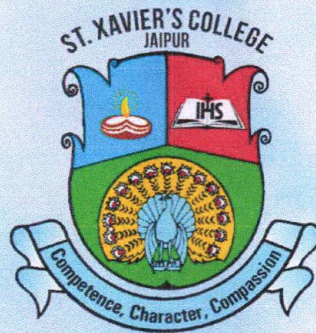


St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



College Manual A Compendium of Policies and Guidelines



PART A

College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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2. EXAMINATION POLICY

1. Introduction

The Examination cell is a special task cell of the Institute which is facilitated by three sections: Examination, Record Maintenance, and Administration. Examination cell plays a key role in the evaluation part. The Prime responsibility of the Examination Cell is conducting all examinations (Both Internal and External Practical Exams) fairly and systematically under the directions of the College Administration.

2. Purpose

It is a centralized system of internal assessment of students to evaluate the Learning Outcomes and to conduct the university practical/theory examinations. It is headed by a Coordinator and a team of members that shall be executing the functions of the cell. It will be responsible for conducting two internal exams based on university pattern for all the department students (UG & PG) and to conduct university practical examinations for all UG and PG departments. The Cell will also assist and help College University Affairs Cell (UAC) for collecting and maintaining University forms of all (UG & PG) courses.

3. Composition and Functioning

3.1 Composition

The Examination Cell will comprise of:

- Coordinator/Convenor
- Member
- Faculty members from departments
- University Affairs Cell Coordinator
- Office Staff

3.2 Functioning

- To conduct the internal exams and university practical examination
- The Exam Cell shall ensure that adequate stationery, like answer sheets, trays, threads, etc. related to conducting evaluation are made available.

- The Exam Cell shall hold a pre-exam meeting to brief the members of the faculty with regard to the examination procedures and the role and responsibilities of the invigilators. A report of the same shall be submitted to the Principal.
- Fixing the dates for the internal exam and university practical examination and informing students about the same along with Examination guidelines beforehand.
- Common instructions and notifications related to examinations to be displayed on the college notice board and on the college website by the Examination Cell.
- Preparation of guidelines for faculty members to prepare question papers for different subjects.
- Preparation of schedule for getting question papers ready, examination schedule, invigilation duty chart, and any other prerequisite related to examinations, Seat allotment in the Examination halls, and result compilation
- Paper Setting, Proofreading, Printing, and Packing of the question papers.
- Post-examination work – the record of marks, PTM, grievance redressal
- Coordination with heads, university affairs coordinator, and external examiners for smooth execution of examination.
- Preparation of Examination Timetable and circulate it among the students well in time.
- Processing and Publication of internal examination Results within 15 days of the last exam.
- To maintain the attendance record of the students appearing in exams
- To take strict disciplinary steps against any case of fraud or cheating
- Coordinate with all the heads and university coordinator for conducting internal examination and university practical exams (involves fixing of dates for examination, duty chart, paper setting, paper checking, score sheet preparation)
- Addressing grievances, if any, of the students related to all kinds of exams.


Principal

St. Xavier's College Jaipur
Nevta-Mahapura Road, Jaipur