



# St Joseph College of Communication

Media Village, Changanassery  
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Vision: Transforming Media for a Wholesome World

Founded in 2004

## Examination Policy

<b>Responsible Executive</b>	Controller of Examinations, St Joseph College of Communication
<b>Responsible Office</b>	Exam Cell, St Joseph College of Communication
<b>Date Issued</b>	November 2020
<b>Date Last Revised</b>	November 2023
<b>Code</b>	SJCC/ACAP/02/23

### 1. Statement of Policy

At St. Joseph College of Communication, Changanassery, we are dedicated to maintaining the highest standards of integrity and fairness in our examination processes. Our Exam Policy is designed to ensure the timely notification and registration of exams, as well as the fair and impartial conduct of both internal and external examinations. Additionally, the policy covers the transparent valuation and prompt publication of internal marks. By adhering to these principles, we aim to create a reliable and equitable academic environment that supports the academic success and integrity of all our students.

### 2. Exam Cell

The Exam Cell operates under the supervision of the Exam Committee, led by the Controller of Examinations appointed by the principal. The cell includes the Controller of Examinations, Director of Valuations, HoDs, Secretary to the Exam Cell, and other senior faculty members appointed by the principal. The committee meets twice each semester.

#### Responsibilities Regarding University Exams

- Inform students about university exam notifications.
- Conduct the exam registration process.

- Provide students with the university exam timetable.
- Arrange invigilators for exams.
- Prepare exam halls, including seating arrangements.
- Print and prepare exam question papers and answer books.
- Distribute hall tickets to students and issue duplicates if needed.
- Safely store written answer books after exams and hand them over to university officials.
- Report any malpractice to the university.
- Prepare a list of students with attendance shortages in consultation with class teachers and report to the university for condonation or year repetition.
- Handle all correspondence with the university regarding exams.
- Maintain reports and registers related to university exams.
- Prepare and distribute duty certificates to teachers with exam duties.

### **Responsibilities Regarding Internal Exams**

- Prepare the internal exam schedule at the beginning of the academic year.
- Ensure the exam schedule is included in the academic calendar.
- Announce the exam schedule to students in advance.
- Collect internal exam questions from teachers.
- Prepare exam halls, including seating arrangements.
- Ensure timely and proper conduct of internal exams.
- Ensure timely valuation of internal exams and publish results on the student portal.
- Prepare and upload the consolidated internal mark list to the university portal.

### **3. Guidelines for Invigilators**

- Report to the exam office 30 minutes before the exam and sign the register.
- Check the duty allocation list and collect exam materials.

- Verify the account statement with the answer books, including additional answer sheets.
- Arrive at the exam hall 25 minutes early and verify student identities by checking hall tickets.
- Ensure students are in full uniform and have their hall tickets and ID cards.
- Do not allow mobile phones, programmable calculators, digital diaries, or other electronic gadgets in the exam room.
- Relieving duty teachers should collect question paper covers 15 minutes early and hand them to invigilators 10 minutes before the exam.
- Distribute answer books 10 minutes before the exam according to the number sequence and record them in the absentee/account statement form.
- Distribute question papers 5 minutes before the exam.
- Direct students to start writing after the cool-off time.
- Allow students to leave the hall only after two hours from the start of the exam.
- Accompany any student leaving the hall in an emergency.
- Record additional answer sheets distributed in the account statement form.
- Relieve invigilators as per the scheduled categorization and timing.
- Collect and verify answer books from students before they leave the exam hall.
- Submit and verify answer books with the account statement in the exam cell before leaving.
- Sign out in the register before leaving the exam office.

#### **4. Guidelines for Students**

- Wear full uniform and be well-groomed for the exam.

- Only students with ID cards and hall tickets will be allowed inside the exam hall.
- Keep hall tickets safe for all exams of the semester; obtain duplicates if lost.
- Collect hall tickets on the first exam day of each semester.
- Arrive at the exam hall 30 minutes before the scheduled time.
- Students more than 30 minutes late will not be allowed to take the exam.
- Leave personal belongings, including mobile phones and electronic gadgets, outside the exam hall.
- Bring water bottles to the exam hall, but do not share them.
- Cheating, plagiarism, or misconduct will be reported to the university.
- Leave the exam hall only after two hours from the exam starts.
- Follow invigilator instructions at all times.

## 5. Misconduct/Malpractice

- Possession of books, notes, or printed material related to the exam is considered malpractice.
- Writing on another candidate's answer script or obtaining help from others is misconduct.
- Leaving the hall without submitting the answer script is malpractice.
- Allowing someone else to write on your behalf is misconduct.
- Leaving the hall without recording attendance is malpractice.
- Possession of question papers with answers written on them is misconduct.

- Misbehavior, intimidation, or attempting to assault exam personnel, or damaging property, is serious misconduct.
- Creating disturbances or refusing to follow seating arrangements is misconduct.
- Replacement, tearing, or mutilation of answer script pages or handwriting discrepancies will be deemed as malpractice.

## 6. Examination Grievances Redressal

The students shall have full right to register his/her complaint if he/she is not content with the examination/valuation activities provided by the college. The student can register a complaint/grievance through mail ([internalexams@sjcc.ac.in](mailto:internalexams@sjcc.ac.in)) or scan the QR code provided on the college website, library and notice boards of the college or in writing to the CE office. Students, who want to remain anonymous, shall put in writing their grievances in the complaint box provided at the CE office.

The Controller of Examinations shall be responsible for the resolution of all complaints/grievances received in the CE office. Based on the nature of the grievance the CE shall collect details from the respective officials as given in the table below to resolve the grievance.

Nature of Grievance	Official
Conduct of Examinations	Controller of Examinations
Valuations	Director of Valuations
Tabulations/Mark cum Grade cards/Certificate	Administrative Assistant, Examinations
Internal Assessment	Internal Evaluations Coordinator/Heads of respective departments/Internal assessment: Grievance redressal cell
Infrastructure	Bursar

Based on the details received from the respective officials, the CE shall take necessary steps which come under the purview of the Examination Manual, Curriculum and other rules and regulations of the college to resolve the grievance.

If the nature of the grievance is very serious or critical the CE shall forward the grievance to the Examination committee of the college to formulate an apt resolution. The CE shall also prepare a grievance redressal report for each grievance received. The reference of this report shall be recorded in the grievance register.

The Examination Committee may also review the practice and procedures of grievance redressal on an ongoing basis.

## 7. Approval & Review Details

### **Approval Authority:**

Executive Director, St Joseph College of Communication, Changanacherry

### **Officer In-charge:**

Controller of Examinations, Exam Cell, St Joseph College of Communication

**Approved on: November 2023**

**Next Review Date: November 2024**

## 8. Feedback:

Stakeholders may provide feedback about this document by e-mailing IQAC.