



St. Mary's College, Thrissur- 680020

Conduct of University Examination - Guidelines

- The College conducts University exams in accordance with the rules and regulations of University of Calicut
- The Chief Superintendent is in charge of all examinations conducted in the College.
- The opening of question papers, distribution of question papers and answer sheets to invigilators, collection of answer scripts from invigilators and attendance verification will be done under the supervision and guidance of Chief Superintendent
- Any case of malpractice by regular students of the College or by private candidates will be dealt seriously and informed to the concerned authorities of the University
- Students should come for examinations with their hall tickets and ID card. In any case student fails to produce hall tickets the matter should be reported to chief Superintendent and Principal
- Hall tickets will be issued to the students duly signed by the faculty, on receipt from University.
- It is ensured that there is no bias or favoritism is towards any candidate
- In case of Divyangjan or candidates from other differently abled category necessary support will be given according to the orders from the University. The request for special support to differently abled will be forwarded to University by the Cell on request of HODS.

- For the sick students or Divyangjan special seating arrangements is provided in the ground floor.
- Mark lists will be issued to students as and when it is received from the University.
- In case of non receipt of Mark lists /Hall tickets of students the matter will be reported to concerned authorities by Examination Cell
- The matters regarding collection and remittance of examination fees, registration of students, downloading of hall tickets, uploading of internal assessment matters is the responsibility of examination cell.
- All the teachers of the college should be a part of invigilation of University Exam
- Invigilators are to reach examinations cell 15 minutes before commencement of exam to collect and verify the question papers and answer scripts. Any discrepancies should be reported to Chief Superintendent
- Chief Superintendent with support of staff at examination cell deputed faculty for exam.
- Departments should upload the internal marks of students. The schedule for uploading internal marks will be informed by the Examination Cell to concerned HODS. In case of non uploading on time or any problem with respect to internal marks upload, the matter should be reported to examination Cell.
- Any Grievance with regard to examination will be forwarded Exam Grievance Redressal Cell.