealed packets to the Examination Department of the college, immediately on conclusion of Examinations, each day.
- vii. Deputy COE shall perform any other functions concerning the examinations as may be delegated from time to time by the Controller of Examination.

10. OFFICE SUPERINTENDENT & SUPPORT STAFF

The COE is assisted by a team of teachers with assigned responsibility and non-teaching staff with administrative assistance.

- i. In-office administration, the COE is assisted by the Deputy Controller of Examinations, Office Superintendent, and other required numbers of office assistants.
- ii. The Office of the COE is assisted by various other offices of the institution for proper coordination in terms of examination registration, internal evaluations, evaluation of co-curricular and extracurricular activities, value added programmes and finances related to examination and all other functions concerning the actual conducting of examinations and evaluations.

11. COMMITTEES AND SPECIALLY DESIGNATED PERSONNEL

The following Committees and specially designated personnel are entrusted with the smooth conduct of the internal and end semester Examinations:

- i. Examination Reforms Committee
- ii. Examination Coordinator
- iv. Examination Squad
- v. External Observer
- vi. Central Valuation Custodian
- vii. Coding and Tabulation Committee
- viii. Coordinator for Practical Examination
- ix. Malpractice Enquiry Committee
- x. Any other Committee constituted as may be required.



11.1 Examination Reforms Committee:

This committee functions as an advisory committee to the COE. Any changes to be introduced to the existing systems/rules and regulations of the Examination should be presented, discussed and approved by this committee. This committee has to meet regularly for reviewing the examination system and making recommendations for examination reforms. Following officers/committee heads are the members of the Examination Reforms Committee under their office in addition to other nominees.

- a) Chairman/Vice-Chairman of the Governing Body
- b) Principal
- c) Controller of Examinations
- d) HODs of Departments
- e) Deputy Controller of Examinations
- e) Office Superintendent, COE Office
- f) Any other Teacher/ non-teaching staff specifically invited.

The Examination Reforms Committee shall meet at least twice in each academic year.

11.2 Examination Squad:

There is a need for proper checks and controls for ensuring compliance with the examination code. An Examination squad is constituted for this purpose. The examination squad will be consisting of at least one male and one female staff member.

11.3 External Observer:

A teaching staff member from some other college will be appointed for supervising the end semester examinations. The main function of the external observer is to observe whether the examinations are conducted as per the standard procedure and submit a report for the same to the COE. The guidelines concerning the manner and the number of sessions to be supervised will be issued by the COE from time to time.

11.4 Tabulation Committee:

The committee has the responsibility of verifying the mark list, result sheet and the entries made in the register before the results are declared. The committee is also responsible for the coding, decoding and grading.

11.5 Malpractice Enquiry Committee:

Consisting of five members to enquire into examination malpractices if any and recommend appropriate action both in internal and end semester examinations. The COE notifies the members and the guidelines.



12. CREATION OF POLICIES AND GUIDELINES PERTAINING TO CONDUCT OF EXAMINATIONS

Based on this Regulation on Examination Management and Control, policies and guidelines would be formulated by the Board of Examiners which would be subsequently approved by Academic Council. These policies and guidelines would be subject to revision from time to time. The Policy shall have inter alia following items: -

- i. Examinations Process
- ii. Continuous Internal Assessment (CIA)
- iii. End Semester Theory Examination Process
- iv. Central Valuation
- v. Classification of Successful Candidates
- vi. Tabulation and Results
- vii. Declaration of Ranks
- viii. Marks Register
- ix. Issuing Marks Card
- x. Examination Remuneration

Apart from policy, there shall be following guidelines developed under this regulation to manage the examination process:

- i. Guidelines on Conduct of Examination and Evaluation
- ii. Guidelines on Setting of Question Papers, Preparing Model Answers
- iii. Guidelines on Scholarships, Awards, Medals & Special Awards

13. AMENDMENTS

If any statement in the Regulation is outdated or there is a need to introduce new statements brought about by developments in the higher education environment, government policies, or because of market forces, etc., such statements may be changed or modified at the recommendation of appropriate authorities.
