

EXAMINATION MANUAL



THANTHAI HANS ROEVER COLLEGE (AUTONOMOUS)

Elambalur, Perambalur – 621 220, Tamil Nadu, India

(Affiliated to Bharathidasan University)

(Nationally Re-accredited by NAAC with B++)

Preface on Examination Manual

It was felt necessary to have an Examination Manual exclusively for Thanthai Hans Rover College (Autonomous). A team under the headship of Controller of Examination was constituted including the Deputy Controller, Assistant Controller and two senior faculty members. This team went through the examination rules implemented in the affiliating Bharathidasan University, other autonomous colleges and universities including the guidelines of the UGC. Finally, this Examination Manual was prepared. This Manual was referred to an experienced external expert in this field with the approval of the Principal of this College. We thank the Management, Principal of this college, senior faculties and the external expert, Dr. A. Saleem Batcha for offering valuable suggestions to bring out this Examination Manual.

In this Manual, all the requisite provisions for the planning, conduct, evaluation and result declaration of internal and external evaluation of UG & PG students have been incorporated under the purview of autonomous stream. The basic orders/ rules regarding examination fees, attendance and ratio of internal-external examination components will be followed as per the affiliating Bharathidasan University rules and regulations. Thus, our aim is to streamline and optimize the examination system and bring out results at the earliest with a view to helping the student community pursue higher studies or seek placement or set up their own business concern fast.

Controller of Examinations

PROFILE OF THE COLLEGE

Thanthai Hans Roever College is an educational institution run by St. John Sangam Trust. It was established in 1985, as a religious minority institution in memory of Rev. Fr. Hans Roever, a missionary from Germany, with the primary objective of providing higher education to the weaker and backward sections of the society in general and the Christian minority in particular. The trust is flourishing under the efficient and benevolent leadership of the Founder-Chairman, Dr. K. Varadharaajen, who is an inspiring personality, the Fountain- Head of wisdom and his unparalleled service to backward and underprivileged sections of the district is highly praiseworthy. His vision and mission include empowerment of the youth through updated knowledge and adequate skills, foster socio-economic and cultural changes leading to sustainable growth and evolution, especially to the youth from backward and rural areas. The Vice-Chairman Mr. John Ashok Varadharajan, a perfect blending of tradition and modernity, end eavours earnestly with a futuristic vision ensuring a qualitative leap at all levels of education

STATUS OF THE COLLEGE

The College is a self-financing and co-educational institution, affiliated to Bharathidasan University and approved by the University Grants Commission, New Delhi. The UGC conferred the College with Autonomous status and it was re-accredited by NAAC with B++ in the year 2019. In the year 2017-2018, the College was placed by the MHRD in the 100th Rank in the NIRF Ranking. The magazine “Education World” has ranked our college as one of the Best Autonomous Colleges i.e. 49th Rank in Tamilnadu and 124th Rank in India for the year 2020-2021. To more than 3000 students, the College offers Under-Graduate/Post-Graduate Programmes in Tamil, English, Commerce, Business Administration, Social Work, Physics, Chemistry, Mathematics, Computer Science, Information Technology, Computer Applications, Biotechnology, Botany, Zoology, Microbiology, Hotel Management, Physical Education and Visual Communication.

CONTENTS

CHAPTER 1 EXAMINATIONS – IMPORTANT PROVISIONS (Pages 6-7)

- 1.1 UGC Guidelines on autonomous college
- 1.2 Powers of the Governing Body
- 1.3 Powers of the Academic Council
- 1.4 Functions of the Board of Studies
- 1.5 Powers of the College Principal

CHAPTER 2 EXAMINATION SYSTEMS AND EXAMINATION CELL (Pages 8 - 12)

- 2.1 Examination System
- 2.2 Grievance Appeal Committee
- 2.3 Examination Cell
- 2.3.1 Brief details of Exam Cell, its Powers and Duties

CHAPTER 3 PREPARATION FOR EXAMINATIONS (Pages 13 - 26)

- 3.1 Constitutions of Various Boards
- 3.2 Board of Question Paper Setters
 - 3.2.1 Qualifications of Question Paper Setters
 - 3.2.2 Instructions to Question Paper Setters
 - 3.3.3 Appointment of Question Paper Setters and their Duties
- 3.3 Scrutiny Board
- 3.4 Board of Examiners
 - 3.4.1 Constitution of Board of Examiners
 - 3.4.2 Term of Appointment of Examiners
 - 3.4.3 General Conditions for Appointment of Examiners
 - 3.4.4 Duties of the Board of Examiners
 - 3.4.5 Appointment of Examiners
 - 3.4.6 Allotment of Work.
 - 3.4.7 Memorandum of Instructions to Examiners
 - 3.4.8 Instructions to Chairmen and Chief Examiners

3.5 Viva -Voce Board

3.6 Pass Board

CHAPTER 4 CONDUCT OF EXAMINATIONS - PART I (Pages 27 – 30)

- 4.1 Issue of Time Table of Examinations
- 4.2 Registration to Examination
- 4.3 Scrutiny of Application
 - 4.3.1 Verification of Application
 - 4.3.2 Preparation of Nominal Roll
 - 4.3.3 Preparation of Hall Tickets
- 4.5 Preparation of Answer Books
- 4.6 Question Paper Bundles
- 4.7 Dispatch of Time Table, Nominal Roll and Instruction to Candidates
- 4.8 Preparation of Tabulation Register
- 4.9 Cancellation of Hall Tickets

CHAPTER 5 CONDUCT OF EXAMINATIONS – PART II (Pages 31 - 40)

- 5.1 Methods of Examinations
- 5.2 Prohibition of Religious Belief or Profession or Political Views
- 5.3 Appointment of Chief Superintendent, Additional Chief Superintendent etc.
- 5.4 Instructions to Additional Chief Superintendent at the Examination Venue
- 5.5 Instructions to the Invigilators
- 5.6 Instructions to Candidates
- 5.7 Exclusion of Candidates on Account of Disease
- 5.8 Exclusion of Candidates for Misbehavior
- 5.9 Debarring Candidates and Quashing Results
- 5.10 Punishment for Malpractice
- 5.11 Bundling of Written Answer Books

CHAPTER 6 VALUATION OF ANSWER SCRIPTS (Page 41)

- 6.1 Valuation of Answer Script

CHAPTER 7 TABULATION AND PUBLICATION OF RESULTS (Pages 42 - 43)

- 7.1 Tabulation Register
- 7.2 Preparation of Grade Score Sheet
- 7.3 Pass Board
- 7.4 Publication of Results
- 7.5 Issue of Consolidated Statement of Marks
- 7.6 Revaluation
- 7.7 Period of preservation of answer script
- 7.7 Supplementary Examinations
- 7.9 Instant Examinations

CHAPTER 8 MISCELLANEOUS (Pages 44 - 45)

- 8.1 Condonation of Shortage of Attendance
- 8.2 Improvement Examinations
- 8.3 Promotion to the Next Higher Semester
- 8.4 Certificates
- 8.5 Register of Candidates
- 8.6 Important Registers to be maintained in the COE's Office

Annexure 1 (Page 46)

CHAPTER 1

EXAMNATIONS – IMPORTANT PROVISIONS

1.1 UGC Guidelines on Autonomous Colleges (An Excerpt)

- The Autonomous Colleges shall review existing courses/programmes and restructures, redesign and prescribe its own courses/programmes of study and syllabi.
- To formulate new courses/programmes within the nomenclature specified by UGC as per the specification of Degrees 2014 and amended from time to time.
- Evolve methods of assessments of students' performance, conduct of examinations and notification of results.
- To announce results, issue mark sheets, migration and other certificates: however, the degree shall be awarded by the university with the name of the college on the Degree Certificate.
- May fix fees of the courses at their own level.
- Constitute their own Governing Body, Academic Council, Board of Studies and Finance Committee.

1.2 Powers of the Governing Body

The Governing Body of the College under its management is the executive body of the College. The Governing Body shall have the power to frame guidelines or issue directions or instructions for the efficient conduct of the examinations and to keep up the integrity of the examinations. The GB's powers include:-

- Recommend and forward the results of examinations, to the University for the award of degree, diploma as the case may be.
- Fix fee and other charges payable by the students to the College on the recommendations of the Finance Committee.

1.3 Powers of the Academic Council

The Academic Council of the College shall be the principal academic body of the Autonomous College. It shall co-ordinate and exercise general supervision of the academic programmes and policies of the College. It shall also be responsible for the maintenance of standards of instruction, research, education and examinations within the College, and shall exercise such powers and perform such other duties as may be conferred on it by the rules and regulations in accordance with the directions of the Governing Body.

- The Academic Council shall have the following powers, duties and functions related to the conduct of the examination:-
- To advise the Governing Body on the suggestions made by it with respect to academic affairs.
- To make regulations for the conduct of examinations.

1.4 Functions of the Boards of Studies

- To suggest methodologies for innovative evaluation techniques
- To suggest panel of names to the Academic council of the College for appointment of question paper setters and examiners.

1.5 Powers of the College Principal

The College Principal shall be the Chief Academic and Executive Officer of the Autonomous College. Principal shall be the Chairperson of the Academic Council. He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be entrusted to the Controller of Examinations appointed on the basis of potential of the person in accordance with the guidelines of the University Grants Commission and the State Government.

1. The Principal shall have the right of visiting and inspecting the examination section at any time.
2. He / she shall have the responsibility and power to provide enough man power for the timely completion of work related to the conduct of examinations and publication of results.
3. The Principal shall have the power to convene meetings of the Academic Council, Boards of studies and examination committee or any other authority of the College to discuss matters related to the conduct of examinations and publication of results.

1.6 Examination Committee

The examination committee shall consist of the Principal, Controller of Examinations, Deputy Controller of Examinations and other senior faculty nominated by the Principal.

The following are the functions of the examination committee.

- a. To formulate the policies of the examination and evaluation.
- b. To act as an advisory body of the matters relating to the conduct of examinations.

CHAPTER 2

EXAMINATION SYSTEM AND EXAMINATION CELL

2.1 Examination System

An academic year is divided into two semesters. In each semester, courses are offered in 15 teaching weeks with 30 hours per week and the remaining weeks are to be utilized for conduct of examinations and evaluation purposes.

Evaluation of all courses (Papers), theory / practical and project / dissertation shall be done in two parts, namely by Continuous Internal Assessment (**CIA**) and by the End Semester Examination (**ESE**). 25% of the total marks will be set apart for the first component and 75% for the second component for PG and UG programmes. However, this proportion may be reviewed by the Academic Council where circumstances warrant.

The **continuous internal assessment** shall be done by the course teachers. In order to ensure that the students achieve the prescribed learning outcomes, various mechanisms of internal evaluation such as group discussion, seminar, Library reading, home assignments, viva voce besides conducting atleast two CIA tests per semester and one pre-semester examinations shall be adopted.

There shall be **end semester examinations** at the end of each semester, for odd semesters in October/November; for even semesters in April/May.

A candidate should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit/regulations prescribed or belated joining or on medical grounds, the candidate is permitted to move to the next semester. Such candidate shall re-do the missed semester after completion of the programme.

Each candidate shall be required to take up a Project Work and submit it at the end of the final year. The Head of the Department shall assign the Guide who, in turn, will suggest the Project Work to the student in the beginning of the final year. A copy of the Project Report will be submitted to the Controller of Examinations through the Head of the Department on or before the date fixed by the COE. The candidate concerned will have to defend his/her project through a Viva-voce.

In the case of Arrear Semester Practical Examinations, odd semester practical arrear students can appear only in odd semester and even semester arrear students can appear in even semester only. But the final year semester practical arrear students can appear in both odd and/or even semester practical examination.

The examination results will be published through the college website.

For UG, the aggregate minimum for a pass in each theory & Practical course is 40% with a separate minimum of 40% for CIA and ESE. For PG, the passing minimum is 40% in CIA and ESE and not less than 50% in the aggregate including CIA and ESE.

Candidates who have secured minimum pass mark (ESE + CIA) are allowed to secure aggregate minimum pass mark only by appearing for End Semester Examination.

Candidates who have failed in the Internal Assessment are permitted to appear for their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests and assignment.

2.2 Grievance Redressal Committee

There are provisions for grievance redressal at three levels:-

1. At the level of the course teacher concerned.
2. At the level of a departmental committee consisting of the Head of the Department and the course teacher concerned.
3. At the level of the College, a committee consisting of the Principal, Controller of Examinations, Head of the concerned Department and one senior faculty member of the College nominated by the Principal every year.

The grievances regarding continuous internal assessment (CIA) shall be filed at the first and second levels within two working days of the publication of the consolidated results of concerned examination and the decision shall be taken within the next two working days. The third level complaints shall be made within five working days after the publication of the consolidated results and the decision shall be taken within the next five working days.

2.3 Examination Cell

There shall be an examination cell headed by the Controller of Examinations (CoE)

The Controller of Examinations shall create his/her own team with the approval of the Principal of the College. The team shall consist of deputy controller(s) / assistant controller(s) nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the College.

There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the examination cell. Examination cell will have appropriate infrastructure for generating question papers and other relevant confidential materials. Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body.

In no case it should be less than that paid by the parent University for similar work.

2.3.1 Brief details of the Exam Cell, its Powers and Duties

A. Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties.

The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar and end semester examinations are completed as per the time schedule and results published within 15 days after completion of the theory examinations.

The responsibilities of the Controller of Examinations shall include: -

1. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
2. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the College.
4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.
5. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
6. Payment of remuneration and travelling allowances to question paper setters and examiners.
7. Taking quick decisions as circumstances warrant with or without taking advice from examination cell.
8. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

B. Deputy Controller of Examinations

The deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal.

His / her duties shall include:–

1. Membership in examination committee
2. Supervise the office staff of CoE's office and manage the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.
3. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
4. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
5. Preparation and printing of answer booklets for various examinations
6. Make sure that the question papers are ready before the examinations are scheduled.
7. Helping CoE in all his activities (finding question paper setters, examiners, actual organization and implementation of examination system)
8. Make sure that the forms relating to examinations are ready in time (applications, hall tickets, challans etc.)
9. Make sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.
10. All other tasks required for the conduct of evaluation process.

C. Assistant Controller of Examinations

The primary duties of the incumbent will include examination planning, scheduling, maintenance of examination and students' physical records, and student record verifications. He/she will ensure strict compliance of institutional policies and procedures during examinations and will ensure and monitor the examination invigilation process. He/she will also coordinate with respective program coordinators / directors and concerned administrative departments in this regard.

D. Examination Assistants

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently.

They shall be responsible for:-

1. Providing assistance for the preparation and printing of answer booklets for various examinations.
2. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and mark list in consultation with the deputy Controller of Examinations.
3. Maintaining registers for inward and outward communications.
4. In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.
5. Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.
6. Processing of applications for registration to examinations and preparation of nominal rolls.
7. Preparing and dispatching of hall tickets.
8. Ensuring that the question paper packets are ready for examinations.
9. Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters, invigilators, C.V. camp, revaluation, retotaling, supplementary examinations etc.)
10. Making arrangements for Board meetings of examiners as and when required.
11. Preparing tabulation registers, mark lists etc.
12. Assisting the senior officers in the transit of files, communications and stationery.
13. Making sure that the examination office, computer desks and typing pool are neat and clean.
14. Keeping examination related records safe and maintaining their confidentiality.
15. They shall discharge duties entrusted to them by superior officers from time to time.
16. They shall also ensure that unauthorized persons do not enter the examination section.

CHAPTER 3

PREPARATION FOR THE EXAMINATIONS

3.1 Constitution of Various Boards

The following Boards shall be constituted by the Controller of Examination (CoE) with the approval of the Principal to facilitate the smooth conduct of examinations.

1. Board of Question Paper Setters
2. Scrutiny Board
3. Board of Examiners
4. Viva Voce Board, if necessary
5. Passing Board

3.2 Board of Question Paper Setters

The CoE shall, constitute for each semester, a Board of question paper setters consisting of required number of question papers setters. The duties of the Board of question paper setters shall be to set the question papers for the subject. They must ensure that the questions are of prescribed standard and the scope of the questions is within the prescribed syllabus.

A **question bank** for each course shall be prepared by the Board of question paper setters consisting of equal proportion of internal and external experts. The CoE's office shall generate a question paper of the prescribed format for each course using computer programs from the question bank.

The following guidelines shall be followed in the constitution of Board of question paper setters if question papers are set by outside question paper setters: -

1. There shall be separate panel of question paper setters for each subject of various programmes.
2. The panels of question paper setters are to be prepared by the Chairman, Board of Studies (BoS) of the concerned subject and shall be submitted to the Academic Council for approval.
3. The panel prepared by the Chairman, BoS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS or the department. He/she shall handover the panel to the CoE personally.
4. There shall be a minimum of five members in the panel of question setters for each course (paper) and the tenure of the panel shall be for three years.

5. Every three years, the existing panel available with the CoE shall be forwarded to the Chairman of the BoS for revision.
6. The CoE shall select the required number of persons from the panel for consideration for appointment as question paper setters. He/She shall obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CoE from the panel is addressed and his/her consent is obtained. When adequate number of persons is available for a subject, a formal order of appointment is issued to them by the CoE.
7. The appointment of Question Paper Setters shall be made by the CoE in the first month of each semester.
8. Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.
9. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
10. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.

3.2.1 Qualifications of Question Paper Setters

A person engaged in teaching work in Thantahi Hans Roever College (Autonomous) is not eligible for appointment as question papers setters in any of the programmes conducted by Thantahi Hans Roever College (Autonomous). However in generating questions for the question bank, internal question setters shall also be appointed.

A person engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute or College affiliated to Universities shall be appointed to set question papers.

1. If question paper setters are not available as mentioned in the above clause, for special subjects such as Fine Arts, Media & Communication, Technology, etc., persons with seven years of practical experience in relevant areas, could be considered.

2. The COE shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

3.2.2 Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

1. All Question Paper Setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the COE preferably by password protected email or in compact disc. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the Paper Setters' own handwriting and shall contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see that words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
3. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any.
4. A proforma shall be forwarded from the COE's office. In the case of question papers which are common to two or three examinations, mention shall be made of the fact in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub-divisions of questions shall also be indicated.
5. All the question papers shall be complete in respect of headings and directions to candidates, if any.
6. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g.1/3, 2/3, 3/3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.
7. Any "special direction to candidates" and instructions regarding the answering of different sections in different answer books, the number of

- questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
8. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
 9. Questions must be set with relation to the prescribed course of study and the books recommended by the BoS of the College and must conform to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the COE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the COE.
 10. Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague, or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole course of study and the books prescribed.
 11. The papers shall be such that a candidate of decided ability well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time and secure full marks.
 12. The special attention of Question Paper Setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates.
 13. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the CoE separately.
 14. The question papers of the previous year (in the case of examinations conducted during the previous year) shall be supplied to the question Paper Setters. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
 15. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this or in other Universities.
 16. Question Paper Setters after finishing the work of setting question papers shall send to the COE the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the examination.

3.2.3 Appointment of Question Paper Setters and their Duties

Appointment of Question Paper Setters is considered as the most important responsibility of the College, so also its confidentiality.

1. The Controller of Examinations shall appoint question paper setters from the panel of question paper setters submitted by board of studies.
2. No member shall ordinarily be assigned for more than three question papers at a time.
3. Members of the Board of question paper setters shall be responsible for setting the question papers for the subjects allotted to them by the COE.
4. The paper setters are required to set 2 sets of question papers for each course, one for use in the ensuing examination and one for the next session (if applicable). The following materials are to be sent along with the request.

Copy of the guidelines for question paper setters

Syllabus of the concerned course /courses

Model question papers

Text Books prescribed, if language papers are to be set

Claim Bill forms for remuneration and TA/DA as applicable

Any other items to suit particular requirements, if necessary

5. The Question paper setters shall send the question papers to the COE before the last date intimated.
6. The COE shall, if required, request Question Paper Setters to correct proofs of papers set by the Boards, in which case, they shall return the corrected proofs and the original manuscripts promptly in sealed covers.
7. Copies of the communications from the examination cell, registers and files and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the COE.

3.3 Scrutiny Board

The questions / question papers received from the setters shall be scrutinized by the Chairman of Scrutiny Board in the office of the Controller confidentially.

The objectives of the scrutiny shall be to ensure that the questions are:

- a. In conformity with the prescribed syllabus and scheme of examinations
- b. Has maintained the required standard
- c. Free of typographical and grammatical errors
- d. Marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.

The chairman shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

After scrutiny, the Chairman shall hand over personally all the question papers in a subject, to the COE. The details of the questions / question papers received by the COE shall be recorded properly. The bills for remuneration and TA/DA received from the setters will be transferred to the section dealing with the appointment of paper setters for arranging payment.

3.4 Board of Examiners

3.4.1 Constitution of Board of Examiners

The panel of examiners, both internal and external as per requirement for each course shall be prepared by the BoS and shall be forwarded to the COE in the prescribed format. It shall consist of names of not less than 20% in excess of the probable numbers required for each subject for a period of three years. The COE is competent to constitute Committees of Board consisting of the Chairman and Chief Examiners in the same or different subjects, which form part of the Examination for the purpose of consolidating the marks, obtained by candidates in different parts of the Examination.

3.4.2 Term of Appointment of Examiners

Examiners shall be appointed for odd or even semesters and shall be eligible for reappointment. This may be waived in special cases by the Academic Council, provided that the number of new examiners appointed in any semester who have not previously been examiners shall not exceed one half of the total number appointed to a Board.

3.4.3 General Conditions for Appointment of Examiners

1. Ordinarily, a person with a minimum teaching experience of five years in a College or University Department is eligible for first appointment as examiner. However, this may be waived by the Academic Council in special cases. Persons having five years of practical experience in industries shall be considered for appointment as examiner in areas such as Fine Arts, Media & Communication, Technology, etc.
2. For selecting new examiners, the first preference shall be given to those who have had five years or more of teaching experience and who have not been appointed so far.
3. No person above the age of 60 shall be appointed or allowed to continue as an examiner. However this can be waived by the Academic Council in special cases.
4. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

3.4.4 Duties of Examiners

1. The COE shall constitute a Board of Examiners, for each subject for odd and even semesters. All examiners appointed to value the answer books relating to the examinations coming under the Board will be the members of the Board. Every Board constituted, as above shall have a Chairman who will be appointed by the COE.
2. It shall be the duty of the Chairman, Board of examiners, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of work relating to that Board.
3. The Chairman, Board of Examiners, in case of need, can review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The Chairman will also scrutinize the work done by the examiners and forward to the COE all necessary documents such as valued answer papers, mark books, remuneration bills of members countersigned by him etc., as the case may be on or before the dates specified. There shall be a Chief examiner form a group of 1-5 examiners.

3.4.5 Appointment of Examiners

1. The appointment of examiners shall be made by the CoE from the panel of examiners recommended by the Academic Council
2. Each Board will have a Chairman from among the Board of Examiners. The appointment of Chairman need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners.
3. The appointment of the Chairman and members of the Board of Examiners shall be communicated to them.
4. The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers.
5. The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forth with be asked to furnish their explanation in writing for doing so and the matter may be reported to the Governing body for appropriate action.

3.4.6 Allotment of Work

1. The Chairman of the Board of Examiners shall be provided with the approximate number of candidates appearing in the examination for distribution of the valuation work according to the norms fixed by the Academic Council. The statement of distribution of work received from the Chairman shall be handed over to the COE's office for necessary action.

2. Examinations for which centralized valuation are conducted, the list of examiners and distribution of work are prepared and handed over to the section dealing with the conduct of centralized valuation.
3. Arrangements shall also be made to appoint substitutes in place of examiners who fail to appear for examination duty without notice.
4. A copy of the list of examiners shall also be forwarded to the section dealing with the payment of remuneration to examiners immediately after the publication of the results of the examinations.
5. The rate of remuneration for examination works (End Semester Examinations) for the external examiners shall be applicable for the internal examiners also.

3.4.7 Memorandum of Instructions to Examiners

The examiners shall comply with the following instructions.

1. Examiners are appointed by the Autonomous College for valuing answer books and/or for conducting Viva-voce and/or practical examinations at the College held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
2. Examiners who having accepted the appointment and declined the work later without assigning reasons acceptable to the Autonomous College and thus cause inconvenience to the College and dislocation of the time schedule, are liable to be removed from the panel for a period of two years.
3. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
4. The appointment of examiners is offered on the distinct understanding that in case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CoE giving the name and register number of the candidate.
5. All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued.
6. Every examiner engaged in the valuation of answer books shall furnish in the prescribed form sent to him/her together with the answer books, the correct number of answer books received for valuation and return it to the COE after all the answer books allotted to him for valuation have been received by the examiner.

7. He is responsible for the answer books sent to him/her. He/she should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the COE immediately.
8. All examiners in a subject should do their best to secure uniformity of marking/grading. Answers to questions and subdivisions of questions should be separately marked against them and the marks/grades awarded to each question shall be shown on the cover page of the answer book only.
9. If the answer books have been revalued by the Chief Examiner, the revalued marks/grades whether there is any difference from the original marks or not shall be shown in red ink and be signed in full.
10. Answers must be checked a second time to verify that no answer to a question or a sub division has been left out in the evaluation.
11. If there are grave defects in the valuation, totaling of marks/grades or entering of the marks, or inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may have been taken against him/her, the examiners who default by entering wrong grades/marks, by giving wrong totals and by not valuing answers to questions shall be removed from the panel for a period to be decided by the Autonomous College.
12. All valued answer books shall be sent by the examiners to the COE. The answer books should be kept in the safe custody of the office of the COE for a period of one year after the publication of the results.
13. After the publication of result, photocopy of the answer books shall be supplied to the candidate on request with stipulated fee fixed by the Autonomous College from time to time.
14. The scheme of valuation along with answers shall be provided by the Chairman of Examination Board for facilitating the evaluation process.
15. Practical Examinations will be held at the College fixed from time to time. The work at practical examinations will be prescribed by the Chairman of the Board of Examiners. Science subjects shall have the same Board for the evaluation of theory and practical examinations.
16. The answer books and also the mark/grade books of the practical examinations shall be sent to the COE for scrutiny immediately after all the practical examinations are over.

17. In the case of answer books of practical, there will be no revaluation but there shall be provision for scrutiny.
18. Marks/grades should be carefully entered in the mark/grade sheets supplied by the College in the order of the register numbers of the candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark books. In no case, should a candidate be given more marks/grade than the maximum.
19. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark/grade sheets as far as possible. If correction becomes necessary, it must be attested with full signature.
20. Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks.
21. Every examiner should sign on the mark/grade sheets he/she has prepared not only on the cover page, but also on each page of the mark sheet where entries are made.
22. Every examiner shall furnish as fully as possible the information required on the facing sheet of each mark sheets. The name of the examination and the name of the subject should be noted in such a way as to avoid all ambiguity. Chairmen are requested to see that all the columns on the face sheet of each mark sheets are filled in, before it is dispatched to the COE. The names of examiners and Chairmen should be written below the signature.
23. Mark sheets must be handed over to the Chairman or Chief Examiner as the case may be, without fail by the date fixed.
24. It shall be the duty of the Chairman to scrutinize and pass the marks/grades awarded by the examiners to each candidate in each paper or portion of a paper valued by them and to forward the mark/grade books to the COE on or before the date fixed, together with a statement containing any remarks or suggestions, which he/she may consider deserving of attention.
25. A Board of Examiners may award moderation of marks/grade only for the following reasons:
 - (1) unusual difficulties in the question paper and/or
 - (2) deviation of the question paper setter from the prescribed syllabus or standard.

26. The arbitrary award of additional or grace marks/moderation is strictly forbidden. Such marks must not be given for the purpose of benefiting a particular candidate or class of candidates or merely with a view to raising the percentage of passes in any subject/s.
27. Travelling and halting allowance will be paid only after receiving the T.A. bills and admitting claims. No advance of T.A. will be paid. Examiners are required to submit their T.A. bills in time to enable the College to settle the claim expeditiously.
28. Chairman of Boards of Examiners will collect remuneration and T.A. bills of the examiners as soon as the examinations are over and forward them to the COE after the completion of the duties.
29. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the COE immediately through the Chairman forwarding all material evidence available. The nature and possibly the punishments inflicted for will depend largely upon the evidences furnished.
30. Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the CoE.

3.4.8 Instructions to Chairmen/Chief Examiners

1. Subject to such directions as may be issued from time to time, by the Controller of Examinations, the Chairman and the Members of the Board of Examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer-books of candidates. For this, it shall be the duty of the Board of Examiners subject to the rules contained in these instructions, to make such arrangements as may appear necessary for the efficient conduct of the examination and evaluation for which it is responsible.
2. It shall be the duty of the Chairmen of Boards of Examiners to arrange for the division among the examiners of the work of valuing answer books of candidates. Examiners shall be made with a view to allot, as far as possible, equal number of papers and remuneration among them so as to avoid the payment of unnecessary travelling allowance.

3. The statement of probable number of candidates for each examination will be furnished to the Chairman as soon as possible after the receipt of their acceptance of appointment. A statement in the form supplied showing the allocation of work among examiners shall be forwarded to the CoE immediately on receipt of the probable number of candidates for examinations from the College.
4. The dates for receipt of mark lists or tabulated results sheets from the Chairmen of Boards will be fixed by the College and intimated to them. Chief Examiners and Additional Examiners shall adhere to the schedule of dates fixed by the Chairmen and co- operate with the College in publishing the results of the examinations in time on the dates fixed by the College. For examinations where Chief Examiners are not separately appointed, the Chairman of the concerned examination shall attend to all the items of work detailed above as to be done by the Chief Examiner.
5. Chief Examiners shall give definite instructions to the additional examiners regarding the type of answers that might be expected from a well prepared student. It may be noted that even in Arts subjects, unless detailed schemes of.
06. Each Chief Examiner shall be responsible for the maintenance of quality/standard in his/her subject. He/she shall issue written instructions to his/her additional examiners regarding valuation of answer papers immediately after the meeting of the Board of Examiners convened to prepare the scheme of valuation of answer papers.
07. The Chief Examiner shall direct each additional examiner to value forthwith ten numbers of answer-books and on completion of such preliminary valuation, the valued answer books shall be forwarded to the Chief examiner for scrutiny. The Chief Examiner shall then give such further instructions to them for standardizing the evaluation.
08. It is the further duty of each Chief Examiner to select and revalue not fewer than 20% of answer books valued by each of his/her additional examiners selected at random and to satisfy himself that proper standard of valuation has been maintained throughout, before submitting the result of the whole valuation to the Chairman of the Board. In case of continued unsatisfactory valuation by an additional examiner, the Chief Examiner shall bring the facts immediately to the

notice of the Chairman of the Board. The Chairman after getting prior approval from the COE shall recall the answer- books and arrange for their revaluation by the same or by a different examiner. The matter shall be reported to the Principal for further action.

09. In the revaluation of the Chief Examiner, if 50% of revalued papers show a variation of 10% of marks, the entire bundle of answer scripts shall be revalued.
10. The Chief Examiners for all examinations must collect all the mark/grade books of their assistants and send them to the Chairman. In the case of subjects for which there is no Chief Examiner, the Chairmen of Boards concerned will collect the mark/ grade-sheets.
11. The tabulation work shall be done in the office of the COE. Chairman of the Board of Examiners shall collect the grade/mark sheets from the Chief examiners and forward them in lots to the COE. In the case of subjects for which there are no Chief Examiners, the Chairmen shall collect the mark- sheets from the examiners and forward them to the Controller of Examinations.
12. It shall be the duty of the Chief Examiner to scrutinize all valued answer books under his/her charge, and in particular, should personally verify in the case of each answer book valued whether;
 - a. All questions and sub-divisions of questions have been marked/graded without omission by the additional examiner;
 - b. The totaling of the marks/grades is correct and no arithmetical error has crept in;
 - c. The total marks/grades carried over to the mark/grade book with reference to each register number on the answer book are correct;
 - d. The additional examiner has written his/her name and put his/her full signature on the cover of the mark book and on each sheet of the mark book on which there are entries.
13. The Chief Examiner is authorized to make whatever correction is found necessary in any answer book or mark sheets/foil cards. The Chief Examiner should forward to the Chairman of the Board along with the mark/grade books collected from his/her additional a certificate of scrutiny in the prescribed form and the Chairman, in turn, shall transmit the certificates of all the Chief Examiners under his/her Board when he/she forwards the original mark/grade lists to the COE's office.

3.5 Viva Voce Board

It shall be competent for the BoS and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The COE shall refer to the minutes of the meetings of the Academic Council and BoS for this purpose. The Viva-voce Board shall be constituted by the COE.

3.6 Passing Board

When the tabulation of an examination is completed, the COE shall convene a meeting of the Passing Board constituted by the COE for each discipline.

1. There shall be a separate Pass Board for every subject for UG and PG for a semester. The Board shall consist of the Chairman, CoE and the Principal. The meeting of the Passing Board shall be held to finalise the results of PG and UG examinations.
2. The Chairman shall be given a consolidated statement of marks/ grades of all candidates by the COE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration. It shall be competent for the Board to call for any answer book which they consider as demanding revaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes great disparity in the marks for the different papers of a candidate.
3. It shall be competent for the Passing Board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification (As per university norms)
4. The minutes of the Board shall be put up for approval by the result approval committee headed by the Chairman of the Governing Body. The minutes of the meetings of the Pass Boards shall contain the following details:
 - a. Time, day, date, venue and place of the meeting
 - b. Names and signatures of the members present
 - c. A brief statement regarding consideration and approval of the results
 - d. The percentage or marks of moderation, if any, recommended by the Board
 - e. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
 - f. Any other remarks relevant to the conduct and results of the examination
 - g. The concluding time of the meeting
 - h. Signature of the Chairman
5. The COE shall submit the results to the Governing Body for approval or shall issue orders to publish the results subject to approval by the Governing Body.
6. The latter course of action is resorted to, when it is found that waiting for a routine meeting of the Governing Body may cause undue delay in the publication of the results.

CHAPTER 4

CONDUCT OF EXAMINATIONS - PART I

The Controller of Examinations shall prepare the examination calendar for every academic year/ semester, well in advance, and shall publish the same in the College website. The information regarding the same shall be passed to Heads of all Departments.

All examinations of the year / semester shall be conducted as per the examination calendar. No separate notification shall be issued.

4.1 Issue of Time Table of the Examinations

The COE shall issue the time table of various examinations in every semester, one month before the commencement of the End Semester Examinations.

4.2 Registration to the Examination

1. All students admitted in a programme (UG & PG) with remittance of prescribed fee are eligible for the forthcoming semester examinations.
2. Online application for registration to the various End Semester Examinations shall be forwarded to the COE along with prescribed fee for each course in prescribed format.
3. The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets.
4. The mode of fee remittance shall be through the prescribed bank online/College office.

4.3 Scrutiny of Application

4.3.1 Verification of Application

The applications shall be verified for the following: -

a. Correctness of the Application

The columns and spaces must be correctly and legibly filled up. No space shall be kept unfilled.

b. Remittance of Prescribed Fee.

Applications not accompanied by the documents to prove remittance of fee shall not be entertained. In cases of short remittances where the deficiencies are legible, the question whether such applications need be considered for provisional admission may be decided in consultation with the supervisory officers.

c. Certificates of Qualifying Examinations.

No candidate shall be given admittance in the examination unless he/she possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and the candidate. In the case of candidates who apply for registration for the first year/semester of an autonomous college examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that: -

- a. The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed by the University for admission to the course of study undergone by the students.
- b. Recognition of qualifying examination is to be obtained by each candidate in respect of the qualifying examination passed by the candidate.
- c. The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.
- d. In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.

The list of eligible candidates shall be prepared subject-wise and in alphabetical order. In case of failure in submitting relevant certificates in time, such candidates shall be provisionally admitted by issuing a provisional hall ticket and the candidate concerned shall be directed to rectify the defects in stipulated time. Otherwise his /her examination will be cancelled.

4.3.2 Preparation of Nominal Roll

A nominal roll showing the name of examination, month and year of examination, name and register number allotted shall be prepared for each examination. The names and register numbers shall be given under separate categories such as regular/ supplementary/old scheme etc. on the last page of the roll, details such as total number of candidates registered, number of regular students, number of supplementary / improvement candidates may be given for easy reference whenever required.

4.3.3 Preparation of Hall Tickets

The hall ticket of the eligible candidates shall be generated in the COE' office with name, register number and recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles for the concerned semesters. The register number shall be the number allotted to a candidate as noted on his/her admission card.

4.4 Preparation of Answer Books

- a. The main answer books and additional answer books to be supplied in the examination shall be prepared well in advance with specific format and different serial codes / Bar Codes.
- b. Required number of blank answer books shall be handed over to the Chief Superintendent of the examinations.

4.5 Question Paper Bundles

The required question papers shall be packed in sealed covers with details regarding the name of examination, the month and year of examination, name of the subject, date and time of examination and number of copies of question papers enclosed. A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, subject / course code, number of question papers required and the number of question paper packets prepared. The statement and the entries on question paper covers shall be compared and ensured that entries are correct.

1. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be dispatched as personal delivery to the Chief Superintendent of examinations.
2. The Chief Superintendent should verify that the seal and cover of the parcels are intact and descriptions on the cover of each sealed cover agree with those in the memorandum of content received.
3. Safe custody of the question paper packets and also the answer books supplied from the COE's office for the concerned semester examination will be the responsibility of the Chief Superintendent.
4. Question papers should invariably be kept under the personal custody of the Chief Superintendent in steel shelves which have duplicate keys and in which nothing else is kept.

4.6 Dispatch of Time Table, Nominal Roll and Instruction to Candidates

Time table, nominal roll and instruction to candidates shall be sent to the Chief Superintendent of examinations at least two days before the commencement of the concerned examination.

4.7 Preparation of Tabulation Register

Tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with examination committee of the College. Tabulation register is a permanent record. It shall contain the seal of the College, details of the examination taken by the candidate and the marks awarded to the candidate.

4.8 Cancellation of Hall Tickets

The Principal can cancel the hall ticket issued in the name of any candidate for misconduct or if it is found out that he/she is ineligible to take the examination, after affording an opportunity to the candidate to present his/her case.

CHAPTER 5
CONDUCT OF EXAMINATIONS – PART II

5.1 Methods of Examinations

- i. Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods:-
 - a) Written b) Practical c) Oral d) Computer assisted testing
- ii. Candidates must answer question papers in English, except in the case of languages other than English, unless otherwise stated therein.

5.2 Prohibition of Religious Belief or Profession or Political Views

No question shall be put at any examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

5.3 Appointment of Chief Superintendent, Additional Chief Superintendent etc.

Principal shall be the Chief Superintendent of all examinations conducted in the College. However, Principal can handover the charge to the senior most teacher on special situations. An additional Chief Superintendent and such other staff as required for the conduct of the examinations at the College shall be appointed by the Principal. Such persons shall be paid remuneration, as fixed by the Governing Body, from time to time.

5.4 Instructions to Additional Chief Superintendent at the Examination Venue

The Chief Superintendent is responsible for the efficient conduct of examinations at the venue. The Additional Chief Superintendent shall be a Senior Teacher appointed by the Principal. The following guidelines may be followed for the smooth conduct of the examinations.

1. The Additional Chief Superintendent shall ensure that
 - (a) The list of candidates appearing for the examination
 - (b) Required number of answer books and
 - (c) The stationery required for packing answer books are received at the venue at least 5 days prior to the commencement of examinations.
2. He/ She should ensure that the question papers are received at least a day before the examination from the office of the COE.

3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
 4. The following arrangements are made for the conduct of the examination.
 - Seating arrangement for the candidates (register number to be written on the desk at the right upper corner)
 - Examination room is clean, properly lighted and that no writing is there on the desks/walls or board.
 - Room/ hall wise seating plan for candidates are displayed at a prominent place in the portico of the College.
 - Selection of appropriate number of invigilators from among the faculty members, well in advance as per norms, in this regard.
 5. See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.
 6. See that arrangements are made for ringing the bell as detailed below. For a 3 hour examination starting at 09.30 a.m., the bell timings shall be as follows:
 - 09.15 am - Long bell - Candidates enter the examination hall
 - 09.25 am - 2 strokes - Distribution of answer books
 - 09.30 am - 3 strokes - Distribution of question papers
 - 10.00 am - 1 stroke - Entry to exam hall over
 - 10.30 am - 1 stroke - 1 hour of examination is over
 - 11.30 am - 1 stroke - 2 hours of examination are over
 - 12.20 pm - 2 strokes - Warning bell for the candidates
 - 12.30 pm - 3 strokes - Examination is over
- Similar timings shall be followed for examinations commencing at 1:30 p.m. The above schedule of timings shall be appropriately modified for examinations commencing at other timings.
7. In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations telephonically. However, late commencement of examinations beyond 30 minutes is not permitted, at any circumstances.
 8. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an

- invigilator and the observer/additional Chief Superintendent appointed by the Principal. He/ She should ensure that the seal of the question paper cover is intact. They should sign in the space provided on the cover to ensure the same.
9. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
 10. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such materials to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
 11. Allow only hall-ticket, pen, pencil, eraser and ordinary calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
 12. Keep utmost vigil throughout the examination process. The Additional Chief Superintendent may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.
 13. A candidate shall not be allowed to write the examinations, if he/ she does not have a valid hall-ticket. However, if a student reports that his/her hall-ticket is lost, the additional Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the College for issuing a duplicate hall- ticket after charging the required fees. This can be allowed only if his/ her name is included in the nominal roll issued by the College.
 14. For undergraduate examinations, all used answer books shall be packed within 30 minutes after the examination is over. The name of the subject and roll numbers of candidates should be written on all packets using a sketch pen.
 15. All packets should be sealed using the metal seal of the institution.
 16. Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
 17. The Chief Superintendent shall go through the 'Instructions for the invigilators' and give necessary directions as and when required.
 18. In case of using answer papers of different Oseries; the Chief Superintendent

shall decide which series of answer books should be issued on a particular session/day. He/she should take this decision one hour prior to the commencement of the examination.

19. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the main answer books and additional sheets.
20. Additional sheets shall not be used for any purpose other than answering questions ~~and~~ doing calculations by the candidates in the examination hall.
21. Blank main and additional book shall be kept in the safe custody of the Chief Superintendent.
22. The invigilators shall be provided with proforma of paper accounts along with the blank main and additional books and shall return them to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.
23. The blank main or additional book shall not be used for any other purpose.
24. **Consolidated Absentee Statement** - The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations without fail to the Controller of Examinations.
25. **Report Regarding Invigilation Works** - After the completion of the examination, the Chief Superintendent must give a schedule of work done by each invigilator stating the date and session and hall number he/she has invigilated.

5.5 Instructions to the Invigilators

1. Examination duty is mandatory to all faculties irrespective of their position and seniority. In case of emergency, alternative arrangement will be made.
2. All invigilators must report within the stipulated time to COE office, and must reach the respective Examination hall atleast 15 minutes before the commencement of the Examination.
3. The invigilators must instruct the students not to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice.
4. The students must be asked to leave their belongings including mobile phone, not required for the Examination in their bags.

5. Students are not permitted to wear wrist band or any type of band during Examinations.
6. Question papers should be made available in the Examination hall before 10 minutes from the commencement of the Examination.
7. Invigilators are advised to maintain silence in the examination hall so as to provide conducive environment for the smooth conduct of the Examination.
8. Invigilators should not carry mobile phones to the Examination hall under any circumstances.
9. Distribute the answer books to the students 10 minutes prior to the commencement of the Examination and ask them to fill all the details in the answer book.
10. Invigilators should check whether the students have occupied their allotted seats as per the seating arrangements.
11. Distribute the question paper to the students 5 minutes before the commencement of the Examination.
12. Verify the ID card and Hall ticket of the students in the Examination hall.
13. The invigilators are required to sign with date in the main answer books and hall ticket in the space provided. The number on the main answer book is to be mentioned in the candidates' attendance sheet and the candidate's signature should be obtained in the attendance sheet.
14. No invigilator shall leave the Examination hall unless a reserve occupies his/her place as per the instructions of the COE. A reserve will be sent only in case of emergency.
15. The invigilators are required to instruct the candidates not to write their Registration number anywhere except in the space provided in the first page of main answer book.
16. Invigilators must be vigilant and should not engage in any other work throughout the Examination.
17. Invigilators should move around in the Examination hall to prevent indiscipline / any type of malpractice.
18. Students should not leave the Examination hall during the Examination.
19. Other invigilators / faculty are not allowed to enter into other Examination halls without the consent of the concerned Hall Invigilator.
20. Once examination is completed, answer books should be collected by the concerned

Invigilator from the students and should be handed over to the COE office. The invigilator will be held responsible for any loss of the answer book.

21. In case of any discrepancies, the matter may be brought to the notice of the COE immediately.

Important Notes

1. No Candidates need be admitted if they do not have valid hall tickets.
2. Candidates shall be admitted to the examination room 15 minutes before the scheduled time.
3. No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
5. Do not give any clarifications to the students regarding mistakes in question paper, mode of answering etc. If any, ask the candidates to give it in writing to the Chief Superintendent, who, in turn will forward the same to the COE.
6. Allow the use of logarithm tables, calculators etc. only if the use of these are permitted as per the instructions given in the question paper.
7. Do not allow mobile phones or any electronic equipment in the examination hall.
8. Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and make a report to the Chief Superintendent who, in turn will forward the same to the COE.
9. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
10. Do not allow refreshments for the candidates in the examination hall.
11. Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.
12. Candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination.
13. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out.
14. See that candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
15. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examinations on subsequent days and the

matter maybe reported to the Controller of Examinations.

16. Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.

5.6 Instructions to Candidates

1. Every student shall register for the College examination of the relevant semester in which he/ she is studying for obtaining promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/ her application through the Principal /HODs within two weeks after the commencement of classes or as stipulated by the College.
3. The candidates should ensure that they receive their hall tickets at least two days prior to the examinations.
4. The candidates should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the COE through the Director/HOD, as the case may be.
6. The candidates should enter the examination room at least 15 minutes before the commencement of examination and shall not leave the room during the last ten minutes. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before 30 minutes after the commencement of examinations.
7. Candidates are permitted to use only blue or black ink pens for writing examinations
8. No materials except, writing materials and hall ticket are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the invigilator.
9. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc. are liable to be punished as per rules. (See Annexure 1)
10. The candidates should write their Register numbers / stick the bar code, name of examination etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.

11. They should not write anything in the question paper other than their names and register numbers.
12. Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
13. They should return all answer books and unused additional sheets before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the invigilator during the course of examination.
14. The candidates are forbidden to ask questions of any kind during the examination.
15. Invigilators are instructed to refuse to answer any inquiries what so ever, relating the question papers whether an explanation of the meaning or the correction of typographical errors. Candidates are not allowed to write anything except the register numbers and names on the question papers supplied to them.
16. Candidates shall take their places in the examination hall at least 15 minutes before the time fixed for giving 'out the question papers
17. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.
18. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
19. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Hall Invigilator and the candidate(s) may collect them back after the examination, if they so desire.
20. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take examinations on subsequent days and the matter may be reported to the Controller of Examinations.
21. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

5.7 Exclusion of Candidates on Account of Disease

Any candidate shall be excluded by the Chief Superintendent from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Controller of Examinations.

5.8 Exclusion of Candidates for Misbehaviour

Candidates taking an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent/Additional Chief Superintendent/Invigilator or behaving insolently towards the Chief Superintendent/Additional Chief superintendent / Invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if he/she persists in his/her misbehaviour he/she may be excluded from the rest of the examinations by the Chief Superintendent. In all such cases the matter shall be reported to the Governing Body. The Governing Body, after affording an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the Chief Superintendent/ Principal or further punish the candidate by cancelling the examination taken by him either in whole or in part or debaring him from appearing for any examination in the College for a specified period or permanently. The matter may be intimated to the Controller of Examinations for further action.

5.9 Debarring Candidates and Quashing Results

If at any time after the publication of results, it is found that a candidate was not eligible for taking the examination, as per the regulation/norms/orders issued by the College relating to the course concerned or that he/she has secured admission to the course or the examination, on production of false information in the application form or that he/she has used unfair means at an examination, the Governing Body shall have power to quash the results of the examination, taken by the candidate, and cancel the registration and / or debar him/her from appearing for any examination of the College permanently or for a specified period considering the gravity of the offence committed by the candidate, pending an enquiry into the same. In all such cases, before taking final decision by the Governing Body the candidate shall be given an opportunity to present his/her case.

5.10 Punishment for Malpractice

If the Governing Body is satisfied after an enquiry that there have been malpractices in the examinations, the GB, after providing an opportunity to present his/her case, may punish such person in such manner as it may deem fit. (See Annexure 1)

5.11 Bundling of Written Answer Books

The Chief Superintendent and Additional Chief Superintendent shall make sure that the written answer papers are bundled properly immediately after the examination. The bundles shall be delivered to the COE's office on the same day of examination. The bundles should have the following details:-

01. Serial number
02. Title of the paper /subject/scheme/year of admission etc.
03. Date of examination
04. Number of candidates registered
05. Number of answer books in the bundle
06. Initials of the Chief Superintendent / Additional Chief Superintendent

The details of the bundles received in the COE's office shall be noted in a register with the date of receipt.

CHAPTER 6

VALUATION OF ANSWER SCRIPTS

6.1 Valuation of Answer Script

1. The valuation of answer scripts of the theory examinations shall be either in centralized valuation camps or home valuation and there shall be single valuation of all the answer scripts of UG and PG as decided by the Academic Council.
2. There may be only single valuation for UG examinations. There shall be a Chief examiner for a group of 2-5 examiners.
3. One Chairman will be appointed for more 5 examiners. If there are less than 5 examiners in a particular Board, the Chairman will act as the Chief examiner.
4. The Chief examiners / Chairmen are required to recheck the entire answer books and shall revalue at least 20% of answer books assigned to the examiners under him/her randomly.
5. The examiners shall prepare and submit the properly prepared mark sheet countersigned by the Examiner and Chief examiner.
6. COE shall appoint a senior faculty as camp director/Incharge for the smooth conduct of the centralized valuation camps of various subjects.
7. Camp Director/Incharge will exercise overall control of the camp and shall be responsible for the proper conduct of the valuation.
8. The Examination Cell shall maintain appropriate records and accounts relating to the camp.

CHAPTER 7

TABULATION AND PUBLICATION OF RESULTS

7.1 Tabulation Register

The Whole process of calculating the final marks shall be automated using computer programme. Raw results shall be printed department wise for analysis by the Passing Board. The Asst. Controller with the assistance of the staff of the examination section shall check all entries, grace marks if any awarded and classification of results and put his signature on all pages of the tabulation register.

7.2 Preparation of Grade Score Sheet

Computerized grade cards shall be prepared semester wise after successful completion of the semester.

7.3 Passing Board

The section dealing with the examination shall prepare a statistics of the result with details such as:-

1. Name of examination with month and year.
2. Number of candidates registered for the examination.
3. Number of candidates appeared for the examination.
4. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and the number of candidates in each class.
5. Percentage of pass.

This statistic shall be furnished to the Passing Board for finalizing the results. The meeting of the Passing Board constituted by the COE for each examination shall pass the results as such or the Board may pass the results with moderation, if any, as it may decide.

7.4 Publication of Results

The minutes of the Passing Board shall be put up to the Result Approval Committee consisting of the Chairperson of the Governing Body, one member representing the Trust, the Principal, Controller of Examinations and one senior faculty. The committee shall scrutinize the results and approve it for publication.

The final approved result of the concerned semester examination shall be published. A list of candidates who have secured the first three ranks in each branch of examination shall be published along with the final result of the courses, if the ranking

is practiced. The results approved shall be posted in the college website.

The students can download the semester score sheet from the website within the stipulated time,

7.5 Issue of Statement of Marks/Grade Sheets

All candidates who have appeared for an examination conducted by the College shall be issued a computerized statement of marks/ grades irrespective of the result of the examination. The fee for the mark sheet shall be collected along with the examination fee.

7.6 Revaluation

There shall be provision for revaluation for papers evaluated by single valuation system.

Any candidate (UG & PG) can apply for revaluation of marks on payment of prescribed fee. The application has to be submitted to the office of the Controller of Examinations within seven to ten days of the publication of the semester results. A different examiner shall value the paper. Better of the two shall be the final mark. If the mark difference is more than 15% of the maximum, 3rd valuation by the concerned Course Teacher shall be arranged. The average of the nearest scores shall be taken as score and if any fraction thereof shall be rounded to next score.

7.7 Period of preservation of answer scripts

The valued answer papers of all ESE of UG and PG will be preserved for a period of one year by the controller of Examinations, after the announcement of the results

7.8 Supplementary Examinations

Candidates with arrears shall write the supplementary examinations conducted by the College along with regular examinations in November and April.

7.9 Instant Examinations

Outgoing final year students (UG & PG) can appear for the instant examination in June on payment of fee, if they have a single paper to complete the degree.

CHAPTER 8

MISCELLANEOUS

8.1 Condonation of Shortage of Attendance

Candidate can seek condonation of shortage of attendance only once in a 2 year course and twice in other courses of longer duration. Following are the rules regarding attendance requirement: -

1. Every candidate is to secure 75% attendance of the total duration of the course.
2. A candidate having a shortage of 10% (65% and 74%) can apply for condonation of shortage in prescribed form on genuine grounds. Students who have attendance between 50% and 64% shall apply for condonation in prescribed form with prescribed fee along with the Medical Certificate. Students who have attendance below 50% are not eligible to appear for the examination. They should re-do the semester after completion of the programme. Condonation of shortage of attendance should be obtained at least 7 days before the commencement of the concerned semester examination.
3. It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course teacher and HoD.
4. Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

8.2 Improvement Examinations

1. A candidate can improve his/her marks once by appearing again for the examination with the subsequent batch with the remittance of prescribed fee. In such cases the better of the two marks shall be taken as the marks awarded to him.
2. Internal assessment marks shall be carried over to the subsequent semester examination.
3. There shall not be any provision for improving internal assessment marks.

8.3 Promotion to the Next Higher Semester

A candidate shall be eligible for promotion from one semester to the next higher semester if:-

- a. He / she secured a minimum 75 % attendance and registered for the End Semester Examination of course which he/she is studying
- b. His / her progresses of study and conduct have been satisfactory during the semester completed, as per the assessments recorded by the course teacher and the Head of concerned Department.

8.4 Certificates

1. Diploma and Degree certificates are issued by the affiliating Bharathidasan University, Tiruchirappalli on the submission of the consolidated mark / score cards of the students by the College.
2. Semester Mark Statements and a consolidated mark Statement shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
3. A Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university.

8.5 Register of Candidates

The COE's office maintains a Register of Candidates in respect of all examinations.

The register shall contain the following details:

Register number, name of the candidate and date of birth, programme and year of admission, religion/community, and particulars of examination taken, results and remarks

8.6 Important Registers to be maintained in the COE's Office

1. Inward registers
2. Dispatch registers
3. All Registers related to the question paper setting and conduct of examinations.
4. Registers relating to valuation of answer scripts
5. Semester mark score sheets
6. Other registers specifically directed to be maintained in COE's office

Annexure 1.

Disciplinary Action on Malpractice in the Examination:

1. The students should not indulge in any form of malpractice during CIA tests and Semester examinations.
2. The students will be disqualified from the examination, if he writes examination with Mobile phone and keeping the same with or without knowledge of the invigilator.
3. The following punishments will be given to the students, when they indulge in malpractice in CIA tests and Semester examinations.
 - a. Possession of notes, books, bits of any incriminating material but not attempted to copy: The particular examination paper will be cancelled.
 - b. Attempting to copy from the material in possession and accepting the malpractice:
The particular paper and subsequent papers will be cancelled.
 - c. If a candidate repeats the malpractice in the following semesters also, all the written examination of the particular semester will be cancelled.

However, the examination disciplinary committee shall have the power to relax any of the above provisions and take a suitable decision.

4. For any other type of malpractice, the punishments will be decided by Examination Disciplinary Committee.