



# ST. PAUL TEACHERS' TRAINING COLLEGE BIRSINGHPUR

(An Autonomous Higher Educational Institute)

(NAAC Accredited with Grade B<sup>++</sup>)

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**Establishment of the Controller of Examinations Office:** Following the college's transition to autonomous status in 2025, the Office of the Controller of Examinations (CoE) was established to function in strict alignment with UGC regulations. The Controller is appointed by the governing bodies and operates under the Principal's direct supervision. Supported by a dedicated Examination Committee and administrative staff, the CoE manages the entire assessment lifecycle—from scheduling and administration to the prompt publication of results—upholding the highest standards of academic integrity and efficiency.

## Vision

- Knowledge (ज्ञान): To facilitate efficient learning for students through systematic, well-planned, and student-centric examinations and evaluations.
- Integrity/Duty (धर्म): To conduct examination and evaluation processes that are impartial, transparent, and ethically grounded.
- Affection (स्नेह): To provide timely assistance to students and stakeholders, empowering them to become responsible and competent educators.

## Aims and Objectives

- To fulfill the College's Vision and Mission while strictly adhering to all rules, regulations, and guidelines approved by the College/University regarding the examination department.
- To establish innovative quality standards within the examination process.
- To ensure a transparent and effective support system for all stakeholders (students, teachers, examiners, and administration).
- To continuously adopt reliable, adaptable, and best practices in examination management.

## Major Functions of the Controller of Examinations Office

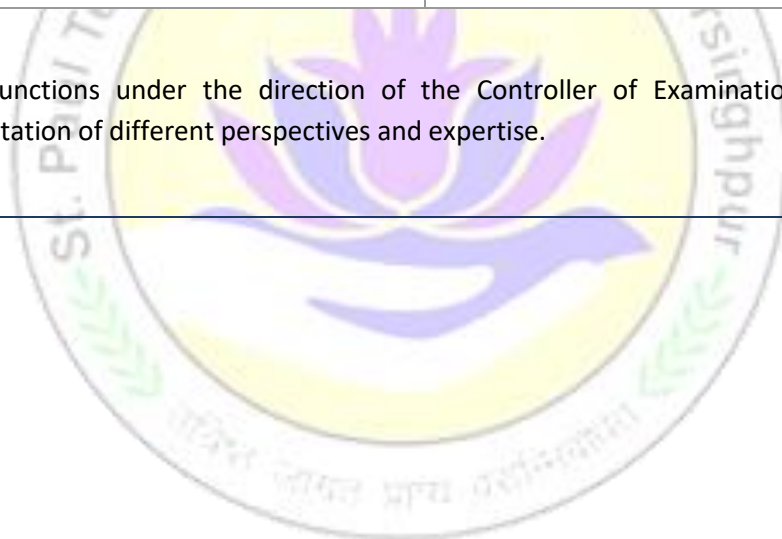
- Preparation of Courses of Study
- Conduct of monthly tests/assessments, internal examinations (mid-term & end-term), and external examinations
- Conduct of viva/practical examinations related to the curriculum
- Publication of results
- Issuance of Grade Certificates / Statement of Marks and Provisional Certificates.

*Important Note: Conduct of term-end examinations, valuation of answer scripts, viva/practical examinations, and publication of results form an important and integral part of the college's autonomy.*

## Examination Committee

| S.No. | Designation                        | Name                    |
|-------|------------------------------------|-------------------------|
| 01    | Ex-Officio Chairperson (Principal) | Dr. Roli Dwivedi        |
| 02    | Controller of Examinations         | Dr. Amit Kumar Pandey   |
| 03    | Deputy Controller                  | SM Tahseen Alam Quadari |
| 04    | Member                             | Dr. Prabir Bera         |
| 05    | Member                             | Dr. Shweta Dwivedi      |
| 06    | Member                             | Mr. Kumar Saurav        |
| 07    | Member                             | Mr. Rohit Kumar         |

This committee functions under the direction of the Controller of Examinations and ensures balanced representation of different perspectives and expertise.



# CHAPTER I – EXAMINATION OVERVIEW

## 1.1 Examination Committee

The Examination Committee consists of the Principal (Chairperson), Controller of Examinations (CoE), and senior faculty members. This committee formulates examination policies, monitors exam conduct, and approves major administrative decisions. Meetings are held at least twice annually or as needed for urgent matters.

## 1.2 Controller of Examinations (CoE)

The CoE oversees the entire examination process, from issuing notifications to declaring results while maintaining strict confidentiality. The CoE serves as the primary liaison between the University and various departments.

## 1.3 Observers & Flying Squad

Observers are senior faculty members who monitor examination halls and ensure proper conduct. The Flying Squad conducts surprise inspections to prevent and detect malpractices such as unauthorized materials or mobile phone possession. Both groups maintain discipline, ensure transparency, and report irregularities.

## 1.4 Invigilators

Invigilators are faculty members assigned to examination halls. Their duties include verifying student identity through Hall Tickets and ID cards, distributing question papers, collecting answer scripts, reporting malpractices, and maintaining a quiet, conducive examination environment.

## 1.5 Examination Cell Functions

The Examination Cell manages the following responsibilities:

- **Planning and Administration:** Prepares examination calendars, time-tables, and budgets; coordinates with L.N.M.U. DARBHANGA for degree issuance.
- **Question Paper Management:** Oversees setting, moderation, printing, and confidentiality of question papers.
- **Examination Conduct:** Administers Internal Continuous Assessment (CIA) and End Examinations (SEE).
- **Evaluation and Results:** Manages coding, valuation, scrutiny, and tabulation of answer scripts; prepares results and issues provisional marks lists.
- **Student Services:** Handles revaluation and re-totaling requests; issues marks memos, transcripts, and migration certificates.
- **Academic Integrity:** Investigates malpractice cases and implements disciplinary actions.
- **Policy Implementation:** Executes credit transfers and the 40:60 ratio per NEP 2020 guidelines; manages grievance redressal at teacher level (CIA) and committee level (SEE).
- **Financial Management:** Prepares budgets and disburses honorariums.

## CHAPTER II – EXAMINATION PREPARATION

### 2.1 Scheme of Study (B.Ed. Programme – As per NCTE & LNMU Regulations)

The B.Ed. programme is of two academic years. A University examination shall be held after completing each academic year. The total programme carries 1300 marks distributed across 1st Year and 2nd Year as follows:

#### 1st Year – Annual Distribution of Courses

| Course No.      | Course Name                            | Credits | Theory | Practicum* | Full Marks |
|-----------------|----------------------------------------|---------|--------|------------|------------|
| Course 1        | Childhood and Growing Up               | 4       | 80     | 20         | 100        |
| Course 2        | Contemporary India and Education       | 4       | 80     | 20         | 100        |
| Course 3        | Learning and Teaching                  | 4       | 80     | 20         | 100        |
| Course 4        | Language across the Curriculum         | 2       | 40     | 10         | 50         |
| Course 5        | Understanding Disciplines and Subjects | 2       | 40     | 10         | 50         |
| Course 6        | Gender, School and Society             | 2       | 40     | 10         | 50         |
| Course 7a       | Pedagogy of a School Subject – Part I  | 2       | 40     | 10         | 50         |
| Course EPC<br>1 | Reading and Reflecting on Texts        | 2       | 40     | 10         | 50         |
| Course EPC<br>2 | Drama and Art in Education             | 2       | 40     | 10         | 50         |
| Course EPC<br>3 | Critical Understanding of ICT          | 2       | 40     | 10         | 50         |
| Total           |                                        | 26      |        |            | 650        |

*\*Practicum = Engagement with the Field: Tasks and Assignments for Courses 1–6 & 7a.*

## 2nd Year – Annual Distribution of Courses

| Course No.           | Course Name                            | Credits* | Theory | Practicum** | Full Marks |
|----------------------|----------------------------------------|----------|--------|-------------|------------|
| Course 7b            | Pedagogy of a School Subject – Part II | 2        | 40     | 10          | 50         |
| Course 8             | Knowledge and Curriculum               | 4        | 80     | 20          | 100        |
| Course 9             | Assessment for Learning                | 4        | 80     | 20          | 100        |
| Course 10            | Creating an Inclusive School           | 2        | 40     | 10          | 50         |
| Course 11            | Optional Course***                     | 2        | 40     | 10          | 50         |
| Course EPC<br>4      | Understanding the Self                 | 2        | 40     | 10          | 50         |
| School<br>Internship | 16 Weeks (2nd Year)                    | 10       | –      | –           | 250        |
| Total                |                                        | 26       |        |             | 650        |

\*One credit = 16 hours for theory; 32 hours for practicum.

\*\*Practicum = Engagement with the Field: Tasks and Assignments for Courses 7b & 8–10.

\*\*\*Optional Course: Vocational/Work Education, Health and Physical Education, Peace Education, Guidance and Counseling, or Additional Pedagogy Course.

**Grand Total: 1300 marks across 16 papers / components over two years.**

## 2.2 Eligibility for Appearing in Examination

To be permitted to appear in the University examination for the B.Ed. Degree, a candidate must have:

- Completed the courses of study prescribed for the B.Ed. Programme.
- Registered with the respective University as a student.
- Completed minimum 80% attendance in theory classes and 90% attendance in School Internship and Practicum of total classes held.
- Completed the course within a maximum of three years from the date of admission to the programme.

**Students who are not registered with the respective University shall not be allowed to appear in the examination.**

## 2.3 Structure of the B.Ed. Examination

A candidate for the Bachelor of Education degree shall be examined in sixteen papers/components carrying a total of 1300 marks. The distribution is as follows:

- Five (5) Core Courses carrying 100 marks each [80 marks for Theory + 20 marks for Internal Assessment].
- Four (4) Core Courses and Two (2) Pedagogy of School Subject papers carrying 50 marks each [40 marks for Theory + 10 marks for Internal Assessment].
- Four (4) Enhancing Professional Capacity (EPC) papers carrying 50 marks each, evaluated entirely internally.
- One (1) Optional Course carrying 50 marks [40 marks for Theory + 10 marks for Internal Assessment].
- School Internship Programme for 250 marks in the 2nd Year, assessed on the basis of overall performance of the student-teachers during the internship. The institution shall maintain a cumulative record of activities of each student-teacher.

**Duration of Written Examinations:** Written examinations in theoretical core papers, pedagogy of school subject papers, and optional papers shall be of three hours duration.

**School Internship External Examination:** There shall be provision of one external examination conducted by the University after completion of the School Internship programme in 2nd Year.

## 2.4 Panel Appointments

The CoE appoints panels for Question Paper Setters, Examiners, Scrutiny Board, and Practical/Viva Board based on Academic Council and Board of Studies recommendations, with final approval from the Principal.

## 2.5 Question Paper Setters

### Eligibility Requirements:

- 3-5 years of teaching experience in the relevant subject
- Rank of Assistant Professor, Associate Professor, or higher
- Prior experience as paper setter or examiner (preferred)
- No conflict of interest with current students

### Key Responsibilities:

- Design question papers aligned with syllabus and Bloom's Taxonomy (Remember, Understand, Apply, Analyze, etc.)
- Ensure moderate difficulty suitable for the time allotted
- Submit detailed Scheme of Valuation with the paper
- Maintain absolute confidentiality

**Appointment Process:** The CoE prepares the panel for Principal approval. Setters receive confidential appointment letters and participate in moderation when required.

## 2.6 Examiners

### Eligibility Requirements:

- 3–5 years of teaching experience
- Postgraduate or PhD qualifications
- Appointments made on rotation basis

**Key Responsibilities:**

- Evaluate answer scripts within specified deadlines
- Follow the Scheme of Valuation strictly
- Award marks fairly, consistently, and accurately
- Provide constructive comments and feedback on scripts

Examiners are approved by the Academic Council based on Board of Studies recommendations.

**2.7 Scrutiny Board**

The Scrutiny Board reviews a random sample (typically 10–20%) of evaluated answer scripts. If significant discrepancies are identified, re-valuation is mandated.

**2.8 Practical and Viva Voce Board**

This board comprises internal and external examiners who conduct practical examinations and viva voce sessions. They are responsible for awarding marks and maintaining accurate records of all assessments.

**Guidelines for Question Paper Setting, Moderation & Evaluation****Question Paper Setting:**

- Questions shall be prepared according to Bloom's Taxonomy covering various cognitive levels.
- Confidentiality is strictly maintained; set by subject experts.
- Weightage: Internal Assessment 20%, External Theory 80% (for major theory papers).

**Moderation:**

- Moderation Board (comprising subject experts, Controller of Examinations, internal/external examiners) reviews for ambiguity/errors, difficulty balance, and equivalence across sets.
- Final approval is required before use.

**Evaluation:**

- Transparent and fair marking scheme strictly followed.
  - Internal and external examiners involved; provision for re-valuation/re-checking.
  - Practical/viva evaluation requires presence of both internal and external examiners.
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## CHAPTER III – CONDUCT OF EXAMINATIONS

### 3.1 Examination Schedule and Notification

- **Timeline:** The examination schedule is released at least 30 days before the commencement of exams. The Examination Cell prepares a detailed time-table indicating dates, timings, subjects, and examination centers.
- **Notification Process:** All notifications are issued through official college notice boards, the institution website, and student portals. Students are responsible for regularly checking updates.
- **Hall Ticket Issuance:** Hall tickets are generated and distributed at least 7 days prior to examinations. Students must verify all details and report discrepancies immediately to the Examination Cell.

### 3.2 Pre-Examination Arrangements

- **Examination Halls:** Halls are arranged with adequate seating capacity maintaining proper distance between students. Each seat is numbered and assigned to specific students.
- **Question Paper Storage:** Question papers are stored in double-locked steel almirahs in the CoE's office. Access is strictly limited to authorized personnel only.
- **Material Checklist:** Before each examination, invigilators receive answer booklets, attendance sheets, seating plans, and emergency contact information.
- **Student Entry:** Students must arrive at least 15 minutes before the examination. Late entry is permitted only up to 30 minutes after commencement, and such students cannot claim extra time.

### 3.3 During Examination

**Identity Verification:** Invigilators verify each student's identity using Hall Tickets and college ID cards. Students without proper identification may be allowed to write under observation, pending verification.

**Question Paper Distribution:** Question papers are distributed exactly at the scheduled time. Students receive 15 minutes of reading time before writing commences.

**Conduct Rules:**

- Mobile phones, smartwatches, electronic devices, and unauthorized materials are strictly prohibited
- Students must maintain silence and raise their hand for any queries
- Rough work must be done only on provided sheets
- Students cannot leave the hall during the first 30 minutes or the last 15 minutes

**Answer Script Management:** All answer scripts are collected by invigilators, counted, and handed over to the CoE with a proper acknowledgment receipt.

### 3.4 Malpractice and Unfair Means (UFM)

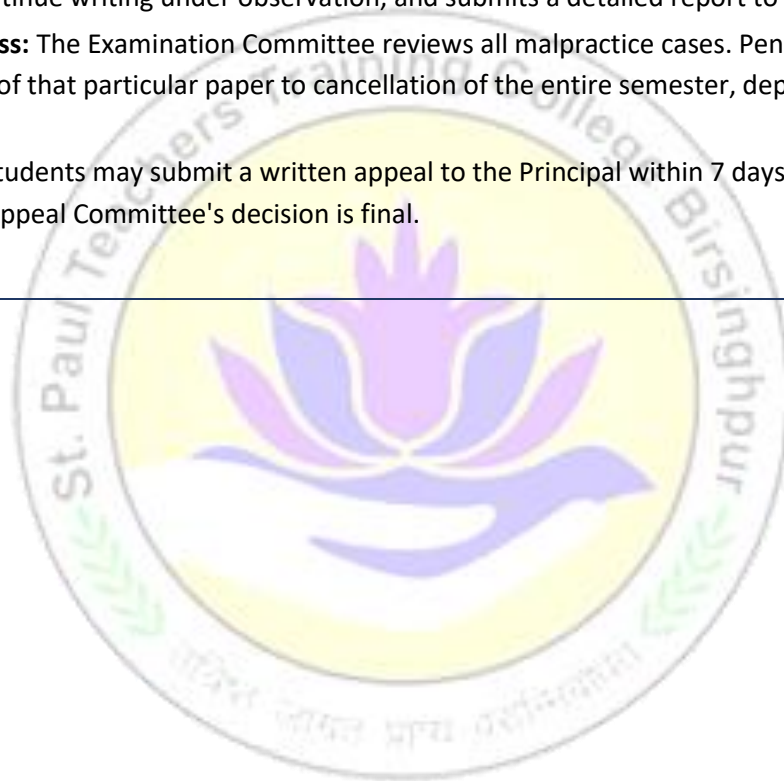
#### Types of Malpractice:

- Possession of unauthorized materials (notes, books, electronic devices)
- Communication with other students during examination
- Copying from others or allowing others to copy
- Impersonation or proxy attendance
- Smuggling answer scripts or question papers
- Creating disturbance or misbehavior with invigilators

**Immediate Action:** Upon detection of malpractice, the invigilator confiscates the material, allows the student to continue writing under observation, and submits a detailed report to the CoE.

**Disciplinary Process:** The Examination Committee reviews all malpractice cases. Penalties range from cancellation of that particular paper to cancellation of the entire semester, depending on severity.

**Appeal Process:** Students may submit a written appeal to the Principal within 7 days of penalty notification. The Appeal Committee's decision is final.



## CHAPTER IV – EVALUATION AND RESULTS

### 4.1 Answer Script Coding

All answer scripts undergo a coding process to ensure anonymity during evaluation. Student details are masked, and unique codes are assigned. Decoding occurs only after evaluation is complete.

### 4.2 Valuation Process

**Distribution of Scripts:** Answer scripts are distributed to appointed examiners within 3 days of examination completion.

**Evaluation Timeline:** Examiners must complete valuation within 10–15 days and return scripts with marks sheets.

#### Marking Guidelines:

- Examiners strictly follow the Scheme of Valuation
- Marks are awarded in whole numbers only
- All awarded marks must be clearly visible and totaled correctly
- Examiners must sign on each evaluated page

**Quality Assurance:** The Scrutiny Board randomly selects 15% of evaluated scripts for review to ensure consistency and fairness.

### 4.3 Tabulation and Result Processing

**Marks Entry:** Marks are entered into the examination software with double verification to prevent errors.

**Result Verification:** The CoE and designated faculty verify results before declaration. Any discrepancies are resolved before publication.

### 4.4 Pass Criteria

*As per the B.Ed. Ordinance and Regulation (NCTE 2014 / LNMU, DARBHANGAGuidelines):*

- A candidate must obtain at least 45% marks in each theory paper to pass.
- A candidate must obtain at least 50% marks in each practicum paper to pass.
- A candidate not securing the above qualifying marks in any paper shall be declared FAIL in that paper.
- If a student fails in not more than two (2) theory papers, he/she shall be promoted to the 2nd Year course. However, the student must clear all such backlog papers before appearing in the final (2nd Year) examination.

*Note: A candidate who fails to clear the 1st Year examination within three years from the date of admission shall not be allowed to appear in the final examination.*

### 4.5 Result Declaration

**Timeline:** Results are typically declared within 30 days of the last examination.

**Publication:** Results are published on the college website and notice boards. Students receive provisional marks memos.

**Grade System:** The names of successful candidates shall be arranged in order of merit as per the following grade system (as per B.Ed. Ordinance):

| Percentage of Marks | Grade           |
|---------------------|-----------------|
| 86% and Above       | O – Outstanding |
| 76% to 85%          | A+ – Excellent  |
| 66% to 75%          | A – Very Good   |
| 56% to 65%          | B – Good        |
| 45% to 55%          | C – Average     |
| Less than 45%       | D – Fail        |

#### 4.6 Revaluation and Re-totaling

**Eligibility:** Students who believe their evaluation was incorrect may apply for revaluation or re-totaling within 7 days of result declaration.

**Re-totaling Process:** Verification of total marks awarded without re-evaluation of answers. Fee: ₹200 per paper.

**Revaluation Process:** Complete re-evaluation by a different examiner. Fee: ₹500 per paper.

**Timeline:** Revaluation results are declared within 15–20 days of application.

**Betterment:** If revaluation yields lower marks, the original marks are retained.

#### 4.7 Supplementary / Back Examinations

*Updated as per B.Ed. Regulation Sec. 4.6 and 5.4:*

- Students who fail in a paper may appear in the subsequent examination on payment of the prescribed examination fee, without being required to repeat the course again.
  - This opportunity is given only once more, within a period not exceeding three years from the date of admission.
  - Students promoted to 2nd Year with backlog papers (up to 2 theory papers) must clear all backlog before appearing in the final examination.
  - The same evaluation and result declaration procedures apply.
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#### 4.8 School Internship Programme

- All student-teachers are required to go for the School Internship programme for four (4) weeks in the First Year and sixteen (16) weeks in the Second Year to different schools for practical exposure.
  - The weightage of internal assessment for engagement with the field shall be 100 percent.
  - The institution shall maintain a cumulative record of activities of each student-teacher during the internship programme for assessment of overall performance.
  - There shall be provision of one external examination conducted by the University after completion of School Internship programme in 2nd Year (as per Regulation 4.4).
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## CHAPTER V – CERTIFICATES AND DOCUMENTATION

### 5.1 Marks Memos and Transcripts

**Provisional Marks Memo:** Issued immediately after result declaration, valid until the original degree is received.

**Consolidated Marks Memo:** Issued upon completion of the entire programme, showing all year-wise results.

**Transcripts:** Official academic records issued for higher education or employment purposes. Fee: ₹500 per transcript.

### 5.2 Original Degree

Those who complete the programme successfully shall be awarded the Bachelor of Education degree by the respective LNMUniversity in prescribed format specifying the Class/Division/Grade in which the candidate was placed. The process typically takes 6–12 months after course completion.

### 5.3 Migration Certificates

**Migration Certificate:** Issued to students seeking admission to other institutions. Fee: ₹500.

Requires clearance from all departments (library, hostel, fees, etc.).

### 5.4 Duplicate Certificates

In case of loss or damage, duplicate certificates are issued after:

- Submission of an affidavit on stamp paper
- Publication of loss advertisement in newspapers
- Payment of prescribed fee: ₹500
- Verification by the CoE

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## CHAPTER VI – GRIEVANCE REDRESSAL

### 6.1 CIA Grievances

Students may raise grievances regarding CIA marks at the teacher level within 3 days of marks publication. Teachers must address grievances within 5 working days.

### 6.2 SEE Grievances

For SEE-related grievances, students submit applications to the Examination Committee. The committee reviews cases and provides resolution within 15 days.

### 6.3 Grievance Committee Composition

The Grievance Committee comprises the Principal, CoE, Head of Department, and two senior faculty members. All decisions are documented and communicated officially.

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## Procedure – Examination Conduct

1. Prepare examination schedule based on the academic calendar (including theory, practical, and viva).
2. Prepare and display overall supervision duty list.
3. Ensure timely completion of session evaluation.
4. Conduct viva/practical examinations (as per NCTE guidelines).
5. Follow guidelines for question paper setting, moderation, and evaluation.
6. Publish results and conduct supplementary examinations in time.
7. Maintain all examination records.

## Follow-Up

- Regular follow-up on question paper preparation, moderation, and evaluation.
- Monitoring of answer book evaluation and practical/viva assessment.
- Follow-up on maintenance of result records.
- Continuous monitoring to ensure timely and efficient conduct of all examination-related duties.

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*This comprehensive structure ensures that examinations at ST. PAUL TEACHERS' TRAINING COLLEGE BIRSINGHPUR are conducted fairly, transparently, timely, and in accordance with high standards as per NCTE/UGC guidelines and the LNMU, Darbhanga's B.Ed. Ordinance & Regulation under autonomous status.*

**Controllar of Examination**

**Principal**



# ST. PAUL TEACHERS' TRAINING COLLEGE BIRSINGHPUR

(An Autonomous Higher Educational Institute)  
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## REGULATIONS REGARDING ADMISSION

### 1. Admission and Selection Procedure

St. Paul Teachers' Training College, Birsinghpur, Samastipur is a self-finance institution affiliated to Lalit Narayan Mithila University (LNMU), Darbhanga. The college will follow state government regulations for admitting students in the B.Ed. 2 Years Programme.

The selection of candidates for admission to the Bachelor of Education programme (B.Ed.) in Regular mode 2 years programme shall be made on the basis of performance at a written examination conducted by CET Bihar as per direction of the Chancellor of Bihar and marks obtained in the qualifying examination.

- 1.2 The selection of candidates for admission to the Bachelor of Education programme (B.Ed.) in Regular mode 2 years programme can be made self by the institution in future if permitted by the Chancellor of Bihar, through merit system or written entrance test.
- 1.3 The Entrance Test fee may be revised by the competent authority as and when required.
- 1.4 The State rules of reservation are applicable to the selection of candidates for admission in the institute and will be followed as required.
- 1.5 If at the time of admission it is found that a candidate has furnished any false information, his/her candidature shall be cancelled immediately and the deposited fee shall be forfeited and suitable legal action may be initiated.
- 1.6 No such applicant shall be admitted, who in the opinion of the Principal does not deserve to be admitted in the best interest of the College. (without specifying the ground for rejection).

### 2. Eligibility

- 2.1. The candidate with at least 50% marks either in the Bachelor's Degree and/or in the Master's Degree in Science / Humanity / Commerce. Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification / examination recognized by the CET Bihar shall be eligible for admission to the programme.
- 2.2 No such applicant shall be admitted, who has not applied for the admission within the notified time or who on being selected for admission, does not get himself/herself admitted within the specified time, except where the delay has been condoned by the Competent authority for some valid reason.

### 3. Intake

There shall be a basic unit of 50 students, with a maximum of two units. This intake capacity may be modified as per norms and guidelines prescribed by NCTE from time to time.

#### 4. Fee

Fees can be paid in instalments at the time of admission and at the beginning of each academic year. The amount of fee to be paid will be intimated ahead of time. There shall be no donation. The end year examination fee shall be levied year-wise. Examination fee, Registration fee and other miscellaneous fees can be charged from students as decided by the management. The quantum of fee chargeable for each course shall be charged from students as fixed by the university / state government or decided by the college governing body. Fees once paid will not be refunded. Fee can be changed as required on approval of the Governing Body. College management can decide to provide scholarship to meritorious students & students who belong to the weaker section.

**Controllar of Examination**



**Principal**