



Examination Policy

1. Mechanism of internal/external assessment is transparent and the grievance redressal system is time-bound and efficient.

Don Bosco Arts and Science College has a transparent mechanism in conducting the internal / external assessments and in dealing with the issues that arise while addressing the grievances of the students. The internal assessment procedure is informed to the students in advance and their performance are brought to their notice on time and the areas where they lapse are pointed out by the concerned teachers. Thereby, they are asked to submit assignments or write class tests to enhance their performance. Finding out the root causes and the process of rectification are done in a stipulated duration. The data of this whole process is recorded regularly in the ERP.

2. The Examination Cell is an important part of the academic work

The work starts from the commencement of every academic year with a mention of the exact dates of the three internal assessments. Besides, the complete regulations regarding CIA including examination pattern and evaluation criteria published in academic calendar and college website help the students have a clear picture of the internal assessments.

3. Conduct of Internal Assessment Tests / Model Examination

Students are given the opportunity to improve upon their performance through exam. Continuous Internal assessment (CIA): 50 % for it motivates the students to study continuously. The break-up of Internal Assessment as prescribed by the University of Madras is as follows: 10 % through Class Tests; 10% through Assignments, Projects and Presentations; 5% through Attendance. The subjects handling faculties are directed to prepare question papers as per University pattern. Preparation of Invigilation duty, Hall & Seating arrangements are made by the Controller of Examinations. There will be a process of overall result analysis.

After the assessment being conducted by the COE, it is evaluated within a week and submitted to the principal. The marks are uploaded timely in the college portal <https://dbcas.higrade.live>. The faculties prepare the internal grade sheets and finally upload the internal marks to the University portal.

- I) Absentees for the internal examination will not be allowed to re-write the examination, rather they will be asked to submit an assignment on the concerned subject, on time.
- II) After instructional hours, Ist C.I.A. will be conducted similarly IInd C.I.A. will be followed by the next 30 Instructional hours . along with model examination. Internal marks will be consolidated.



DON BOSCO ARTS AND SCIENCE COLLEGE - (Co - Ed)

(AFFILIATED TO THE UNIVERSITY OF MADRAS)

CHENNAI - 600 010

4. Procedure for conducting University Practical / Viva Voce Examinations

University issues a circular to schedule the Practical examination. HODs prepare the examination time table and provide the details of Internal examiner and the External examiner. The external / internal examiner set the question papers, value the answer scripts and award marks. The mark statements are prepared and signed by both the examiners and it is sealed in separate covers along with question paper and handed over to the Exam Cell. The External and internal examiners conduct the viva voce for the project as per university protocol.

5. Conduct of University Theory Examinations

Candidates are permitted to appear for the semester examination after the registering online for examination in all courses according to the University regulations. The exam answer scripts will be handed over to the University of Madras by the examination cell.

6. On the university website, registering first-year students, verifying details with their respective departments, uploading the information, and tracking student-related information until they write their final year exams and receive their complete mark sheets and certificates.

EXAMINATION COMMITTEE

Dr. Xavier Raja Rathinam. S	-	Principal
Rev. Fr. Kasi Sagayaraj. SDB	-	Vice-Principal
Dr. Shanmugam. A	-	Chief Examination Officer
Dr. Asaikkannu. S	-	Member
Dr. Sakthivel. K	-	Member
Mr. Murali. K	-	Member
Mr. Prabhu. A	-	Member
Ms. Prasana Selva	-	Member

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VICE PRINCIPAL
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S. Xavier Raja, Principal

PRINCIPAL

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