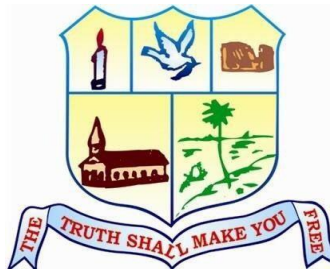


EXAMINATION MANUAL

SCOTT CHRISTIAN COLLEGE(AUTONOMOUS)

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CHAPTER 1

EXAMNATIONS – IMPORTANT PROVISIONS FROM M.S UNIVERSITY ACT, THE STATUES, ORDINANCES AND REGULATIONS

1.1 Powers of the Governing Council

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

1. Conduct of examinations for each programme and publish result.
2. Recommend and forward the results of examinations, to the University for the award of degree, diploma as the case may be.
3. Approve the issue of mark lists/ grade sheets of the students.
4. Fix fee and other charges payable by the students to the College with the concurrence of the Government.

1.2 Powers of the Academic Council

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

1. To advise the Governing Council on the suggestions made by it with respect to academic affairs.
2. To make regulations for the conduct of examinations.

1.3 Functions of the Boards of Studies

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

1.4 Powers of the College Principal

The College Principal shall be the Chief Academic and Executive Officer of the Autonomous College. Principal shall be the Chairman of the Academic Council.

01. He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be entrusted to the Controller of Examinations appointed by the Governing council on the recommendation of the Principal from among permanent faculty members based on potential of the person in accordance with the guidelines of the University Grants Commission and the State Government.
02. It shall be the duty of the Principal to ensure that the provisions of the Acts, the statutes, ordinance and regulations as and when issued by the Government of Tamilnadu are observed and he shall have all powers necessary for this purpose.
03. The Principal shall have the right of visiting and inspecting the examination section at any time.
04. He / she shall have the responsibility and power to provide enough man power for the timely completion of work related to the conduct of examinations and publication of results.
05. The Principal shall have the power to convene meetings of the Academic Council, Boards of studies and examination committee or any other authority of the College to discuss matters related to the conduct of examinations and publication of results.

1.5 Examination Committee

The examination committee shall consist of the Principal, Controller of Examinations, Assistant Controller/s of Examinations, Additional Chief Superintendent and other faculty nominated by the Principal.

The following are the functions of the examination committee.

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

CHAPTER 2

EXAMINATION SYSTEM AND EXAMINATION CELL

The examination system described below will be applicable to all courses, to which admissions were effected from the academic year 2019-20

2.1 Examination System

Evaluation of all courses (Papers), theory / practical and project / dissertation shall be done in two parts, namely by Continuous Internal Assessment (CIA) and by the End Semester Examination (ESE). 40% of the total marks will be set apart for the first component and 60% for the second component for PG and UG. However, the Academic Council may review this proportion where circumstances warrant. The course teachers based on the guidelines set by the Academic Council shall do the continuous internal assessment.

At least two In semester examinations and one End Semester Examination shall be conducted. In order to ensure that the students achieve the prescribed learning outcomes, various mechanisms of internal evaluation such as group discussion, paper reading, home assignments, written quiz, seminars, open book exams, online courses, viva voce etc. shall be adopted.

The aggregate minimum and the separate minimum for ESE for a pass in each course is 40% for UG courses and 50% for PG courses.

2.1.1 Examination Components

Examination consists of two parts, Continuous Internal Assessment (CIA) and Term End Examination (TEE).

UG – CIA accounts for 40% and TEE accounts for 60%.

PG – CIA accounts for 40% and TEE accounts for 60%.

2.1.2 Continuous Evaluation

1. CIA has components like 2 In-Semester Examinations, 2 Written Quiz, (average of two) Assignment / Seminar / Online courses / open book exam / online quiz
2. Weightage for CIA components for under graduate and post graduate programmes are, In-Semester examination 25%, written quiz 5%, other components (any one) 10%.

2.1.3 Marks for Attendance:

No marks are given for attendance. *However, provisions can be made to give marks for attendance as follows i) 90% and above – 5 marks, above 85% and less than 90% – 4 marks, above 80% and less than 85% – 3 marks, above 75% and less than 80% – 2 marks, above 70% and less than 75% – 1 mark. Below 70% the student may be allowed to appear*

for the examination by condonation, no marks shall be given for attendance.

2.1.4 Assignment, Seminar, On-line quiz, On-line course, Open Book exam

1. The purpose of this component is to acknowledge and appreciate the creativity, independent thinking, talents and individual efforts of the student.
2. For undergraduate and postgraduate programmes marks may be given based on seminar, assignment, or both as per the discretion of the teacher. However, the methodology should be announced in the class in advance. Same methodology should be adopted for all the students in the class.
3. Online quiz, online courses and open book exams are conducted to test the aptitude, awareness and the understanding of the students.

1. 2.1.5 Duration, Maximum Marks and Schedule of In-Semester Examination

The duration of all the two In-Semester examinations is 2 hours with a maximum of 50 Marks. 50% of the syllabus must be covered before 1st In-Semester exam, remaining 50% of syllabus must be covered before 2nd In-Semester Exam. The first In-Semester examination should be conducted for 5 consecutive days starting for the 40th working day similarly the second exam should commence on the 85th working day. On all days after the exam, regular classes should be conducted.

2. 2.1.6 Question paper for CIA

1. The question paper shall be prepared by the course teacher. If any course is handled by more than one teacher, the teacher in charge should prepare the question paper in consultation with other teacher/s of the course.
2. The question paper should contain the Programme, course and the name of the examination.
3. Question pattern

The question paper should contain 5 very short answer type questions as part A (2 marks), four questions as part B (5 marks) and 2 long answer type questions with internal choice of 10 marks each. However, modifications could be made if necessary, but it should be clearly mentioned and informed to the students in advance. The questions should be asked for 50 marks which should be averaged to 25 marks.

For written Quiz, ten multiple choice questions should be asked each question carries 1 mark.

4. The Head of the Department should carefully watch that the question papers for CIA exams are submitted on time. The question papers shall be submitted online to

the CoE office or should be neatly written in the own handwriting of the course teacher without any overwriting or strike outs one week before the CIA exam.

2.1.7 Conduct of In-Semester examination

(I) Conduct of First In-semester Examination

- a. The first In-semester examination commences on the 40th working day. Notification for first In-semester examination will be made on the 30th working day of the semester. The question paper will be printed in the CoE's office on or before the 32nd working day. The Heads of the Departments will make the seating arrangement, assign invigilation duties and conduct the examination.
- b. The Heads of the Departments will distribute the answer scripts to the course teacher immediately for valuation. The valuation should be completed within five working days of the last examination. The valued answer scripts should be distributed to the students in the respective classes and the students are asked to sign in their answer book as an acknowledgement for the receipt of the answer book.
- c. The Course teacher shall enter the marks on the examination portal immediately after distribution of answer scripts in the class room. A hard copy may be maintained by the HoD.
- d. On the 50th working day the results of the first In-Semester examination should be published on the department notice board.
- e. **Re test:** For those students who could not attend the examination due to valid reason (medical ground, representing the college in academic, cultural and sports activities) separate examination may be conducted by the course teacher within five days of the last examination with the permission of the CoE. For this the student should apply to the CoE with the recommendation of the course teacher and HoD. For this purpose a separate format is to be prepared in duplicate. The result will be published along with the general result.

(II) Conduct of Second In-semester Examination

- a. The second In-semester examination will commence on the 85th working day. Notification for first In-semester examination will be made on the 70th working day of the semester. The question paper will be printed in the CoE's office on or before the 70th working day. The Heads of the Departments will make the seating arrangement, assign invigilation duties and conduct the examination.
- b. The Heads of the Departments will distribute the answer scripts to the course teacher

immediately for valuation. The valuation should be completed within five working days of the last examination. The valued answer scripts should be distributed to the students in the respective classes.

- c. The Course teacher shall enter the marks on the examination portal immediately after the distribution of answer scripts in the class room.
- d. On the 87th working day the results of the second In-Semester examination should be published on the department notice board.
- e. **Re test:** For those students who could not take attend the examination due to valid reason (medical ground, representing the college in academic, cultural and sports activities) separate examination may be conducted by the course teacher with in five days of the last examination with the permission of the CoE. For this the student should apply to the CoE with the recommendation of the course teacher and HoD. For

this purpose a separate format is to be prepared in duplicate. The result will be published along with the general result.

(III) Supplementary CIA

If a student in the final semester fails to obtain minimum marks for the CIA components (aggregate 40% for UG and 50% for PG) he/she can do the In-semester examination for that particular course once again by paying the prescribed fees. The marks obtained will be used along with other In-semester examination marks of that particular course to get an average of best two marks. A student can appear for only 5 such improvement exams.

2.1.8 Conduct of Term End Examination

a) Question pattern for Term End Examination

The question paper pattern is the same for both UG and PG courses and for arts / science / commerce, etc.

Part A: - Very short answer questions, one question from each module of the syllabus. i.e. 5 questions each of 2 marks totalling to 10 marks. Each question should be answered in one or two lines.

Part B: - Short answer type questions of internal choice, one set of questions from each module of the syllabus. i.e. 5 questions each of 5 marks totalling to 25 marks. Each question should be answered in one or one and a half page. The questions should be equally distributed among easy, medium and hard levels.

Part C: - Essay type questions of internal choice, one set of questions from each module of the syllabus. i.e. 5 questions each of 8 marks totalling to 40 marks. Each question

should be answered in two to three pages. The questions should be equally distributed among easy, medium and hard levels.

b) Question pattern – Time -3 hours

Part A : 5 compulsory questions of 2 marks each totalling 10 marks.

Part B : 5 compulsory questions with internal choice of 5 marks each totalling 25 marks.

Part C : 5 compulsory questions with internal choice of 8 marks each totalling 40 marks.

Total 75 marks - which will be converted to 60 in the CoE office.

However, the question paper pattern can be modified with the permission of the academic council so that problems and case studies may be added in section C, and marks rearranged so that the total 75 marks is maintained.

c) Notification, Registration and payment of exam fees

- i) The notification for end semester examination should be given on the 60th day.
- ii) Examination fees is to be paid within 7 working days of the notification with an extension of 5 working days, after which fine with the permission of the principal may be accepted.
- iii) The Registration for TEE is done automatically for current students after successful payment of exam fees in the college office provided those students have sufficient days of attendance. However, modifications can be done on written request. Other students (private) must register for writing their arrear exams with the prescribed form available in the CoE's office.

2.2 Grievance Appeal Committee

There will provisions for grievance redressal at three levels: -

01. At the level of the course teacher concerned.
02. At the level of a departmental committee consisting of the Head of the Department, a co-ordinator of internal assessment for each programme – nominated by the HoD and the course teacher concerned.
03. At the level of the College, a committee consisting of the Principal, Controller of Examinations, Head of the concerned Department and one member of the College council nominated by the Principal every year.

The grievances regarding continuous internal assessment (CIA) shall be filed at the first and

second levels within two working days of the publication of the consolidated results of concerned examination and the decision shall be taken within the next two working days. The third level complaints shall be made within five working days after the publication of the consolidated results and the decision shall be taken within the next five working days.

The Term End Examination (TEE) shall be conducted for theory / practical courses as per the requirement of the programme. Evaluation of project / dissertation and *viva voce* examination also shall be conducted if the same are included in the syllabi. The guidelines set by the Academic Council shall be followed for the conduct and evaluation of such examinations.

2.3 Examination Cell

In accordance with the guidelines of the University Grants Commission to autonomous Colleges, Scott Christian College (Autonomous), Nagercoil, has an examination cell headed by the Controller of Examinations (CoE) who will be a permanent faculty appointed by the College governing board on recommendation by the P r i n c i p a l on the basis of the potential of the person in accordance with statutory stipulations if any.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of deputy controllers / assistant controllers nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for a tenure of 3 years. They will continue doing their teaching work as scheduled by the College. There shall be a team of office assistants, computer programmers, data entry operators and other in the examination cell. Examination cell will have appropriate infrastructure for generating question papers and other relevant confidential materials.

All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honorarium shall be fixed for time to time by the Governing Council. Remuneration for examination work should be decided by the finance committee and should be approved by the Academic Council. In no case it should be less than that paid by Manonmaniam Sundaranar University for similar work.

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

A. Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of

examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled of the academic calendar and Term End Examination are completed before the 15th of November for odd semester and the 15th of May for even semester and results published before the 30th of November and the 31st of May respectively.

The responsibilities of the Controller of Examinations shall include-

01. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
02. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
03. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the College.
04. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.
05. He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
06. He/she shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
07. Taking special care to see that secrecy and confidentiality is maintained in connection with all examinations of the College.
08. Payment of remuneration and travelling allowances to question paper setters and examiners.
09. Taking quick decisions as circumstances warrant with or without taking advice from examination cell.
10. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further, he/she should ensure that the rooms, building, laboratories, stores etc. are well in order / prepared to conduct the examinations.

B. Assistant Controller of Examinations

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

His / her duties shall include:–

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

C. Examination Assistants

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

01. Providing assistance for the preparation and printing of answer booklets for various examinations
02. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and mark list in consultation with the Assistant Controller of Examinations.
03. Maintaining registers for inward and outward communications.

04. In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.
05. Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.
06. Processing of applications for registration to examinations and preparation of nominal rolls
07. Preparing and dispatching of hall tickets.
08. Ensuring that the question paper packets are ready for examinations.
09. Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters, invigilators, central valuation camp, revaluation, recounting, supplementary examinations etc.)
10. Making arrangements for Board meetings of examiners as and when required and ensure that the minutes are recorded.
11. Preparing tabulation registers, mark lists etc.
12. Assisting the senior officers in the transit of files, communications and stationery.
13. Making sure that the examination office, computer desks and typing pool are neat and clean.
14. Keeping examination related records safe and maintaining their confidentiality.
15. They shall discharge duties entrusted to them by superior officers from time to time.
16. They shall also ensure that unauthorized persons do not enter the examination section.

CHAPTER 3

PREPARATION FOR THE EXAMINATIONS

3.1 Constitution of Various Boards

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

01. Board of Question Paper Setters
02. Scrutiny Board
03. Board of Examiners
04. Viva Voce Board, if necessary
05. Pass Board

3.2 Board of Question Paper Setters

The CoE shall constitute, a Board of question paper setters for each semester, consisting of required number of question papers setters. There shall be separate Boards of question paper setters for PG and UG programmes. The duties of the Board of question paper setters shall be to set the question papers for the subject. They must ensure that the questions are of prescribed standard and the scope of the questions are within the prescribed syllabus. A question bank for each course shall be prepared by the Board of question paper setters consisting of equal proportion of internal and external experts. The CoE's office shall generate a question paper of the prescribed format for each course using computer programs from the question bank.

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

01. There shall be separate panel of question paper setters for each subject of various programmes.
02. The panels of question paper setters are to be prepared by the Chairman, Board of Studies (BoS) of the concerned subject and shall be submitted to the Academic Council for approval. The panel prepared by the Chairman, BoS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS or the department. He/she shall handover the panel to the CoE personally in a sealed envelope in the personal name and address of the controller and marked "confidential" or shall be sent by registered post.
03. There shall be a minimum of five members in the panel of question setters for each course (paper) and the tenure of the panel shall be for two years.

04. Every two years, the existing panel available with the CoE shall be forwarded to the Chairman of the BoS for revision.
05. 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 those selected 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. When adequate number of persons are available for a subject, a formal order of appointment is issued to them by the CoE.
06. The appointment of Question Paper Setters shall be made by the CoE in the first month of each semester.
07. Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years of first appointment.
08. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
09. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the CoE.

3.2.1 Qualifications of Question Paper Setters

01. A person engaged in teaching work in Scott Christian College (Autonomous), Nagercoil is not eligible for appointment as question paper setters in any of the programmes conducted by Scott Christian College (Autonomous). However in generating questions for the question bank, internal question setters shall also be appointed.
02. 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.
03. For courses related to Law, seven years of practice as advocate shall be considered.
04. The CoE shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

3.2.2. Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

01. All Question Paper Setters are required to keep their appointments strictly confidential.
02. Question papers can be sent to the CoE preferably by password protected email or in compact disc. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the Paper Setters' own handwriting and shall contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see that words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
03. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. A proforma shall be forwarded from the CoE's office. In the case of question papers which are common to two or three examinations, mention shall be made of the fact in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub-divisions of questions shall also be indicated.
04. 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.
05. 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.
06. 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.
07. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
08. Questions must be set with relation to the prescribed course of study and the books recommended by the BoS of the College and must conform to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts

or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CoE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the CoE.

10. The papers shall be such that a candidate of decided ability well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time and secure full marks.
10. The special attention of Question Paper Setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer so as to permit choice of questions.
11. 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.
12. The question papers of the previous year (in the case of examinations conducted during the previous year) shall be supplied to the question Paper Setters. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
13. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this or in other Universities.
14. 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.
15. Question Paper Setters after finishing the work of setting question papers shall send to the CoE the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the examination.
16. Questions must be equally distributed among easy, medium and difficult sections.

3.2.3 Appointment of Question Paper Setters and their Duties

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

01. The Controller of Examinations appoint question paper setters from the panel of question paper setters submitted by board of studies and select one chairman among them

02. The Chairman shall distribute the work among the setters according to their preference. No member shall ordinarily be assigned for more than three question papers at a time.
03. It shall be the duty of the Chairman of the Board of question paper setters, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of the works related to that Board. He is also responsible to give such information, assistance and advice to Question Paper Setters as may be necessary for determining the precise character of question papers required in each subject.
04. Members of the Board of question paper setters shall be responsible for setting the question papers for the subjects allotted to them by the CoE
05. A meeting of the Board of Question Paper Setters may be held for clearing any doubts or clarifications. Travelling and halting allowances will be paid to the external members of the Boards of Question Paper Setters for attending meetings of the Boards convened for passing question papers as per TA/DA rules of Scott Christian College (Autonomous), Nagercoil. No Allowances will be paid for more than one such meeting.
07. The paper setters are required to set 2 sets of question papers for each course, one for use in the ensuing examination and one for the next session (if applicable). The following materials are to be sent along with the request to the paper setters:
 - a. Copy of the guidelines for question paper setters
 - a. Syllabus of the concerned course /courses
 - b. Model question papers
 - c. Text Books prescribed, if language papers are to be set
 - d. Facing sheet and additional sheets for writing questions
 - e. Bill forms for remuneration and TA/DA as applicable
 - f. Covers required for sending question papers
 - g. Any other items to suit particular requirements, if necessary
08. The Question paper setters shall send the question papers to the CoE before the last date intimated.
10. The CoE shall, if required, request Question Paper Setters or Chairman to correct proofs of papers set by the Boards, in which case, they shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.

11. The proceedings of the Boards of Question Paper Setters shall be treated as strictly confidential.
12. Copies of the communications from the examination cell, registers and files for monitoring the schedule of meetings of the various Boards of question paper setters, minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the CoE.

3.3 Scrutiny Board

The Chairman / one senior member of the Board of Question Paper Setters appointed by the CoE shall scrutinize the questions / question papers received from the setters in the office of the Controller confidentially.

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

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

The Chairman/ senior member of the Board of Question Paper Setters, shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

After scrutiny, the Chairman/ senior member of the Board of Question Paper Setters, shall hand over personally all the question papers in a subject after affixing the seal, to the CoE in a sealed envelope supplied by the College for this purpose.

The details of the questions / question papers received by the CoE shall be entered in a register and will be sent to the Question Bank for printing as the case may be. The bills for remuneration and TA/DA received from the setters will be transferred to the section dealing with the appointment of paper setters for arranging payment.

3.4 Board of Examiners

3.4.1 Constitution of Board of Examiners

The categories of examiners and their duties shall be decided by the Academic Council, from time to time. The panel of examiners, both internal and external as per requirement for each course shall be prepared by the Board of Studies and shall be forwarded to the CoE in the prescribed format. It shall consist of names of not less than 20% in excess of the probable

numbers required for each subject for a period of three years. The CoE is competent to constitute Committees of Board consisting of the Chairman and Chief Examiners in the same or different subjects, which form part of the Examination for the purpose of consolidating the marks, obtained by candidates in different parts of the Examination.

3.4.2 Term of Appointment of Examiners

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

3.4.3 General Conditions for Appointment of Examiners

01. Ordinarily, a person with a minimum teaching experience of five years in a College or University Department is eligible for first appointment as examiner. However, this may be waived by the Academic Council in special cases.

Seven years of practice as advocate will be considered as equivalent to five years of teaching experience for appointment as examiners under the Faculty of Law. Persons having seven years of practical experience in industries shall be considered for appointment as examiner in areas such as Fine Arts, Media & Communication, Technology, Engineering etc.

02. For selecting new examiners, the first preference shall be given to those who have had five years or more of teaching experience and who have not been appointed so far.

03. No person above the age of 60 shall be appointed or allowed to continue as an examiner. However this can be waived by the Academic Council in special cases.

3.4.4. Duties of the Board of Examiners

01. The appointment of examiners for each semester shall be made and confirmed before 30 days of the commencement of the examination for both theory and practical.

02. Only persons having the prescribed qualifications and at least five years of teaching / research experience at the appropriate level shall be included in the panel. Seven years of practice as advocate will be considered as equivalent to five years of teaching experience for appointment as examiners under the Faculty of Law.

03. The Academic Council shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CoE shall report the names of such persons to the Academic Council who may disqualify such persons from being examiner/ paper setter in future.
04. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
05. The CoE shall constitute a Board of Examiners, for each subject for odd and even semesters. All examiners appointed to value the answer books relating to the examinations coming under the Board will be the members of the Board. Every Board constituted, as above shall have a Chairman who will be appointed by the CoE.
- All examiners shall be required to attend meetings, if any, convened by the College. In case, a member does not turn up for the meeting(s) without sufficient reasons, the CoE may remove him/her from the panel of examiners.
06. It is the duty of the Chairman, Board of examiners, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of all works relating to that Board.
07. The Chairman, Board of Examiners, in case of need, can review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The Chairman will also scrutinize the work done by the examiners and forward to the CoE all necessary documents such as valued answer papers, mark books, remuneration bills of members countersigned by him etc., as the case may be on or before the dates specified by the College. If the number of Chief examiners is less than three, the senior most Chief examiner shall officiate as the Chairman. There shall be a Chief examiner for a group of 1-5 examiners.

3.4.5 Appointment of Examiners

- a. Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the Academic Council. The appointment of examiners shall be made by the CoE from the panel of examiners recommended by the Academic Council
- b. Each Board, together for theory and practical examinations, will have a Chairman from among the Board of Examiners. The appointment of Chairman need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners. Separate Boards may be constituted for Undergraduate and Postgraduate examinations. The Board of Examiners for Postgraduate examinations shall be teachers who are experienced

- in teaching the subject at postgraduate level.
- c. The appointment of the Chairman 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 Controller of Examinations in his/her personal name in covers marked "Examination Confidential". The appointment as Chairman shall first be communicated to obtain his/her consent to act as Chairman of the Board so that the name of the Chairman can be communicated to all examiners.
 - d. The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers and conduct of practical examinations. A Copy of the "Instruction to the Examiners" shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form.
 - e. The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forth with be asked to furnish their explanation in writing for doing so and the matter may be reported to the Governing Council for appropriate action.

3.4.6 Allotment of Work.

The Chairman of the Board of Examiners shall be provided with the approximate number of candidates appearing in the examination for distribution of the valuation work according to the norms fixed by the Academic Council. The statement of distribution of work received from the Chairman shall be handed over to the CoE's office for necessary action. Communications regarding the details of answer scripts allotted for valuation shall be sent to all examiners. The name of Chief Examiner shall be mentioned in the covering letter sent to Additional Examiners.

Examinations for which centralized valuation camps are conducted, the list of examiners and distribution of work are prepared and handed over to the section dealing with the conduct of centralized valuation.

Arrangements shall also be made to appoint substitutes in place of examiners who fail to appear for examination duty without notice.

A copy of the list of examiners shall also be forwarded to the section dealing with the payment of remuneration to examiners immediately after the publication of the results of the examinations.

The rate of remuneration for examination works (Term End Examinations) for the external examiners shall be applicable for the internal examiners also.

3.4.7 Memorandum of Instructions to Examiners

The examiners shall comply with the following instructions.

01. All routine correspondence relating to examinations shall be addressed to the CoE, Scott Christian College (Autonomous), Nagercoil - 629003 by designation and not by name. In all correspondence, by letter or by e-mail, full details of the examiner shall be given below the examiner's name to enable easy identification of the examiner and also for prompt action to be taken. Urgent matters, if any, may be communicated over the mobile or telephone as shown in the communication.
02. a. Examiners are appointed by the Autonomous College for valuing answer books and/or for conducting Viva-voce and/or practical examinations at the college during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
 - b. Examiners who having accepted the appointment and declined the work later without assigning reasons acceptable to the Autonomous College and thus cause inconvenience to the College and dislocation of the time schedule, are liable to be removed from the panel for a period of two years.
03. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
04. a. The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period as their examiner in the Autonomous College.
 - b. In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CoE giving the name and register number of the candidate.
 - c. All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued.
05. a. Every examiner engaged in the valuation of answer books shall furnish in the prescribed form sent to him/her together with the answer books, the correct number of answer books received for valuation and return it to the CoE after all the answer books allotted to him for valuation have been received by the examiner. One copy of this shall also be sent to the Chairman.

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

Colleges in the serial order of the register numbers of the candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark books. In no case, should a candidate be given more marks/grade than the maximum.

- b. Examiners should take special care to see *that there is no erasure, correction or overwriting of marking in the mark/grade books* as far as possible. If correction becomes necessary, it must be attested with full signature.
 - c. Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks. In the case of grades, grade point shall be clearly written in the space provided for the same in the grade sheet.
 - d. Every examiner should prepare two copies of the mark/grade books and send one copy marked 'original' to the Chief Examiner/Chairman and the other copy marked duplicate to the CoE personally or by registered post in the covers specially supplied for the purpose. Every examiner should sign on the mark/grade books he/she has prepared not only on the cover page, but also on each page of the mark book where entries are made. The word 'Original' or 'Duplicate', as the case may be, should be noted on the mark book. This rule applies to all examiners including Chiefs and Chairmen. Violation of this rule will result in the remuneration being withheld fully or partially.
 - e. Every examiner shall furnish as fully as possible the information required on the facing sheet of each mark book. The name of the examination and the name of the subject should be noted in such a way as to avoid all ambiguity. Chairmen are requested to see that all the columns on the face sheet of each mark book are filled in, before it is dispatched to the CoE. The names of examiners and Chairmen should be written below the signature.
10. Mark sheets must be handed over to the Chairman or Chief Examiner as the case may be, without fail by the date fixed. The dates for submission of mark books by examiners to their Chairmen or Chief Examiners shall be determined by the Chairmen of the Boards, in consultation with the CoE with reference to the dates of their submission to the CoE. Delay in the dispatch of mark/grade books by the examiners will entail, as penalty, a deduction in the remuneration due to them, calculated at the rate fixed by the Governing Council from time to time.
11. It shall be the duty of the Chairman to scrutinize and pass the marks/grades awarded by the examiners to each candidate in each paper or portion of a paper valued by them and to forward the mark/grade books to the CoE on or before the date fixed, together with a

statement containing any remarks or suggestions, which he/she may consider deserving of attention

12. a. A Board of Examiners may award moderation of marks/grade only for the following reasons: (1) unusual difficulties in the question paper and/or (2) deviation of the question paper setter from the prescribed syllabus or standard.
b. The arbitrary award of additional or grace marks/moderation is strictly forbidden. Such marks must not be given for the purpose of benefiting a particular candidate or class of candidates or merely with a view to raising the percentage of passes in any subject/s.
13. a. Travelling Allowance as per rules will be allowed for external examiners for attending examinations and meetings of Boards of Examiners.
b. Travelling and halting allowance will be paid only after receiving the T.A. bills and admitting claims. No advance of T.A. will be paid. Examiners are required to submit their T.A. bills in time to enable the College to settle the claim expeditiously.
14. Chairman of Boards of Examiners will collect remuneration and T.A. bills of the examiners as soon as the examinations are over and forward them to the CE within a week after the completion of the duties. Bills received late are liable to be rejected.
15. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the CoE immediately through the Chairman forwarding all material evidence available. The nature and possibly the punishments inflicted for will depend largely upon the evidences furnished.
16. Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the CoE.

3.4.8 Instructions to Chairmen and Chief Examiners

01. Subject to such directions as may be issued from time to time, by the Controller of Examinations, the Chairman and the Members of the Board of Examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer-books of candidates. For this, it shall be the duty of the Board of Examiners subject to the rules contained in these instructions, to make such arrangements as may appear necessary for the efficient conduct of the examination and evaluation for which it is responsible, e.g. to devise methods to ensure the uniformity of standard in the valuation of answer-books, to provide for the issue of instructions to Additional Examiners and for the supervision and control of their work, for the distribution of marks between different parts or subjects treated in a paper, to fix dates for the submission of marks-books by examiners to the Chairman and by

Additional Examiners to the Chief Examiner as per schedule fixed by the College. It shall be permissible for a Board of Examiners to delegate to the Chairman or a Committee or an individual member of the Board, any part of the work of the Board which may be more conveniently and efficiently performed by such agency than by the Board as a whole.

02. It shall be the duty of the Chairmen of Boards of Examiners to arrange for the division among the examiners of the work of valuing answer books of candidates and also of conducting the oral and practical examinations. The detailed statements including the names of all additional examiners for each paper should be submitted by the Chairmen as soon as the distribution has been made. Such distribution of work among the Chief Examiners and Additional Examiners shall be made with a view to allot, as far as possible, equal number of papers and remuneration among them so as to avoid the payment of unnecessary travelling allowance.
03. The statement of probable number of candidates for each examination will be furnished to the Chairman as soon as possible after the receipt of their acceptance of appointment. A statement in the form supplied showing the allocation of work among examiners shall be forwarded to the CoE to his/her personal address immediately on receipt of the probable number of candidates for examinations from the College.
04. The dates for receipt of mark lists or tabulated results sheets from the Chairmen of Boards will be fixed by the College and intimated to them. The Chairmen, in their turn, will fix suitable dates for the receipt of mark lists from Chief/Additional examiners with due regard to the dates fixed by the College and inform the examiners under them, of these dates. Chief Examiners and Additional Examiners shall adhere to the schedule of dates fixed by the Chairmen and cooperate with the College in publishing the results of the examinations in time on the dates fixed by the College. For examinations where Chief Examiners are not separately appointed, the Chairman of the concerned examination shall attend to all the items of work detailed above as to be done by the Chief Examiner.
- 05.a. Normally meetings of all examiners will not be held to discuss question papers and to issue instructions regarding valuation of answer-books. Additional examiners should get written instructions from the Chairman or Chief Examiners regarding valuation of answer-books. Chief Examiners shall give definite instructions to the additional examiners regarding the type of answers that might be expected from a well prepared student. It may be noted that even in Arts subjects, unless detailed schemes of valuation are given in writing, it will be difficult, if not impossible, to arrange for valuation being done on a rational basis. However, additional examiners are required as a condition of

their appointment to attend the meetings, if any; convened for issuing instructions to them. Failure by an additional examiner, to attend such meetings may result in his/her substitution by another additional examiner.

- b. CoE shall maintain minutes of the meeting held by the Boards, recording the names of the members present and the resolutions passed.
 - c. Travelling allowance at the rates prescribed in the College travelling allowance rules shall be allowed to external examiners for attending meetings of Board of Examiners.
06. Each Chief Examiner shall be responsible for the maintenance of quality/standard in his/her subject. He/she shall issue written instructions to his/her additional examiners regarding valuation of answer papers immediately after the meeting of the Board of Examiners/Chief Examiners convened to prepare the scheme of valuation of answer papers.
 07. The Chief Examiner shall direct each additional examiner to value forthwith ten numbers of answer-books and on completion of such preliminary valuation, the valued answer books shall be forwarded to the Chief examiner for scrutiny. The Chief Examiner shall then give such further instructions to them for standardizing the evaluation.
 08. It is the further duty of each Chief Examiner to select and revalue not fewer than 20% of answer books valued by each of his/her additional examiners selected at random and to satisfy himself that proper standard of valuation has been maintained throughout, before submitting the result of the whole valuation to the Chairman of the Board . In case of continued unsatisfactory valuation by an additional examiner, the Chief Examiner shall bring the facts immediately to the notice of the Chairman of the Board. The Chairman after getting prior approval from the CoE shall recall the answer- books and arrange for their revaluation by the same or by a different examiner. The matter shall be reported to the Principal for further action.
 09. In the revaluation of the Chief Examiner, if 50% of revalued papers show a variation of 10% of marks, the entire bundle of answer scripts shall be revalued.
 10. The Chief Examiners for all examinations must collect all the mark/grade books of their assistants and send them to the Chairman. In the case of subjects for which there is no Chief Examiner, the Chairmen of Boards concerned will collect the mark/ grade-books. Each mark-book should bear the name and counter signature of the Chief Examiner and of the Chairman concerned
 11. The tabulation work shall be done in the office of the CoE. Chairman of the Board of Examiners shall collect the grade/mark-books from the Chief examiners and forward them in lots to the CoE to his/her personal address. In the case of subjects for which there are

no Chief Examiners, the Chairmen shall collect the mark books from the examiners and forward them to the Controller of Examinations to his/her personal address.

12. It shall be the duty of the Chief Examiner to scrutinize all valued answer books under his/her
13. charge, and in particular, should personally verify in the case of each answer book valued whether:
 - a. All questions and sub-divisions of questions have been marked/graded without omission by the additional examiner;
 - b. The totalling of the marks/grades is correct and no arithmetical error has crept in ;
 - c. The total marks/grades carried over to the mark/grade book with reference to each register number on the answer book are correct;
 - d. The additional examiner has written his/her name and put his/her full signature on the cover of the mark book and on each sheet of the mark book on which there are entries.
14. The Chief Examiner is authorized to make whatever correction is found necessary in any answer book or mark book in respect of items (a) to (d) of clause (12) above. If the additional examiner has failed to put his/her signature on the sheets of the mark book on which there are entries, the Chief Examiner, after scrutiny of the entries, shall affix his/her own signature each on these sheets. The Chief Examiner should forward to the Chairman of the Board along with the mark/grade books collected from his/her additional a certificate of scrutiny in the prescribed form and the Chairman, in turn, shall transmit the certificates of all the Chief Examiners under his/her Board when he/she forwards the original mark/grade lists to the CoE's office.

3.5 Viva Voce Board

It shall be competent for the BoS and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The CoE shall refer to the minutes of the meetings of the Academic Council and BoS for this purpose. The Viva-voce Board shall have a Chairman and two senior most Chief examiners of the subject.

3.6 Pass Board

When the tabulation of an examination is completed, the CoE shall convene a meeting of the Pass Board constituted by the CoE.

01. There shall be a Pass Board for UG and PG for a semester. The Board shall consist of the Principal as the Chairman, University nominee/s, Dean IQAC, CoE, ACoE and three senior faculty members nominated by the Principal . The meeting of the Pass Board shall be held to finalise the results of PG and UG examinations.

02. The Chairman shall be given a consolidated statement of marks/ grades of all candidates by the CoE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration. It shall be competent for the Board to call for any answer book which they consider as demanding revaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes great disparity in the marks for the different papers of a candidate.
03. It shall be competent for the Pass Board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council.
04. 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 Pass Boards shall contain the following details:
 - a. Time, day, date, venue and place of the meeting
 - b. Names and signatures of the members present
 - c. A brief statement regarding consideration and approval of the results
 - d. The percentage or marks of moderation, if any, recommended by the Board
 - e. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
 - f. Any other remarks relevant to the conduct and results of the examination
 - g. The concluding time of the meeting
 - h. Signature of the Chairman

The minutes book shall be kept under safe custody of the CoE.

05. The CoE shall submit the results to the Governing Council for approval or shall issue orders to publish the results subject to approval by the Governing Council.
06. The latter course of action is resorted to, when it is found that waiting for a routine meeting of the Governing Council may cause undue delay in the publication of the results.
07. The results shall be announced only after circulating a note to the Academic Council with the details of the results and requesting approval of the Academic Council for publishing the results.

CHAPTER 4

CONDUCT OF EXAMINATIONS - PART I

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

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

4.1 Issue of Time Table of the Examinations

The CoE shall issue and upload in the college website, the time table of various examinations in every semester, two weeks before the commencement of the End Semester Examinations.

4.2 Registration to the Examination

- a. All students admitted in a programme (UG & PG) with remittance of prescribed fee are eligible for the forthcoming semester examinations.
- b. Registration to the various End Semester Examinations will be done Automatically for current students on payment of prescribed fee for each course in the college office, provided the student has an attendance greater than 70%.
- c. The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets through college website. The electronically generated hall tickets shall be uploaded to the College website and additional chief superintendent shall download their hall tickets from the website if needed.
- d. The mode of fee remittance shall be through the cash counter in the college office / prescribed bank.

4.3 Certificates of Qualifying Examinations

No candidate shall be given admittance in the examination unless he/she possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and the candidate. In the case of

candidates who apply for registration for the first year/semester of an autonomous college examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that:-

- a. The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed by the University for Admission to the course of study undergone by the students.
- b. The qualifying examinations passed by the candidates from Universities other than the Manonmaniam Sundaranar University have to be recognized by the Manonmaniam Sundaranar University as equivalent to the corresponding examinations of this University. (University order granting recognition of qualifying examination should be enclosed along with the application), Recognition of qualifying examination is to be obtained by each candidate in respect of the qualifying examination passed by the candidate
- c. The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.
- d. In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.

The list of eligible candidates shall be prepared subject-wise and in alphabetical order.

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

- e. The Candidate must have cleared all other dues including Tuition fees as instructed by the Governing council.

4.3.1 Preparation of Nominal Roll

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

4.3.2 Preparation of Hall Tickets

The hall ticket of the eligible candidates shall be generated in the CE's office with

name, register number and recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles, date, session, room number, seat number for each paper for each candidate for the concerned semesters. The hall tickets uploaded in the website of the College shall be downloaded by the candidate and by the Additional chief superintendent if needed. The register number shall be the number allotted to a candidate as noted on his/her admission card.

4.4 Preparation of Answer Books

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

4.5 Question Paper Bundles

The required question papers shall be packed in sealed covers with details regarding the name of examination, the month and year of examination, name of the subject, date and time of examination and number of copies of question papers enclosed. A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, subject / course code, number of question papers required and the number of question paper packets prepared. The statement and the entries on question paper covers shall be compared and ensured that entries are correct. The question paper should also contain the name, Register No, and the Seat no of the candidate.

01. 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.
02. 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.
03. Safe custody of the question paper packets and also the answer books supplied from the CoE's office for the concerned semester examination will be the responsibility of the Chief Superintendent.
04. Question papers should invariably be kept under the personal custody of the Chief

Superintendent in steel shelves which have duplicate keys and in which nothing else is kept.

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

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

4.7 Preparation of Tabulation Register

Tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with examination committee of the

College. Tabulation register is a permanent record. It shall contain the seal of the College, details of the examination taken by the candidate and the marks awarded to the candidate.

4.8 Cancellation of Hall Tickets

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

CHAPTER 5

CONDUCT OF EXAMINATIONS - PART II

5.1 Methods of Examinations

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

5.2 Prohibition of Religious Belief or Profession or Political Views

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

5.3 Appointment of Chief Superintendent, Additional Chief Superintendent etc.

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

5.4 Instructions to Additional Chief Superintendent at the Examination Venue

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

01. The Additional Chief Superintendent shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer books are received at the venue at least 5 days prior to the commencement of examinations.
02. He/ She should ensure that the question papers are received at least a day before the examination from the office of the CoE.
03. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.

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

the examination. This should be done in the presence of an invigilator and the students present in the hall. They should ensure that the seal of the question paper cover is intact. Two students and the invigilator present in the exam hall should sign in the space provided on the cover to ensure the same.

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

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

5.5 Instructions to the Invigilators

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators are given below.

01. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
02. Be present at the time of the opening of the question paper cover.
03. Collect correct number of question booklets and answer books from the Chief Superintendent and ascertain that the question papers pertain to the examination scheduled for that day.
04. Candidates need to be admitted only if they have valid hall ticket and Id card. If not, direct them to the Additional Chief Superintendent for necessary guidelines.

05. Help the candidates to locate their seats. If any of the candidates is in possession of mobile phones, calculators, or digital diary or any other electronic equipment instruct him/her to keep them outside the examination hall.
06. Verify the identity of the candidate through the photograph on the hall ticket/ ID card and mark the attendance of the candidates.
07. Distribute the answer book 5 minutes before the commencement of the examination (2 strokes) and direct them to fill in the roll number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details filled in / bar code affixed by the candidate are correct.
08. Distribute the question paper at the three strokes of the bell and ask the candidates to start writing.
09. Ten minutes before the closing of examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell (3 strokes) ask the candidates to stop writing and put their pens down.
10. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the Chief Superintendent. Invigilators shall leave the examination premises after reporting to the Additional Chief Superintendent.
11. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
12. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Assistant Superintendent and the candidate(s) may collect them back after the examination, if they so desire.
13. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination on subsequent days and the matter may be reported to the Controller of Examinations.
14. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.

Important Notes

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

the invigilator.

5.6 Instructions to Candidates

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

12. They should not write anything in the question paper other than their names and register numbers. Last page of the main question booklet can be used for rough work.
13. Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
14. They should return all answer books and unused additional sheets before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the invigilator during the course of examination.
15. The candidates are forbidden to ask questions of any kind during the examination.

Invigilators are instructed to refuse to answer any inquiries what so ever, relating the question papers whether an explanation of the meaning or the correction of typographical errors. Candidates are not allowed to write anything on the question papers supplied to them.
16. Candidates shall take their places in the examination hall at least 15 minutes before the time fixed for giving 'out the question papers. Candidates presenting themselves more than half an hour after the commencement of the examination should not be admitted for the examination of that day.
17. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.
18. No candidates shall be allowed to leave the examination hall until the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
19. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Assistant Superintendent and the candidate(s) may collect them back after the examination, if they so desire.
20. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take examinations on subsequent days and the matter may be reported to the Controller of Examinations.
21. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

5.7 Exclusion of Candidates on Account of Disease

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

5.8 Exclusion of Candidates for Misbehaviour

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

5.9 Debarring Candidates and Quashing Results

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

5.10 Punishment for Malpractice

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

5.11 Bundling of Written Answer Books

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

01. Serial number
 02. Title of the paper /subject/scheme/year of admission etc.
 03. Date of examination
 04. Number of candidates registered
 05. Number of answer books in the bundle
 06. Initials of the Chief Superintendent / Additional Chief Superintendent
- The details of the bundles received in the CoE's office shall be noted in a register with the date of receipt.

CHAPTER -VI

VALUATION OF ANSWER SCRIPTS

6.1 Valuation of Answer Script

- The valuation of answer scripts of the theory examinations shall be either in centralized valuation camps or home valuation and there shall be single valuation or double valuation of all the answer scripts of UG and PG as decided by the Academic Council.
- The valuation by arranging the valuation camp can be started immediately after the examination. The first valuation can be done by the internal examiner and the second valuation shall be done by an external examiner.
- Both valuations must be based on the scheme of valuation prepared by the question paper setter or by the Board of examiners of the concerned examination.
- There may be only single valuation for UG examinations. For UG paper evaluation, the Chairman will be assisted by Chief examiners and additional examiners to carryout valuation work. If the number of Chief examiners is less than three, the senior most Chief examiner shall officiate as the Chairman. There shall be a Chief examiner for a group of 2-5 examiners.
- One Chief examiner will be appointed for 1-5 examiners. If there are less than 5 examiners in a particular Board, the Chairman will act as the Chief examiner.
- The Chief examiners are required to recheck the entire answer books and shall revalue at least 20% of answer books assigned to the examiners under him/her randomly.
- The examiners shall prepare and submit the properly prepared mark sheet counter signed by the Chief examiner and Chairman
- CoE shall appoint a senior faculty as camp director for the smooth conduct of the centralized valuation camps of various subjects.
- Camp Director will exercise overall control of the camp and shall be responsible for the proper conduct of the valuation.
- The Examination Cell shall maintain appropriate registers, records and accounts relating to the camp.

6.2 Double Valuation of Answer Books

- In the case of the answer books having double valuation the entry of marks shall be done only on the facing sheet / separate sheet provided.

- For double evaluation, the first valuation and the second valuation should be done external examiners. The final mark is taken as the average of the above two marks. Any decimal in this case shall be rounded off to the next higher integer.
- If the variation in marks exceeds 15%, it shall be sent to a senior internal/external examiner for a third evaluation. In such cases the final mark will be calculated as the average of the third valuation mark and the one nearest to it from the two earlier evaluations.
- In case the third evaluation score is equidistant between the first two evaluations, the third valuation mark will be retained as the final mark. There will be no further revaluation.
- The valued answer papers of all ESE of UG and PG will be preserved for a period of two years by the controller of Examinations, after the announcement of the results.

CHAPTER 7

TABULATION AND PUBLICATION OF RESULTS

7.1 Tabulation Register

The Whole process of calculating the final marks shall be automated using computer programme. Raw results shall be printed department wise for analysis by the Pass Board. Score sheet shall be printed in the CE's office. The section officer shall check all entries, grace marks if any awarded and classification of results and put his signature on all pages of the tabulation register.

7.2 Preparation of Grade Score Sheet

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

7.3 Awards Committee

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

01. Name of examination with month and year.
02. Number of candidates registered for the examination.
03. Number of candidates appeared for the examination.
04. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and the number of candidates in each class.

05. Percentage of pass.

This statistics shall be furnished to the Pass Board for finalizing the results. The meeting of the Pass Board constituted by the CoE for each examination shall pass the results as such or the Board may pass the results with moderation, if any, as it may decide. The minutes of the Board shall be put up to the CoE for approval. The CoE shall issue orders to publish the results.

7.4 Publication of Results

The final approved result of the concerned semester examination shall be published. A list of candidates who have secured the first three ranks in each branch of examination shall be published along with the final result of the courses, if the ranking is practiced. The results approved by the Pass Board and Governing Council shall be posted in the website. The students can download the semester score sheet from the website within the stipulated time as decided by the Governing Council.

7.5 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/ grades irrespective of the result of the examination within 15 days from the publication of the result. The fee for the mark sheet shall be collected along with the examination fee.

7.6 Revaluation

There shall be provision for revaluation on payment of fee for papers evaluated by single valuation system. The application has to be submitted to the office of the Controller of Examinations within **ten days** of the publication of the semester results. A different examiner shall value the paper. Better of the two shall be the final mark. The fee shall be refunded if the mark difference is 15% or more.

In case of papers valued by double valuation system, the candidates can request for Challenge Valuation on payment of the stipulated fee. The fee shall be refunded if the difference in mark in the second valuation done jointly by two examiners is more than 15.

Any candidate (UG & PG) can apply for revaluation of marks on payment of fee.

7.7 Supplementary Examinations

Candidates shall write the supplementary examinations conducted by the College along with regular examinations in November and April. Outgoing students (UG & PG) can appear for the supplementary examination in June, if they have a maximum of 3 papers to complete the degree.

CHAPTER 8

MISCELLANEOUS

8.1 Condonation of Shortage of Attendance

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

01. Every candidate is to secure 75% attendance of the total duration of the course.
02. A candidate having a shortage of 10% can apply for condonation of shortage in prescribed form on genuine grounds. Condonation of shortage of attendance if any should be obtained at least 7 days before the commencement of the concerned semester examination.
03. It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course teacher and HoD.
04. Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

8.2 Improvement Examinations

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

8.3 Promotion to the Next Higher Semester

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

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

8.4 Certificates

01. Diploma and Degree certificates are issued by the Manonmaniam Sundaranar University, Tirunelveli as per the act and statues of the University on the submission of the consolidated mark / score cards of the students by the College.
02. A consolidated mark / scored card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
03. A Course Completion Certificate with classification shall be issued to students on request with a prescribed fee, till the provisional certificate is issued by the university.

8.5 Register of Candidates

The CoE's office maintains a Register of Candidates in respect of all examinations. The register shall contain the following details:

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

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

01. Inward registers
02. Despatch registers
03. All Registers related to the planning, question paper setting and conduct of examinations.
04. Registers relating to valuation of answer scripts
05. Mark tabulation registers
06. Semester mark score sheets
07. Other registers specifically directed to be maintained in CoE's office

8. 7. Annexure - 1.**Different Types of Malpractices and the Punishments for them are given below**

Sl. No.	Types of Malpractice	Punishment
01.	Within the Hall Introduction of any material relevant to the examination wilfully with the intention of copying and possession of the same. Then resisting to hand over the material to the invigilator	Debarring for one or two chances
02	Introduction of any material and copying from it or attaching the same, as part of the answer scripts	Debarring for three chances
03	Copying from the neighbour's answer scripts, depending on the gravity and extend as reported by the examiners	Debarring for upto four chances
04	Copying from the neighbor's answer scripts and disobeying the invigilator or resistance to instruction from authority	Debarring for six chances
05	Using filthy language in the answer scripts depending on the extent and gravity	Debarring for two to three chances
06	Manhandling or threatening the invigilator/ officers or any authority of the College.	Debarring for four to six chances
07	Impersonation in the examination hall	Debarring for six to eight chances to Permanent debarring and Report to Police. Registration shall be suspended or cancelled
08	Hampering the conduct of Examinations Disturbance outside the hall reported by additional superintendent depending on the gravity and extent of disturbance	Debarring for two to four chances Report to police
09	Tampering with the arrangement such as :- Sitting at wrong seat and writing the examination	Debarring for one chance
10	Rubbing of register numbers	Debarring for one chance
11	Threatening the neighbour to show the answer script	Debarring for two chances
12	Threatening the invigilator, peons or office staff	Debarring for three to six chances

13	Shouting answers from outside	Debarring for two chances
14	Stealing answer books, additional sheets smuggling question papers outside the examination halls	Registration as student shall be cancelled. Report to the police
15	Disturbing the candidates from outside	Debarring for two to four chances
16	Breaking open the closed doors of the examination halls	Report to the police; registration as student shall be cancelled
17	Tampering with answer books of neighbours	Registration as student shall be cancelled
18	Tampering the College	Report to the police and debarring for two chances
19	Wilful tampering of mark list to promote own interests such as getting admission, etc.	Debarring for 6 chances to permanent debarring and report to the police
20	Tampering of mark list which was used for procuring admission	Permanent debarring and withdrawal of pass certificate/degree/ diploma awarded. Report to the police.