

# **GOVERNMENT COLLEGE OF COMMERCE AND ECONOMICS BORDA-MARGAO, GOA**

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## **EXAMINATION POLICY**

### **Preamble**

- The College conducts the First Year and Second Year B. Com Examinations at the behest of Goa University. The Third Year B. Com examinations are conducted by Goa University.
- Students' performance is evaluated based on Intra- Semester Evaluation (ISA) and the Semester-End Examination (SEE).
- The ISA Component carries 20% and SEE Component carries 80%. (Except for Certain Practical Papers and TY B. Com Project).
- At the end of each semester, a student has to answer Semester End Examination.
- It is compulsory for every eligible student to appear for both evaluation components, i.e., – ISA & SEE.
- A student who does not appear for a minimum of two ISAs is not eligible to appear for the semester-end examination in that particular paper.
- A student having less than 75% cumulative attendance in a semester and/or less than 50% attendance in individual paper/course is not eligible to appear for the Semester End Examination.

### **1. INTRA SEMESTER ASSESSMENT**

#### **i. ISA COMMITTEE**

ISA Committee is incharge of handling and monitoring the conduct of ISA and Maintenance of ISA records. ISA Committee is comprised of 02 to 03 regular teaching faculty of the college. The ISA Committee is entrusted with the following responsibilities:

1. Making necessary arrangements for conduct of ISA
2. Maintenance of ISA Records
3. Providing all information/notices/instructions pertaining to ISA to students and staff concerned.
4. Work in coordination with college examination committee and provide the requisite information to examination committee.

## **ii. ISA EXAMINATION STRUCTURE**

The ISA assessment of all Courses is comprised of 2 continuous Intra-Semester Assessment (ISA). The schedule for the ISAs is notified to all concerned at the beginning of the Semester. It is compulsory for every student to attend both the ISAs to be eligible to appear for Semester End Examination.

## **iii. I.S.A EXECUTION STRUCTURE**

- The ISA assessment is carried internally by the concerned teacher(s)
- The ISA tests carry 20% of maximum marks allotted for the Course, and SEE. There is no ISA for the Practical component of the Course.
- The ISA for the theory component of a Course is to be conducted twice in a given Semester, once through a written test and the other by using alternate modes of evaluation including assignment/ presentation/ orals/ such other.
- Averaging of ISA marks is not permitted.
- The marks of ISA is to be communicated to the students within two weeks.
- ISA I is preferably to be completed by the end of July for odd Semesters and end of January for even Semesters. Students who fail to appear for the test due to a genuine reason may be given another opportunity by the end of August/ February respectively, on a date pre-determined by the College.
- ISA II is to be completed as decided by the subject teacher but before the end of the semester.

## **iv. ELIGIBILITY CRITERIA**

A student who does not appear for two ISAs of a Course is not eligible to answer SEE of that Course.

## **v. BLOOMS TAXONOMY AND MAPPING OF COURSE OUTCOMES (CO) FOR ASSESSMENT DESIGN**

- ISA Question Paper is set with Specific course learning outcomes.
- Every teacher needs to submit the ISA Question paper mapped as per Blooms Taxonomy to ISA Monitoring Committee at the completion of ISA.
- A student will be mapped for achievement of Course Outcomes in their I.S.A to facilitate the teachers to evaluate the student in terms of Course Outcomes.

## **vi. ISA RECORD SUBMISSION**

- i. I.S.A Committee will obtain the following records from the teachers:
- ii. I.S.A I and II question paper with mapping of COs and Blooms taxonomy level.
- iii. I.S.A attendance sheets.
- iv. Sample of I.S.A answer papers/assignments/submissions subject wise.

**vii. DISPOSAL OF I.S.A RECORDS**

ISA Committee will be in possession of ISA submissions for 05 (five) years. After 05 years all the ISA Submissions to be considered as waste paper. ISA Committee with the approval of the head of Institution shall initiate steps to dispose the ISA submissions as per the set norms.

**viii. GRIEVANCES**

A student having any grievance related to ISA assessment may inform the subject concern to resolve the grievances. In the event of non-resolution of grievances student may opt for resolution of grievances in accordance with Goa University Ordinance OC-8.20.

**2. SEMESTER END EXAMINATION**

**Setting up of Question Papers:**

Question Paper setting is done internally by teacher concerned teaching FYBCom and SYBCom. In order to achieve zero defect in question paper setting a comprehensive checklist is followed and all question papers are set in adherence to the checklist. The pattern of question paper(s) to be set for the SEE in each Subject and the scheme of marking is decided by the BoS in that subject.

Teachers follow Blooms Taxonomy while setting up the question paper.

Question papers for conduct of TYBCom examination is provided by Goa University

**Procedure for Submission of Question papers**

Through Chairperson after having gone through and approved of the final hard copy of the question paper manuscript as per the checklist.

Appointment of Chairperson:

Appointments of persons as Chairpersons, shall be ordinarily made at the time of examinations.

The paper Setters need to get the question paper checked from the Chairperson before submitting to the exam section.

All the teachers need to submit the question papers on or before the due date.

**Results**

**I. Passing of Examination**

- a) To pass the Examination a candidate must obtain a minimum of 40% marks in SEE and ISA components taken together for each paper.
- b) There is no separate passing for the ISA or SEE component.

- c) At the end of each year after the declaration of the semester results, repeat exam is conducted for students which provides them an opportunity to clear their backlog papers of Semesters I to IV.

A student shall be required to score a minimum of 'P' grade in ISA, SEE and Practical components taken together to pass in a course in Semester I to VI.

### **Grace Marks**

A Student enrolled in NCC / NSS / Sports is entitled for grace marks. A student can make use of such grace marks to clear their paper.

Candidates who have been enrolled as members of the NCC and are certified by the Principal of their college as having satisfactorily completed 40 parade's for Semester Scheme are eligible for grace marks.

Candidates who have participated in the NSS programme and are certified by the Principal and NSS PO of the college who has completed 60 hours of social service is eligible for the grace marks.

A Student who has participated in Sports at State / National and International Level is also eligible to get grace marks.

### **Revaluation / Personal Verification of marks**

Revaluation of answer books of the candidates at Semester V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation. However, revaluation at Semester I to IV examinations shall not be permitted.

Facility for the Personal Verification of answer books for each examination shall be available to FY and SY B.Com students for Semesters I to IV.

After the declaration of result of I/II/III/IV, A Student can apply for Personal Verification

A Student wishing to apply to revaluation need to apply for the same after paying the requisite amount of fees.

On a notified day and time personal verification of the marks will be carried out.

Verification of marks shall be carried out in the presence of the candidate, Principal and the concerned examiner.

In case, if there are any changes in the marks, the necessary changes are made in the marksheet and a fresh new marksheet is issued to the candidate.

If the candidate is not satisfied with the results on Personal Verification of the answer book, he/she may apply to College Grievance Committee within a week.

## **Unfair Means**

### **Unfair Means Procedure for Third Year B.com**

The procedure for reporting Unfair Means

- (a) The Block Supervisor/Invigilator shall seize the incriminating material and the answer script or other substances forming part of answer and report the same to the Senior Supervisor/ Chief Conductor immediately, if he notices unfair means being resorted to by a candidate. The candidate however shall be allowed to write the remaining part of the examination on a fresh answer paper.
- (b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and report the matter to the Sr. Supervisor/ Chief Conductor immediately. If the candidate refuses to give the statement, the candidate should be asked to record in writing his refusal to give a statement, if he refuses to do even that, the fact shall be recorded, duly witnessed by two members of the supervisory staff.
- (c) The Sr. Supervisor/ Chief Conductor shall hold a summary enquiry, immediately after the conclusion of the said paper and record the report of the Room Supervisor, the statement of the candidate in presence of a teacher other than the Room Supervisor concerned. The Chief Conductor shall forward a report along with answer script or other substance and the incriminating material in a sealed cover or box, the statement and the report of the Room Supervisor, the statement of the candidate, if any, to the Controller of Examinations by name, who, in turn shall place before the Unfair Means Enquiry Committee all the materials and records received by him. Further action is taken under the Ordinance and a report submitted to the Controller of Examinations.

OA-5.14.18. (a) The Examiner, shall, if he suspects unfair means while evaluating the answer scripts or other material, return the said answer scripts or other material with reasons in writing for such suspicion on evaluation to the Controller of Examinations by name separately. He/she shall enter 'suspected unfair means case' against the code number of the candidate in the input form.

b) Ordinarily, the University shall conclude the process within a period of six months or in any case before the commencement of the next examination.

**(A) Theory Examination**

Sr. No.	Nature of Unfair Means	Quantum of punishment
1.	Possession of copying material = Admit	Annulment of the performance of entire examination.
2.	Possession of copying material = Denial	Annulment of the performance of entire examination. + one chance
3.	Possession of copying material = actual evidence of copying = Admit	Annulment of the performance of entire examination. + one chance
4.	Possession of copying material + actual evidence of copying = Denial	Annulment of the performance of entire examination. + two chances
5.	Possession of another candidate's answer-book but no evidence of copying = Admit	Annulment of the performance of entire examination. + one chance (Both the candidates)
6.	Possession of another candidate's answer-book but no evidence of	Annulment of the performance of entire examination. + two chances (Both the

	copying = Denial	candidates)
7.	Possession of another candidate's answer-book + actual evidence of copying = Admit	Annulment of the performance of entire examination. + two chances (Both the candidates)
8.	Possession of another candidate's answer-book + actual evidence of copying = Denial	Annulment of the performance of entire examination. + three chances (Both the candidates)
9.	Answer-books containing identical answers = Admit	Annulment of the performance of entire examination. + one chance (Both the candidates)
10.	Answer-books containing identical answers = Denial	Annulment of the performance of entire examination. + two chances (Both the candidates)
11.	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book = Admit	Annulment of the performance of entire examination. + four chances
12.	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book = Denial	Annulment of the performance of entire examination. + five chances
13.	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc = Admit	Annulment of the performance of entire examination. + four chances
14.	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc. = Denial	Annulment of the performance of entire examination. + five chances
15.	Inserting currency notes in the answer book = Admit	Annulment of the performance of entire examination. + four chances
16.	Inserting currency notes in the answer book = Denial	Annulment of the performance of entire examination. + five chances Note: This money is to be credited to the University Fund.
17.	Impersonification at the examination = Admit	Annulment of the performance of entire examination. + five chances (Both the candidates)

18.	Impersonification at the examination = Denial	Annulment of the performance of entire examination. + six chances (Both the candidates)
19.	Using obscene language, violence, threat at the examination center to Chief Conductor/Senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for a given examination or any other examination) = Admit	Annulment of the performance of entire examination. + four chances
20.	Using obscene language, violence, threat at the examination center to Chief Conductor/Senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for a given examination or any other examination) = Denial	Annulment of the performance of entire examination. + five chances

- All the other offences not covered in the schedule given above should be dealt with according to the gravity of the offences.
- II) If on previous occasion also disciplinary action was taken against a student for malpractices at examination and he/she is caught again for malpractices at examination then, he/she is to be dealt with severely. Such students can be imposed with enhanced punishments. This enhanced punishment may extend to two to three times the punishment provided for the act committed at the second or subsequent examination.

(B) Practical Examination: Candidates involved in malpractices at practical examinations will be dealt with as per the provisions for theory examination

### **OC-66.7.2 Unfair Means Procedure for First Year and Second Year B.Com**

The following procedure shall be followed for inquiring into the cases of alleged to have used unfair means at the F. Y. and/or S. Y. B.Com examinations.

1. The candidates be served with a show cause notice and made aware of the charges/ allegations reported against him/her so as to enable him/her to prepare his defence at the time of this appearance before the CUMIC and Inform him/her thereby of the proposed action to be taken in his/her case, directing him/her to reply to the show cause notice as to why the action proposed should not be taken against him or her.
  - (a) The reply received by the committee from the candidate when he / share appears before should be considered by the committee and the final recommendation in the matter to be taken shall be reported to the principal for the approval.
  - (b) The punishment finally awarded can be equal to . or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.

- (c) The CUMIC is a recommendatory body. The principal has to exercise his/her power under statute 5B-13 (iv) of the University and issue final order.
- (d) The board category of malpractice and the quantum of punishment for each category there on shall be as given in Ordinance on malpractices i.e. OA.5.14.19. Besides these guidelines each case may be examined in detail and punishment awarded on the merit of each case.

### **Examination Papers Disposal Policy**

Examination Committee will be in possession of SEE submissions for 05 (five) years. After 05 years all the SEE Submissions to be considered as waste paper. Examination Committee with the approval of the head of Institution shall initiate steps to dispose the SEE submissions as per the set norms.

Records that are ready to be disposed must go through the following procedures:

- a) Shifting of all answer sheets/booklets and other records to the store-room after the expiry of period.
- b) Answer sheets/ISA Records/Mark lists/Evaluation sheets/ Question Booklets etc are arranged and bundled systematically kept in racks in the store room.
- c) Records to be disposed must be recorded in the register.
- d) Disposal must be handled in a secure and confidential manner.
- e) Once the disposal is completed, disposal certificates signed by the committee members shall be kept for records