

## Examination Manual and Reforms

### PART I

## 1. EXAMINATION SYSTEM AND EXAMINATION SECTION

### 1.1 EXAMINATION SYSTEM

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

The examinations in theory and practice consist of two parts, namely.

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

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

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

The Grievances regarding Continuous Internal Assessment shall be first filed before the committee constituted at the department level within two working days after the students are allowed to verify the marks awarded by the concerned course faculty. The committee will scrutinize the test papers

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of concerned students and make an assessment, and the decision shall be announced within the next two working days. If the student is unsatisfied with the committee's decision, he/she can appeal to the Internal Assessment Appeals Committee constituted at the college level. Once the committee receives the appeal, the arrangement is made for the revaluation of the test papers, and the decision is informed to the students within five working days from the date of appeal made by the students. End Assessment Examinations shall be conducted for the theory, practical and project work on the dates as decided, and the timetable as prepared and approved by the Examination Committee. The guidelines set by the Academic Council shall be followed for the conduct of such examinations.

### 1.2 EXAMINATION SECTION

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

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

#### 1.2.1 CONTROLLER OF EXAMINATIONS (CoE)

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



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The responsibilities of the CoE include:

1. Conducting the Examination Committee meeting to decide the date of the ESE for the respective semester, date of central valuation, discussion of the passing board and date of publication of results.
2. He/She shall collect the list of question paper setters and examiners with their field of specialization for both theory and practical examinations, for which he/she shall send letters to the Principals of the other business schools/ MBA colleges inside and outside the Coimbatore city requesting them to fill up the proforma enclosed with the notes by the faculty with five or more years of experience within a prescribed date.
3. He/She shall collect the model question papers prepared by the faculty members.
4. Supervise the work done by the office staff of the controller of examinations.
5. Take decisions on all matters related to the examinations not falling within the powers of the statutory officers of the college.
6. Make necessary arrangements for the safe custody of the question papers, answer books, files, documents, certificates, etc.. connected with the examinations.
7. Convene the meeting of the Board of Examiners and the meeting of the Results passing the board.
8. Payment of remuneration, travelling, and Dearness allowances to the question paper setters, examiners, chief examiner/Chairman, Invigilators, etc., at the rates decided in the Finance Committee meeting and approved by the Governing body.
9. Arrange to publish the results within 15 days from the last examination date.
10. Appoint the question paper setters from the list of question paper setters recommended by the Board of Studies and approved by the Academic Council to receive the question papers and schemes of valuation.
11. Appoint the examiners for various Courses from the list of examiners recommended by the Board of Studies and approved by the Academic Council and arrange for a central valuation of answer scripts.
12. Appoint the scrutinizers of the question papers and valued answer scripts.
13. Arrange for the conduct of supplementary examinations, valuation of answer scripts of supplementary examination, meeting of the Results passing board and publication of results.
14. Strictly maintain the confidentiality of the records related to the examinations.

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### 1.2.2 ASSISTANT CONTROLLER OF EXAMINATIONS (ACoE)

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

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

### 1.2.3 CLERICAL ASSISTANT

It shall be the duty of the Clerical Assistants to carry out the work assigned to them by the CoE and ACoE. They shall attend to such tasks as,

1. Arranging for the dispatch of answer booklets, question paper packets and other forms related to the examinations to the Chief Superintendent responsible for conducting college examinations.
2. Assisting in the preparation of all concerned forms related to the board of question paper setters, Board of Scrutinizers, and Board of Examiners, conducting Central valuation, collection of filled-in Mark lists from the Chief Examiners and getting answer books collected from Scrutinizers after verification for the correctness of the totals of the marks awarded.
3. Receive the question papers sent by the question paper setters, hand them over to the board of scrutinizers of the question papers as per the instruction of the Controller of Examinations and type the question paper in the proper format.

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4. Ensure timely completion of typing work, compare with question papers sent by question paper setters, make appropriate corrections wherever necessary and put up the question papers for verification by the Assistant Controller of Examinations.
5. Prepare all the forms related to the Examinations (like examination application forms, hall tickets etc.)
6. Verifying the application forms and preparing the list of students appearing for various examinations.
7. Preparing the nominal rolls and dispatching the hall tickets.
8. Distribution of answer sheets for valuation by the Examiners.
9. Make necessary arrangements for the meetings of the Examination Committee as and when required, type the minutes as prepared by the Chairman of the committee and distribute copies of the same to the board members.
10. Make entries of the marks from the lists submitted by the Examiners after scrutinizing by the board of scrutinizers and prepare the tabulated list of marks, results analysis, etc.
11. Assist the Controller and the Assistant Controller in all examination-related activities.
12. Ensure the safety and confidentiality of all the records related to the Examinations.
13. Discharge the duties allotted to him/her by the Assistant Controller and Controller occasionally.
14. Ensure no entry of unauthorized persons into the office of the Controller of Examinations.

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### PART 2

## 2. PREPARATION FOR THE EXAMINATIONS

### 2.1 CONSTITUTION OF VARIOUS BOARDS

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

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

### 2.2 BOARD OF QUESTION PAPER SETTERS

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

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

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

1. The panel prepared by the Chairman, BoS, shall be treated as highly confidential and shall not be included in the meeting minutes of the BoS or the department. He/she shall hand over the panel

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with email ID and phone number and complete mailing address of question paper setters to the CoE personally in a sealed envelope in the personal name and address of the controller and marked "CONFIDENTIAL" at the start of the year itself.

2. There shall be a minimum of three members in the panel of question paper setters for each course, and the validity of the board shall be for one year.

3. Every year, the existing panel available with the CoE shall be forwarded to the Chairman of the BoS for revision.

4. The CoE shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CoE from the panel is addressed, and his/her consent is obtained.

5. When adequate numbers of persons are available for a Course, a formal appointment order is issued to them with the approval of the Principal.

6. The CoE shall appoint question paper setters in the second month of each semester with the approval of the Principal.

7. Question Paper Setters shall be appointed for one semester and eligible for reappointment for successive years.

### 2.2.1 QUALIFICATIONS OF QUESTION PAPER SETTERS

1. A person engaged in teaching work at Coimbatore Institute of Management and Technology is eligible for appointment as a question paper setter in End Assessment Examinations conducted as per discrepancies of the Principal.

2. A person teaching with at least five years of experience in relevant Courses in any University, Research Institute or College affiliated with Universities shall be appointed to set question papers.

3. The Principal reserves the right to approve the appointment of question paper setters waiving the above requirements in exceptional cases, and his / her action shall be reported to the Academic Council.

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### 2.2.2 INSTRUCTIONS TO QUESTION PAPER SETTERS

Question Paper Setters should strictly comply with the following instructions.

1. All Question Paper setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the CoE, preferably by password-protected email (Encrypt document) or in compact disc. A hard copy of the Question paper in the typed form shall also be submitted. Handwritten questions shall be raised in exceptional cases where the questions must be legibly written in the paper setters' handwriting on one side of the paper and shall contain no alterations, additions, or erasures as far as possible. Special care must be taken in delineating mathematical signs and index figures.
3. Each question paper must contain the examination's name, the Course's name with Course code, the total marks assigned, the duration of the paper and particular directions as given in the model question paper provided. The case of question papers common to two or three examinations may be mentioned in the heading. The marks assigned to each question shall be noted against the concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for subdivisions of questions shall also be indicated. Any special instructions needed, like graph sheet, Clark's table, ordinary calculators, etc., may be mentioned.
4. All the question papers shall be complete regarding headings and directions to candidates, if any, and in a form ready to transmit to the press.
5. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated, e.g. 1 / 3, 2 / 3, 3 / 3 where 1, 2 etc refers to the number of pages and 3 the total number.
6. The questions shall only be typed on blank sheets on one side of the paper. The question paper setter shall not sign his / her name or put his / her initials on any part of the sheets on which the questions are written
7. Any "special direction to candidates" and instructions regarding answering 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.



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8. No question shall be set calling for a declaration of religious or political belief part of the candidate.
9. Questions must be set concerning the prescribed program and the books recommended by the Academic Council of the College and must conform to the standard and syllabi laid down by the college. Question paper setters shall preserve the strict secrecy concerning copies of textbooks 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. These question papers shall be destroyed as soon as the question papers are finally prepared and sent to the CoE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the CoE.
10. All questions shall be unequivocal in language. They should be logical in terms of the form and nature of the answer expected. Questions shall be within the student's desired scholastic level. Questions will be evenly distributed throughout the course and cover all the prescribed texts, as the syllabus specifies.
11. Question papers shall be prepared so that a candidate, well trained in the Course, can reasonably answer the paper entirely within the allotted time and secure full marks.
12. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper to save time and effort. These details may also be furnished to the CoE separately.
13. The question paper setters will supply the previous year's question papers. If an examination occurs for the first time, model question papers shall be furnished instead. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
14. Questions shall not be a reproduction of standard textbooks or other question papers set for earlier examinations in Universities/ Autonomous colleges.
15. No paper setter shall undertake or shall have undertaken private tuition in the Course of his/her paper for any candidate who appears for the examination in the Course concerned during the academic year immediately preceding the examination for which they accept the appointment.
16. After setting question papers, Question Paper Setters shall send them to the CoE along with the memorandum showing their work and their remuneration claim bills at the earliest. The remuneration shall be paid after completing the scrutiny by the Scrutiny board through NEFT / RTGS.



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### 2.2.3 APPOINTMENT OF QUESTION PAPER SETTERS AND THEIR DUTIES

The appointment of question paper setters and the confidentiality of the process are considered essential responsibilities of the college.

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

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

Any other items to suit particular requirements, if necessary

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

### 2.2.4 IMPORTANT CHECKLIST FOR QUESTION PAPER SETTERS

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

1. The question paper must be based on the syllabus of the paper supplied to you along with the appointment letter dated\_
2. Make sure that the syllabus bears the seal and signature of the Controller of Examinations (Secrecy). If it does not, please immediately inform the Controller of Examinations (CoE) and return the syllabus to the confidential section without setting the question paper.

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3. If there is any mismatch between your appointment as a Paper Setter for a particular paper and the accompanying syllabus of a different paper, please bring it immediately to the notice of the CoE. In no case, a question paper should be set unless the mismatch is resolved.
4. The question paper must be based on the entire syllabus of a paper prescribed for a given semester. No question or part thereof should be outside the prescribed syllabus. Repetition of a question must be avoided.
5. Please type legibly. Avoid corrections. The Course-specific symbols, words, phrases and language must be very explicit.
6. Please ensure that the answer to every question asked in the question paper does figure prominently in one or the other textbook prescribed in the syllabus.
7. The question paper must be very explicit regarding minimum pass marks, maximum marks, and distribution of marks against each question, particularly if a question has several parts.
8. In case the students are required to use electronic gadgets viz simple/scientific calculators or graph paper or something else, these instructions be explicitly written at the end of the question paper, e.g., "Students are allowed to use only simple calculators during the course of the examination."

### 2.3 SCRUTINY BOARD

The CoE shall constitute a Scrutiny Board consisting of the External senior Course expert for each Course to scrutinize the question papers. The board shall confidentially and meticulously analyze the question papers received from the setters in the controller's office.

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

1. In conformity with the prescribed syllabi and schemes of examinations of the required standard
2. Free of typographical and grammatical errors
3. In conformity with marks allotted and by the direction issued in the scheme per the model question paper supplied.
4. Prepared with the right answer key and correct mark distribution.

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The Scrutiny Board shall modify the question papers/ answer key to achieving the abovementioned objectives if required. After scrutiny, the entire question papers are handed over to the CoE, and answer keys are in adequately labelled and securely sealed separate envelopes. The college shall supply envelopes and related stationery for this purpose.

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

### 2. 4. BOARD OF EXAMINERS

#### 2.4.1 CONSTITUTION OF BOARD OF EXAMINERS FOR THEORY AND PRACTICAL

The Academic Council shall decide the categories of Examiners and their duties from time to time. The CoE shall prepare the Panel of Examiners for theory paper valuation for each course in consultation with the Chief Controller of Examinations. Every board constituted in this way shall have a Chief Examiner whom the CoE will appoint.

##### 2.4.1.1 TERM OF APPOINTMENT OF EXAMINERS

Examiners shall be appointed for odd or even semesters and eligible for reappointment.

General Conditions for the Appointment of Examiners

- I. Generally, a person with a minimum teaching experience of five years in a college or University Department Research institute is eligible for appointment as Examiner.
2. For selecting new Examiners, the first preference shall be given to those with ten years or more of teaching experience who have yet to be appointed.

##### 2.4.1.2 APPOINTMENT OF EXAMINERS

- I. The appointment of Examiners shall be made by the CoE from the panel of Examiners prepared by the BoS and approved by the Academic Council

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2. Each Board for theory examinations will have a Chief Examiner from among the Board of Examiners. The appointment of Chief Examiner need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners. Separate Boards may be constituted for undergraduate and postgraduate examinations. The Board of Examiners for postgraduate examinations should be teachers experienced in teaching the Course at the postgraduate level for at least five years.
3. The appointment of the Chief Examiner and members of the Board of Examiners shall become united to them. The envelope for sending communications to the Examiners shall be marked 'CONFIDENTIAL'. Similarly, all contacts from the Examiners shall be addressed to the CoE in his/her name in envelopes marked 'Examination Confidential'. The appointment as Chief Examiner shall first be communicated to obtain his/her consent so that the name can be shared with all Examiners.
4. A Copy of the 'Instruction to the Examiners' shall be sent to each. The willing Examiners have to send their acceptance letter to the CoE, preferably by email or through surface, if he/she desires so.

### 2.4.1.3 ALLOTMENT OF WORK

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

### 2.4.1.4 INSTRUCTIONS TO EXAMINERS

The Examiners shall comply with the following instructions.

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1. The Examiners should report promptly at 09.30 A.M. There shall be two valuation sessions with an interval of one hour for lunch.

### 1 FORENOON SESSION

09.30 A.M- 12.30 P.M.

### 11 AFTERNOON SESSION

01.30 P.M- 04.30 P.M.

2. The Examiners are advised to value the scripts by the Valuation Scheme(s) supplied by the paper setter, taking into account the remarks or Suggestions given by the Chief Examiner.

3. Marks awarded for each question, sub-division-wise (as per Valuation Scheme), should be entered in the appropriate boxes provided on the front page of the Answer Book.

4. For PG, marks should be written or documented in the answer book. Marks should be entered in separate mark sheets.

5. Mark entry should be done properly.

6. The Mark entries should remain the same.

7. It should be ensured that no answers are left unvalued inadvertently.

8. Wherever the candidate has answered more questions prescribed in the Question Paper, all the answers should be valued, and the ones awarded the minor marks should be omitted as being in excess by encircling them.

9. After valuation, the answers scripts should be handed over to the CHIEF EXAMINER for his /her scrutiny.

10. Remuneration will be settled at the end of the valuation.

11. Examiners should keep the marks awarded and valuation particulars confidential.

### 2.4.1.5 INSTRUCTIONS TO CHIEF EXAMINERS

1. Course to such directions as may be issued from time to time by the CoE, the Members of the Board of Examiners in any Course or group of Courses shall be responsible for the proper valuation of the answer scripts.

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2. Each Chief Examiner is responsible for maintaining quality/standards in his/her Course. She/he shall immediately issue written instructions to his/her Examiners regarding the valuation of answer scripts using the evaluation scheme.
3. The Chief Examiner shall direct each Examiner to value 25 answer scripts. On completing this preliminary valuation, the valued answer scripts shall be forwarded to the Chief Examiner for scrutiny. The Chief Examiner shall then give further instructions to them for standardizing the evaluation. In the case of unsatisfactory evaluation by an Examiner, the Chief Examiner may direct the immediate submission of answer scripts, valued or revalued by the instructions. Each Chief Examiner must provide special attention to the initial checking of the valuation of his/her Examiners to prevent unsatisfactory or incompetent valuation of more answer scripts.
4. Chief Examiner has to select and revalue not fewer than 20% of answer books valued by each of his/her additional Examiners. These answer scripts are to be chosen randomly. The process is meant to ensure that a proper valuation standard is maintained throughout. In case of continued unsatisfactory valuation by an additional Examiner, the Chief Examiner shall bring the matter immediately to the notice of the CoE.
5. The CoE, with the approval of the Principal, will be authorized to withhold, in part or in full, the remuneration to Examiners in the event of unsatisfactory valuation.
6. It shall be the duty of the Chief Examiner to scrutinize all valued answer scripts under his/her charge. She/he, in particular, should personally verify whether in each valued answer script:
  - a. All questions and sub-divisions have been marked without omission by the Examiner.
  - b. Totaling of the marks is correct, and no arithmetical error has crept in.
  - c. Total marks carried over to the mark sheet concerning each register number on the answer book are correct.
  - d. The Examiners should write his/her name and put his/her full signature on the mark sheet and each sheet of the mark book on which there are entries.
7. After the additional Examiner has put his/her signature on the mark sheets on which there are entries, the Chief Examiner shall affix his/her signature on them after scrutiny of the entries. The Chief Examiner should forward all the mark sheets collected from his/her Examiners with a certificate of scrutiny in the prescribed form to the CoE.
8. For Post Graduate classes, double valuation is followed by the internal Examiner and another by the External Examiner. When there is a difference in marks between the two valuations to the

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tune of 15% or more, an external examiner sends the answer book for a third valuation. The average of the nearest two marks awarded by the examiners is taken as the final marks awarded for that answer book.

### 2.5 RESULT PASSING BOARD

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

1. A passing board for PG programmes for a semester will be there. The committee shall consist of the Principal of the College as Chairman, Head of the department as members and a person nominated by the University. The meeting of the passing board shall be held to finalize the results of PG examinations.

2. The CoE shall give the Chairman a consolidated statement of marks of all candidates before the commencement of the meeting. The statistics of the results shall also be presented to the board for consideration.

3. It shall be competent for the passing board to decide on the moderation of marks or grades to normalize the results compared to previous years with sufficient justification. The moderation shall be by the guidelines issued by the Academic Council.

4. The minutes of the board shall be put up for approval by the CoE. The minutes shall be recorded and signed by the members present and the Chairman of the Board in the minute's book available with the office of the CoE. The minutes of the meetings of the Passing Boards shall contain the following details:

- i. Time, day, date, venue, and place of the meeting
- ii. Names and signatures of the members present
- iii. A brief statement regarding the consideration and approval of the results
- iv. The percentage or marks of moderation, if any, recommended by the board
- v. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc., should be unambiguously recorded
- vi. Any other remarks relevant to the conduct and results of the examination
- vii. The concluding time of the meeting
- viii. Signature of the Chairman and The minute's book shall be kept under the safe custody of the CoE.



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### PART 3

### 3. CONDUCT OF EXAMINATIONS-PREPHASE

The examination committee shall prepare the examination calendar for every semester in consultation with the CoE well in advance and publish the same on the College website after the Principal approves. The Information regarding the same shall be passed to the heads of all departments. All examinations of the year/semester shall be conducted as per the examination calendar. No separate notification shall be issued in this regard.

#### 3.1 ISSUE OF TIMETABLE OF THE EXAMINATIONS

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

#### 3.2 REGISTRATION TO THE EXAMINATION

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

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### 3.3 VERIFICATION OF APPLICATION

1. All the regular papers.
2. Name the arrear scripts for which he/she is appearing for the examination.
3. The required examination fee was paid. The applications shall be verified for the following:  
Applications not accompanied by the documents to prove fee remittance need not be entertained.

### 3.4 PREPARATION OF NOMINAL ROLL

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

### 3.5 PREPARATION OF HALL TICKETS

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

The seal of the College shall be affixed on each Hall ticket before distributing them to candidates. Duplicate Hall Ticket may be issued in case of irrecoverable loss of the original Hall ticket after levying the prescribed fee and obtaining a declaration from the candidate duly recommended by the Head of the Department/ Principal.

### 3.6 PREPARATION OF ANSWER BOOKS

1. The answer books for PG examinations, with 37 pages for theory scripts and eight pages for practical reports, shall be prepared well in advance with specific format and different serial

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codes / Serial numbers. Invigilators should be allowed to sign on the facing sheet after verifying candidates' entries.

2. Required number of blank answer books shall be handed over to the Chief Superintendent of the examinations.

### 3. 7 ISSUES OF MAIN BOOKS

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

### 3.8 FACSIMILE OF CHIEF SUPERINTENDENT

The facsimile signature of the Chief Superintendent should be affixed only at the left top corner of the title page of the main answer book. The facsimile shall not be attached at any other place on the main answer book. The invigilator has to check whether the main answer books bear the facsimile of the Chief Superintendent's signature before being issued to candidates.

### 3.9 QUESTION PAPER BUNDLES

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

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### 3.10 DISPATCH OF QUESTION PAPER BUNDLES

1. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be dispatched as personal delivery to the Chief Superintendent of examinations.
2. The Chief Superintendent should verify that the seal and cover of the parcels are intact and that descriptions on each sealed cover agree with those in the memorandum of content received.
3. The Chief Superintendent will safeguard the question paper packets and answer books supplied by the CoE's office for the semester examination.
4. Any shortage in the required number of question papers may be brought to the notice of the Controller of Examinations immediately to avoid last-minute panic.

### 3.11 DISPATCH OF HALL TICKETS, TIMETABLE, NOMINAL ROLL AND INSTRUCTION TO CANDIDATES

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

### 3.12 PREPARATION OF EXAMINATION REGISTER

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

- a. Courses of the examination
- b. Enrolment of every Course
- c. No. of absentees and their Reg. No. of candidates present.

### 3.13 CANDIDATE'S ATTENDANCE REQUIREMENT

A candidate can appear for the End Semester Examinations if he/she has earned at least 75% attendance each semester. However, the Principal is empowered to condone the absence for not more than 10% of those who have accumulated less than 75% attendance to appear for regular

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papers, those who have made less than 65% and more than 55% of attendance are not eligible but they can appear for arrear scripts. Those who have earned less than 553/attendance are not allowed to appear for the examinations in the regular papers. They must discontinue the course and rejoin the same semester during the subsequent year. For such candidates, the Principal is expected to give in writing to the Chief Superintendent the list of candidates who have yet to earn the required attendance but are eligible to appear for Arrear Courses only. Based on such a letter received from the Principal, the Chief Superintendent shall make suitable corrections in the Hall Ticket sent by the Controller of Examinations and issue the same to the candidates. These corrections should also be entered in the nominal roll and the relevant records.

### 3.14 ISSUE OF HALL TICKETS

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

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

### 3.15 CANCELLATION OF HALL TICKETS

The Principal can cancel the Hall ticket issued in the name of any candidate for misconduct or if it is found out that She/He is ineligible to sit for the examination after granting an opportunity to the candidate to present his/her case.

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### PART 4

## 4. CONDUCT OF EXAMINATIONS

### 4.1 METHODS OF EXAMINATIONS

1. Examinations shall be conducted by one or more of the following methods :

a) Written b) Practical c) Viva voce d) Computer-Assisted Testing. Candidates must answer question papers (except in the case of languages other than English) in English unless otherwise stated.

### 4.2 PROHIBITION OF RELIGIOUS BELIEF OR PROFESSION, OR POLITICAL VIEWS

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

### 4.3 APPOINTMENT OF CHIEF SUPERINTENDENT

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

a. Relatives of the Chief Superintendent

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

### b. Appointment of Reserve Superintendent

One Reserve superintendent shall be appointed for every 300 candidates, and a minimum of 25 candidates shall be allotted in a Hall. If the number of candidates for the examination on any date is at most twenty, the examination can be conducted with the assistance of reserve superintendent(s), and no Hall superintendent should be appointed.

### c. Appointment of Hall Superintendent

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

All teaching and non-teaching staff drafted for the conduct of the examinations are bound by the rules and regulations of the College. The College will act appropriately for any commission and omission in End Semester Examinations.

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

### d. Head of the Department for Practical Exam

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

## 4.4 INSTRUCTIONS TO CHIEF SUPERINTENDENT

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

1. The Chief Superintendent shall ensure that (a) the list of candidates appearing for the examination, (b) the required number of answer books, and (c) the stationery required for packing answer books are received at the venue at least five days before the commencement of examinations.
2. She/he shall receive the question papers from the office of the CoE on the day.



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3. Before opening the outer packets of the question papers, verify and ensure they are the right for the day/session.
4. The following arrangements shall be made to conduct the examination.
  - a. Seating arrangements for the candidates
  - b. The examination room is clean and adequately illuminated, and no writing is on the desks/walls or blackboard.
  - c. Room-/Hall-wise seating plan for candidates is displayed at a visible and prominent place in the College.
  - d. Selection of an appropriate number of invigilators from among the faculty members well in advance, per the norms, in this regard.
5. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an external and internal invigilator. She/he should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.
6. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of the examination and that they proceed to the examination room.
7. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room, even if switched off. If any student brings such devices to the examination room, they must be taken into custody by the invigilator and submitted to the Chief Superintendent as soon as possible.
8. Allow only Hall-ticket, pen, pencil, eraser and standard calculator in the examination room. Handbags should not be permitted inside the examination rooms.
9. Keep utmost vigilance throughout the examination process. The Chief Superintendent has to visit the examination Hall frequently. He/she should also consider it part of his/her duty to see that the Hall superintendents keep moving among candidates and do not engage in any occupation likely to diminish the efficiency of supervision they are exercising. Supervision should be rigorous. Teaching staff will only be employed as Hall superintendents.
10. A candidate shall not be allowed to write the examinations if he/she does not have a valid Hall ticket. However, if a student reports that his/her Hall ticket is lost, the Chief Superintendent, after receiving a written request from him/her along with the required fee, shall forward it to the College

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to obtain a duplicate Hall-ticket. This can be allowed only if his/ her name is included in the nominal roll issued by the College.

11. For undergraduate/postgraduate examinations, all used answer books shall be handed over to the CoE's office within 30 minutes after the examination.

12. Unused answer books shall be counted and kept in safe custody, and a stock register should be maintained.

13. The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.

14. The Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. This decision should be taken one hour before the commencement of the examination. A register should be maintained to record the series of answer scripts used for various days.

15. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the answer books.

16. In no case should a blank answer book be kept by anyone other than the Chief Superintendent. She/he shall be responsible for ensuring this.

17. The invigilators shall be provided with a Proforma of paper accounts and the blank answer books, which shall be returned to the Chief Superintendent duly filled at the end of the session, along with the scripts and unused answer books.

18. The blank answer book shall not be used for other purposes.

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### ***A. Preparation session-wise candidates list:***

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

### ***B. Seating arrangements***

Seating arrangements in every examination Hall must be meticulously planned so that candidates writing different Courses shall be combined. In other words, up to 50 per cent of the seating capacity of a Hall shall be allotted for candidates appearing for one Course. The Chief Superintendent is responsible for implementing this norm; hence, any violation will be viewed seriously. In case, however, the Chief Superintendent has to ensure a minimum distance of one meter between any two candidates (between rows).

### ***C. Report Regarding Invigilation Works***

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

### ***D. Checking and signing of question paper cover***

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

### ***E. Signing on question paper cover***

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

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### ***F. Distribution of correct question paper***

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

### ***G. Safe transit of question papers***

When candidates appear in more than one Hall, every precaution should be taken that no outsiders are present in and around such Halls/rooms, and sufficient security measures should be taken to carry the question papers safely to the halls and distribute them to the candidates concerned.

### ***H. Opening of question paper cover***

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

### ***I. Presence of a few candidates- unopened cover:***

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

### ***J. Distribution of appropriate question paper:***

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

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### 4.5 INSTRUCTIONS TO THE INVIGILATORS

1. The invigilation duty list will be prepared and circulated to the staff members at least one week before the examinations.
2. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
3. Mobile phones are strictly not allowed inside the examination Hall and Exam section
4. Be present at the time of opening the question paper cover.
5. Collect the correct number of question papers and answer books from the Chief Superintendent and ensure that the questions are for the examination scheduled for the day.
6. After getting the cover, staff should go only to the examination Hall (Not to the department or anywhere else)
7. Staff should be in the Hall 15 minutes before the commencement of the examination.
8. Candidates must be admitted only with valid Hall tickets. If not, direct them to the Chief Superintendent for necessary guidelines. (Check the sign of the student and attestation of the Principal in the Hall ticket)
9. Verify the candidate's identity through the photograph on the Hall ticket.
10. Duplicate Hall tickets should be collected and handed to the exam cell after completion.
11. Candidates shall be admitted to a Hall if his / her register number is allotted in the seating plan. If the registration number of a candidate does not appear in the seating plan, he/she shall be directed to the exam cell for further verification and action.
12. Help the candidates locate their seats. If candidates have mobile phones, digital diaries, or any other electronic gadget, instruct them to keep them outside the examination Hall.
13. Distribute the question paper and answer book 5 minutes before the commencement of the examination and direct the candidates to fill in the registration number and other entries in appropriate places. The invigilator shall sign on the answer book after verifying that the details filled in by the candidate are correct. Get their signature on the attendance sheet against their register number.
14. Allow the students up to half an hour from the commencement of the examination. Students should be in the examination Hall for at least one hour.

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15. Attendance should be closed, and absence shall be marked in red ink and submit it to the exam cell member half an hour before the start of the exam.

16. Ten minutes before the end of the examination, announce 'last ten minutes'. After the last bell, ask the candidates to stop writing and put their pens down.

17. Candidates shall be permitted to leave the examination Hall only after his/her answer book is taken charge of by the invigilator.

18. Collect the answer books, arrange them in the order of register numbers, and hand over the same with the attendance list and unused answer books to the Chief Superintendent. Report to the Chief Superintendent before leaving the examination premises.

### A. Important points to be noted by the Invigilators

1. Candidates must have a valid Hall ticket to be admitted into the Hall.

2. Candidates shall be admitted to the examination Hall 15 minutes before the scheduled time.

3. Students shall only be admitted to the examination Hall 30 minutes after the commencement of the examination.

4. See that strict silence is maintained in the examination Hall. Talking amongst candidates, borrowing materials etc., should be strictly forbidden.

5. Do not clear the students regarding mistakes in the question paper, mode of answering etc., if any. If clarification is required, ask the candidate to give it in writing to the Chief Superintendent, who, in turn, will forward the same to the CoE.

6. Allow logarithm tables, calculators, etc., only if their use is permitted per the instructions on the question paper.

7. Do not allow mobile phones or electronic gadgets in the examination Hall.

8. Remain vigilant, and check the use of unfair means in the examination Hall.

9. In case of any unfair indulgence, immediately take custody of the answer book and Hall Ticket and submit a written report to the Chief Superintendent, who, in turn, will forward the same to the CoE.

10. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.

11. Do not make any corrections in the register number written by a candidate on his/her answer book. In such cases, ask him/her to correct it and then countersign it.



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12. Candidates should be allowed to leave the Hall after the expiry of one hour from the commencement of the examination.

13. Permit the candidates to leave the examination Hall only after handing over their answer books to the invigilator.

### 4.6 INSTRUCTIONS TO THE CANDIDATE APPLYING FOR END ASSESSMENT EXAMINATIONS

1. Regular candidate shall send their applications with the prescribed fee through the Head of the Department and the Principal

2. Before applying, the candidate is advised to satisfy that they fulfil the eligibility conditions laid down by the College to appear for the End Assessment Examinations.

3. An application must be accompanied by the prescribed fee or complete in any respect to be entertained.

4. Detailed timetable for the Semester Examinations will be put up on the College /Department notice board and available at the College / Department / Controller Section about 15 days before the commencement of the examination.

5. Correction in the application should be neatly HANDWRITTEN IN ENGLISH BLOCK LETTERS.

6. The candidate should check all the entries given in the respective columns, make corrections (if needed) and enclose the letter along with this application.

7. The code numbers of his / her regular semester and arrear Courses are indicated in the respective semester columns. Candidate, who desires to appear for any of the arrear Courses, a tick mark (V) may be made against the codes of the Courses for which he/she wishes to appear.

8. If the Course's code number differs from the one given, please circle it and ENTER THE RELEVANT CODE NUMBER.

9. If the candidate desires to improve performance in any of the Courses, if eligible, he/she should WRITE the relevant Course codes and names of the Courses. The list of Course codes may be obtained from the College Office.

10. Private candidates should send their applications directly to the Controller of Examinations.



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### 4.6.1 ATTENDANCE REQUIREMENTS FOR THE STUDENTS APPEARING FOR ESE

- The College adopts the guidelines of attendance requirement issued by Bharathiar University. Attendance shall be considered semester-wise (not annually).
- A candidate shall be permitted to appear for the End Assessment Examinations in any semester if he/she secures not less than 75% of attendance in the total number of working days during the semester and if his/her progress has been satisfactory and his/her conduct has been satisfactory. If the absence of a student in a semester is above 22 ½ days and up to 49½ days:
  - In case a student has been absent for more than 31½ days but less than or equal to 49 ½ days in a semester, he/she will not be permitted to write the semester examination in regular papers. However, that student will be permitted to attend the next semester, wherein he/she has to compensate for the previous semester's lack of attendance (that is, the number of days of absence during both semesters should not exceed 45 days). In such a case, the student will be permitted to write both semester examinations at the end of that semester.
- It is mandatory that each student must have 75% attendance to appear for the End Assessment Examinations.
- Those who obtained below 75% and above 65% of attendance shall pay a condonation fee and write the examination in the same semester with due permission from the Principal. However principal reserves the right to condone the attendance.
- Those below 65% and above 55% attendance shall pay a condonation fee and write the examination in the forthcoming semester after compensating for the loss of attendance.
- Those below 55% of attendance must redo the semester.

### 4.7 RULES & REGULATIONS PERTAINING TO COMPREHENSIVE PRACTICAL EXAMINATIONS

- Candidates are expected to be in their allotted seats 10 minutes before the commencement of the examinations. No candidate will be permitted to enter the Hall after 30 minutes of the commencement of the examination.
- No candidate will be allowed to leave the examination Hall within one hour from the commencement of the examination.

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- Candidates are prohibited from bringing/carrying into the examination Hall any book or portion of the book, manuscript or incriminating materials to the examination. Any communication with one another is Course to severe punishment.
- Candidates are not allowed to tear the sheets from the answer book. They are not allowed to take the answer scripts outside the Hall.
- Candidates involved in malpractice will be liable for disciplinary action.
- A candidate resorting to malpractice in the End Assessment Examinations will not be permitted to write any paper after that in that particular semester and the following semester. However, the candidate may register, attend classes and complete the Continuous Internal Assessment.
- Only the Internal Examiner will set the question paper for the Practical Examination per the pattern suggested by the concerned Board of Studies.
- Candidates who could not attend the practical examinations as per the schedule on genuine grounds will be permitted to take the same in the following batch/session after obtaining permission from the Principal through the Head of the Department concerned.
- Candidates appearing for practical Examinations should submit their bonafide record notebooks prescribed for practical examination. Otherwise, they will not be permitted to appear for the practical examinations. However, they may be permitted to appear for the practical examinations when they cannot submit their record notebooks. The concerned staff- in charge /Head of the Department- certifies that the candidate has satisfactorily completed the experiments prescribed for the course.  
For such candidates who do not submit record notebooks, a Zero (0) mark will be awarded for record notebooks.
- For the candidates appearing for practical examinations as arrears, the marks awarded for the previous examination will be considered as the marks obtained for the record by the candidate.

### 4.8 RULES & REGULATIONS PERTAINING TO END ASSESSMENT EXAMINATION

1. Every student shall register for the ESE of the relevant semester from which She / He has to obtain a promotion to the next semester.

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2. Every student eligible to write the examination should submit his/ her application through the Principal/ HoD before the last date mentioned.
3. Candidates should ensure they receive their Hall tickets at least two days before the examinations, provided they have adequate attendance and have paid the required examination and Tuition fees.
4. They should bring their Hall tickets on all days of the examination, failing which they will not be admitted to the examination Hall.
5. Students can only enter the examination Hall with their ID card.
6. If the Hall ticket is lost, they should immediately submit an application for a duplicate Hall ticket to the CoE through the Principal/ HoD, as the case may be.
7. The Candidates should enter the examination room at least 15 minutes before the commencement of the examination. In exceptional cases, the Chief Superintendent can permit a relaxation of up to 30 minutes for candidates to enter the examination Hall.
8. Students should be seated in the examination Hall by 9.15 AM for the morning session and 1.15 PM for the afternoon session. Students shall not be permitted after 10.00 AM and 2.00 PM sessions.
9. Students need help to stand or loiter around the examination Hall.
10. Students should be in proper attire during the examinations.
11. Any student found guilty of using unfair means of any nature shall be liable for disciplinary action.
12. Candidates can use only blue or black ink pens for writing examinations. No other coloured ink pens are allowed for writing the exam.
13. No materials except writing materials and Hall tickets shall be allowed in the examination room. The examination room prohibits mobile phones, programmable calculators, and other electronic gadgets. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required to answer questions and the question paper contains a note.
14. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per college rules.
15. The candidate should write their register numbers, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question papers should be

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strictly followed. They are not permitted to write any identification mark anywhere inside the answer script. Also, they are only permitted to write register numbers on the facing page of the main book.

16. Candidates must ensure the correct question paper. The title of the paper should be checked. Students are advised to verify/check the question paper code, Course code, Course title and number of pages in the question paper and confirm whether they have been issued with the correct question paper. If there is any discrepancy, it should be brought to the notice of the Hall Superintendent I Invigilator immediately. Any lapse in this matter will lead to the cancellation of the concerned examination for him/her.

17. They should not write anything on the question paper other than his/her name and registration number.

18. Strict silence should be maintained in the examination Hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.

19. They should return all answer books before leaving the room. Candidates are permitted to leave the examination Hall with the invigilator's permission during the examination.

20. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries related to the question papers, such as explaining the meaning or correcting typographical errors.

21. Answers should be written on both sides of the papers in the answer book. No sheets should be detached from the answer book.

22. All rough work should be done either at the bottom of the page or the last page of the answer book, and the portion not intended for valuation should be struck off by drawing a single line across it.

23. Read the instructions carefully before answering.

24. Any query should be immediately brought to the invigilator's attention.

25. Candidates are obliged to follow instructions issued by the invigilator

26. Announcements in the Examination Hall should be viewed seriously.

27. Any requirements during the examination should be brought to the invigilator's attention.

28. Candidates shall be permitted to leave the examination Hall only after his/her answer book is taken charge of by the invigilator. They should not be permitted to leave the Hall after keeping their answer books in their seats.

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29. Writing the wrong register number in the answer script will entail the rejection of the answer script.

30. Students are advised to see the college Notice Board and Website for the timetable/examination schedule or contact the CoE section for connected Information.

31. The students not appearing for an examination are advised not to stand/sit/crowd near the examination Halls/zone during the examination time so as not to cause any disturbance to the students writing the examination.

32. Circulars regarding the last date for applying for Revaluation and obtaining Photo Copies of the answer scripts and appearing for special supplementary examinations and the connected details of fees and mode of payment will be sent to the concerned departments. They will also be displayed on the College Notice Board/Controller of Examinations Office Notice Board soon after the declaration of the results.

### **4.9 ALLOWING CANDIDATES SUFFERING FROM DISEASE**

Candidates suffering from infectious diseases should not be admitted to the examination Hall.

#### **4.9.1 PERMITTING THE CANDIDATES TO WRITE THE EXAMINATION AT THEIR OWN RISK**

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

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

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### 4.9.2 COMPLETION OF EXAM ON TIME

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

### 4.9.3 WARNING BELL

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

### 4.9.4 BLIND AND DISABLED CANDIDATES DESIRING SCRIBE

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

### 4.10 EXCLUSION OF CANDIDATES FOR MISBEHAVIOR

Candidates appearing for an examination shall be under the disciplinary control of the Chief Superintendent and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent or invigilator or behaving indifferently towards the Chief



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Superintendent or any invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be disallowed from the day's examination. If he/she does not correct themselves, S/He may be excluded from the rest of the examinations by the Chief Superintendent of the Centre. In all such cases, a full report of each case shall be sent to the CoE through the Examination Vigilance Committee after granting an opportunity to present his/her case according to the gravity of the offence, ratify the action taken by the Chief Superintendent or further punish a candidate by cancelling the examination taken by him either in whole or in part or debarring him from appearing for any Examination in the College for a specified period or permanently.

### 4.11 ABSENTEE STATEMENT

Half -an hour- after the commencement of the examination (in each session), the Chief Superintendent may send an attendee with an ABSENTEE STATEMENT sheet to collect the registered number of absentees in each Hall. Along with the absentee details, the Hall superintendent should return the unused question papers and main answer books. The number of absentees, main answer books and new question papers should tally. The Chief Superintendent shall verify that these things are to avoid malpractice.

#### 4.11.1. CONSOLIDATED ABSENTEES STATEMENT

At the close of the examination, the Chief Superintendent is expected to send a consolidated absentee's statement according to date, Course and list of absentees with register numbers within a week to the CoE the Examination Section will send two copies of nominal rolls along with the Hall tickets.

To Chief Superintendent. If any one candidate is absent for one paper, the code number or the serial number, as the case may be, of that Course shall be rounded and marked in red ink as "AB" (must NOT be scored) by the Chief Superintendent in one copy of the nominal roll against the register number of the candidate who is absent for that particular paper at the end of examination on each day. This copy of the nominal roll with the absentee markings shall be returned to the Controller of Examinations and treated as a consolidated absentee statement.



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### 4.12 PREPARATION OF ANSWER SCRIPT COVER

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

#### 4.12.1 COLLECTION OF ANSWER COVER

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

They should be warned that writing the wrong register numbers in their answer books will entail the rejection of their answer scripts.

#### 4.12.2 ARRANGING OF ANSWER SCRIPTS

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

## Examination Manual and Reforms

### 4.12.3 ENTRIES ON ANSWER SCRIPT COVER

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

### 4.12.4 SIGNATURE OF CHIEF SUPERINTENDENT

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

### 4.12.5 SEALING OF ANSWER SCRIPT COVERS

The number of answer books kept inside the cover shall be, at most, the specified number indicated thereon. These cloth-lined covers should be sealed in the Chief Superintendent's presence at the session's close. Each paper should be on the answer books.

### 4.12.6 DELIVERY SLIPS AND DELIVERY OF ANSWER SCRIPT PACKETS

The answer script delivery slip supplied by the Office of Controller of Examination may be filled in triplicate (one for college use and the remaining two for the use of the examination section). Separate delivery slips may be used for separate degree answer script packets, such as the despatch of B.A., B.Sc., and B.Com. Covers shall be written in the three different proformas. Serial No. Must be given date-wise for the answer script covers and handed over to the office of the Controller of Examination. Serial numbers shall be given continuously and not separately for each Degree. Any answer book containing the candidate's name should be sent separately to the Controller of Examinations.

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### 4.13 POSTPONEMENT OF EXAMINATIONS UNDER EMERGENCY CIRCUMSTANCES

Scheduled examination dates should be kept the same. Usually, the scheduled examination dates shall be on time. If the date of an examination is to be changed due to unavoidable reasons, the decision will be taken by the CoE and approved by the Principal. The postponement information shall be informed to the students through HoDs of the respective departments, which shall be published on the College Website.

### 4.14 MALPRACTICE AND CONFISCATION OF HALL TICKET

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

### 4.15 PENALTIES FOR MALPRACTICES IN THE END ASSESSMENT EXAMINATIONS

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

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

## Examination Manual and Reforms

### Rule 1:

Candidates writing his / her sessional marks in the answer script and requesting a pass A written warning will be served, stating that the recurrence of this malpractice will attract penalties, including cancellation of the written examination.

### Rule 2:

Candidates write an appeal to the Examiner and promise any form of consideration.

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

### Rule 3:

Candidates found in possession of material written in the form of printed, Photocopied/handwritten or any other means, i.e. written on paper, hand, cloth, cell phone, Scale, furniture, etc., but not found to have copied from the above The particular examination taken by the candidate will be cancelled. The candidate will be debarred from writing the rest of the examinations, if any, in that semester (including the ensuing supplementary examinations). However, the examination results taken by the candidate before the date of malpractice will be published.

### Rule 4(a):

Candidates found copying from any incriminating materials owned or written or in any other means, i.e. written on paper, hand, cloth, Scale, cell phone, and furniture or answer book of another candidate. The particular examination taken by the candidate will be cancelled, and the candidate will be debarred from writing the rest of the examinations, if any, in that semester (including the ensuing supplementary examinations) and all the examinations of the following semester. However, the examination results taken by the candidate before the date of malpractice will be published.

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### Rule 4 (b):

Candidates being abetted by another candidate but not possessing any incriminating materials/and not made use of in the examinations.

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

### Rule 5:

Inserting previously written answer sheets from outside, aiding or assisting with copying from additional books pilfered already or passing on written bits for copying. The particular examination the candidate takes will be cancelled, and the candidate will not be permitted to write the rest of the examinations, if any, in that semester. The candidate will also be debarred from writing the following semester examinations, including supplementary/additional ones. However, the examinations' results written before the date of malpractice will be published.

### Rule 6:

Candidates refusing to accompany the Hall Superintendent to the Chief Superintendent or the Principal on account of his/her malpractice or exhibiting verbal resistance inside or outside the Examination Hall or running out of the Examination Hall with or without the answer script The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written before the date of malpractice will be published.

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### Rule 7:

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

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

### Rule 8:

Candidates knock away his/her own or any other candidates' answer scripts from the table. The particular examination taken by the candidate will be cancelled, and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the result of the examinations written earlier will be published.

### Rule 9:

Candidates knock away the question papers or answer scripts from the Chief Superintendent/ Hall Superintendent or any other Official who carries them. The particular examination taken by the candidate will be cancelled, and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Also, the candidate will be debarred from writing the following semester examinations. Further, the results of the examinations written earlier to the date of practice in that semester will not be published.

### Rule 10:

Candidates employing somebody to write examinations (a case of impersonation) if a such person happens to be our College student The particular examination taken by the candidate will be cancelled, and the candidate and the person who impersonated him will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. In addition, they will be debarred from writing all examinations in the five

## Examination Manual and Reforms

subsequent semesters. The examination results already reported before the date of malpractice will not be published.

### Rule 11:

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

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

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

### Rule 12:

Candidates threatening or abusing or showing physical resistance to the Invigilators or any other college personnel or exhibiting insubordinate behaviour inside or outside the Examination Hall  
The particular examination taken by the candidate will be cancelled, and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Also, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. Further, the results of the examinations written before the date of the malpractice will not be published.

### Rule 13:

Candidates are shoving/causing physical injury to the Chief Superintendent/Hall.

Superintendent/any other officials connected with the examinations

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



## Examination Manual and Reforms

the papers in the six subsequent semester examinations. In addition, the results of the examinations written before the date will not be published. A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

### Rule 14:

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

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

### Rule 15:

In case of any malpractice, as detailed above, during the CIA Tests and Model Examination The examination will be cancelled, and the paper will not be valued. No re-examination of the specific paper will be conducted. Permission for writing the subsequent Tests/Examinations of the concerned CIA test/Model Examination shall be at the discretion of the Principal.

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

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

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

### 4.16 STATEMENT OF EXPENDITURES

#### 4.16.1 STOCK POSITION

Chief Superintendents must submit a proforma on the amount of stationery and serviceable articles remaining at the close of the examination, and the same must be returned to the office of the controller of examination.

#### 4.16.2 STATIONERY REQUIREMENT

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

#### 4.16.3 CONTINGENT ADVANCES

All applications for contingent advance for the conduct of examinations should be made at least seven days before the commencement to the Finance Officer through the Controller of Examinations. Advances paid will only be utilized to meet the contingent expenses for the written examination. They should not be used for practical examinations.

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### 4.16.4 SUBMITTING FINAL ACCOUNT

After the examinations, an expenditure statement should be prepared and forwarded to the Finance Officer through the controller, along with all vouchers and other statements.

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### PART 5

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

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### PART 6

## 6. TABULATION & PUBLICATION RESULTS

### 6.1 RESULT COPY

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

### 6.2 PREPARATION OF MARK SHEET

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

### 6.3 RESULTS PASSING BOARD

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

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

These statistics shall be furnished to the result passing board to finalize the results. The meeting of the results passing board, constituted by the CoE for each examination, shall approve/ratify the results as such or the board may authorize 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.

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### 6.4 PUBLICATION OF RESULTS

The final examination result approved by the Passing board shall be published. A list of candidates who have secured the first three ranks in each examination branch shall be published along with the final result for the courses if ranking is practised. The results approved by the Passing Board shall be posted on the College website. The students can download the semester marks from the website.

### 6.5 GRIEVANCE REDRESSAL MECHANISM

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

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

### 6.6 RE-VALUATION

There shall be a provision for re-valuation on payment of fees for scripts evaluated by a single valuation system. A different Examiner will value the paper. Better of the two will be the final mark. The PG candidates can only apply for totaling.

### 6.7 PHOTOCOPY OF THE VALUED ANSWER SCRIPTS

Students of PG Programmers are permitted to obtain their photocopies of valued answer scripts where a single valuation is adopted. The filled application should be submitted to the Controller

## Examination Manual and Reforms

of Examination Section along with a Photocopy of their mark sheets within one week. Students should apply either for re-valuation or photocopy of the answer script.

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

### 6.8 RE-TOTALING

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

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

### 6.9 ISSUE OF CONSOLIDATED STATEMENT OF MARKS

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

### 6. 10. IMPROVEMENT

Candidates desirous of improving the marks awarded in a passed Course on their first attempt will reappear once within subsequent semesters. The improved marks will be considered for



## Examination Manual and Reforms

classification rather than for ranking. When there is no improvement, there will not be any change in the original marks which are already awarded.

### 6. 11. SUPPLEMENTARY EXAMINATION

There shall be provision for supplementary examination in the fourth semester for PG on payment of separate fees for scripts . The students with a maximum of 2 theory scripts as arrears can apply for the Supplementary Examination. This examination will be conducted just after the corresponding normal end-semester results are published. The examination dates will be fixed and announced 15 days before the commencement of the examination.

### 6.12 ISSUE OF MARK SHEET

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

### 6.13 CONFERMENT OF DEGREE

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

**Examination Manual and Reforms****COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY**


(An Autonomous institute approved by AICTE and affiliated to Bharathiar University)

Accredited with "B" grade by NAAC

**MASTER OF BUSINESS ADMINISTRATION (MBA)**

**EXAMINATION REFORMS**

- ✓ Appointment of Vigilance Squad for EAE
- ✓ Choice-based credit systems (CBCS) and outcome-based education (OBE) are introduced.
- ✓ Declaration of Results within 15 days
- ✓ Double Valuation for PG
- ✓ Evaluation through Rubrics
- ✓ External Question paper setting by an External examiner minimum of five years of experience
- ✓ Fifteen minutes extra time for Question Paper reading
- ✓ Full Automation of Examination Process
- ✓ ICT tools applied for Online Exams.
- ✓ Grievance Redressal Committee to address the grievances of End Assessment Examinations
- ✓ Initiative for National Academy Depository.
- ✓ Internal and External ratio of Marks fixed as 50:50
- ✓ Self-Study Courses, Extra Credit Courses, Value added courses, Non-Major Electives, Online Courses, and Courses on Entrepreneurship are introduced.
- ✓ Moderation Marks are given as per University Norms
- ✓ Online student verification Grading system
- ✓ Provision for getting Photocopies of Answer scripts
- ✓ Provision for Revaluation & Re- totalling,
- ✓ Provision of Scribes to Physically Challenged
- ✓ Condition to appear for Improvement Examination
- ✓ Question Bank
- ✓ Scrutiny Board for Question Papers Scrutiny.
- ✓ Supplementary Examinations
- ✓ Swayam, MOOC, and NPTEL courses are made compulsory.
- ✓ Viva voce Examination for Internship Training and Projects

  
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