

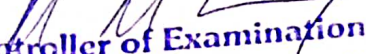
**J. S. S. COLLEGE FOR WOMEN (AUTONOMOUS)**  
**Saraswathipuram, Mysuru-9**


**Examination Policy**

The Examination Policies and procedures aim to achieve coordination, consistency and fairness in examination practices in the Institution.

**Procedures**

- The exam committee shall conduct two class tests of one hour duration in each semester for continuous Internal Assessment.
- Two tests will be held every day with one hour gap between two tests for 3 to 4 days.
- The staff shall undertake proof reading three days prior to the test.
- All staff members shall prepare question papers relevant to their subjects five days prior to the commencement of exam as per the instructions from Exam Section.
- On the basis of marks obtained in these two tests, IA marks shall be calculated.
- The student who has remained absent for the test shall write the exam at the end of the semester.
- Staff shall complete valuation within a week and submit the marks list to COE
- After the two tests the students shall get their marks cards.
- The student who has failed in any subject or who has attendance shortages shall bring his parents for interaction with mentor. Such students, as per the existing regulations shall give a declaration signed by both the students and parents.
- Students shall pay the stipulated Semester end examination fees in the office before the due date.
- The committee shall put up a notice on payment date and details on the Notice Board at least a month earlier to the payment date.
- Issue of hall tickets one week prior to the commencement of examination.
- All practical examinations shall be held before the theory examinations.
- The Departments heads/examiners shall submit the practical answer scripts and Marks list duly sealed and sent to the Exam section soon after the exam is over.
- There shall not be revaluation for practical examination.
- The heads concerned shall submit the Practical Examination Time Table duly signed.
- Practical Examination Time table shall be put up on the Notice Board of the concerned department a week prior to exam
- Semester end theory exam Time Table shall be put up on the Notice Board 15 days prior to the exam.
- Any grievances related to Time table shall be brought to the notice of HOI. As per the provisions made and the exam section shall undertake proper measures needed.
- The Principal shall call a meeting of the HOD's a month prior to the exam to discuss the procedure of Question Paper setting by Internal and External Examiners. Writing materials, vouchers etc., shall be supplied during the meeting.

  
**Controller of Examinations**  
JSS College for Women (Autonomous)  
Saraswathipuram, MYSORE-570 009

  
**PRINCIPAL**  
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- Semester end examination shall be of three hours duration
- Flying squad shall be deployed during the exam to check malpractices.
- Instructions to the students regarding the examination rules shall be put up on the Notice Board much before the examinations
- Instructions to the Invigilators shall be put up on the Examination Centre.
- Seating arrangements shall be displayed on the notice board by the chief superintendent.
- The invigilation duty allotment should be given in advance
- Notice concerning revaluation , personal seeing and fees details shall be notified soon after the publication of result.
- Marks Card will be given to the person authorized by the candidate provided the candidate should send email to Principal requesting to issue Marks card in case of emergency.

#### **Responsibility of Staff members relating to examination:**


- Staff shall make students aware of the portions for the internal assessment test in advance.
- Staff shall inform the students about question paper patterns in advance.
- Staff shall prepare the question paper as per the guidelines from the exam section.
- Staff shall submit question papers to internal Examination committee coordinators in time.
- Staff shall report for examination duty in time.
- Staff shall make alternate arrangement and officially communicate to the chief superintendent, in case of inability to carry out exam duty.

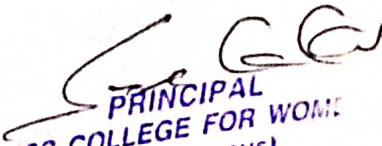
#### **Staff shall follow code of conduct during the invigilation:**

- Staff shall evaluate internal exam answer scripts as per the scheme of evaluation.
- Staff shall evaluate internal exam answer scripts within stipulated time.
- Staff shall submit the marks to the office as well as enter the marks within stipulated time.

#### **Students Responsibility during Examinations:**

- Students shall be seated in exam hall 15 minutes earlier
- Students shall report for semester end examination as per the Exam statute.
- Students shall compulsorily wear uniform/identity cards during exams.
- Students shall not indulge in malpractice.

  
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