

Examinations Policy



**PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**

Autonomous

Siddhartha Nagar, Vijayawada-520010

Re-accredited at 'A+' by the NAAC

EXAMINATIONS POLICY

Policy Name:	Examinations Policy
Originating/Responsible Department:	Examination Section
Approval Authority:	Governing Body
Date of Original Policy:	March, 2018
Last Update:	

Examinations Policy

I. Preamble

The Examinations in Parvathaneni Brahmayya Siddhartha College of Arts & Science, Vijayawada plays a crucial role in upholding academic integrity, ensuring fair and transparent evaluation, and providing students with an opportunity to demonstrate their knowledge and skills. As an autonomous institution, the college is committed to maintaining rigorous standards of assessment in line with the academic programs offered and the overall mission of the institution. Examination Section is the responsible body in conducting the examinations and processing the matters further.

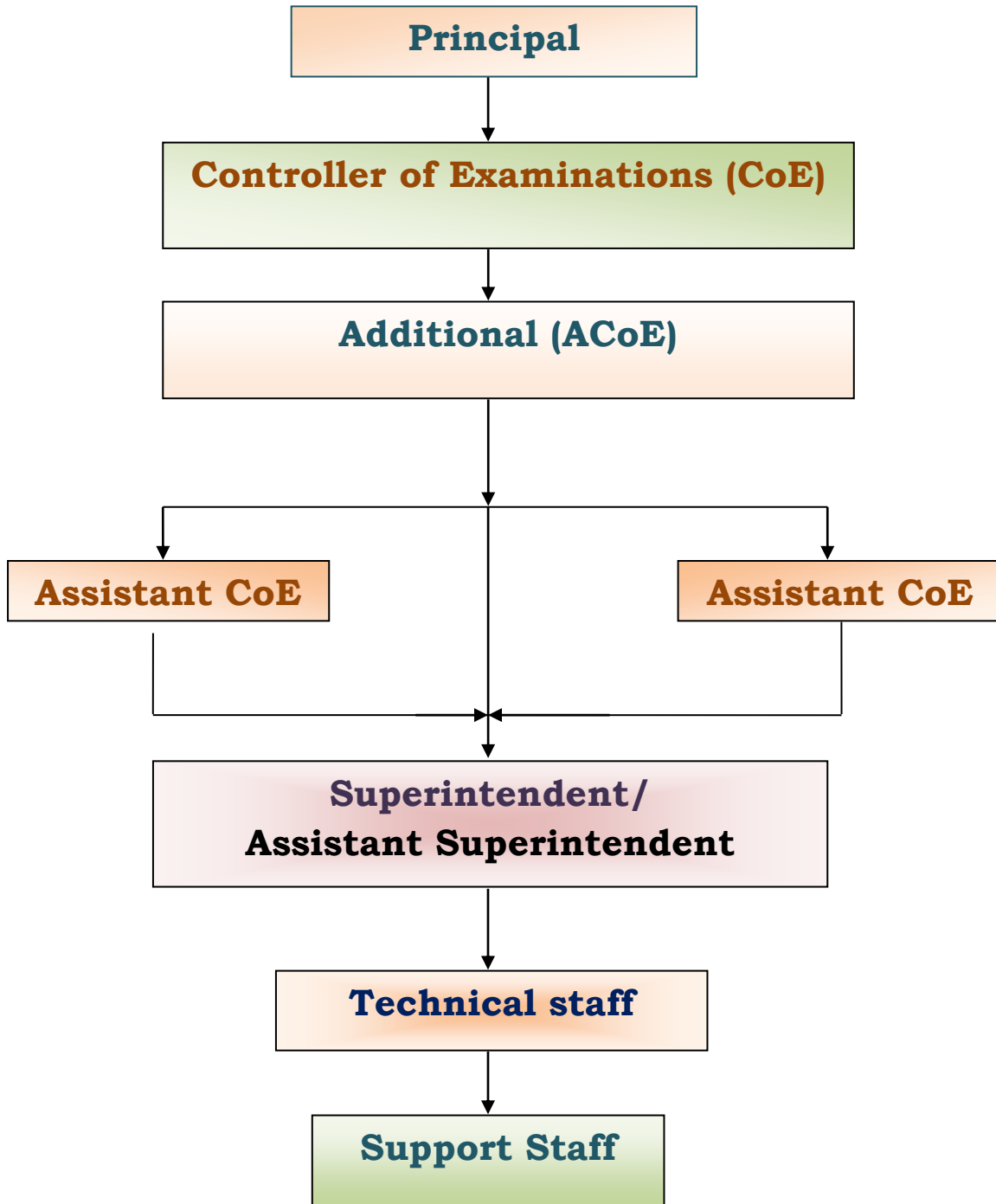
The primary responsibility of the Examination Section is to facilitate the conduct of examinations, manage the assessment process, and ensure the timely and accurate declaration of results. The section is dedicated to providing a seamless experience for students, faculty, and staff, through the implementation of efficient administrative procedures, the adoption of best practices in examination conduct, and the use of modern technologies for examination management.

The Examination Section also works closely with various academic departments to ensure that the evaluation process is transparent, unbiased, and consistent with the learning outcomes defined for each course or program.

The institution's autonomy allows for the development of flexible and dynamic assessment methods, which are continuously refined to meet the needs of a diverse student body.

In addition to regular examinations, the Examination Section also handles reevaluation, supplementary exams, and the issuance of academic certificates, making sure all processes are conducted in accordance with the rules and regulations of the college. It ensures that every student's performance is evaluated fairly, and any grievances related to examinations are addressed promptly through a structured mechanism.

II. Organogram:



Examinations Policy

Roles and responsibilities:

1. **Principal:** The overall head of the college, responsible for academic and administrative oversight, including the functioning of the Examination Section.
2. **Controller of Examinations (CoE):** Head of the Examination Section.
 - Oversees the overall administration and conduct of all examinations.
 - Coordinates with departments for setting examination schedules and ensuring the timely completion of evaluations.
 - Maintains and update examination records and results.
 - Supervises the distribution and collection of exam papers and answer sheets.
 - Reports any irregularities, discrepancies, or violations during the examination process.
3. **Additional Controller of Examinations:** Assists the CoE with specific examination duties, helps manage workloads, and may take charge of certain tasks, such as scheduling or managing a particular set of exams or courses.
4. **Assistant Controller of Examinations:** Two Assistant Controllers who focus on particular aspects of the examination process, such as specific courses, logistics, or evaluation processes, assisting with coordination and management.
5. **Superintendent:** Responsible for the administrative management of the Examination Section. Oversees the logistics of exam conduct, such as room assignments, scheduling, and ensuring smooth operation on the day of exams.
6. **Assistant Superintendent:** Handles day-to-day operations of the Examination Section office, including paperwork, student queries, exam form processing, and other administrative tasks.
7. **Technical Staff (4):** Provide technical support for online examinations, exam-related IT infrastructure, exam software management, data entry, and troubleshooting.

Examinations Policy

8. **Support Staff (3):** Provide general support for day-to-day activities, including distribution of materials, preparation of exam venues, assisting in document handling, and helping with exam setup and logistics.

III. Purpose

The Examination section of Parvathaneni Brahmayya Siddhartha College of Arts & Science plays a crucial role in the smooth functioning of the academic processes. The key roles and responsibilities of this section are mentioned hereunder:

- **Conduct of Examinations:**
 - Preparation and finalization of examination timetables for all academic programs.
 - Distribution of examination schedules to students, faculty, and staff.
 - Coordination with concerned departments for the smooth conduct of examinations.
 - Preparation and distribution of examination materials like question papers, answer sheets, and stationery.
 - Supervision of examination halls to ensure fair and transparent conduct.
 - Collection and secure storage of answer scripts.
- **Evaluation and Results:**
 - Coordination with examiners for timely evaluation of answer scripts.
 - Tabulation of marks and preparation of result sheets.
 - Publication and dissemination of examination results to students.
 - Handling of revaluation and recounting requests.
 - Issuance of provisional and final mark sheets to students.
- **Student Records:**
 - Maintenance of accurate student records, including academic transcripts and certificates.
 - Issuance of duplicate mark sheets and certificates as required.
 - Verification of student documents for various purposes (e.g., admissions, scholarships).

Examinations Policy

- **Academic Calendar:**
 - Implementation of the academic calendar, including examination schedules.
 - Coordination with other departments to ensure adherence to the academic calendar.
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- **University and Regulatory Compliance:**
 - Adherence to university guidelines and regulations pertaining to examinations.
 - Submission of required reports and data to the university.
 - Compliance with relevant regulatory bodies (e.g., UGC, AICTE).
- **Grievance Handling:**
 - Addressing student grievances related to examinations and results.
 - Providing timely resolution of issues.
- **Examination Reforms:**
 - Identifying areas for improvement in examination processes.
 - Implementing innovative examination practices and technologies.
- **Data Management:**
 - Maintaining accurate and up-to-date examination records.
 - Utilizing technology for efficient data management and analysis.
- **Student Support:**
 - Providing guidance and support to students regarding examination procedures and policies.
 - Assisting students with registration, fee payment, and other examination-related formalities.

IV. Scope

This policy applies to all undergraduate, postgraduate, and diploma programs offered by Parvathaneni Brahmayya Siddhartha College of Arts & Science and governs all internal and external assessments, including end-of-semester exams, mid-term exams, practical exams, assignments, and projects.

V. Faculty and Students

1. Faculty Members:

Examinations Policy

- Develop, set, and review exam papers and assignments in accordance with the syllabus and academic standards.
- Ensure that grading and evaluation are carried out in a fair and timely manner.
- Submit internal assessment marks, project evaluations, and practical exam results by the deadline.

2. Students:

- Register for exams as per the guidelines and within the stipulated deadlines.
- Adhere to the examination rules and regulations.
- Cooperate with the examination staff and maintain decorum during exams.
- Follow the academic integrity policy, avoiding cheating, plagiarism, or any other form of academic dishonesty.

VI. Examination Schedule

- The Examination Section shall prepare and publish the examination schedule well in advance (usually at least 3-4 weeks before the commencement of exams).
- Any changes to the exam schedule must be communicated to all stakeholders at least 5 days before the revised schedule.

VII. Examination Procedures

1. Examination Registration:

- Students must register for exams at the start of each semester through the online examination portal or the Examination Section.
- Registration should be completed within the specified time frame, and no late registration requests will be entertained without valid reasons.

2. Conduct of Exams:

Examinations Policy

- The Examination Section will coordinate the logistics of exam halls, including seating arrangements, distribution of question papers, and invigilation.
- Strict adherence to the examination rules must be maintained by all students, including no unauthorized materials (books, mobile phones, etc.) during the exam.

2. Special Accommodations:

- Students with documented disabilities or specific needs may request accommodations, such as extended time or separate examination venues, through the Examination Section prior to the exam period.

VIII. Evaluation and Grading

- The evaluation process for all examinations will be based on the criteria set by the concerned academic departments and the examination board.
- Faculty members will complete the evaluation process within a specified time frame, ensuring that results are made available to students promptly.
- A detailed grade sheet will be provided to each student, outlining individual performance in each paper and overall semester performance.

Link to Regulations : <https://pbsiddhartha.ac.in/Regulations.html>

IX. Academic Integrity

- Any form of academic misconduct, including cheating, impersonation, plagiarism, or disruption during exams, will result in strict disciplinary action as per the college's Code of Conduct.
- Students are expected to report any incidents of cheating or dishonesty to the Examination Section or any member of the faculty.

Examinations Policy

X. Revaluation and Grievance Redressal

- Students have the right to request revaluation of their answer scripts within a specified period after the declaration of results (usually 15-30 days).
- A formal application must be submitted through the prescribed procedure, and a fee may be charged for the revaluation process.
- In case of discrepancies in grades, students can file a grievance with the Examination Section, which will be resolved by an independent committee.

XI. Supplementary Examinations

- Students who fail in one or more subjects may be given an opportunity to appear for supplementary examinations, usually conducted in the same academic year.
- Supplementary exams will be held according to a separate schedule, and students will be informed about the registration process.

XII. Record Keeping and Confidentiality


- All examination records, including question papers, answer sheets, student marks, and related documents, will be securely maintained by the Examination Section for a minimum of five years.
- The confidentiality of all examination-related material will be strictly adhered to by all faculty, staff, and students.

XIII. Policy Amendments

This policy may be revised from time to time as necessary. Any amendments to this policy will be communicated to all stakeholders through the official college website and through public addressing system.

XIV. Conclusion

By adhering to the mentioned guidelines, Parvathaneni Brahmayya Siddhartha College of Arts & Science ensures a fair, transparent, and efficient examination process that upholds academic excellence and integrity. The Examination Section remains committed to providing a smooth and equitable examination experience for all students. In conclusion, the Examination Section is committed to supporting the college's academic ethos by ensuring that evaluations are conducted with the utmost professionalism, fairness, and transparency, fostering an environment conducive to academic excellence.


(Dr.M. RAMESH)
PRINCIPAL