



Prabodhan Education Society's

Vidya Prabodhini College of Commerce,  
Education, Computer and Management

Vidyanagar, Alto Parvari Goa. 403521

# Examination Handbook 2018-19 to 2022-23



# PREFACE

The fundamental purpose of education is not merely to score marks but to acquire knowledge. This knowledge should empower individuals to make wise decisions, foster positive thinking, and fulfil both personal life goals and social responsibilities. However, the education system has become overly mechanized, failing to recognize the diverse aptitudes, grasping powers, and understanding abilities of individuals. It is imperative to refocus education on imparting knowledge, nurturing good character, and instilling core values.

From an academic standpoint, examinations have devolved into standardized assessments that prioritize numerical scores over holistic evaluation. To truly serve the purpose of education, examinations need to incorporate a human touch, recognizing the unique strengths and potentials of each student.

At Vidya Prabodhini College, we prioritize holistic development by not only encouraging students to excel academically but also fostering analytical thinking, social consciousness, and self-directed learning through experiential education beyond the confines of traditional classrooms. Our commitment to continuous improvement aligns with our institutional motto of "*Excellence, Everywhere, Every time*".

As Swami Vivekananda rightly pointed out, education is the process of expressing innate ideas. At our institution, we strive to facilitate this process by providing a nurturing environment where students can explore their innate potential and contribute meaningfully to society.

Dr. Arun Ramakant Marathe  
Chairperson, College Examination Committee

# **EXAMINATION HANDBOOK**

Academic Year 2018-19 To 2019-20

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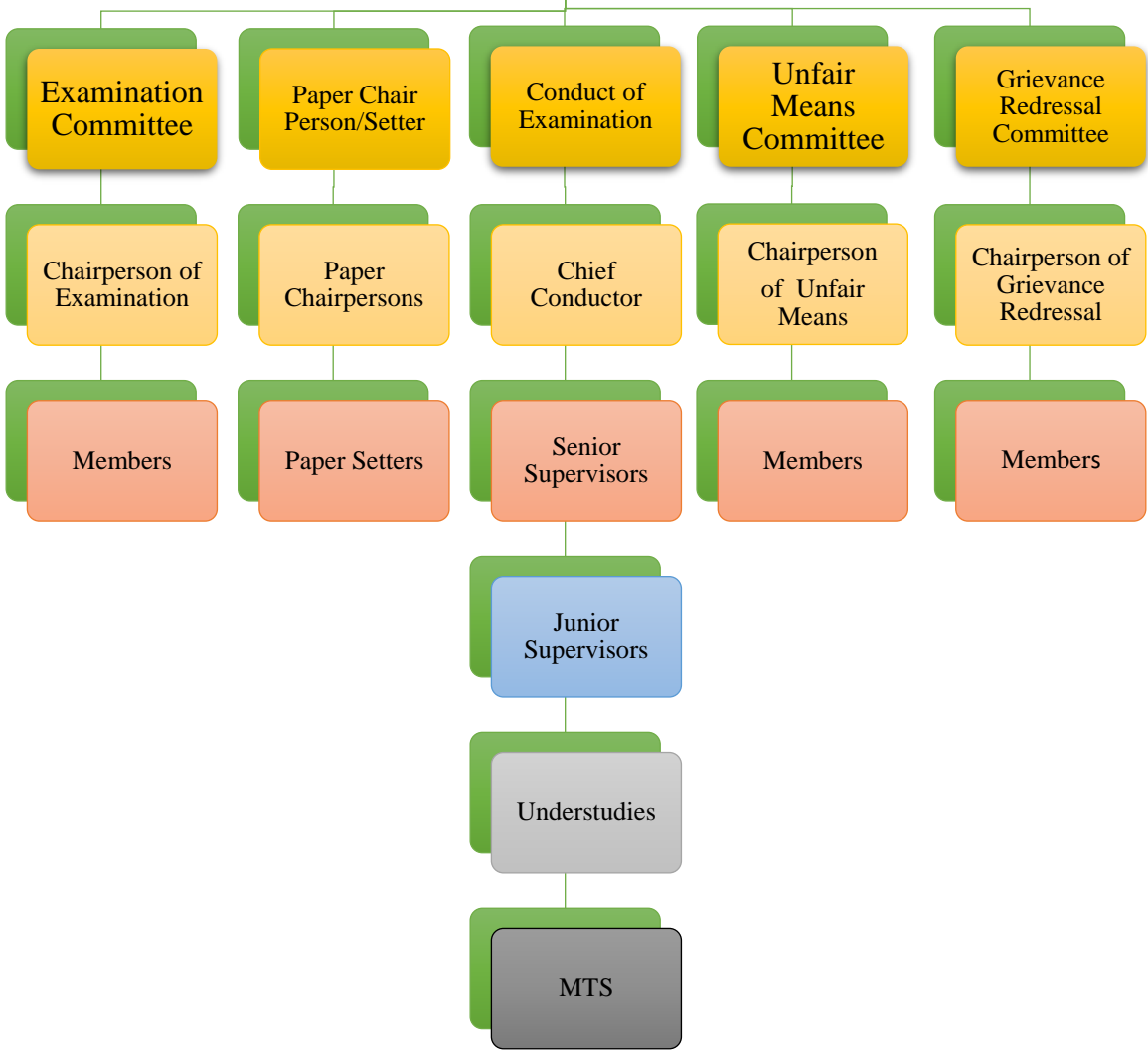
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# Examination Committee Chart



**NOTE:** College strictly adheres to the schedule provided in Goa University Notification as well as the provisions of the ordinance(OC-66 & OC-54)pertaining to examination.

# CONDUCT OF INTRA SEMESTER ASSESSMENT (ISA)



- Display of Notice and ISA Time Table of Written Component
- Preparing ISA Attendance Sheet and Marks Sheet



- Conduct of Written component of ISA as per schedule
- Conduct of Second Component of ISA



- Conduct of Repeat ISA (Written Component) if required
- Display of ISA Marks to the students.
- Submission of ISA Marksheets to ISA incharge

# CONDUCT OF SEMESTER END EXAMINATION (SEE)



S

- Display of Notice and SEE Time Table
- Issuing office order to paper setter and chairperson
- Issuing office order to Senior supervisor, understudy and peon.



E

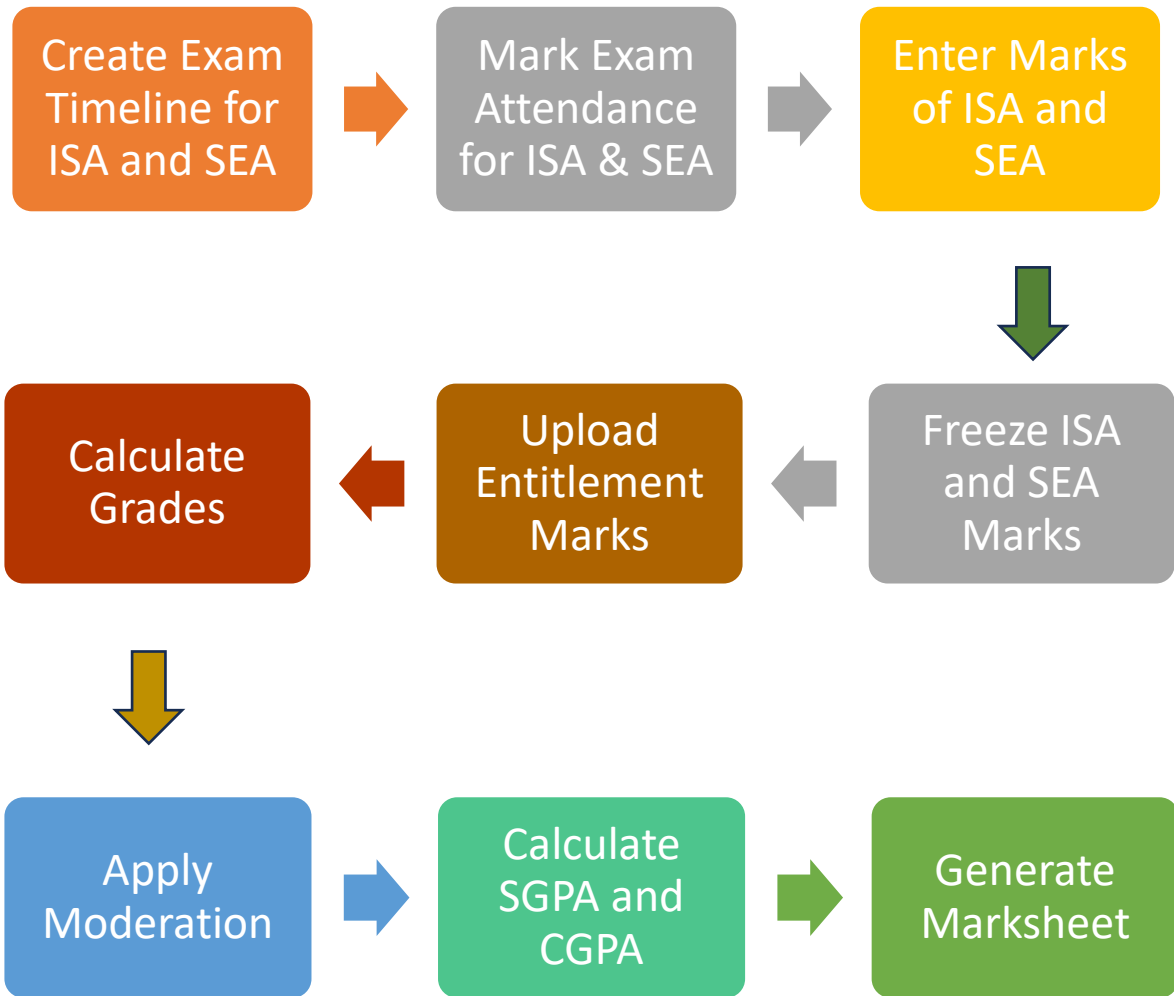
- Display of notice to Repeater students for filling repeat exam forms
- Collection of Repeat exam forms along with prescribed fees.
- Collection and Photocopying of Question Papers.
- Preparing Supervision Schedule and issuing office order to Junior Supervisors.
- Keeping Answer booklets, supplements, graphs papers, charts and other stationary ready



E

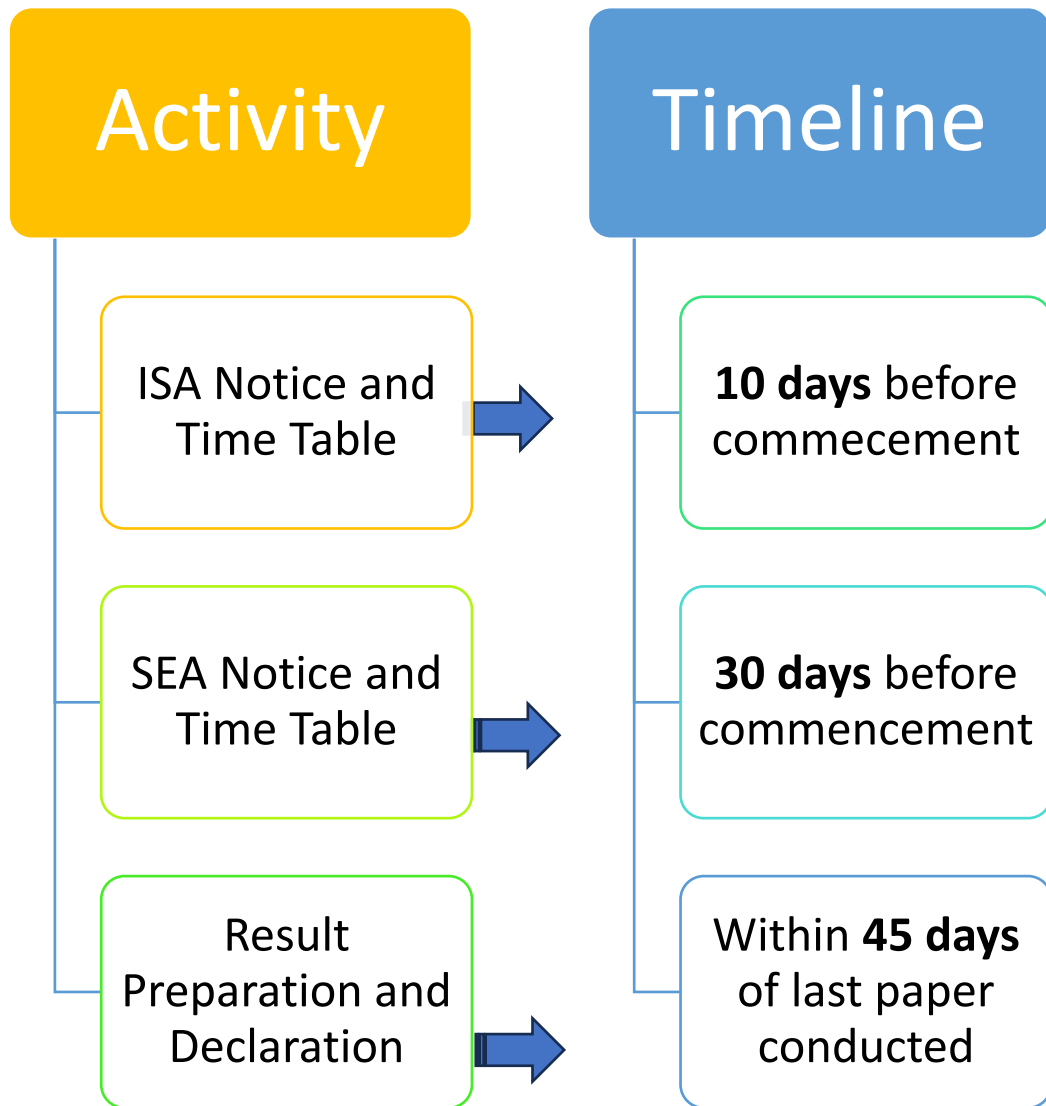
- Seating arrangement, putting seat numbers on the benches.
- Conduct of SEE
- Collection of answer booklets, checking, verifying, packing and sending it for assessment.
- collection of assessed answer booklet, verifying the marks entered on SEE marksheet.
- Entering marks into the software
- Result preparation

## Flow Chart of Result Preparation

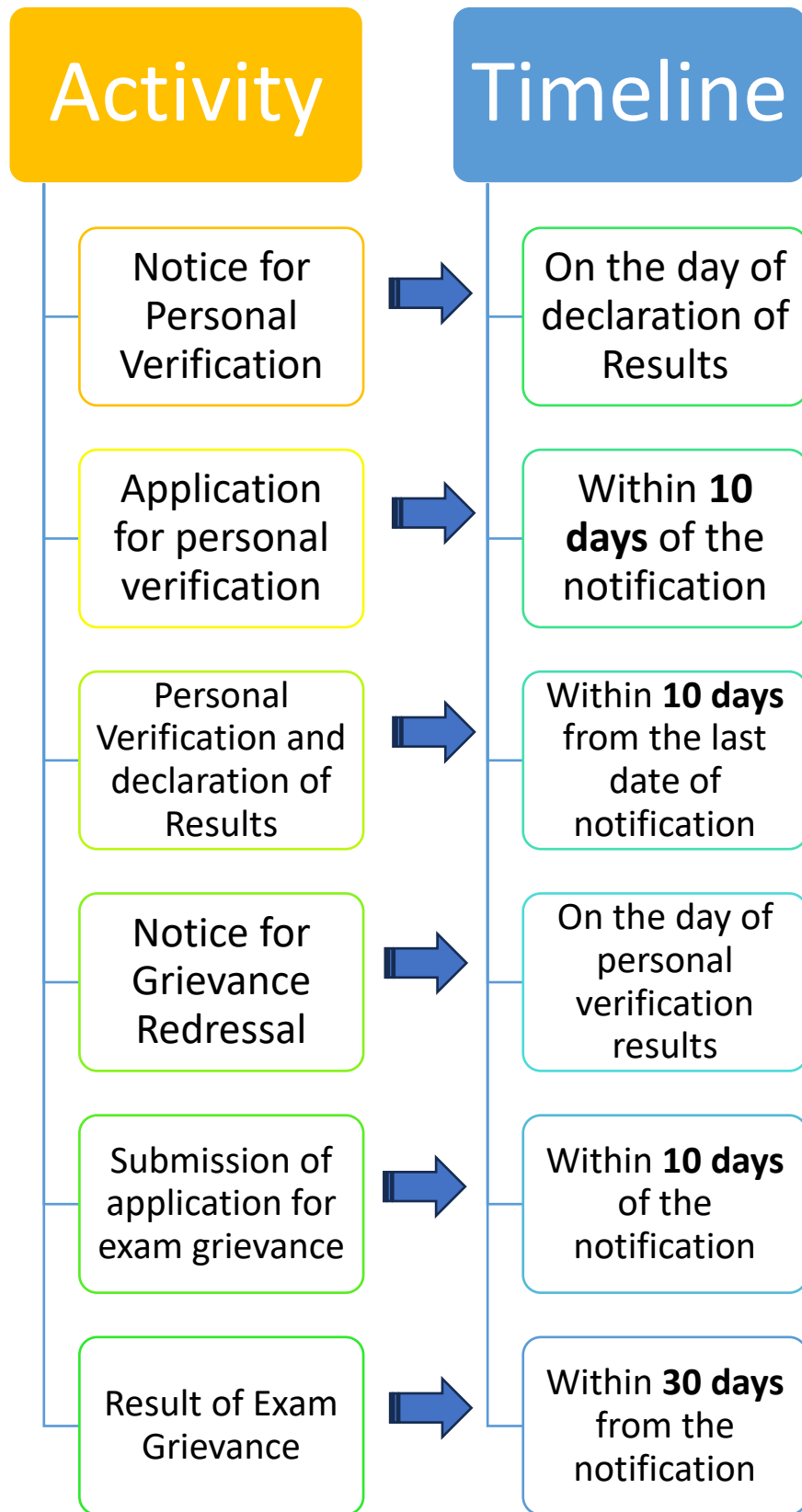




# Examination Timeline



# Post Examination Timeline



## List of Exams held during the academic year

Semester  
End  
Exam

- Odd Sem.
- Regular Exam
- Oct./Nov.

Semester  
End  
Exam

- Even Sem.
- Regular Exam
- April/May

Sp.  
Repeat  
Exam

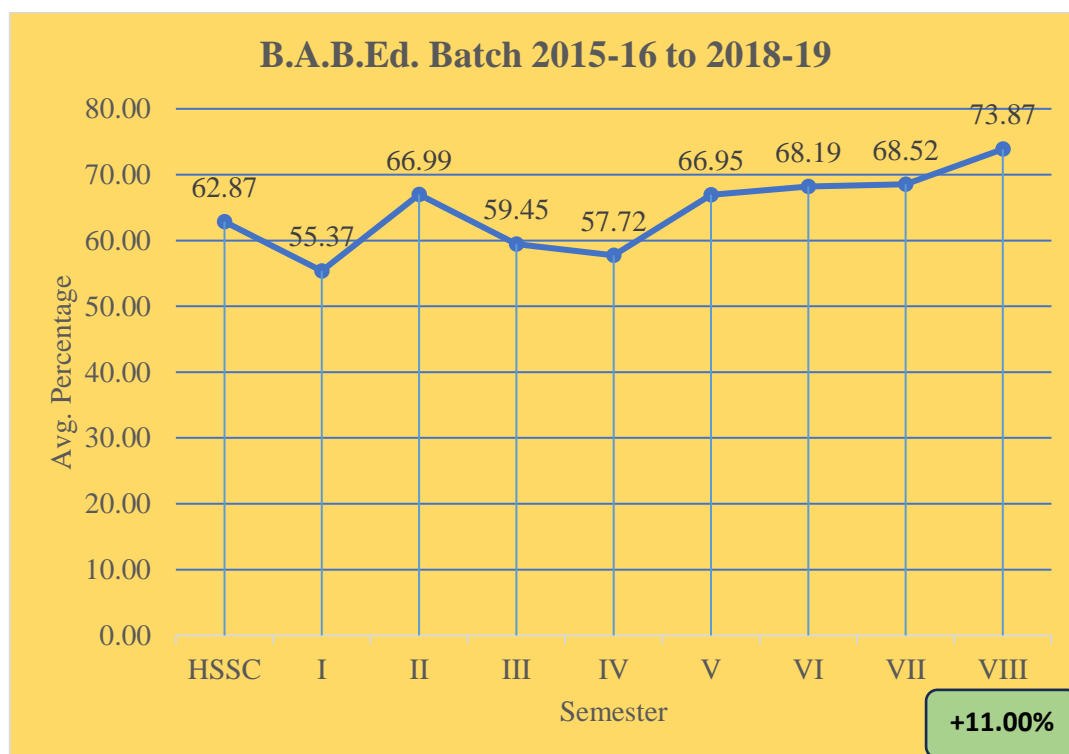
- All Semesters
- Repeat Exam
- May/June

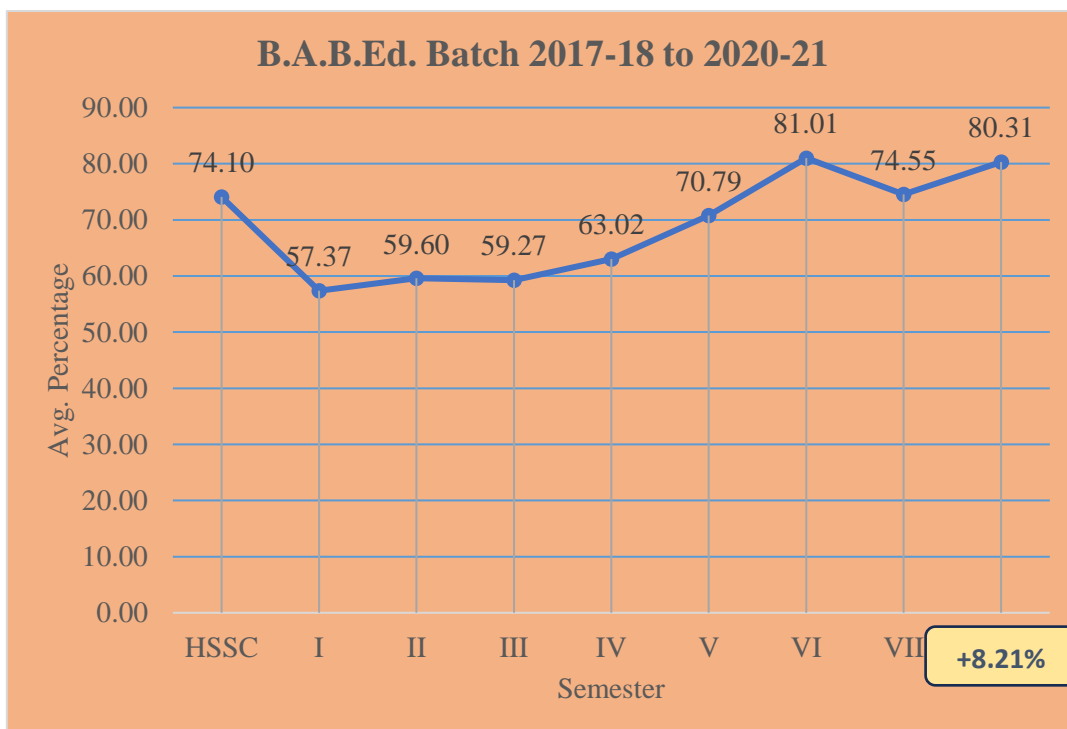
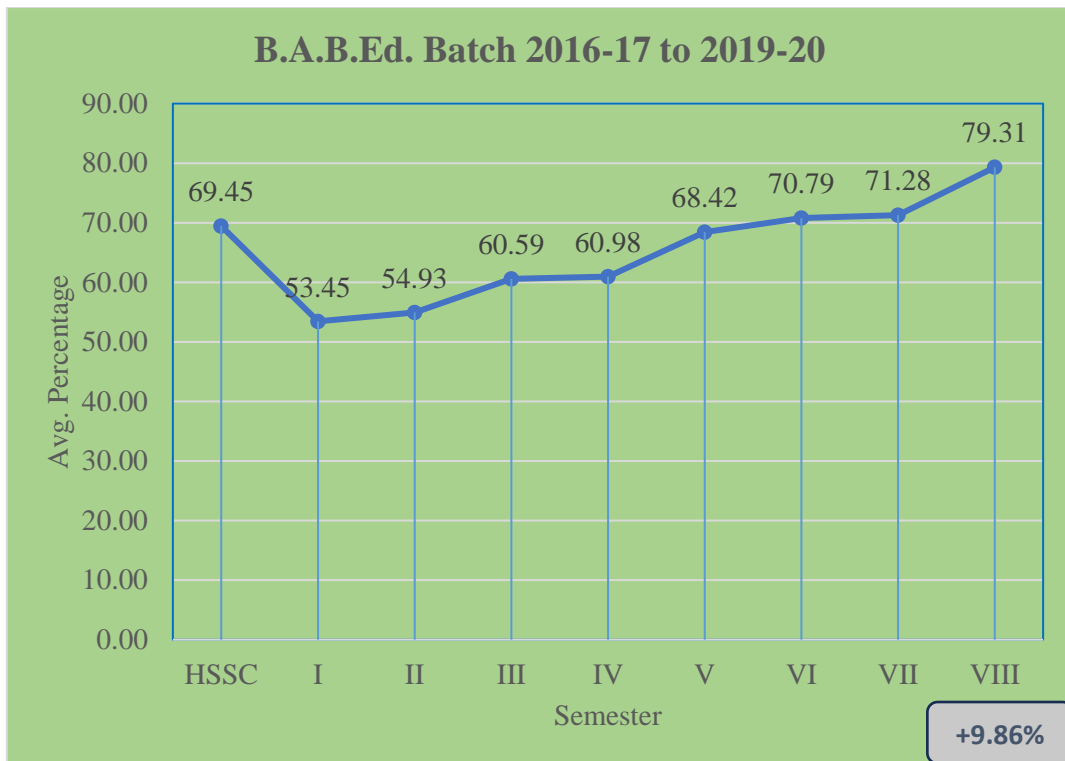
# Examination Results Statistics

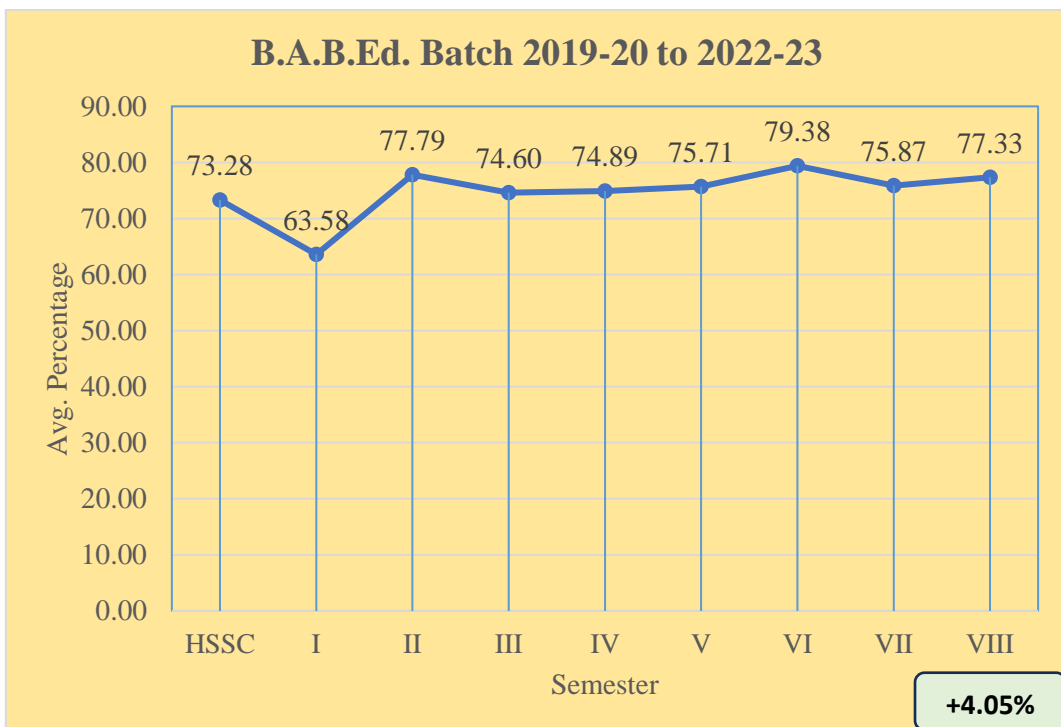
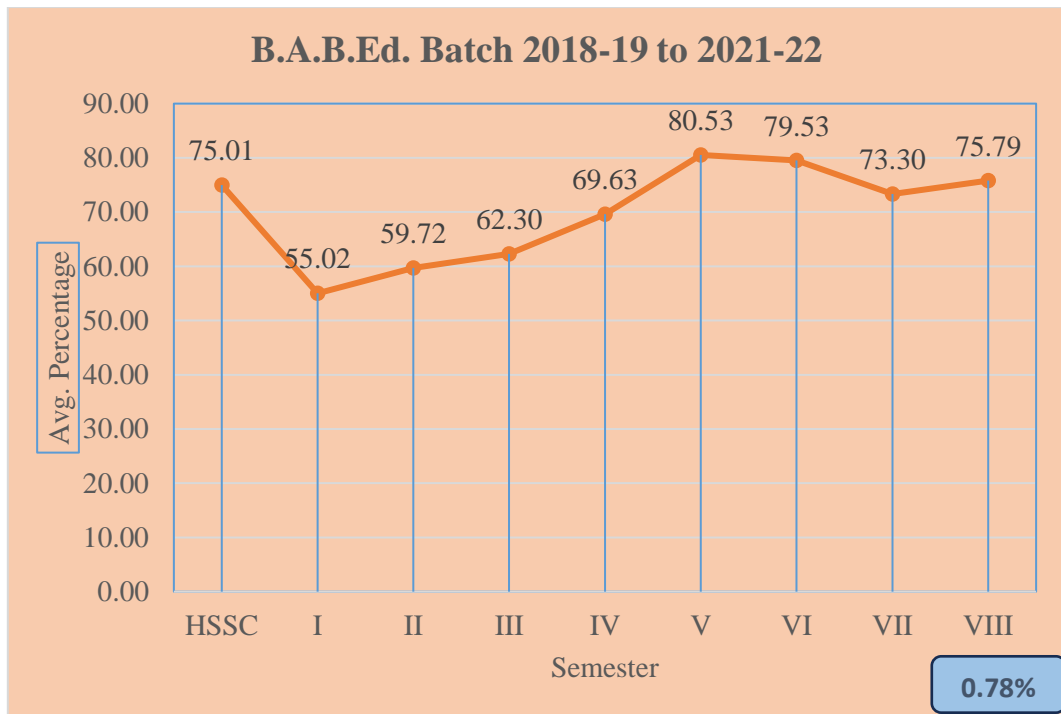
## Batchwise Avg. Percentage (B.A.B.Ed.)

Semester	2015-16 To 2018-19	2016-17 To 2019-20	2017-18 To 2020-21	2018-19 To 2021-22	2019-20 To 2022-23
<b>HSSC</b>	62.87	69.45	74.10	75.01	73.28
<b>I</b>	55.37	53.45	57.37	55.02	63.58
<b>II</b>	66.99	54.93	59.60	59.72	77.79
<b>III</b>	59.45	60.59	59.27	62.30	74.60
<b>IV</b>	57.72	60.98	63.02	69.63	74.89
<b>V</b>	66.95	68.42	70.79	80.53	75.71
<b>VI</b>	68.19	70.79	81.01	79.53	79.38
<b>VII</b>	68.52	71.28	74.55	73.30	75.87
<b>VIII</b>	73.87	79.31	80.31	75.79	77.33
<b>Change in Passing Percentage</b>	<b>+11%</b>	<b>+9.86%</b>	<b>+8.21%</b>	<b>+0.78%</b>	<b>+4.05%</b>

Sources: Consolidated Result Statement



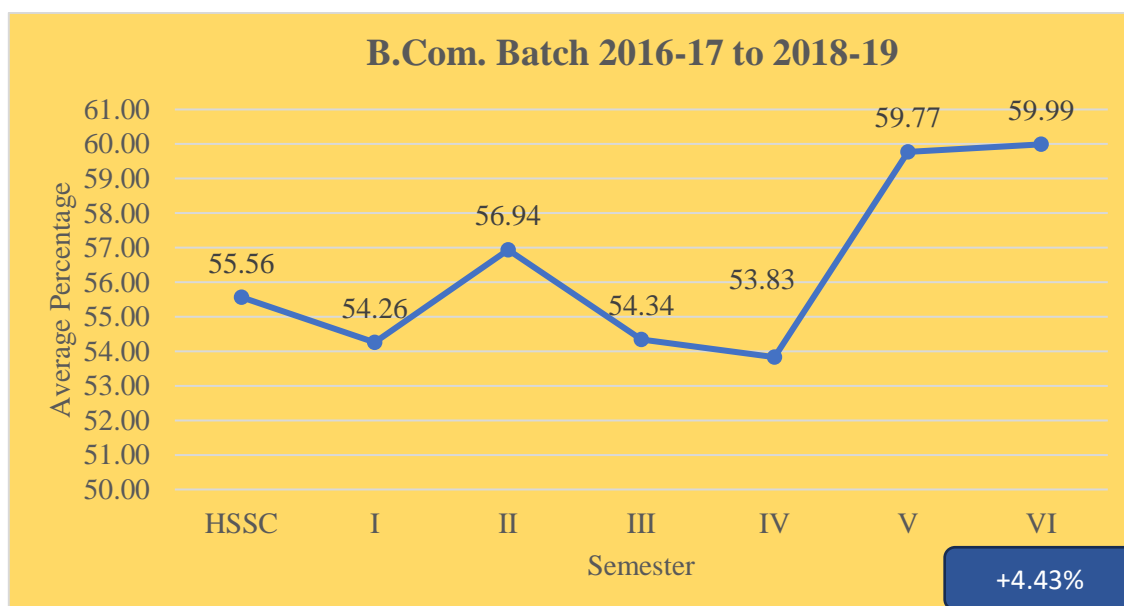


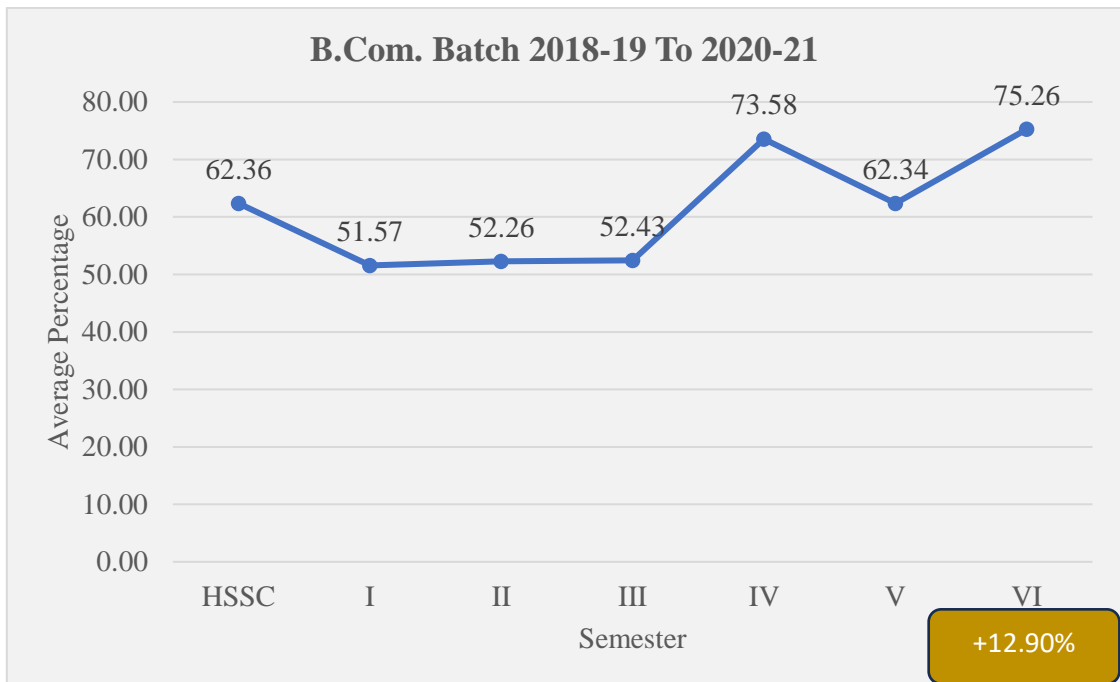
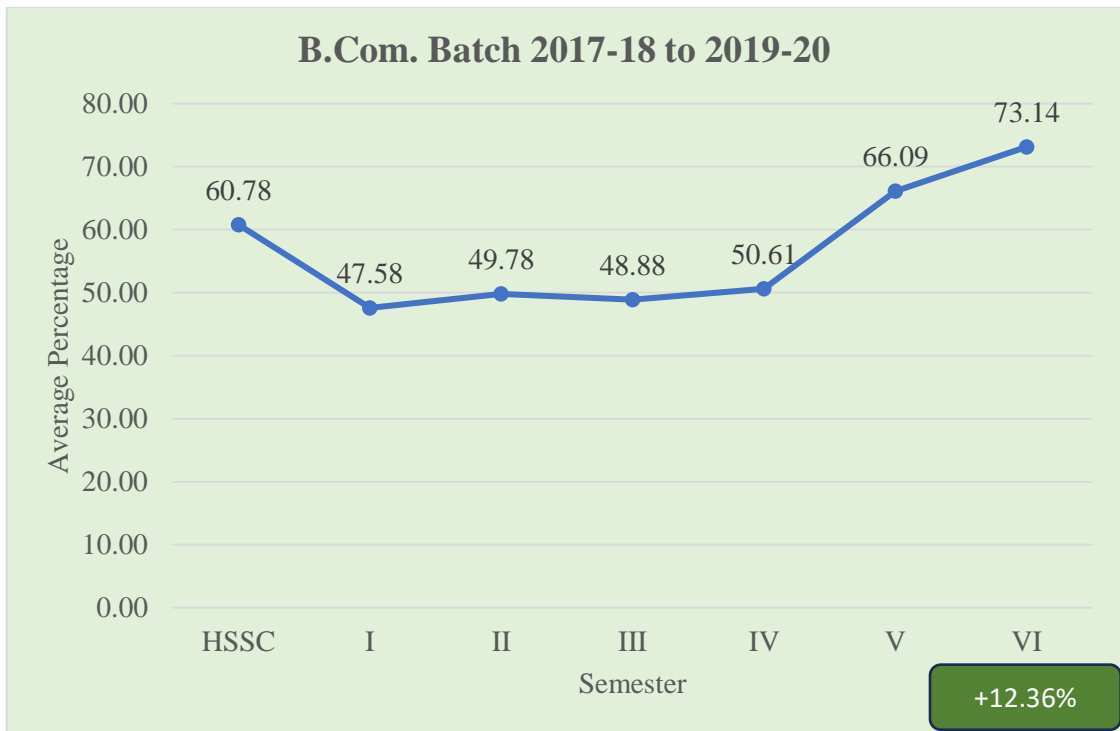


### Batchwise Avg. Percentage (B.Com.)

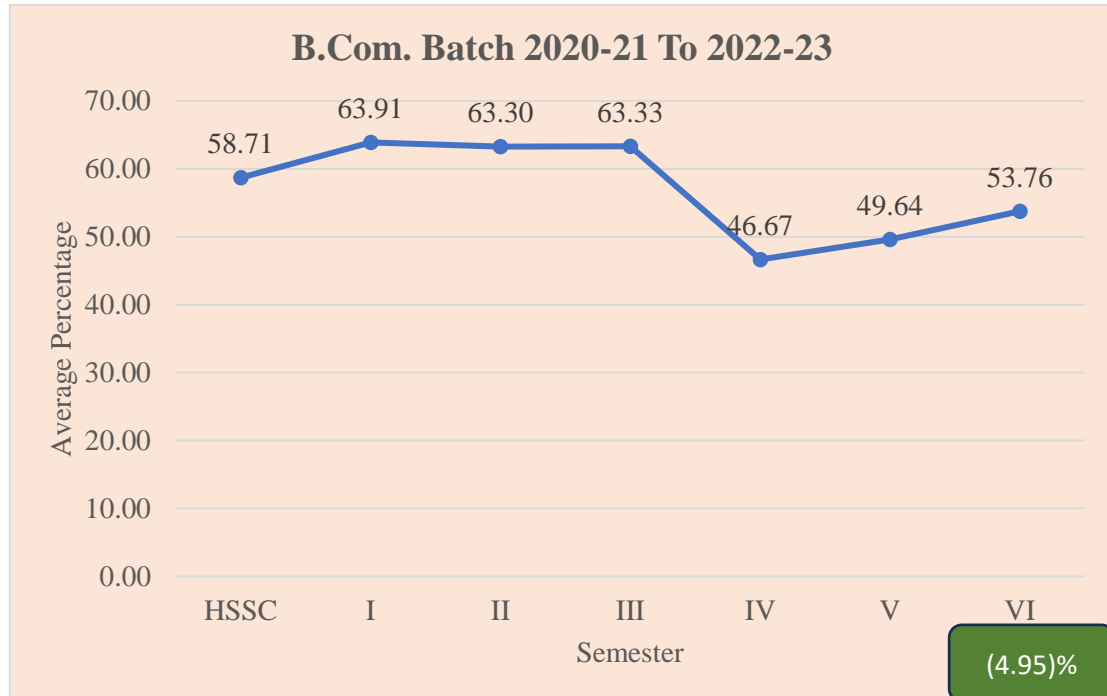
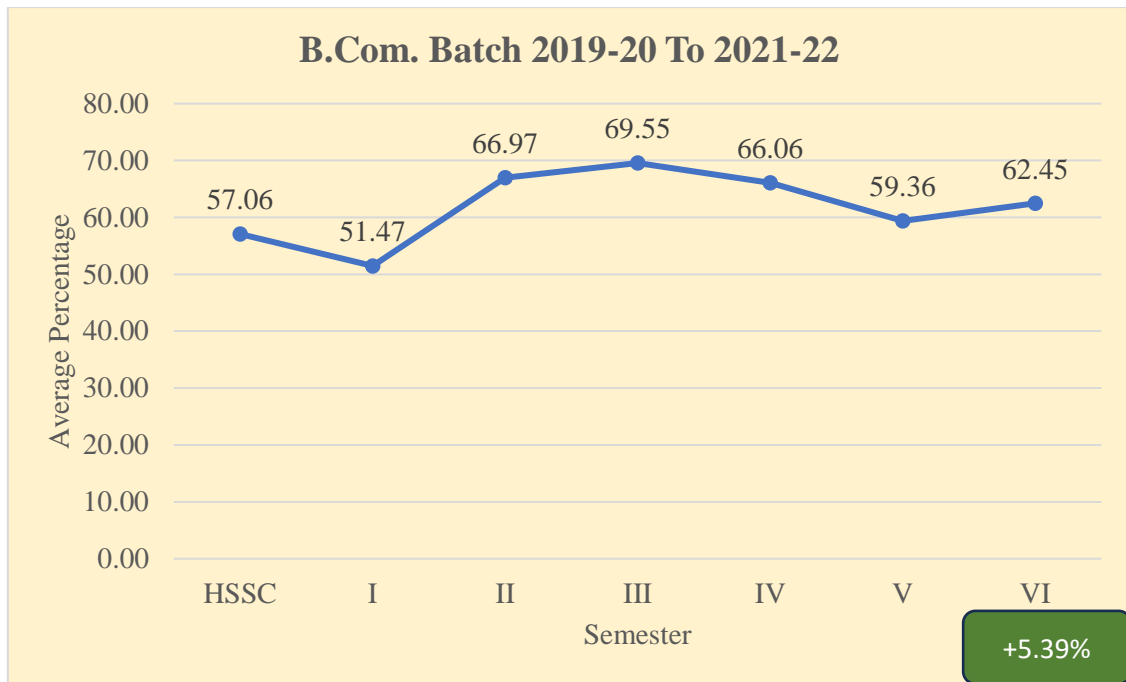
Semester	2016-17 To 2018-19	2017-18 To 2019-20	2018-19 To 2020-21	2019-20 To 2021-22	2020-21 To 2022-23
<b>HSSC</b>	55.56	60.78	62.36	57.06	58.71
<b>I</b>	54.26	47.58	51.57	51.47	63.91
<b>II</b>	56.94	49.78	52.26	66.97	63.30
<b>III</b>	54.34	48.88	52.43	69.55	63.33
<b>IV</b>	53.83	50.61	73.58	66.06	46.67
<b>V</b>	59.77	66.09	62.34	59.36	49.64
<b>VI</b>	59.99	73.14	75.26	62.45	53.76
<b>Change in passing %</b>	<b>+4.43%</b>	<b>+12.36%</b>	<b>+12.90%</b>	<b>+5.39%</b>	<b>-4.95%</b>

Source: Consolidated Results Statement









# Analysis of Final Year Results

## Academic Performance at Final Year B.Com.

Academic Year	Total Appeared		Distinction		First Class		Second Class		Pass Class		Needs Improvement	
	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys
2018-19	65	73	08	06	13	12	25	22	11	25	03	13
2019-20	48	40	10	04	31	17	06	18	00	02	00	00
2020-21	69	63	40	22	18	22	16	10	00	00	00	04
2021-22	52	61	18	08	15	21	11	22	04	05	04	05
2022-23	51	49	03	02	10	02	12	11	03	03	23	31
<b>TOTAL</b>	<b>285</b>	<b>286</b>	<b>79</b>	<b>42</b>	<b>87</b>	<b>74</b>	<b>70</b>	<b>83</b>	<b>18</b>	<b>35</b>	<b>30</b>	<b>53</b>

2018-19 88.40%	2019-20 100%	2020-21 97.00%	2021-22 92.00%	2022-23 46.00%
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## Academic Performance at Final Year B.A.B.Ed.

Academic Year	Total Appeared		Distinction		First Class		Second Class		Pass Class		Needs Improvement	
	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys
2018-19	65	13	37	05	21	02	03	00	00	00	05	03
2019-20	87	12	64	04	23	07	00	00	00	00	00	01
2020-21	89	06	87	05	02	00	00	00	00	00	00	01
2021-22	93	05	88	05	05	00	00	00	00	00	00	00
2022-23	92	06	72	04	20	02	00	00	00	00	00	00
<b>TOTAL</b>	<b>426</b>	<b>42</b>	<b>348</b>	<b>23</b>	<b>71</b>	<b>11</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>05</b>	<b>05</b>

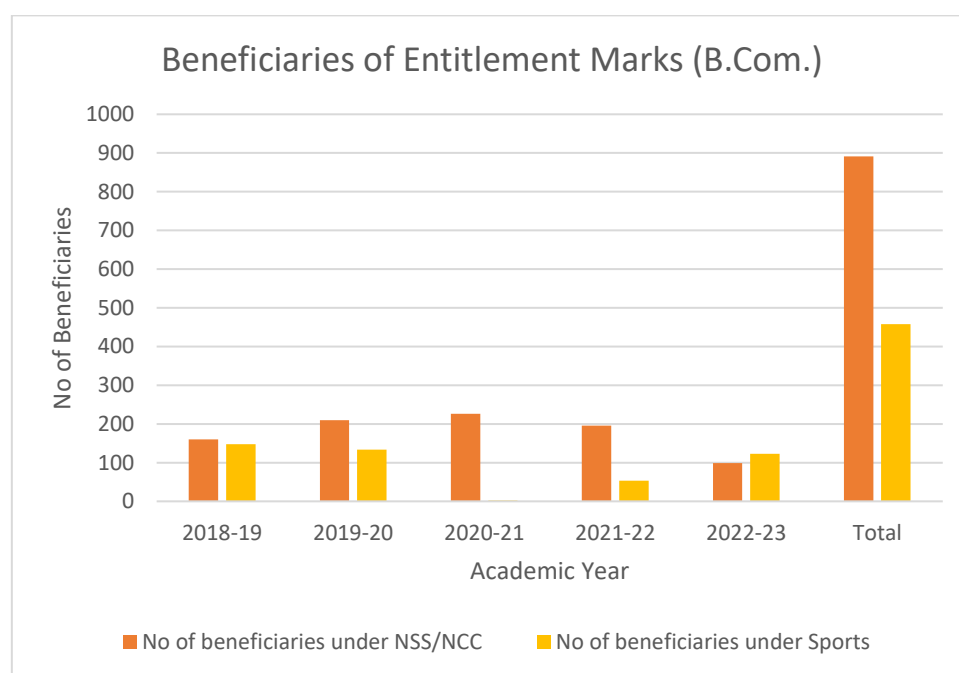
  

2018-19 89.75%	2019-20 98.99%	2020-21 100%	2021-22 98.98%	2022-23 100%
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# Beneficiaries of Entitlement Marks

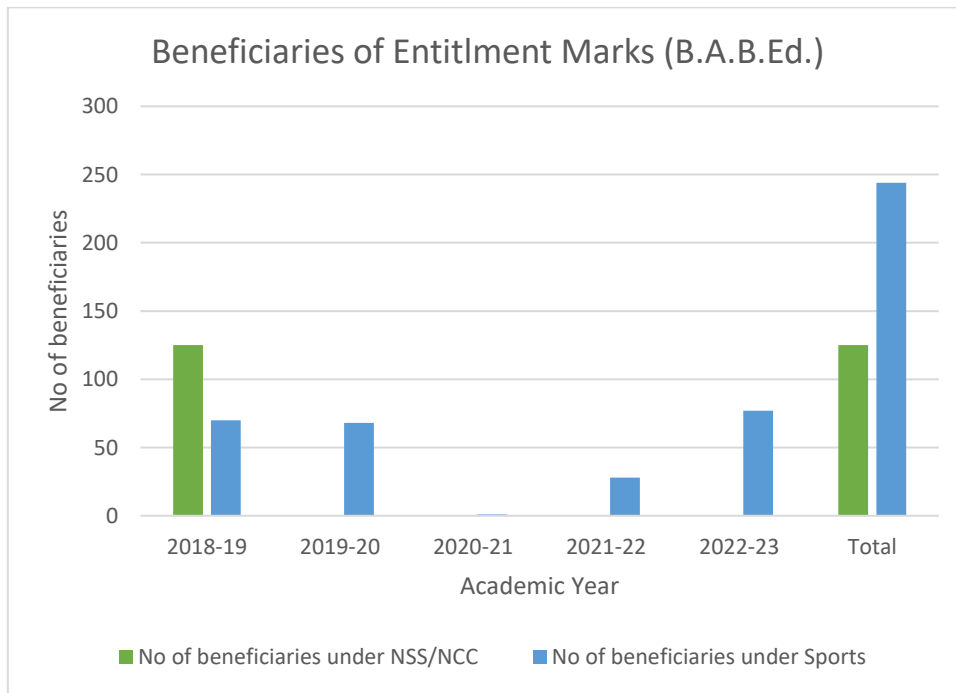
## Bachelor of Commerce

Academic Year	No of beneficiaries under NSS/NCC	No of beneficiaries under Sports	Total beneficiaries	Total Strength	Percentage of beneficiaries
2018-19	160	148	308	375	82.13%
2019-20	210	134	344	334	100%
2020-21	226	02	228	371	61.46%
2021-22	196	53	249	357	69.75%
2022-23	99	123	222	351	63.25%
<b>Total</b>	<b>891</b>	<b>458</b>	<b>1349</b>	<b>1788</b>	<b>75.45%</b>



## Bachelor of Arts and Bachelor of Education

Academic Year	No of beneficiaries under NSS/NCC	No of beneficiaries under Sports	Total beneficiaries	Total Strength	Percentage of beneficiaries
2018-19	125	70	195	372	<b>54.42%</b>
2019-20	00	68	68	392	<b>17.35%</b>
2020-21	00	01	01	394	<b>0.26%</b>
2021-22	00	28	28	394	<b>7.11%</b>
2022-23	00	77	77	390	<b>19.75%</b>
<b>Total</b>	<b>125</b>	<b>244</b>	<b>369</b>	<b>1942</b>	<b>19.00%</b>



## **SOP for RESULT PREPARATION**

- Entering ISA marks and verifying with original mark sheet submitted by the respective subject teachers.
- Preparing SEE mark sheet.
- Collecting SEE mark sheet and entering it into the examination software.
- Entering earned grace marks (NSS/NCC/Sports/Cultural etc.)
- Generating Consolidated statement of Marks.
- Verifying the ISA, SEE and Earned grace marks with original mark sheet submitted by the respective subject teachers, NSS program officer and College physical education director.
- Making necessary changes in marks if required.
- Preparing individual student mark sheet.
- Verifying all the details of the mark sheet (Name, Seat No, Class, Semester, ISA, SEE, Earned Grace Marks)
- Putting a College seal on consolidated mark sheet and on individual mark sheet.
- Putting Read by and checked by signature and Signature by the Principal.  
Grievance
- Declaring Result and issuing mark sheets to the student.
- Verifying and making necessary changes in case if the discrepancies are brought by the students in the mark sheet issued.
- Issuing of fresh mark sheet to the students (if required).

## **Maintenance of Records**

### **A. Records Pertaining to Results:**

- Semester wise/subject wise ISA mark sheets.
- Semester wise/subject wise SEE mark sheets.
- Consolidated Statement of marks after processing the result.
- Semester wise list of eligible students for the earned grace marks (NSS/NCC/SPORTS).
- Result Analysis sheet
- Student Progression Report.
- Back up copy of Individual Student Mark sheet.

### **B. Records pertaining to conduct of examination:**

- ISA Notice and Time Table.
- SEE Notice and Time Table.
- Notice for applying for repeat examination.
- Application forms of students repeating the semester.
- Daily supervision chart.
- Attendance sheet of candidates appearing for examination.
- Junior supervisors' reports along with supplement answer book report.

### **C. Records pertaining to personal verification and grievance:**

- Applications for personal verification of paper
- Personal verification report.
- Application for grievance redressal.
- Recommendation and result of grievance redressal.

### **Instructions given to the Candidates**

1. Reach the college at least 1 hour before the commencement of examination to avoid last minute rush.
2. After completion of half an hour after commencement of the examination candidates will not be allowed to enter the examination block.
3. Check the seating arrangements, see your seat no and block no.
4. In case if you don't find your seat number on the chart kindly bring it to the notice of the examination authorities or Principal.
5. Locate the block in which your seating arrangement for exam is done also verify on the chart put up on door notice board.
6. At the first bell which will be given 15 minutes before the commencement enter the block immediately with the stationary required to write the paper. Do not ask for any material to the fellow student during exam.
7. Locate your seat no. and the desk.
8. Do not carry any kind of reading materials, mobile phone, electronic gadgets etc. along with you, as possessing such material also considered as copying.
9. Maintain utmost discipline inside the examination block and listen to the instructions given by the junior supervisor.
10. Do not indulge into any kind of the arguments, fights with the supervisor in the block, it may lead to expulsion of the candidate from the examination block.
11. Do not involve in any kind of discussion, deliberation or any other thing that could disturb the silence and discipline of the examination block.
12. Once the answer booklet is received kindly check whether it has a college seal and the junior supervisor's signature.
13. If you don't find the seal or signature on the answer booklet kindly bring it to the notice of the supervisor.
14. Fill up the details like seat no, date, subject, semester on the answer booklet without committing any error.
15. Read the instructions given on the front page of the answer booklet to get more insight.
16. Do not write anything else on the answer booklet that can reveal your identity.
17. At the receipt of the question paper kindly read the question paper once and start writing the answer that is best known to you.
18. Do not write anything on the question paper.

19. Do not indulge in any kind of unfair means which can lead to punitive action against you.
20. Do not share your paper or answer with other students.
21. Do not do any kind of the bodily gestures to fellow candidates.
22. Start every question on a fresh page.
23. Write correct and complete question no. of the question that you wish to answer.
24. Ask for supplement, graphs, charts thread if required to the supervisor.
25. While taking supplement please check whether it is signed by the supervisor and has a college seal.
26. At the receipt of the supplement first fill up the details on the supplement and then carry on with the answers.
27. Candidate cannot leave the examination hall in first half an hour and after the last warning bell that is given 10 minutes before the end of the session.
28. In case the candidate wants to leave the examination hall after first half an hour and before the last warning bell, candidate must surrender the answer booklet to the supervisor along with the question paper.
29. After last warning bell candidate will not get any supplement, graph, charts etc. if required kindly take it before the bell.
30. After the last warning bell tie up the supplements along with the main answer booklet and obtain the second signature of the supervisor on main answer booklet.
31. At the final bell hand over the answer booklet to the supervisor and wait until the supervisor leaves the class.



### **Instructions to the junior supervisors**

1. Reporting half an hour before the commencement of the examination.
2. Collect the answer booklet from the Sr. Supervisor, sign on the Jr. Supervisor attendance and count the answer booklet. Any discrepancies found bring it to the notice of the concern Sr. Sup. Check whether your packet contains candidate's attendance, supervisors report and supplement report.
3. Ask for any extra material like carbon paper etc. if required
4. At first warning bell Jr. Sup. Must enter the block before the candidates.
5. Don't allow the candidates with the bag, books or any other reading material.
6. Ask them to keep their mobiles in the bag and keep it outside.
7. Once the candidates enter the exam hall/block ask them to take their seat as early as possible.
8. Don't allow them to discuss /speak anything, maintain complete silence.
9. Instruct them regarding the code of conduct of examination; ask them to read the instructions given on the answer booklet.
10. Distribute the answer booklet in order of their roll no (ascending/descending).
11. Distribution of answer booklet /question papers and any other material required should be done in person.
12. Once they receive the answer booklet ask them to fill it without any error.
13. Be vigilant during the supervision. Preventive measure for unfair means.
14. Don't chat
15. After first half an hour obtain the signature of the candidates in person.
16. Fill the supervisor's report without any error.
17. While giving supplements/graphs/charts please put your signature on it and instruct the candidate to fill up the details first.
18. After the last warning bell is given ask them to tie their supplement and the sign on their main answer booklet for the second time.
19. Once the last bell is given collect the answer booklet in sequence.
20. Unless and until you don't finish your collection don't allow the candidates to leave the hall.
21. No mobile phones and personal belongings allowed during examination supervision

## **Instructions to the Senior Supervisors**

1. Preparation of schedule of the examination
2. Preparing supervision schedule
3. Preparing blocks for seating arrangements
4. Numbering the desks and writing important information pertaining to the exam on the board.
5. Observing the blocks every day in person and making necessary arrangements if required.
6. Observing whether the blocks are maintained clean every day.
7. Reporting at least 1 hour before the examination
8. Readyng the block wise packets of answer booklets attendance sheet, supervisors report and supplement reports with the help of understudy.
9. Distributing the block wise question paper packets in person.
10. Taking rounds during the examination in the blocks to maintain the seriousness of the examination.
11. Observe whether the given instructions are followed by the jr. supervisors.
12. Guide the junior supervisors whenever required. Problem solving approach.
13. While collecting the answer booklets please check whether all the details are filled properly and the junior supervisor has signed.

## **Bell Timings for Examination**

- 15 Minutes before the commencement of examination.
- At the time of commencement of examination.
- Completion of first half an hour.
- Completion of every one hour.
- 10 minutes before the end of examination.
- At the end of examination.

## College Examination Committee Members

From 2018-19 To 2022-23

Sr. No.	Name of the Committee Member	Designation	Membership Duration
1.	Dr. Arun R. Marathe	Chairperson	2012-13 to 2023-24
2.	Dr. Ujvala M. Hanjunker	Member	2018-19 To 2019-20
3.	Shri. Rudresh U. Mhamal	Member	2012-13 to 2023-24
4.	Dr. Pinkesh D. Dhabolkar	Member	2021-22 To 2022-23
5.	Shri. Kedarnath Tadkod	Member	2018-19 To 2022-23
6.	Dr. Uaddhav Pol	Member	2018-19 To 2022-23
7.	Dr. Priya Gosavi	Member	2018-19 To 2020-21
8.	Shri. Gautam G. Gaude	Member	2018-19 To 2020-21
9.	Shri. Saish Nayak Dalal	Member	2022-23
10.	Shri. Rohit Pilarnkar	Administrative Staff	2018-19 To 2022-23

