



KOVAI KALAIMAGAL
COLLEGE OF ARTS AND SCIENCE

(Autonomous)
(Affiliated To Bharathiar University, Coimbatore)
Re-Accredited With "A" Grade By NAAC

Examination Manual

Ph:0422-2970131 / 2970703

Website : www.kkcas.edu.in

e-mail: kkcas@kkcas.edu.in

 **/kkcas.cbe**

 **/kkcas Coimbatore**

TABLE OF CONTENTS

1. Examination System and Examination Section	1
1.1 Examination System	1
1.2 Examination Section	2
1.2.1 Controller of Examinations (CoE)	2
1.2.2 Assistant Controller of Examinations (AcoE)	3
1.2.3 Clerical Assistant	3
2. Preparation for the Examinations	5
2.1 Constitution of various Boards	5
2.2 Board of Question Paper Setters	5
2.2.1 Qualifications of Question Paper Setters	6
2.2.2 Instructions to Question Paper Setters	6
2.2.3 Appointment of Question Paper Setters and their Duties	8
2.2.4 Important Checklist for Question Paper Setters	9
2.3 Scrutiny Board	9
2.4 Board of Examiners	10
2.4.1 Constitution of board of examiners for theory and practical	10
2.4.1.1 Term of appointment of examiners	10
2.4.1.2 Appointment of examiners	10
2.4.1.3 Allotment of work	11
2.4.1.4 Instructions to examiners	11
2.4.1.5 Instructions to chief examiners	12
2.5 Result Passing Board	13
3. Conduct of Examinations – Prephase	15
3.1 Issue of timetable of the Examinations	15
3.2 Registration to the Examination	15
3.3 Verification of application	15
3.4 Preparation of nominal roll	16
3.5 Preparation of hall tickets	16
3.6 Preparation of answer books	16
3.7 Issue of main books	16
3.8 Fascimile of chief superintendent	16
3.9 Question paper bundles	17
3.10 Dispatch of question paper bundles	17
3.11 Dispatch of hall tickets, time table, nominal roll and instruction to candidates	17
3.12 Preparation of examination registers	17
3.13 Candidates attendance requirement	18
3.14 Issue of hall tickets	18
3.15 Cancellation of hall tickets	18
4. Conduct of examinations	19
4.1 Methods of examinations	19
4.2 Prohibition of religious belief or profession or political views	19
4.3 Appointment of chief superintendent	19
4.4 Instructions to chief superintendent	20
4.5 Instructions to the invigilators	23
4.6 Instructions to the candidate applying for End Assessment Examinations	25
4.6.1 Attendance requirements for the students appearing for EAE	25
4.7 Rules & regulations pertaining to comprehensive Practical Examinations	27
4.8 Rules & regulations pertaining to End Assessment Examinations	28
4.9 Allowing candidates suffering from disease	30

4.9.1	Permitting the Candidates to write examination at their own risk	30
4.9.2	Completion of Exam on time	30
4.9.3	Warning Bell	31
4.9.4	Blind and Disabled Candidates desiring Scribe	31
4.10	Exclusion of candidates for misbehaviour	31
4.11	Absentees statement	31
4.11.1	Consolidated absentees statement	32
4.12	Preparation of answer paper cover	32
4.12.1	Collection of answer cover	32
4.12.2	Arranging of answer papers	33
4.12.3	Entries of answer paper cover	33
4.12.4	Signature of chief superintendent	33
4.12.5	Sealing of answer paper covers	33
4.12.6	Delivery slips and delivery of answer paper packets	33
4.13	Postponement of examinations under emergency circumstances	34
4.14	Malpractice and confiscation of hall ticket	34
4.15	Penalties for malpractices in the End Assessment Examinations	34
4.16	Statement of expenditures	38
4.16.1	Stock position	38
4.16.2	Stationery requirement	38
4.16.3	Contingent advances	38
4.16.4	Submitting final accounts	39
5.	Valuation of answer scripts	40
6.	Tabulation and publication of results	41
6.1	Result copy	41
6.2	Preparation of Marksheet	41
6.3	Result Passing Board	41
6.4	Publication of results	41
6.5	Grievance redressal mechanism	41
6.6	Revaluation	42
6.7	Photocopy of the valued answer scripts	42
6.8	Re-totalling	42
6.9	Issue of consolidated statement of marks	43
6.10	Improvement	43
6.11	Supplementary examination	43
6.12	Issue of Marksheet	43
6.13	Conferment of degree	43

PART 1

1. EXAMINATION SYSTEM AND EXAMINATION SECTION

1.1 EXAMINATION SYSTEM

The examinations for both UG and PG classes are conducted according to the regulations prepared separately for these programmes and approved by the Academic Council and the Governing Body from time to time. Various modules in the syllabi and model question papers are prepared on the basis of the said regulations.

The examinations in theory and practical consists of two parts namely

1. Continuous Internal Assessment (CIA) carrying a maximum of 25 % marks for theory, 40% marks for practical and 80% marks for project work.
2. End Assessment Examinations (EAE) covering the whole syllabus prescribed for the course carrying a maximum of 75% marks for theory, 60% marks for practical and 20% marks for project work.

The Examination Cell will conduct all the End Assessment Examinations and issue the mark sheets with requisite security features. The final degree certificate will be issued by the Bharathiar University. Continuous Internal Assessment will be done by the concerned course teachers as per the regulations prescribed and approved by the Academic Council. There should be provision for redressal of grievances relating to the award of Internal Assessment Marks at three levels.

1. At the department level, a committee is constituted consisting of the Head of the Departments and senior Professor nominated by the Principal.
2. At the college level, an Internal Assessment Appeal Committee is constituted consisting of Dean and three other Heads of the Department.
3. At the University level, a Grievances Redressal Committee is constituted consisting of members nominated by the Vice Chancellor.

The Grievances regarding Continuous Internal Assessment shall be first filed before the committee constituted at the department level within two working days after the students are allowed to verify the marks awarded by the concerned course faculty. The committee will scrutinize the test papers of concerned students and make an assessment and the decision shall be announced within the next two working days. In case the student is not satisfied with the decision of the committee then he/she can make an appeal to the Internal Assessment Appeals Committee constituted at the college level. Once the appeal is received by the committee, arrangement is made for reevaluation of the test papers and decision is informed to the students within five working days from the date of appeal made by the students. End Assessment Examinations shall be conducted for the theory, practical and project work on the dates as decided and the time table as prepared and approved by the Examination Committee.

The guidelines set by the Academic Council shall be followed for the conduct of such examinations.

1.2 EXAMINATION SECTION

As the per the guidelines of UGC an examination is formed headed by the Controller of Examinations who is nominated on the basis of his/her capabilities of conducting the examinations effectively and maintaining confidentiality of the section, by the Principal.

One Assistant Controller of Examinations from among the teachers is also nominated for three years and can be renewed depending on the performance. They will also continue to perform their regular teaching work as scheduled by the department to which they belong. A team of computer programmers, data entry operators and office assistants and other helpers is also appointed on a regular basis. This section will also be provided with appropriate printing unit for the purpose of printing question papers and other confidential materials.

1.2.1 CONTROLLER OF EXAMINATIONS (CoE)

The CoE shall be responsible for conducting End Assessment Examination of the College. Immediately after reopening the college, he/she shall seek permission from the Principal for making preparations for the conduct of the End Assessment Examinations. He/ She shall report periodically the developments taking place in the office of the COE. The responsibilities of the COE include:

1. Conducting the Examination Committee meeting to decide the date of the EAE for the respective semester, date of central valuation, meeting of the passing board and date of publication of results.
2. He/She shall collect the list of question paper setters and examiners with their field of specialization for both theory and practical examinations for which he/she shall send letters to the Principals of the other Arts and Science colleges inside and outside the Coimbatore city requesting them to fill up the proforma enclosed with the letters by the faculty with 5 or more years of experience within a prescribed date.
3. He/She shall be responsible for collecting the model question papers prepared by the faculty members.
4. Supervise the work done by the staff of the office of controller of examinations.
5. Take decisions on all matters related to the examinations not falling within the powers of the statutory officers of the college.
6. Make necessary arrangements for the safe custody of the question papers, answer books, files, documents, certificates, etc.. connected with the examinations.

7. Convene the meeting of the Board of examiners, and meeting of the Results passing board.
8. Payment of remuneration, travelling and Dearness allowances to the question paper setters, examiners, chief examiner/Chairman, Invigilators, etc., at the rates decided in the Finance Committee meeting and approved by the Governing body.
9. Arrange to publish the results within 15 days from the date of last examination.
10. Appoint the question paper setters from the list of question paper setters recommended by Board of Studies and approved by the Academic Council, receive the question papers and schemes of valuation.
11. Appoint the examiners for various subjects from the list of examiners recommended by the Board of Studies and approved by the Academic Council and arrange for central valuation of answer scripts.
12. Appoint the scrutinizers of the question papers and valued answer scripts.
13. Arrange for the conduct of supplementary examinations, valuation of answer scripts of supplementary examination, meeting of the Results passing board and publication of results.
14. Strictly maintain the confidentiality of the records related to the examinations.

1.2.2 ASSISTANT CONTROLLER OF EXAMINATIONS (ACoE)

The Assistant Controller of Examinations shall perform all other duties allotted to him by the Principal/Controller of Examinations. His / Her duties shall include assisting the Controller of Examinations in various activities such as:

1. Arranging for the meeting of the Examination Committee.
2. Getting the work assigned to other subordinate staff done in time.
3. Preparation of the minutes of the meeting of the Examination Committee and examination schedule.
4. Conducting central valuation, supervising the entry of marks and preparation of statement of grades etc.,.
5. Verifying the stock of answer booklets, covers, exam application forms, claimforms, attendance proforma, etc., and arranging for printing of the same.
6. Verifying the number of question papers in the question paper packets. Arranging and assisting the tasks required in the conduct of the examinations and central valuations including hospitality.

1.2.3 CLERICAL ASSISTANT

It shall be the duty of the Clerical Assistants to carry out the work assigned to them by

the COE and ACOE. They shall attend to such duties as,

1. Arranging for the dispatch of answer booklets, question paper packets and the other forms related to the examinations to the Chief Superintendent who is responsible for the conduct of examinations of the college.
2. Assisting in the preparation of all concerned forms related to the Board of question paper setters, Board of Scrutinizers, Board of Examiners, conducting Central valuation, collection of filled in Mark lists from the Chief Examiners and getting answer books collected from Scrutinizers after verification for the correctness of the totals of the marks awarded.
3. Receive the question papers sent by the question paper setters, hand them over to the Board of scrutinizers of the question papers as per the instruction of the Controller of Examinations and typing the question paper in the proper format.
4. Ensure timely completion of typing work, compare with question papers sent by question paper setters, make appropriate corrections wherever necessary and put up the question papers for verification by the Assistant Controller of Examinations.
5. Keep all the forms related to the Examinations ready (like examination application forms, hall tickets etc.)
6. Verifying the application forms and preparing the list of students appearing for various examinations.
7. Preparing the nominal rolls and dispatching the hall tickets.
8. Distribution of answer sheets for valuation by the Examiners.
9. Make necessary arrangements for the meetings of the Examination Committee as and when required, type the minutes as prepared by the Chairman of the committee and distribute the copies of the same to the members of the Board.
10. Make entries of the marks from the lists submitted by the Examiners after scrutinizing by the board of scrutinizers and prepare the tabulated list of marks, results analysis, etc.
11. Assist the Controller and the Assistant Controller in all the examination related activities.
12. Ensure the safety and confidentiality of all the records related to the Examinations.
13. Discharge the duties allotted to him / her by the Assistant Controller and Controller from time to time.
14. Ensure no entry of unauthorized persons into the office of the Controller of Examinations.

PART 2

2. PREPARATION FOR THE EXAMINATIONS

2.1 CONSTITUTION OF VARIOUS BOARDS

The following boards shall be constituted by the CoE with the approval of the Principal for each examination. The boards are meant to facilitate the smooth conduct of examinations.

1. Board of Question Paper Setters
2. Board of Scrutinizers
3. Board of Examiners
4. Results Passing Board

2.2 BOARD OF QUESTION PAPER SETTERS

The CoE shall, with the approval of the Principal, constitute for each semester, a Board of Question Paper Setters from the list supplied by the corresponding Board of Studies. The members of the Board of question paper setters shall set the question papers for the subjects allotted along with the detailed scheme of valuation as per the instructions, model question paper and copy of the syllabus provided by the CoE. Model question papers, corresponding syllabus authenticated by the Head of the department and blueprint approved by the Academic Council are prepared by the members of faculty under the supervision of Head of the department and submitted to the CoE well in advance enabling the forward transmission to the concerned paper setters.

The following guidelines shall be followed in the constitution of Board of Question Paper Setters:

The panels of question paper setters are to be prepared by the **Chairman, Board of Studies (BoS)** of the concerned subject in consultation with **two Senior most members of the Department** with eligible conditions and forwarded to the CoE at the start of the year itself.

1. 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 **with email ID and phone number and complete mailing address of question paper setters** to the CoE personally in a sealed envelope in the personal name and address of the Controller and marked "CONFIDENTIAL" at the start of the year itself.
2. There shall be a minimum of **three** members in the panel of question paper setters for each course / paper and the validity of the panel shall be for **one** year.
3. Every year, the existing panel available with the CoE shall be forwarded to the Chairman of the BoS for revision.
4. The CoE shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to

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.

5. When adequate numbers of persons are available for a subject, a formal order of appointment is issued to them with the approval of the Principal.
6. The appointment of question paper setters shall be made by the CoE in the **second month of each semester** with the approval of the Principal.
7. Question Paper Setters shall be appointed for **one semester** and shall be eligible for reappointment for successive years.

2.2.1 QUALIFICATIONS OF QUESTION PAPER SETTERS

1. A person engaged in teaching work at Kovai Kalaimagal College of Arts and Science, is eligible for appointment as question paper setter in End Assessment Examinations conducted as per discrepancies of the principal.
2. 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.
3. The Principal reserves the right to approve appointment of question paper setters waiving the above requirements in exceptional cases and his / her action shall be reported to the Academic Council.

2.2.2 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 **pass word protected email (Encrypt document)** or in compact disc. Hard copy of the Question paper in typed form shall also be submitted. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the paper setters' own handwriting on one side of paper and shall contain no alterations, additions, or erasures as far as possible. 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 with subject code, the total marks assigned, the duration of the paper and special directions as given in the model question paper provided. In the case of question papers which are common to two or three examinations may be mentioned in the heading itself. The marks assigned to each question shall be noted against the concerned question 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 subdivisions of questions shall also be indicated. Any special instructions needed like use of graph paper; Clark's table, ordinary calculators, etc may be mentioned.

4. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for transmission to press.
5. 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.
6. The questions shall be typed on blank sheets on one side of the paper only. The paper setter shall not sign his / her name or put his / her initials on any part of the sheets on which the questions are written
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 program and the books recommended by the Academic Council of the College and must conform to the standard and syllabi laid down by the College. Question paper setters shall preserve the strict 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. All questions shall be clear and unequivocal in language. They should be logical in terms of the form and nature of the answer expected. Questions shall not be farfetched, or beyond the scholastic level expected of the student. Questions are to be evenly distributed over the whole course and cover all the prescribed texts, as specified in the syllabus.
11. Question papers shall be prepared in such a manner that a candidate, well prepared in the subject, can reasonably, answer the paper completely within the allotted time and secure full marks.
12. 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.
13. The question papers of the previous year will be supplied to the question paper setters. If an

examination is taking place for the first time, model question papers shall be furnished instead. Comments, if any, made on such papers will also be sent with the papers for information and guidance.

14. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in Universities / Autonomous colleges.

15. No paper setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he / she accepts appointment.

16. Question Paper Setters after finishing the work of setting question papers shall send to the COE along with the memorandum showing the work done by them and their remuneration claim bills at the earliest. The remuneration shall be paid after the successful completion of the scrutiny by the Scrutiny board through NEFT / RTGS.

2.2.3 APPOINTMENT OF QUESTION PAPER SETTERS AND THEIR DUTIES

Appointment of question paper setters and the confidentiality of the process are considered the most important responsibility of the College.

1. On receipt of the distribution statement from the CoE, communications are to be sent to the setters requesting them to undertake the question paper setting work. The paper setters are required to set **2 sets of question papers along with scheme of valuation** for each course, one for use in the ensuing examination and one for the next session (if applicable). They may be advised to avoid repetition of questions in these two question papers. The following documents are to be sent along with the request.

- a. Copy of the guidelines for question paper setters
- b. Syllabus of the concerned course /courses
- c. Model question papers
- d. Text Books prescribed, **if language papers** are to be set.
- e. Claim forms for remuneration and TA/DA as applicable

Any other items to suit particular requirements, if necessary

2. The question paper setters shall send the question papers with detailed answer key/ scheme of valuation through e-mail to the CoE before the last date intimated.
3. The proceedings of the Boards of Question Paper Setters shall be treated as strictly confidential.
4. Remuneration will be fixed by Finance Committee.

2.2.4 IMPORTANT CHECK LIST FOR QUESTION PAPER SETTERS

While setting the question paper, please CHECK the guidelines mentioned below very strictly:

1. The question paper must be based on the syllabus of the paper supplied to you along with the appointment letter dated_____
2. Make sure that the syllabus bears the seal and signature of the Controller of Examinations (Secrecy). In case it does not, please immediately inform the Controller of Examinations (CoE) and return the syllabus to the confidential section without setting the question paper.
3. In case there is any mismatch between your appointment as a Paper Setter for a particular paper and the accompanying syllabus of a different paper, please bring it immediately to the notice of the CoE. In no case a question paper should be set unless the mismatch is resolved.
4. The question paper must be based on the entire syllabus of a paper prescribed for a given semester. No question or part thereof should be outside the prescribed syllabus. Repetition of a question must be avoided.
5. Please type legibly. Avoid corrections. The subject-specific symbols, words, phrases and language must be very explicit.
6. Please ensure that the answer of each and every question asked in the question paper does figure prominently in one or the other text book prescribed in the syllabus.
7. Your question paper must be very explicit in terms of minimum pass marks, maximum marks and distribution of marks against each question particularly in case a question has several parts.
8. In case the students are required to use Electronic gadgets viz simple/scientific calculators or graph paper or something else, these instructions be written specifically at the end of the question paper e.g.: **“Students are allowed to use only simple calculators during the course of examination.”**

2.3 SCRUTINYBOARD

The CoE shall constitute a Scrutiny Board consisting of the External senior subject expert for each subject to scrutinize the question papers. The question papers received from the setters shall be confidentially and meticulously scrutinized by the board in the office of the Controller.

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

1. In conformity with the prescribed syllabi and schemes of examinations of the required standard
2. Free of typographical and grammatical errors

3. In conformity with marks allotted and in accordance with the direction issued in the scheme and as per the model question paper supplied.
4. Prepared with the right answer key and correct mark distribution.

The Scrutiny Board shall modify, if required, the question papers/ answer key to achieve the objectives mentioned above. After scrutiny, the entire question papers are handed over to the CoE along with answer keys in properly labeled and securely sealed separate envelopes. Envelopes and related stationery shall be supplied by the College for this purpose.

The details of the question papers received by the CoE shall be entered in a register and will be sent for printing. The claim 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.

2. 4. BOARD OF EXAMINERS

2.4.1 CONSTITUTION OF BOARD OF EXAMINERS FOR THEORY AND PRACTICAL

The categories of Examiners and their duties shall be decided by the Academic council from time to time. The **Panel of Examiners** for theory paper valuation for each course shall be prepared by the CoE in consultation with the Chief Controller of Examinations. Every Board constituted in this way shall have a Chief Examiner who will be appointed by the CoE.

2.4.1.1 TERM OF APPOINTMENT OF EXAMINERS

Examiners shall be appointed for odd or even semesters and shall be eligible for reappointment. General Conditions for the Appointment of Examiners

1. Generally, a person with a minimum teaching experience of five years in a College or University Department or Research institute is eligible for appointment as Examiner.
2. For selecting new Examiners, the first preference shall be given to those with ten years or more of teaching experience and who have not been appointed so far.

2.4.1.2 APPOINTMENT OF EXAMINERS

1. The appointment of Examiners shall be made by the CoE from the panel of Examiners prepared by the BoS and approved by the Academic Council
2. Each Board, for theory examinations, will have a Chief Examiner from among the Board of Examiners. The appointment of Chief Examiner need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners. Separate Boards may be constituted for undergraduate and postgraduate examinations. The Board of Examiners for postgraduate examinations should be teachers who are experienced in teaching the subject at postgraduate level for at least 5 years.
3. The appointment of the Chief Examiner and members of the Board of Examiners shall be

communicated to them. The envelope for sending communications to the Examiners shall be marked 'CONFIDENTIAL'. Similarly all communications from the Examiners shall be addressed to the CoE in his/her personal name in envelopes marked 'Examination Confidential'. The appointment as Chief Examiner shall first be communicated to obtain his/her consent so that the name can be communicated to all Examiners.

4. A Copy of the 'Instruction to the Examiners' shall be sent to each Examiner. The willing Examiners have to send their letter of acceptance to the CoE preferably by email or through surface, if s/he desires so.

2.4.1.3 ALLOTMENT OF WORK

The Chief Examiner shall be provided with the number of probable candidates appearing in the examination for distribution of the valuation work. Examination for which centralized valuation is conducted, the list of Examiners and distribution of work are prepared and handed over to the section dealing with the conduct of centralized valuation. Arrangements shall also be made to appoint substitutes in place of Examiners who decline the valuation work without notice. Remuneration will be settled after the valuation through RTGS / NEFT. The rate of remuneration for examination works for the external Examiners shall be applicable for the internal Examiners also for the End Semester Exams.

2.4.1.4 INSTRUCTIONS TO EXAMINERS

The Examiners shall comply with the following instructions.

1. Kindly report promptly at 09.30 A.M. There shall be two sessions of valuation with an interval of one hour for lunch.
 - i. FORENOON SESSION : 09.30 A.M- 12.30 P.M.
 - ii. AFTERNOON SESSION : 01.30 P.M- 04.30 P.M.
2. Examiners are requested to value the scripts in accordance with the Valuation Scheme(s) supplied by the paper setter, and taking into account the remarks or Suggestions given by the Chief Examiner.
3. Marks awarded for each question, sub-division-wise (as per Valuation Scheme) should be entered in the appropriate boxes provided on the front page of the Answer Book.
4. For UG, the cover page of all answer scripts should be duly signed by the Examiner and Marks awarded should be entered for each question in front page of the answer book only. For PG ,marks should be written or entered in answer book.Marks should be entered in separate mark sheet.
5. Mark entry should be done properly.
6. There should be no alterations or erasures in the Mark entries.

7. It should be ensured that no answers are left unvalued inadvertently.
8. Wherever the candidate has answered more questions that are prescribed in the Question Paper, all the answers should be valued and the ones awarded the least marks should be omitted as being in excess by encircling them.
9. After valuation, the answers scripts should be handed over to the CHIEF EXAMINER for his /her scrutiny.
10. Remuneration will be settled at the end of the valuation.
11. **Examiner should keep the marks awarded and valuation particulars confidential.**

2.4.1.5 INSTRUCTIONS TO CHIEF EXAMINERS

1. Subject to such directions as may be issued from time to time by the CoE, the Members of the Board of Examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer scripts.
2. Each Chief Examiner is responsible for the maintenance of quality/standard in his/her subject. She/he shall issue written instructions to his/her Examiners regarding valuation of answer papers **immediately using** the scheme of valuation.
3. The Chief Examiner shall direct each Examiner to value 25 answer scripts. On completing this preliminary valuation, the valued answer scripts shall be forwarded to the Chief Examiner for scrutiny. The Chief Examiner shall then give such further instructions to them for standardizing the evaluation. In the case of unsatisfactory valuation by an Examiner, the Chief Examiner may direct the immediate submission of answer scripts, valued or revalued in accordance with the instructions given. It is the duty of each Chief Examiner to give special attention to the initial checking of the valuation of his/her Examiners, so as to prevent unsatisfactory or incompetent valuation of more answer scripts.
4. It is the duty of each Chief Examiner to select and revalue not fewer than 20% of answer books valued by each of his/her additional Examiners. These answer scripts are to be randomly selected. The process is meant to ensure that proper standard of valuation is maintained throughout. In case of continued unsatisfactory valuation by an additional Examiner, the Chief Examiner shall bring the matter immediately to the notice of the CoE.
5. The CoE with the approval of the Principal will be authorized to withhold in part or in full, the remuneration to Examiners in the event of unsatisfactory valuation.
6. It shall be the duty of the Chief Examiner to scrutinize all valued answer scripts under his/her charge. She/he, in particular, should personally verify whether in each valued answer script:
 - a. All questions and sub-divisions of questions have been marked without omission by the Examiner.

- b. Totalling of the marks is correct and no arithmetical error has crept in.
 - c. Total marks carried over to the mark sheet with reference to each register number on the answer book are correct.
 - d. Examiner has written his/her name and put his/her full signature on the mark sheet and on each sheet of the mark book on which there are entries.
7. After the additional Examiner has put his/her signature on the mark sheets on which there are entries, the Chief Examiner, after scrutiny of the entries, shall affix his/her own signature on them. The Chief Examiner should forward all the mark sheets collected from his/her Examiners with a certificate of scrutiny in the prescribed form to the CoE.
 8. For Post Graduate classes double valuation, one by internal examiner and another by external examiner is followed. When there is difference in marks between the two valuations to the tune of 15% or more, the answer book is sent for third valuation by an external examiner. The average of the nearest two marks awarded by the examiners is taken as the marks awarded finally for that answer book.

2.5 RESULT PASSING BOARD

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

1. There shall be a passing board for UG and PG programmes for a semester. The Board shall consist of the Principal of the College as Chairman, all Head of the departments as members and a person nominated by the University. The meeting of the passing board shall be held to finalize the results of PG and UG examinations.
2. The Chairman shall be given a consolidated statement of marks 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.
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 results of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council.
4. The minutes of the Board shall be put up for approval by the CoE. The minutes shall be recorded and signed by the members present and the Chairman of the Board in the minutes book available with the office of the CoE. The minutes of the meetings of the Passing Boards shall contain the following details:
 - i. Time, day, date, venue and place of the meeting
 - ii. Names and signatures of the members present
 - iii. A brief statement regarding consideration and approval of the results

- iv. The percentage or marks of moderation, if any, recommended by the Board
- v. 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
- vi. Any other remarks relevant to the conduct and results of the examination
- vii. The concluding time of the meeting
- viii. Signature of the Chairman
- ix. The minute's book shall be kept under safe custody of the CoE.**

PART3

3. CONDUCT OF EXAMINATIONS - PREPHASE

The examination committee shall prepare the examination calendar for every semester in consultation with the COE well in advance, and shall publish the same in the College website after the approval by the Principal. 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 in this regard.

3.1 ISSUE OF TIMETABLE OF THE EXAMINATIONS

The COE shall issue the timetable of various examinations in every semester, one month before the commencement of the end semester examinations. The Chief Superintendent shall put up a copy of the time-table at a prominent place in the College for the candidates to notice.

3.2 REGISTRATION TO THE EXAMINATION

1. All students admitted in a program (UG & PG) with required attendance can remit the prescribed fee on or before the date fixed. Then only they become eligible to appear for forthcoming semester examinations including practical examinations. There is no separate registration fee. S/he shall submit an application form duly signed by the class tutor and forwarded by the Head of the department. However, s/he shall be issued with the Hall ticket only if s/he secures the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course. The list of candidates having sufficient attendance and who have paid the required fee shall be intimated by the head of the department before the deadline for registration for a particular examination.
2. No candidate will be eligible for the semester examination unless he / she possess minimum attendance and has paid the required fee.
3. The mode of fee remittance shall be through the fee counter of the College.

3.3 VERIFICATION OF APPLICATION

1. All the regular papers.
2. Name of the arrear papers for which he/she is appearing for the examination.
3. The required examination fee paid.

The applications shall be verified for the following:

Applications not accompanied by the documents to prove remittance of fee need not be entertained.

3.4 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 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.

3.5 PREPARATION OF HALL TICKETS

Hall Tickets of eligible candidates shall be generated in the CoE's Office with name, register number and a recent photograph of the candidate. The Hall Ticket must contain the details of the courses for which the candidate is appearing with titles for the semester examination.

The seal of the College shall be affixed on each Hall ticket before distributing them to candidates.

Duplicate Hall Ticket may be issued in case of irrecoverable loss of original Hall ticket after levying the prescribed fee and obtaining a declaration from the candidate duly recommended by the Head of the Department / Principal.

3.6 PREPARATION OF ANSWER BOOKS

1. The answer books common for UG and PG examinations with 37 pages for theory papers and 8 pages for practical papers shall be prepared well in advance with specific format and different serial codes / Serial number. There should be provision for invigilators to sign on the facing sheet after verification of entries made by candidates.
2. Required number of blank answer books shall be handed over to the Chief Superintendent of the examinations.

3.7 ISSUE OF MAIN BOOKS

Main answer books with codes A, B, C, D and E for theory subjects and P, Q, R, S, T for practical subjects are supplied by the Office of Controller of Examinations. The Chief Superintendent has the discretion to issue main book with any code on a particular day. But on any account different codes of answer books should not be used for the same session and for the same examination. No additional books shall be issued. A record of the codes used, date wise and session wise, should be kept by the Chief Superintendent and this information should also be made available when called for.

3.8 FACSIMILE OF CHIEF SUPERINTENDENT

Facsimile signature of the Chief Superintendent should be affixed only at the left top corner of the title page of the main answer book. The facsimile shall not be affixed at any other

place on the main answer book. The invigilator has to check whether the main answer books bear the facsimile of Chief Superintendent's signature before being issued to candidates.

3.9 QUESTION PAPER BUNDLES

The required question papers shall be packed in sealed covers with details regarding the name of examination, month and year of examination, name of the subject, subject code, QP code, date and time of examination and number of copies of question papers enclosed. A tabulated statistics of question papers 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 tabulated statistics and the entries on question paper covers shall be compared and ensured that entries are correct.

3.10 DISPATCH OF QUESTION PAPER BUNDLES

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 the answer books supplied from the CoE's office for the semester examination will be the responsibility of the Chief Superintendent.
4. Any shortage in required number of question papers may be brought to the notice of the Controller of Examinations immediately to avoid last minute panic.

3.11 DISPATCH OF HALL TICKETS, TIME TABLE, NOMINAL ROLL AND INSTRUCTION TO CANDIDATES

Hall tickets, timetable, nominal roll and instructions to candidates shall be sent to the Principal at least one week before the commencement of the examination concerned.

3.12 PREPARATION OF EXAMINATION REGISTER

An examination register shall be prepared by the CoE and given to the Chief Superintendent. The examination register contains the following details:

- a. Subjects of the examination
- b. Strength of every subject
- c. No. of absentees and their Reg. No.
- d. No. of candidates present.

3.13 CANDIDATES ATTENDANCE REQUIREMENT

A candidate is eligible to appear for the End Semester Examinations, if he/she has earned atleast 75% attendance in each semester. However, the Principal is empowered to condone the absence for not more than 10% of those who have earned less than 75% attendance to appear for regular papers, those who have earned less than 65% and more than 55% of attendance are not eligible but they can appear for arrear papers. Those who have earned less than 55% attendance are not allowed to appear for the examinations in the regular papers. They have to discontinue the course, rejoin in the same semester during the subsequent year. For such candidates, Principal is expected to give it in writing to the Chief Superintendent, the list of names of candidates who have not earned the required attendance, but eligible to appear for Arrear Subjects only. Based on such a letter received from the Principal, the Chief Superintendent shall make suitable corrections in Hall Ticket sent by the Controller of Examinations and issue the same to the candidates. These corrections should be entered in the nominal roll and in the relevant records also.

3.14 ISSUE OF HALL TICKETS

Every candidate who appears for an examination shall be given a Hall ticket issued by the COE which is attested by the Principal. At the time of issuing Hall Tickets each candidate may be asked to verify the nominal roll to check whether his/her name is registered for all subjects for which he/she has remitted examination fees. Any discrepancy in the Hall tickets should be immediately brought to the notice of the Controller of Examinations.

In cases where the names of candidates are the same or similar, Chief Superintendent shall take care that each candidate receives proper Hall- ticket, after ascertaining expansion of initials to the names, language, optional subjects and other identifying facts. If necessary, date of birth of those candidates may be appended to their names.

3.15 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 She/He is ineligible to sit for the examination, after granting an opportunity to the candidate to present his/her case.

PART4

4. CONDUCT OF EXAMINATIONS

4.1 METHODS OF EXAMINATIONS

- i. Examinations shall be conducted by one or more of the following methods :
 - a) Written
 - b) Practical
 - c) Viva voce
 - d) Computer Assisted Testing
- ii. Candidates must answer question papers, (except in the case of languages other than English), in English, unless otherwise stated.

4.2 PROHIBITION OF RELIGIOUS BELIEF OR PROFESSION OR POLITICAL VIEWS

Special care should be taken to ensure that no question shall unwarrantably critique, disparage or offend the religious persuasions, ideological moorings and political positions of the candidates. Conversely, no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religion, politics and ideology.

4.3 APPOINTMENT OF CHIEF SUPERINTENDENT

The Principal shall be the Chief Superintendent of all examinations conducted in the College. Whenever the Principal is not in a position to function as Chief Superintendent to conduct the end semester examinations, the Controller of examinations is authorized to call for a panel of three (3) senior most members of teaching staff (excluding teachers on superannuation) with a minimum of 15 years of teaching experience and is willing to function as Chief Superintendent. The Controller of Examinations may appoint one of the three members as the Chief Superintendent (15 years of service stipulated will not be relaxed in any case.).

a. Relatives of Chief Superintendent

Any teacher whose close relative is appearing for the End Semester examinations at a centre, he/she should not assume the responsibility as Chief Superintendent at that centre.

b. Appointment of Reserve Superintendent

One Reserve superintendent shall be appointed for every 300 candidates and a minimum of 25 candidates shall be allotted in a Hall. If the number of candidates for the examination on any date does not exceed twenty, examination can be conducted with the assistance of reserve superintendent(s) and no Hall superintendent should be appointed.

c. Appointment of Hall Superintendent

The Chief Superintendent will appoint teaching staff as Hall Superintendents for invigilation work. One superintendent for every 25 candidates shall be allotted.

All teaching and non-teaching staff who are drafted for the conduct of the examinations are bound by the rules and regulations of the College. For any commission and omission in the conduct of End Semester Examinations, the College will take appropriate action.

The neighboring colleges may be addressed, requesting them to send the list of staff willing to act as external invigilators much in advance before the commencement of Examination.

d. Head of the Department for Practical Exam

During the days of practical examinations in Colleges, Principal will be the Chief Superintendent. The Principal shall handover the practical question papers if any to the Examiners and collect the mark lists of practical examinations in a sealed cover and forward the same to the Controller of Examinations.

4.4 INSTRUCTIONS TO CHIEF SUPERINTENDENT

The Chief Superintendent is responsible for the efficient conduct of examinations at the venue. The following guidelines may be followed for the smooth conduct of the examinations:

1. The 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 five days before the commencement of examinations.
2. She / he shall receive the question papers from the office of the COE on the day.
3. Before opening the outer packets of the question papers, verify and ensure that it is the right one for the day/session.
4. The following arrangements shall be made for the conduct of the examination.
 - a. Seating arrangement for the candidates
 - b. Examination room is clean, properly illuminated and that no writing is there on the desks/walls or blackboard.
 - c. Room-/ Hall- wise seating plan for candidates is displayed at a visible and prominent place of the college.
 - d. Selection of appropriate number of invigilators from among the faculty members, well in advance as per the norms, in this regard.
5. 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 external invigilator and an internal invigilator. She/he should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.
6. 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.

7. 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 gadgets to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
8. Allow only Hall-ticket, pen, pencil, eraser and standard calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
9. Keep utmost vigilance throughout the examination process. The Chief Superintendent has to frequently visit examination Hall. He/she should also consider it as a part of his/her duty to see that the Hall superintendents keep moving among candidates and do not engage in any occupation likely to diminish the efficiency of supervision they are exercising. Supervision should be very strict. In no circumstance staff other than teaching staff be employed as Hall superintendents.
10. A candidate shall not be allowed to write the examinations, if s/he does not have a valid Hall ticket. However, if a student reports that his/her Hall ticket is lost, the Chief Superintendent, after receiving a written request from him/her along with required fee, shall forward it to the college to obtain a duplicate Hall-ticket. This can be allowed only if his/ her name is included in the nominal roll issued by the college.
11. For undergraduate / postgraduate examinations, all used answer books shall be handed over to the COE's office within 30 minutes after the examination is over.
12. Unused answer books shall be counted and kept in safe custody and a stock register should be maintained for this purpose.
13. The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.
14. The Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. This decision should be taken one hour prior to the commencement of the examination. A register should be maintained for recording the series of answer script used for various days.
15. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the answer books.
16. In no case blank answer book shall be kept by any person other than the Chief Superintendent. She/he shall be responsible to ensure this.
17. The invigilators shall be provided with Proforma of paper accounts along with the blank answer 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.
18. The blank answer book shall not be used for any other purpose.

A. Preparation session-wise candidates list:

On receipt of nominal roll from the Controller of Examination office, day/ sessions wise register number of candidates who have registered for each subject, in that examination centre must be prepared

B. Seating arrangements

Seating arrangements in every examination Hall must be meticulously planned in such a way that candidates writing different subjects shall be combined. In other words, as far as possible not more than 50 per cent of the seating capacity of a Hall shall be allotted for candidates appearing for one particular subject. The Chief Superintendent is personally responsible for implementation of this norm and hence any violation thereof will be viewed seriously. In case, however, the Chief Superintendent has to ensure a minimum distance of one meter between any two candidates (between rows).

C. Report Regarding Invigilation Works

Chief Superintendent should keep a detailed list of invigilators with their signature, indicating their room numbers, in a given format. After the completion of the particular End Assessment Examinations, the Chief Superintendent must submit a schedule of work done by each invigilator in the given format, stating the date, session and hall number s/he has invigilated.

D. Checking and signing of question paper cover

Question paper packets shall be thoroughly checked by the Chief Superintendent and ascertain that the question paper code and the title of the question paper tally with the subject of Examination announced. No question paper packet shall be opened as it will cause irreparable damage to the credibility of the End Assessment Examination. The Chief Superintendent should verify the pasting and sealing of question paper packets and also the date and time before signing the packets. Question paper cover shall be opened in the presence of External Hall Superintendents and/or Hall Superintendents, who should also scrutinize the packet and affix their signature before opening.

E. Signing on question paper cover

The Chief Superintendent of Examination will sign at the place indicated in the question paper covers before opening. All the question paper packets shall be preserved and forwarded to the Controller of Examinations at the close of examination every day.

F. Distribution of correct question paper

Copies of question papers are to be distributed only to candidates actually seated in their places. Each question paper must be scrutinized so as to ensure that it is correct according to the heading.

G. Safe transit of question papers

When candidates are appearing in more than one Hall, every precaution should be taken

that no outsiders are present in and around such Halls/rooms and sufficient security measures should be taken to carry the question papers safely to the halls and distributed to the candidates concerned.

H. Opening of question paper cover

The question paper covers of the End Semester Examinations should be opened or cut along the line indicated on the cover . It should also be noted that flap should be intact when the covers are sent back to the Controller of Examinations, for scrutiny. This procedure must be strictly followed.

I. Presence of a few candidates- unopened cover:

Whenever only one or few candidates has/have registered for an examination the Chief Superintendent must open the question paper cover concerned only after verifying the presence of such candidate(s) in the Hall for that examination. All the question paper covers concerned should be returned to the Controller of Examinations, unopened (if no candidate is present) at the close of the examinations.

J. Distribution of appropriate question paper:

Care must be taken to verify whether current semester and arrear/ supplementary candidates have to answer the same or different question papers (with different question paper codes) for a subject. In case they have to answer different question papers as far as possible they must be put in different Halls and care must be taken to provide appropriate question papers for each of them. To identify which set of (batch of) candidates should answer which question paper, examination time table can be referred carefully and the question paper code is an important guide. If any mistake is committed in the distribution of proper question papers, the Hall superintendent will be held responsible for the same. Besides the above, to ensure distribution of appropriate question paper to each candidate he/she may be asked to verify the receipt of proper question paper before answering. The Chief Superintendent is to issue instructions to each Hall superintendent so as to ensure proper distribution of appropriate question paper to candidates.

4.5 INSTRUCTIONS TO THE INVIGILATORS

1. The invigilation duty list will be prepared and circulated to the staff members atleast one week prior to the examinations.
2. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
3. Mobile phones are strictly not allowed inside the examination Hall and Exam section
4. Be present at the time of opening of the question paper cover.
5. Collect the correct number of question papers and answer books from the Chief

- Superintendent and ensure that the question papers are for the examination scheduled for the day.
6. After getting the cover, staff should go only to the examination Hall (Not to department or anywhere else)
 7. Staff should be in the examination Hall 15 minutes before the commencement of examination.
 8. Candidates need to be admitted only if they have valid Hall ticket. If not, direct them to the Chief Superintendent for necessary guidelines. (Check the sign of student and attestation of the Principal in the Hall ticket)
 9. Verify the identity of the candidate through the photograph on the Hall ticket.
 10. Duplicate Hall ticket should be collected and handed over to the exam cell after the completion of the exam.
 11. Candidates shall be admitted to a Hall, if his / her register number is allotted in the seating plan. If the register number of a candidate does not appear in the seating plan, he / she shall be directed to the exam cell for further verification and action.
 12. Help the candidates locate their seats. If any candidates are in possession of mobile phones or digital diary or any other electronic gadget, instruct them to keep them outside the examination Hall.
 13. Distribute the question paper and answer book 5 minutes before the commencement of the examination and direct the candidates to fill in the register number and other entries in appropriate places. **The invigilator shall sign on the answer book after verifying that the details filled in by the candidate are correct.** Get their signature in the attendance sheet against their register number.
 14. Allow the students up to half an hour from the commencement of the examination. Students should be in the examination Hall at least for one hour.
 15. Attendance should be closed and absence shall be marked in red ink and submit it to the exam cell member after half an hour from the starting of the exam.
 16. Ten minutes before the end of examination, announce 'last ten minutes'. After the last bell ask the candidates to stop writing and put their pens down.
 17. Candidates shall be permitted to leave the examination Hall only after his/her answer book is taken charge of by the invigilator.
 18. Collect the answer books and arrange them in the order of register numbers and handover the same with attendance list and unused answer books to the Chief Superintendent. Report to the Chief Superintendent before leaving the examination premises.

A. Important points to be noted by the Invigilators

1. No candidate without valid Hall ticket is to be admitted into the Hall.
2. Candidates shall be admitted to the examination Hall 15 minutes before the scheduled time.
3. No student 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 clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. If clarification is required, ask the candidate 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 their use is permitted as per the instructions given in the question paper.
7. Do not allow mobile phones or any electronic gadget in the examination Hall.
8. Remain alert and vigilant, and check the use of unfair means in the examination Hall.
9. In case of any unfair indulgence, immediately take custody of the answer book and Hall Ticket and submit a written report to the Chief Superintendent who, in turn, will forward the same to the COE.
10. 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.
11. Do not make any correction in the register number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then countersign it.
12. Candidates should not be allowed to leave the Hall before the expiry of one hour from the commencement of the examination.
13. Permit the candidates to leave the examination Hall only after handing over their answer books to the invigilator.

4.6 INSTRUCTIONS TO THE CANDIDATE APPLYING FOR END ASSESSMENT EXAMINATIONS

1. Regular candidate shall send their applications with the prescribed fee through the Head of the Department and the Principal
2. Before submitting the application, the candidate is advised to satisfy his/herself that they fulfill the eligibility conditions laid down by the College to appear for the End Assessment Examinations.
3. If an application is not accompanied by the prescribed fee or incomplete in any respect, it will not be entertained.
4. Detailed time table for the Semester Examinations will be put up in the College /

Department notice board and will be available at the College / Department / Controller Section about 15 days prior to the commencement of the examination.

5. Correction in application should be neatly **HAND WRITTEN IN ENGLISH BLOCK LETTERS.**
6. The candidate should check all the entries given in the respective columns, make corrections (if needed) and enclose letter along with this application.
7. The code numbers of his / her regular semester and arrear subjects are indicated in the respective semester columns. Candidate, who desires to appear for any of the arrear subjects, a tick mark (✓) may be made against codes of the subjects for which he / she wishes to appear .
8. If the code number of the subject offered is different from the one given, please circle it and ENTER THE RELEVANT CODE NUMBER.
9. If the candidate desires to improve performance in any of the subject, if eligible, he / she should WRITE the relevant subject codes and name of the subjects. The list of subject codes may be obtained from the College Office.
10. Private candidates should send their applications to the Controller of Examinations directly.

4.6.1 ATTENDANCE REQUIREMENTS FOR THE STUDENTS APPEARING FOR EAE

- The guidelines of attendance requirement issued by Bharathiar University are adopted by the College. Attendance shall be considered semester- wise (not annually).
- A candidate shall be permitted to appear for the End Assessment Examinations in any semester, if he/she secures not less than 75% of attendance in the total number of working days during the semester and if his/her progress has been satisfactory, and his/her conduct has been satisfactory.

If the absence of a student in a semester is above 22 ½ days and upto 49½ days:

- In case, a student has been absent for more than 31½ days but less than or equal to 49 ½ days in a semester, he/she will not be permitted to write the semester examination in regular papers. However, that student will be permitted to attend the next semester wherein he/she has to compensate the previous semester's lack of attendance (that is the number of days of absence during both the semesters should not exceed 45 days). In such a case the student will be permitted to write both semester examinations at the end of that semester.
- It is mandatory that each student should have 75% attendance to appear for the End Assessment Examinations.

- Those who have obtained below 75% and above 65% of attendance shall pay condonation fee and shall write the examination in the same semester with due permission from the Principal. However principal reserves the right to condone the attendance.
- Those who have below 65% and above 55% of attendance shall pay condonation fee and shall write the examination in the forth coming semester after compensating the loss of attendance.
- Those who have below 55% of attendance have to re do the semester.

4.7 RULES & REGULATIONS PERTAINING TO COMPREHENSIVE PRACTICAL EXAMINATIONS

- Candidates are expected to be in their allotted seats 10 minutes before the commencement of the examinations. No candidate will be permitted to enter the Hall after 30 minutes from the commencement of the examination.
- No candidate will be allowed to leave the examination Hall within one hour from the commencement of the examination.
- Candidates are prohibited from bringing / carrying into the examination Hall any book or portion of the book, manuscript or incriminating materials to the examination. Any communication with one another is subject to severe punishment.
- Candidates are not allowed to tear the sheets from the answer book. They are not allowed to take the answer scripts outside the Hall.
- Candidates involved in malpractice of any kind will be liable for disciplinary action.
- A candidate resorting to malpractice of any kind in the End Assessment Examinations will not be permitted to write any paper thereafter in that particular semester and in the following semester too. However, the candidate may register, attend classes and complete the Continuous Internal Assessment.
- Question paper for the Practical Examination will be set by only the Internal Examiner as per the pattern suggested by the concerned Board Of Studies.
- Candidates who could not attend the practical examinations as per the schedule on genuine grounds, will be permitted to take the same in the following batch / session, after obtaining permission from the Principal through the Head of the Department concerned.
- Candidates appearing for practical Examinations should submit their bonafide record notebooks prescribed for practical examination, otherwise they will not be permitted to appear for the practical examinations. However, in genuine cases when they are not able to submit their record note books they may be permitted to appear for the practical examinations, provided the concerned Staff- in charge /Head of the Department certifies that the candidate has satisfactorily completed the experiments prescribed for the course.

For such candidates who do not submit record notebooks, Zero (0) mark will be awarded for record notebooks.

- For the candidates appearing for practical examinations as arrears and the marks awarded for the previous examination will be considered as the marks obtained for the record by the candidate.

4.8 RULES & REGULATIONS PERTAINING TO END ASSESSMENT EXAMINATION

1. Every student shall register for the EAE of the relevant semester from which She / He has to obtain promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/ her application through the Principal / HoD before the last date mentioned.
3. Candidate should ensure that they receive their Hall tickets at least two days prior to the examinations, provided they have adequate attendance and paid required examination and Tuition fee.
4. They should bring their Hall tickets on all days of the examination failing which they will not be admitted to the examination Hall.
5. Students will not be permitted to enter the examination Hall without their ID card.
6. If the Hall ticket is lost, they should immediately submit an application n for a duplicate Hall ticket to the COE through the Principal / HoD, as the case may be.
7. The Candidates should enter the examination room at least 15 minutes before the commencement of examination. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination Hall.
8. Students should be seated in the examination Hall by 9.15 AM for the morning session and 1.15 PM for the afternoon session. Students shall not be permitted after 10.00 AM in the morning session and 2.00 PM in the afternoon session.
9. Students are not allowed to stand or loiter around the examination Hall.
10. Students should be in proper attire during the examinations.
11. Any student found guilty of using unfair means of any nature shall be liable for disciplinary action.
12. Candidates are permitted to use only blue or black ink pens for writing examinations. No other colored ink pens are allowed for writing the exam.
13. No materials except writing materials and Hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic gadgets 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.

14. 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 College rules.
15. The candidate should write their register numbers, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write register number anywhere else other than the facing page of the main book.
16. Candidates must ensure the correct question paper. The title of the paper should be checked. Students are advised to verify / check the question paper code, subject code, subject title and number of pages in the question paper and confirm whether they have been issued with the correct question paper. If there is any discrepancy, it should be brought to the notice of the Hall Superintendent / Invigilator immediately. Any lapse in this matter will lead to the cancellation of the concerned examination for him/her.
17. They should not write anything on the question paper other than his/her name and register number.
18. Strict silence should be maintained in the examination Hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
19. They should return all answer books before leaving the room. Candidates are not permitted to leave the examination Hall without the permission of the invigilator during the course of the examination.
20. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries whatsoever related to the question papers, such as explanation of meaning or correction of typographical errors.
21. Answers should be written on both sides of the papers in the answer book. No sheets should be detached from the answer book.
22. All rough work should be done either at the bottom of the page or last page of the answer book and the portion not intended for valuation should be struck off by drawing a single line across it.
23. Read the instructions carefully before answering.
24. Any query should be immediately brought to the attention of the invigilator.
25. Candidates are obliged to follow instructions issued by the invigilator
26. Announcements in the Examination Hall should be viewed seriously.

27. Any requirements during the examination should be brought to the attention of the invigilator.
28. Candidates shall be permitted to leave the examination Hall only after his/her answer book is taken charge of by the invigilator. They should not be permitted to leave the Hall after keeping their answer books in their seats.
29. Writing of the **wrong register number** in the answer script will entail rejection of the answer script.
30. Students are advised to see the college Notice Board and Website for the **time table / examination schedule or contact the CoE section for connected information.**
31. The students, not appearing for an examination, are advised not to stand/sit/crowd near the examination Halls / zone during the examination time, so as not to cause any disturbance to the students writing the examination.
32. Circulars regarding the last date for applying for Revaluation and for obtaining Photo Copies of the answer scripts and for appearing for special supplementary examinations and the connected details of fees, mode of payment will be sent to the concerned departments and will also be displayed on the College Notice Board/Controller of Examinations Office Notice Board soon after the declaration of the results.

4.9 ALLOWING CANDIDATES SUFFERING FROM DISEASE

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be admitted to the examination Hall.

4.9.1 PERMITTING THE CANDIDATES TO WRITE EXAMINATION AT THEIR OWN RISK

In case of those candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, the Chief Superintendent may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he / she is appearing for the examination at his / her own risk and the same may be reported at once to the Controller of Examinations.

In case the claims of such candidates are not supported by evidences at the office of the Controller of Examination, answer scripts will not be valued and he / she will be liable for punishment. In such cases, the Chief Superintendent should ensure the availability of proper question papers for each day of examination.

4.9.2 COMPLETION OF EXAM ON TIME

Candidates are not allowed to write beyond the time prescribed for the concerned subject.

However, the issue of question paper to the students if delayed for reasons beyond the control of the Hall Superintendents and Chief Superintendent, the examinees shall not be put into inconvenience and they be allowed to avail the time prescribed in the question paper concerned.

4.9.3 WARNING BELL

Arrangements shall be made for the announcement of time and the College Bell be rung every half-an-hour. A Warning Bell be rung five minutes before the end of the examination to enable the examinees to complete their writing, arrange, tie up the answer books and hand over the same to the Hall superintendent.

4.9.4 BLIND AND DISABLED CANDIDATES DESIRING SCRIBE

For blind candidates or candidates who are not in a position to write the examination themselves due to temporary disability, may be provided for scribe after getting the prior approval of the Controller of Examination. The scribe should be a person who should not be well versed with the subject of the examinee. The scribe must be suggested by the Chief Superintendent. It is enough, if the scribe is a person who can just carry out what all the examinee dictates. He/she may be a non teaching staff of the college. For securing the service of a scribe the candidate must apply in writing to the Controller of Examinations through the Principal in advance. A fee of Rs 100/- will be collected for each subject. Scribe will be eligible for Rs 100/- per subject. The candidate and the scribe must be seated in a separate Hall and a superintendent be appointed to supervise them

4.10 EXCLUSION OF CANDIDATES FOR MISBEHAVIOR

Candidates appearing for 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 or invigilator or behaving indifferently towards the Chief Superintendent or any invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be disallowed from the day's examination and if S/He does not correct him/herself, S/He may be excluded from the rest of the examinations by the Chief Superintendent of the Centre. In all such cases, a full report of each case shall be sent to the CoE, through the Examination Vigilance Committee after granting an opportunity to present his/her case according to the gravity of the offence, ratify the action taken by the Chief Superintendent or further punish a 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.

4.11 ABSENTEE STATEMENT

Half -an hour- after the commencement of examination (in each Session) the Chief

Superintendent may send an attender with an ABSENTEE STATEMENT sheet to collect the register number of absentees in each Hall . Along with the absentees details, the Hall superintendent should return the unused question papers and main answer books. The number of absentees, main answer books and unused question papers should tally. The Chief Superintendent shall verify that these things are in order so as to avoid malpractice.

4.11.1. CONSOLIDATED ABSENTEES STATEMENT

At the close of examination, the Chief Superintendent is expected to send a consolidated absentees statement according to date, subject and list of absentees with register numbers within a week to the CoE

The Examination Section will send two copies of nominal rolls along with the Hall tickets to Chief Superintendent. If any one candidate is absent for one paper, the code number or the serial number, as the case may be, of that subject shall be rounded and marked in red ink as "AB" (must NOT be scored) by the Chief Superintendent in one copy of the nominal roll against the register number of the candidate who is absent for that particular paper at the end of examination on each day. This copy of nominal roll with the absentee markings shall be returned to the Controller of Examinations and this will be treated as consolidated absentee statement.

4.12 PREPARATION OF ANSWER PAPER COVER

In preparing the answer paper covers, the register number of absentees for each subject of examination should be entered in the respective column on the cloth lined answer-paper covers. Candidates who are not permitted to sit for the examination for want of attendance and for progress should be treated as absentees. The number of answer papers despatched to the Office of Controller of Examination and the number of absentees must be equal to the number of candidates registered. Any discrepancy should at once be enquired on the spot and accounted for, by a note at the foot of the cover. Special care must be taken to ensure accuracy in this respect and in writing the correct register number of absentees on the cover.

4.12.1 COLLECTION OF ANSWER COVER

Hall superintendent should collect answer books from candidates personally. It would be well to instruct candidates that as soon as they have finished writing their answers and wish to submit their answer books, or at the end of the period prescribed for each particular part of the examination, they should stand up in their place and remain standing until one of the Hall superintendents has gone up to them and received their answer books from them. The candidates should be instructed to verify before surrendering their answer books that they have entered their register numbers correctly in the answer books at the appropriate place in the title page only. They should be warned that the writing of the wrong register numbers in their answer books will

entail rejection of their answer papers.

4.12.2 ARRANGING OF ANSWER PAPERS

After the answer books have been collected, they should be carefully arranged according to subjects or languages in numerical order. Special care should be taken with the answer books of the language of B.A., B.Sc., B.Com., Degree Examinations. The answer books of the part I and II Examinations should first be arranged according to the different languages and then in numerical order. Answer papers written in different languages should be packed in separate covers. Care should be taken that no answer book cover contains answer books of more than one language.

4.12.3 ENTRIES ON ANSWER PAPER COVER

Special care must be taken in making entries on the face of the answer paper cover. The register number of all candidates shall be written on the left side of the cover in the space provided. Absentees falling within the register numbers entered on the left side, may be notified on the right side of the cover.

4.12.4 SIGNATURE OF CHIEF SUPERINTENDENT

The signature of the Chief Superintendent along with name and seal of the college shall be affixed on the cover without fail. The Chief Superintendent must also sign on the reverse side across the pasted portion of the cloth lined cover.

4.12.5 SEALING OF ANSWER PAPER COVERS

The number of answer books kept inside the cover shall not exceed the specified number indicated thereon. These cloth lined covers should then be sealed in the presence of the Chief Superintendent at the close of session. No paper should be torn off from the answer books.

4.12.6 DELIVERY SLIPS AND DELIVERY OF ANSWER PAPER PACKETS

The answer paper delivery slip supplied by the Office of Controller of Examination may be filled in triplicate, (one for college use and remaining two for the use of the examination section). Separate delivery slips may be used for separate degree answer paper packets. For example, despatch of B.A., B.Sc., and B.Com. Covers shall be written in the three different proforma. Serial No. must be given date wise for the answer paper covers and handed over to the office of Controller of Examination. Serial number shall be given continuously and not separately for each Degree.

Any answer book containing the name of the candidate should be sent to the Controller of Examinations separately.

4.13 POSTPONEMENT OF EXAMINATIONS UNDER EMERGENCY CIRCUMSTANCES

Scheduled examination dates should not be advanced. Normally the scheduled examination dates shall not be postponed. If the date of an examination is to be changed due to unavoidable reasons, the decision will be taken by the CoE and approved by the Principal. The Information of postponement shall be informed to the students through HoDs of the respective departments and the same shall be published in the College Website.

4.14 MALPRACTICE AND CONFISCATION OF HALL TICKET

The Chief Superintendent and Hall Superintendents who have reason to suspect malpractice on the part of any candidate should forthwith make all possible preliminary investigation and communicate the same to Controller of Examinations on the same day by forwarding all material evidences available together with the written explanations from the Hall Superintendent and the written explanations obtained from the candidate. **Hall Tickets of such candidates need not be confiscated and they may be permitted to write the subsequent examination.** However, if the Chief Superintendent envisages any disturbance for the conduct of examination by allowing such candidates to write further examination, Chief Superintendent is empowered not to permit the candidate to appear for the subsequent examination and the same may be reported to the Controller of Examinations.

4.15 PENALTIES FOR MALPRACTICES IN THE END ASSESSMENT EXAMINATIONS

If any student is found indulged in malpractice in any of the CIA / EAE examinations, he/she shall be liable for action as prescribed by the College from time to time. The malpractice case shall be referred to the Examination Vigilance Committee which shall conduct an enquiry and recommend the punishment based on the guidelines given by the CoE / Principal.

The following will be the penalties for malpractices in the End Assessment Examinations.

Rule 1:

Candidates writing his / her sessional marks in the answer script and requesting for a pass

A written warning will be served, stating that the recurrence of this malpractice will attract penalties including cancellation of the examination written.

Rule 2:

Candidates writing an appeal to the Examiner coupled with a promise of any form of consideration

A written warning will be served, stating that the recurrence of this malpractice will attract penalties including cancellation of the examinations written.

Rule 3:

Candidates found in possession of material written in the form of printed,

Xeroxed/cyclostyled/hand written or in any other means, i.e. written on paper, hand, cloth, cell phone, Scale, furniture, etc. but not found to have copied from the above

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in **that semester (including the ensuing supplementary examinations)**. However, the results of the examination taken by the candidate prior to the date of malpractice will be published.

Rule 4(a):

Candidates found copying from any incriminating materials owned or written or in any other means, i.e. written on paper, hand, cloth, scale, cell phone, and furniture or answer book of another candidate

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester (including the ensuing supplementary examinations) and all the examinations of the next semester. However, the results of the examination taken by the candidate prior to the date of malpractice will be published.

Rule 4 (b): Candidates being abetted by another candidate but not in possession of any incriminating materials/and not made use of in the examinations.

The candidates will be permitted to continue to write that examination and the rest of the examinations of that semester. However, the results will be withheld till such time a decision is taken by the Examination Committee. However, the results of the examinations taken by the candidate prior to the date of malpractice will be published.

Rule 5:

Inserting previously written answer sheets brought from outside, aiding or assisting for copying from additional book pilfered already or passing on written bits for copying

The particular examination taken by the candidate will be cancelled and the candidate will not be permitted to write the rest of the examinations, if any, in that semester. The candidate will also be debarred from writing the subsequent semester examinations that follow, including supplementary/additional examinations. However, the results of the examinations written prior to the date of malpractice will be published.

Rule 6:

Candidates refusing to accompany the Hall Superintendent to the Chief Superintendent or the Principal on account of his/her malpractice or exhibiting verbal resistance inside or outside the Examination Hall or running out of the Examination Hall with or without the answer script

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written prior to

the date of malpractice will be published.

Rule 7:

Candidates leaving the Examination Hall within 1 hour from the time of commencement of examination, with or without Question Paper / Answer paper.

The particular examination taken by the candidate will be cancelled. supplementary/additional. However, the results of the examinations written earlier will be published.

Rule 8:

Candidates knocking away his/her own or any other candidates answer scripts from the table

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the result of the examinations written earlier will be published.

Rule 9:

Candidates knocking away the question papers or answer papers from the Chief Superintendent / Hall Superintendent or any other Official who carries them

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Also the candidate will be debarred from writing the subsequent semester examinations that follow. Further, the results of the examinations written earlier to the date of malpractice in that semester will not be published.

Rule 10:

Candidates employing somebody to write examinations (a case of impersonation) if such person happens to be our College student

The particular examination taken by the candidate will be cancelled and the candidate and the person who impersonated him will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. In addition, they will be debarred from writing all examinations in the five subsequent semesters. The results of the examination already written prior to the date of malpractice will not be published.

Rule 11:

Candidates employing some outside person or old student to write examination in his / her place (a case of impersonation)

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations and also, the candidate will be debarred from writing all

papers in six subsequent semester examinations. Further, the results of the examinations written prior to the date of malpractice will not be published.

A police complaint may also be preferred, if it is deemed fit by the higher authorities of the College.

Rule 12:

Candidates threatening or abusing or showing physical resistance to the Invigilators or any other college personnel or exhibiting insubordinate behavior inside or outside the Examination Hall

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Also, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. Further, the results of the examinations written prior to the date of the malpractice will not be published.

Rule 13:

Candidates manhandling/causing physical injury to the Chief Superintendent/Hall Superintendent/any other officials connected with the examinations

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Further, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. In addition, the results of the examinations written prior to the date will not be published.

A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

Rule 14:

Candidates committing forgery either prior or during the examination

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Further, the candidate will be debarred from writing all papers in the six subsequent semester examinations. In addition, the results of the examinations written prior to the date of malpractice will not be published.

A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

Rule 15:

In case of any kind of malpractice as detailed above during the CIA Tests and Model Examination

The particular examination shall be cancelled and the paper will not be valued. No re-

examination for the particular paper will be conducted. Permission for writing the subsequent Tests/Examinations of the concerned CIA test/Model Examination shall be at the discretion of the Principal.

NOTE: The above said rules and penalties are only guidelines and any other malpractice not covered under any clauses above shall be suitably dealt with the appropriate Committee. The punishment will be suitably enhanced, if repeated.

Documents to be enclosed along with malpractice case

1. Report of the Invigilator on malpractice to the Chief Superintendent
2. Explanation if any submitted by the candidate.
3. Letter of Report by the Chief Superintendent / Examination Vigilance Committee to the Controller of Examinations.
4. Answer paper of the candidate involved in malpractice.
5. Incriminating material used by the candidate.
6. Sketch of the seating arrangement (Wherever necessary)

The report of the Hall Superintendent must be clear. Based on the report of the Hall Superintendent, Chief Superintendent must also enquire the candidate and send his report along with report of the Hall Superintendent. The nature of the punishment will be inflicted by the Examination Vigilance Committee.

4.16 STATEMENT OF EXPENDITURES

4.16.1 STOCK POSITION

Chief Superintendents are required to submit a proforma on the amount of stationery and serviceable articles remaining at the close of examination and the same must be returned to Office of Controller of Examination

4.16.2 STATIONERY REQUIREMENT

Chief Superintendent has to maintain stock particulars of the items such as, main book, graph sheets, Clark's table, cloth lined or ordinary cover etc., supplied by the Office of the Controller of Examination as per the guidelines in the given proforma. At the close of each semester examination Chief Superintendent is expected to send stock position and request for requirement of various items for the use of next examination.

4.16.3 CONTINGENT ADVANCES

All applications for contingent advance for the conduct of examinations should be made atleast 7 days before the commencement of the examination, to the Finance Officer through the Controller of Examinations. Advances paid are to be utilized to meet the contingent expenses for written examination only. They should not be utilized for practical examinations.

4.16.4 SUBMITTING FINAL ACCOUNT

On the conclusion of the examinations, a statement of expenditure should be prepared and forwarded to the Finance Officer through the Controller along with all vouchers and other statements connected therewith.

PART 5

5. VALUATION OF ANSWER SCRIPTS

1. Answer scripts will be given dummy numbers and the register number of the student will be removed from the answer script to maintain the confidentiality.
2. Dummy numbered answer scripts will be bundled. A bundle may have maximum of 25 answer scripts.
3. Valuation of answer scripts of theory examinations shall be through centralized valuation.
4. Centralized valuation can be started within 5 days after the examination. The valuation is to be carried out by external Examiners except value based subjects and Non Major Electives.
5. Valuations must be based on the scheme of valuation prepared by the question paper setter.
6. Single Valuation System for UG and Double Valuation System for PG will be followed.
7. The Examiners shall prepare and submit properly prepared mark sheet countersigned by the chairman. The marks will be decoded to the candidates' score sheet generated using computer software.
8. The CoE section will exercise overall control of the central valuation and shall be responsible for the proper conduct of the valuation and maintenance of appropriate registers, records and accounts pertaining to the same.
9. In Double valuation system, if there is a difference of marks of more than 15% in the valuation of Internal Examiner and External Examiner, there will a third Valuation through another External Examiner. The average of the nearest two marks awarded by the examiners is taken as the marks awarded finally for that answer book.

PART6

6. TABULATION & PUBLICATION OF RESULTS

6.1 RESULT COPY

The entire process of calculating the final marks shall be automated using appropriate computer programs. The results shall be printed department-wise for analysis by the Results Passing Board. Score sheet is printed in the College. The CoE shall check all entries, moderation of marks, if any, awarded and classification of results and put his signature on all pages of the result copy.

6.2 PREPARATION OF MARK SHEET

Computerized Mark sheets shall be issued semester-wise after successful completion of the semester.

6.3 RESULTS PASSING BOARD

The section dealing with the examination shall prepare 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 the examination and the aggregate marks required for a pass and number of candidates in each class.
5. Percentage of pass.

These statistics shall be furnished to the result passing board for finalizing the results. The meeting of the results passing board, constituted by the CoE for each examination, shall approve/ratify the results as such or the board may approve the results with moderation, if any, as it may decide. The minutes of the board shall be put up to the CoE for approval. The CoE shall issue orders to publish the results.

6.4 PUBLICATION OF RESULTS

The final result of the examination approved by Passing board 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 for the courses, if **ranking** is practiced. The results approved by the Passing Board shall be posted on the College website. The students can download the semester marks from the website.

6.5 GRIEVANCE REDRESSAL MECHANISM

There shall be a provision for Appeal for a candidate who may be dissatisfied with the

Grade he/she has been awarded. He/She can approach the Grievance Cell with the written submission together with all facts, the assignments, and test papers etc, which were evaluated. He/she can do so before the commencement of End Assessment Examination. The Grievance Cell is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated. The composition of the Grievance Cell is as follows.

1. The Principal
2. One senior faculty member (other than those concerned with the evaluation of the courseconcerned).
3. One senior faculty member / subject expert.

6.6 REVALUATION

There shall be provision for revaluation on payment of fee for papers evaluated by single valuation system. A different Examiner will value the paper. Better of the two will be the final mark. Any candidate (UG) can apply for re- valuation of answer scripts or re-totaling of marks on the payment of fee within 7 days from the date of publication of results. The PG candidates can only apply for retotalling.

6.7 PHOTOCOPY OF THE VALUED ANSWER SCRIPTS

Students of all UG & PG Programmers are permitted to obtain their Xerox copy of valued answer papers where single valuation is adopted. The filled application should be submitted to the Controller of Examination Section along with Photo copy of their mark sheets within one week. Students should apply either for revaluation or photocopy of the answer script.

1. In this system, 'Photo Copies' of valued answer scripts will be furnished to the students on their request.
2. Students shall apply within 7 days from the date of issue of their Mark sheets.
3. The prescribed fees should be remitted.
4. On a particular day, students who applied for will be asked to assemble in a particular Hall. Photo Copies of Valued answer scripts will be furnished to the students. Students shall scrutinize the same.
5. Subject Experts will be there to clear the doubts if any.
6. After scrutiny, if they want their scripts to be revalued they shall apply for the same within 7 days.

6.8 RE-TOTALING

Candidates of all courses are eligible to apply for Re-totalling of their marks. Application forms can be obtained from the Controller of Examination Section along with a request letter.

The filled application should be submitted to the Controller of Examination Section along with Photo copy of their mark sheets with the prescribed fees within one week. The Re-totaling result will be sent to the concerned Head of the Departments within 07days.

6.9 ISSUE OF CONSOLIDATED STATEMENT OF MARKS

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

6.10IMPROVEMENT

Candidates desirous of improving the marks awarded in a passed subject in their first attempt will reappear once within a period of subsequent one semester. The improved marks will be considered for classification but not for ranking. When there is no improvement, there will not be any change in the original marks which are already awarded.

6.11SUPPLEMENTARY EXAMINATION

There shall be provision for supplementary examination at sixth semester for UG and fourth semester for PG on payment of separate fee for papers. The students with a maximum of **2 theory papers** as arrears can apply for the Supplementary Examination. This examination will be conducted just after publication of the corresponding normal end semester results. The examination dates will be fixed and announced before 15 days of the commencement of the examination.

6.12 ISSUE OF MARK SHEET

After evaluation and with the recommendations of the Result Passing Board in each semester, the College shall publish the results. The Academic Council approves/ratifies the results. The Mark Sheets shall be signed and issued by the Controller of Examinations.

6.13 CONFERMENT OF DEGREE

The Examination section will conduct all End Assessment Examinations and issue mark lists with requisite security features. Bharathiar University will issue the final degree.