

K.S.Rangasamy College of Technology
(Autonomous Institutions)
Tiruchengode - 637 215



Examination Manual



Prepared by

Dr.R.Gopalakrishnan, Principal
Dr.A.Kumaravel, Dean / SMS
Dr.S.Gopalakrishnan, CoE
Dr. P. Premkumar, Prof/EEE & IQAC Coordinator

CONTENT

S. No	Particulars	Page. No
1.	ABBREVIATIONS AND NOMENCLATURES	iii
2.	STATUTORY AND NON STATUTORY BODIES - RESPONSIBILITIES	1
1.1	Introduction	1
1.2	Powers of the Governing Council	1
1.3	Powers of the Academic Council	2
1.4	Functions of the Board of Studies	2
1.5	Powers of the Principal	3
1.6	CoE and his Office	4
1.7	Responsibilities of Controller of Examination	4
1.8	Examination Committee	6
1.9	Result Passing Board	7
3.	EVALUATION SYSTEM AND GRIEVANCE REDRESSAL	8
2.1	Evaluation System	8
2.2	Grievance Redressal	9
2.3	Viewing, Revaluation, Retotalling, Photo copy of Answer Books	9
4.	CONSTITUTION OF VARIOUS BOARDS	10
3.1	Introduction	10
3.2	Board of Question Paper Setters	10
3.2.1	Qualifications of Question Paper Setters	11
3.2.2	Appointment of Question Paper Setters and their Duties	11
3.2.3	Instructions to Question Paper Setters	13
3.3	Scrutiny Board	14
3.4	Board / Group of Examiners	15
3.4.1	Constitution of Board / Group of Examiners	15
3.4.2	General Conditions for Appointment of Examiners	16
3.4.3	Duties of the Board / Group of Examiners	16
3.4.4	Appointment of Examiners	18
3.4.5	Allotment of Work	18
3.4.6	Instructions to Examiners	19
3.4.7	Instructions to Chairman /Chief / Module Co-ordinator / Individual Examiners	23
3.5	Viva-Voce for a subject	27
5.	CONDUCT OF EXAMINATIONS	28
4.1	Methods of Examination	28
4.2	Schedule of Examination	28
4.3	Registration to the Examination	28
4.4	Preparation of Nominal Roll	29
4.5	Preparation of Hall Tickets	29
4.6	Preparation of Answer Books	29

4.7	Question Paper Bundles	30
4.8	Cancellation of Hall Tickets	31
4.9	Appointment of Chief Superintendent, Additional Chief Superintendent Etc.	31
4.10	Instructions to Chief Superintendent at the Examination Venue	31
4.11	Bundling of Written Answer Books	34
4.12	Instructions to the Invigilators	35
4.13	Instructions to Candidates	38
4.14	Exclusion of Candidates on Account of Disease	41
4.15	Exclusion of Candidates for Misbehavior	41
4.16	Debarring Candidates and Quashing Results	42
4.17	Punishment for Malpractice	42
6.	VALUATION OF ANSWER SCRIPTS	43
5.1	Valuation of Answer Scripts	43
7.	TABULATION AND PUBLICATION OF RESULTS	45
6.1	Tabulation Register	45
6.2	Result Passing Board Meeting (RPBM)	45
6.3	Publication of Results	46
6.4	Arrear Examinations	46
6.5	Supplementary Examinations	46
6.6	Grade Sheets	47
6.7	Issue of Consolidated Statement of Marks	47
6.8	Transcripts	47
8.	MISCELLANEOUS	48
7.1	Condonation of Shortage of Attendance	48
7.2	Improvement Examinations	48
7.3	Promotion to the Next Higher Semester	49
7.4	Certificates	49
7.5	Register of Candidates	49
7.6	Important Registers to be maintained in the CoE's Office	50
9.	ANNEXURE I	51

ABBREVIATIONS AND NOMENCLATURES

1	CoE	-	Controller of Examinations
2	BoS	-	Board of Studies
3	RPB	-	Result Passing Board
4	Dy COE	-	Deputy Controller of Examinations
5	CAT	-	Continuous Assessment Test
6	HoD	-	Head of the Department
7	DEO	-	Data Entry Operator
8	AUR	-	Anna University Representative
9	Asst. COE	-	Assistant Controller of Examinations

Deputy Controller of Examinations:

He / She shall be assisting CoE for the effective functioning of the office of CoE, apart from his / her regular duties.

Assistant Controller of Examinations:

They are assigned to perform specific functions in the office, under the direct supervision of CoE/Dy CoE.

Module Co-ordinator:

Co-ordinates and supervises faculty teaching subjects that are related to one another and grouped together as a module. He/She is responsible for assessment of course outcomes in the subjects coming under the module. He / She have thorough knowledge of the subjects in the module. He/She can be an chief or an examiner for one or more subject(s) in the module.

Programme Co-ordinator:

Interacts and maintains liaison with students, faculty, HoD and employer. He / She has a good understanding of various subjects offered in the departments and plans academic activities needed for the benefit of students and faculty.

HoD:

The head of the department, who is the executive authority to allocate work load to faculty, staff and take care of all academic activities related to faculty and students.

BoS Chairman:

The Board of Studies Chairman is invariably the head of the department and responsible for design and development of curriculum, formation syllabi and assessment of students.

Chief Examiner:

Appointed to Co-ordinate the valuation work of a subject(s) with the additional examiners, if the number of answer books in the subject are greater than 100. Chief examiner(s) also value 10% of the total answer books allotted to the group of examiners under him apart from number of answer books reviewed or revalued.

Additional Examiner(s):

Appointed to value the answer books under the chief(s). He/She should have handled the subject and recommended by the BoS Chairman/HoD.

Individual Examiner(s):

Individual Examiner(s) is / are the sole valuer for the subject(s) of their specialization and handled the subject(s) for number of times and recommended by the BoS chairman / HoD.

Group of Examiners:

The chief and the examiners under them are termed as the group of examiners. In case more than one chief examiner are appointed for a subject and all the examiner under all the chiefs are termed as group of examiners.

Board:

The examiners appointed for valuation, practical and Viva-voce examination are termed as board of examiners of the department.

Data Entry Operator:

DEOs are the staff used for entering marks after valuation of the answer books.

Programmer:

He/She shall create data base, entry of CA marks, end semester examination marks, and assist CoE / Dy CoE in preparing schedule of examinations, grade sheets, consolidated mark sheets, transcripts etc. and generate reports as required by CoE and Principal.

CoE Office Staff:

They shall be under the supervisory control of CoE / Dy CoE and perform duties as directed by them.

Supplementary Examination:

Conducted for the benefit of outgoing students to complete their arrears in the final year subjects after the publication of final year results and as per notification to that effect. Those students who have a maximum of 5 arrears in 7th and 8th subjects put together are eligible for supplementary examination.

Arrear Examination:

Examination for the candidates who failed in the various subject(s).

K.S. RANGASAMY COLLEGE OF TECHNOLOGY (AUTONOMOUS)
TIRUCHENGODE – 637215
EXAMINATION MANUAL

CHAPTER 1

STATUTORY AND NON STATUTORY BODIES - RESPONSIBILITIES

1.1 Introduction:

K.S. Rangasamy College of Technology (KSRCT) was established by KSR Educational and Charitable Trust in 1994. Lion Dr. K.S. Rangasamy the president of the Trust along with Thiru R. Srinivasan the Vice-Chairman are instrumental in developing the institution to the present level.

KSRCT became an autonomous institution during the academic year 2007-2008 and since then the academic standard of the institution is greatly improved. Under the ambit of autonomous status KSRCT has brought in reforms in the curriculum, syllabi and Examination system.

This manual is prepared to provide guide lines in the conduct of examinations, examiners, BoS Chairman, faculty and students. The guidelines and the procedures to be followed by the office of Controller of Examination, BoS members are laid down in consonance with the norms and standards of the regulatory bodies-the university, UGC / AICTE.

The guide lines and the procedures are presented to Governing body / Academic council of KSRCT for their suggestions and approval before its implementations.

1.2 Powers of the Governing Council:

The Governing Council / Academic Council of the College is the executive body for the Governance of the autonomous system in the college. The Governing Council shall have the power to frame guidelines or issue directions or instructions for the



effective conduct of the examinations and to keep up the integrity of the examinations. The Governing body will suggest the number of instructional days and the period of examination considering the norms of university / UGC / AICTE and fix the fee & other charges payable by the students for the examinations.

1.3 Powers of the Academic Council:

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

The Academic Council shall have the following powers, duties and functions related to the conduct of the examination:-

1. To advise the Governing Council on the suggestions made by it with respect to academic affairs.
2. To make regulations for the conduct of examinations.
3. To suggest the pattern of questions for various subjects.
4. To modify and approve the suggestions made by various BoS.

1.4 Functions of the Board of Studies:

1. To suggest methodologies for innovative evaluation techniques.
2. To suggest pattern of questions for continuous assessment and end semester examination.



3. To suggest ways and means for continuous improvement of the examination and assessment systems.
4. To suggest panel of names to the Academic council for appointment of question paper setters and examiners.

1.5 Powers of the Principal:

The Principal shall be the Chairman and Executive Officer of the Autonomous system in the College. Principal shall also be the Chairman of the Academic Council. The responsibilities of the Principal are;

1. He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be entrusted to the Controller of Examinations / Deputy CoE/Chief Superintendent appointed by the Principal from among permanent faculty members on the basis of potential of the person in accordance with the guidelines of the University Grants Commission / AICTE / University and the academic council.
2. It shall be the duty of the Principal to ensure that the provisions of the regulatory bodies (University Grand Commission/AICTE/ University) are implemented in matters relating to academic activities and conduct of examination.
3. The Principal shall have the right of visiting and inspecting the examination section at any time.
4. He / she shall have the responsibility and power to provide enough man power for the timely completion of work related to the conduct of examinations, evaluation and publication of results.
5. The Principal shall have the power to convene meetings of the Academic Council, Boards of Studies and Examination Committee or any other authority



of the College to discuss matters related to the academic activities, conduct of examinations and publication of results.

1.6 CoE and his Office:

In accordance with the guidelines of the Statutory Bodies, the Controller of Examinations (CoE) shall be appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations, if any.

The CoE shall be assisted by Deputy Controller(s) / Assistant Controller(s) nominated by the principal depending on the quantum of work. They will continue doing their teaching work as scheduled by the College / Department. There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the CoE Office. CoE office will have appropriate infrastructure for generating question papers and other relevant confidential materials.

All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be fixed by the Governing Council.

Remuneration for examination work should be decided by the finance committee. The recommendations of the finance committee shall be placed before the governing council and approval.

1.7 Responsibilities of Controller of Examination:

The Controller of Examination perform the following duties:-

1. Arrange for preparation of examination schedule.
2. Arrange for creation of data-base of students admitted to college and maintenance of the data base.



3. Admit eligible candidates to various examinations as per relevant rules prescribed by academic council / governing council.
4. Collecting fees for all examinations as approved by the finance committee and governing council.
5. Keep accounts for the fees collected and expenses towards conduct of examination (paper setting, valuation and practical / viva-voce examination, stationeries, etc.) conduct of meetings etc.
6. Arrange for finance committee meeting periodically and as and when required in consultation with Principal.
7. Arrange for conduct of examination, evaluation and declaration of results.
8. Arrange for result passing board meeting. Forwarding the minutes of RPB to the university through Principal.
9. Submit report to university to get provisional certificate and degree certificates of all students. Arrange to distribute the provisional certificates and degree certificates to students after verification.
10. Arrange for issuing Grade Sheets to the candidates of different examinations.
11. Enforce disciplinary action against the candidates for violation of prescribed rules in the examination as per norms in consultation with the Principal.
12. Deal with matters connected with reforms of examinations.
13. Deal with matters of recognition of degrees and examination of other university / Institutions / Boards.
14. Taking decisions on all matters related to examination in consultation with Principal.
15. Making necessary arrangements for the safe custody of files connected with the conduct of examinations, documents, certificates etc. by the officers under whom such documents are kept.



16. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations.
17. Payment of remuneration and travelling allowances to question paper setters, examiners, BoS, Academic Council, Finance committee and Governing council.
18. Taking quick decisions as circumstances warrant with or without taking advices from subordinate officers and inform Principal of such decision promptly.
19. Exercising control over the space allotted for the examination hall including that for centralized valuation. Further, he / she should ensure that the CoE office, stores etc. are properly maintained.
20. Perform such other duties as may be allotted by the Principal / Board of Management / Academic council from time to time.

The CoE office staff shall function under his / her direct supervision.

1.8 Examination Committee:

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

The following are the functions of the examination committee.

1. To formulate the schedule of examination and evaluation
2. To act as an advisory body of the matters relating to the conduct of examinations.
3. Principal may call for a meeting of the committee at appropriate time before the commencement of semester examinations and give directions.



1.9 Result Passing Board (RPB):

The Result Passing Board shall consist of

1. The Principal (Chairman of RPB)
2. The Chairman of all BoS/ Heads of Department
3. A Nominee from Anna University.
4. A Senior Faculty.
5. CoE
6. Deputy Controller(s) of Examination.

The RPB after going through the results after valuation shall suggest suitable moderation, if any, required for the subject(s) depending on difficulty levels expressed by the BoS Chairman and other members. The norms of the university shall be followed for general moderation to take into account variations in the marks awarded by different examiners or to help such of those students who fail in some subject(s) with marginal deficiency in marks.



CHAPTER 2

EVALUATION SYSTEM AND GRIEVANCE REDRESSAL

The examination system described below will be applicable to all courses, to which admissions were effected from the academic year 2014 -2015.

2.1 Evaluation System:

Evaluation of all courses (Papers), theory / practical and project / dissertation shall be done in two parts, namely by Continuous Assessment (CA) and by the End Semester Examination (ESE). 50% of the total marks will be set apart for the first component and 50% for the second component for both UG and PG respectively. However, this proportion may be reviewed by the BoS / Academic Council where circumstances warrant. The continuous assessment shall be done by the course teachers based on the guidelines set by the BoS / Academic Council.

At least two Continuous Assessment tests in a semester and one End Semester Examination shall be conducted. In order to ensure that the students achieve the prescribed learning outcomes, various mechanisms of internal evaluation such as group discussion, paper reading, home assignments, quizzes, online test, viva-voce etc., as applicable for the subject(s) shall be adopted. The aggregate minimum for a pass in each course is 50% with a separate minimum of 50% for End Semester Examination.

2.2 Grievance Redressal:

There are provisions for grievance redressal at three levels: -

1. At the level of the course teacher concerned.
2. At the level of a departmental committee consisting of the Head of the Department (HoD), Module coordinator(s) of the programme – nominated by the HoD and the concerned course teacher.
3. At the level of the College, a committee constituted by the principal.



The grievances regarding continuous assessment (CA) shall be filed at the first and second levels within two working days of announcement of marks / results by the course teacher / department for the subject(s) and the decision shall be taken within the next two working days. The third level complaints shall be made within five working days after the announcement of marks and the decision shall be taken within the next five working days.

The grievances regarding end semester examination (ESE) shall be filed within two working days after the publication of result with the HoD. The HoDs shall go through the grievances and submit to the Principal along with their recommendations. The Principal shall constitute a committee with CoE as the convener. The report or observations of the committee shall be submitted to the Principal within five working days and a decision given to the concerned student.

2.3 Viewing, Revaluation, Retotalling, Photo copy of Answer Books:

Students can apply for viewing, revaluation, retotalling of marks and get photo copy of answer books to CoE in the prescribed format along with appropriate fee within three working days. The CoE shall arrange for the students request within next five working days. CoE shall appoint suitable examiners for revaluation of valued answer books. In case where discrepancy of marks awarded are more than 10% a 3rd examiner shall be appointed. CoE shall submit a consolidated report of such cases to the Principal for further action. For practical examination revaluation is not applicable but there shall be provision for scrutiny.



CHAPTER 3 CONSTITUTION OF VARIOUS BOARDS

3.1 Introduction:

The HoD/ Chairman BoS shall be the Chairman of all Examination concerned with the department. The following Boards shall be constituted by the Controller of Examination (CoE) with the approval of the Principal to facilitate the smooth conduct of examinations.

1. Board of Question Paper Setters
2. Scrutiny Board
3. Board / Group of Examiners
4. Viva-Voce Board for a Subject, if necessary

3.2 Board of Question Paper Setters:

The CoE shall, constitute for each semester, a Board of Question paper setters consisting of required number of question papers setters in consultation with BoS Chairman.

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

1. The panel prepared by the Chairman, BoS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS or the department. He/she shall handover the panel to the CoE.
2. There shall be a minimum of 3 and maximum of 5 members in the panel of question setters for **each module** and the tenure of the panel shall be for two years.
3. Every two years, the existing panel available with the CoE shall be forwarded to the Chairman of the BoS for revision.



4. The CoE shall make the appointment of Question Paper Setters from the panel of examiners **within 45 days** from the commencement of the semester.
5. Question Paper Setters appointed for one term shall be eligible for reappointment for successive term(s) following the first appointment, provided there is no complaint of any sort.
6. Copies of all communications from the CoE office, to the examiners in the conduct of examinations, shall be maintained in the office of the CoE.
7. The Assistant controller of examination incharge of question papers shall have the details of all examiners and in consultation with CoE shall communicate with the examiners.

3.2.1 Qualifications of Question Paper Setters:

1. A person engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute or College affiliated to Universities shall be appointed to set question papers.
2. Persons with seven years of industrial experience in relevant areas could be considered, to set question papers.
3. The CoE shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Principal.

3.2.2 Appointment of Question Paper Setters and their Duties:

Appointment of Question Paper Setters is considered as the most important aspect of the examination system and its confidentiality is of paramount importance.

1. The Controller of Examinations appoint question paper setters from the panel of question paper setters submitted by the BoS, in consultation with BoS Chairman as He/She is the chairman for the examination of the concerned department.



2. The CoE shall distribute the work among the setters according to their preference, in consultation with the BoS chairman. No member shall ordinarily be assigned for more than three question papers at a time.
3. It shall be the duty of the CoE and the Chairman of the Board of question paper setters, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of the works related to that department. They are also responsible to give such information, assistance and advice to Question Paper Setters as may be necessary for determining the precise character of question papers required in each subject.
4. Members of the Board of question paper setters shall be responsible for setting the question papers for the subjects allotted to them by the CoE.
5. The paper setters are required to set 2 sets of question papers for each course, one for use in the ensuing examination and one for the next session (if applicable). The following materials are to be sent along with the request.
 - a. Copy of the guidelines for question paper setter's
 - b. Syllabus of the concerned course /courses
 - c. Bloom's Taxonomy
 - d. Question paper Format
 - e. Claim forms for remuneration
 - f. Check List
 - g. Declaration / Certification
6. The Question paper setters shall submit / send the question papers to the CoE before the last date intimated.
7. The CoE shall, request the Chairman / module coordinator to scrutinize the Question Paper at the office of the CoE.



8. Copies of the communications from the CoE office to question paper setters, chairman/ module coordinator which are relevant in the conduct of examination, shall be maintained in the office of the CoE.

3.2.3 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. Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, if applicable, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
3. Questions must be set with relation to the prescribed course of study and the books recommended by the BoS of the College and must conform to the standard and syllabi.
4. All pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g.1/3, 2/3, 3/3 where 1, 2 etc. refers to the numbers of pages and 3 the total number of pages.
5. Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague or farfetched and shall be evenly distributed over the entire syllabus of the subject.
6. The papers shall be such that a candidate of **decided ability** well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time.
7. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept in safe custody as question papers



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

8. In writing questions, care shall be taken to see that words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided. Special care must be taken in the delineation of mathematical signs and index figures.
9. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. In the case of question papers which are common to two or three examinations, mention shall be made of the fact in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question paper. Marks for sub-divisions of questions shall also be indicated. The maximum marks for the whole paper shall also be noted at the top of each question paper.
10. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for printing.
11. Question papers can be sent to the CoE through password protected email or in compact disc.

3.3 Scrutiny Board:

The questions and/or question papers received from the setters shall be scrutinized by the Chairman BoS / Programme Co-ordinator along with Module coordinator(s) in the office of the CoE confidentially. Members of scrutiny board shall be as follows:



1. Chairman BoS
2. Programme Coordinator
3. Module coordinator(s)
4. Course Coordinator(s)

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

- a. In conformity with the prescribed syllabus and scheme of examinations
- b. Has maintained the required standard
- c. Free of typographical and grammatical errors
- d. Marks allotted are in accordance with the knowledge level expected-out of the question.

The Chairman / Module coordinators / Programme Coordinator shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

After scrutiny, the Chairman/ Module coordinator(s)/ Programme Coordinator shall hand over personally all the question papers in a subject after affixing the signature to the CoE.

The details of the questions / question papers received by the CoE shall be entered in a register and will be added to the Question Bank for printing.

3.4 Board / Group of Examiners:

3.4.1 Constitution of Board/Group of Examiners:

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



3.4.2 General Conditions for Appointment of Examiners:

Ordinarily, a person with a minimum teaching experience of three years in a College is eligible for first appointment as examiner. However, this may be waived by the BoS/Academic Council / CoE in special cases.

1. Persons having seven years of practical experience in industries shall be considered for appointment as examiner.
2. For selecting new examiners, the first preference shall be given to those who have had three years or more of teaching experience and who have not been appointed so far.

3.4.3 Duties of the Board / Group of Examiners:

1. The appointment of examiners for each semester shall be made and confirmed before 10 days of the commencement of the examination for both theory and practical.
2. Only persons having the prescribed qualifications and at least three years of teaching / research experience at the appropriate level shall be included in the panel. Persons having seven years of practical experience in the field shall be considered for appointment as examiner.
3. The BoS/Academic Council shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CoE shall report the names of such persons to the Chairman BoS and the Principal who may disqualify such persons from being examiner/ paper setter in future. The action taken in this matter shall be reported to the Academic Council.



4. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
5. The CoE shall constitute a Group of Examiners, for each subject for odd and even semesters in consultation with Chairman BoS. All examiners appointed to value the answer books relating to the examinations coming under the Department will be the members of the Group. All examiners shall be required to attend meetings, if any, convened by the CoE / Chairman BoS / Programme Co-ordinator / Module Co-ordinator / Chief Examiner. In case, a member does not turn up for the meeting(s) without sufficient reasons, may be removed from the panel of examiners.
6. It shall be the duty of the Chairman / Chief examiner of the subject to assign duties to the examiners of the respective department and give such instructions that are necessary for the efficient conduct of work relating to examination.
7. The chief examiners for the subjects shall review 3 scripts per bundle of 25 answer books valued by the examiners and suggest ways and means to achieve uniformity / objectivity in valuation.
8. The Chairman / Chief examiner will also scrutinize the work done by the examiners and all necessary documents such as valued answer papers, mark books, remuneration bills of members countersigned by him / her etc., as the case may be on completion of valuation and he / she shall forward them to CoE. If the number of chief examiners is more than one, the senior most examiners shall officiate as the Chief.



3.4.4 Appointment of Examiners:

1. Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the BoS / Academic Council. The appointment of examiners shall be made by the CoE from the panel of examiners recommended by the BoS/Academic Council.
2. The Chairman BoS shall also be the chairman of examination of the department. The appointment of Examiners for Postgraduate examinations shall be teachers who are experienced in teaching the subject at postgraduate level.
3. The appointment of the Chairman and members of the Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly all communications from the examiners shall be addressed to the Controller of Examinations in his/her personal name in covers marked "Examination Confidential".
4. The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers and practical examinations. A Copy of the "Instruction to the Examiners" shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form.
5. The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forth with be asked to furnish their explanation in writing for doing so and the matter may be reported to the Governing Council for appropriate action.

3.4.5 Allotment of Work:

The Chairman shall be provided with the approximate number of candidates appearing in the examination for distribution of the valuation work according to the norms fixed by the BoS/Academic Council. The Chairman shall forward the statement



of distribution of work to the CoE's office for necessary action. Communications regarding the details of answer scripts allotted for valuation shall be sent to all examiners. The name of Chief Examiner shall be mentioned in the covering letter sent to Additional Examiners. Arrangements shall be made to appoint substitutes in place of examiners who fail to appear for examination duty without notice. A copy of the list of examiners shall also be forwarded to the section dealing with the payment of remuneration to examiners. The rate of remuneration for examination works (End Semester Examinations) for the external examiners shall be applicable for the internal examiners also.

3.4.6 Instructions to Examiners:

The examiners shall comply with the following instructions.

1. All routine correspondence relating to examinations shall be addressed to the CoE, K.S.Rangasamy College of Technology, (Autonomous), Tiruchengode by designation and not by name. In all correspondence, by letter or by e-mail, full details of the examinership shall be given below the examiner's name to enable easy identification of the examiner and also for prompt action to be taken. Urgent matters, if any, may be communicated over the mobile or telephone as given in the communication.
2. Examiners are appointed for valuing answer books and/or for conducting Viva-voce and/or practical examinations /or Invigilation at the College held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
3. Examiners who having accepted the appointment and declined the work later without assigning reasons acceptable and thus cause inconvenience and dislocation of the time schedule, are liable to be removed from the panel for a period of two years.



4. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
5. The appointment of examiners is offered on the distinct understanding that such persons have not involved in private tuitions during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examinership.
6. In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CoE giving the name and register number of the candidate.
7. All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued by the Chairman / Chief(s) / Module Co-ordinator(s). Failure by an examiner to attend such meetings without sufficient reasons may be removed from the panel of examiner.
8. Every examiner engaged in the valuation of answer books shall furnish in the prescribed form given to him/her together with the answer books, the correct number of answer books received for valuation and return it to the CoE after all the answer books allotted to him for valuation have been received by the examiner.
9. He is responsible for the answer books given to him/her. He/she should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the CoE immediately.
10. All examiners in a subject should do their best to secure uniformity of marking/grading. Answers to questions and subdivisions of questions should be marked against them and the marks/grades awarded to each question sub division shall be entered on the cover page of the answer book also.



11. If the answer books have been revalued by the Chief Examiner, the revalued marks/grades whether there is any difference from the original marks or not shall be shown in green ink and be signed in full.
12. Answers must be checked a second time to verify that no answer to a question or a sub division has been left out in the evaluation.
13. If there are grave defects in the valuation, totaling of marks/grades or entering of the marks, or inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may have been taken against him/her, the examiners who default by entering wrong grades/marks, by giving wrong totals and by not valuing answers to questions shall be removed from the panel for a period to be decided by the Principal / CoE / Chairman BoS.
14. Marks/grades should be carefully entered in the mark/grade books supplied by the CoE in the serial order of the register numbers of the candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark sheet. In no case, should a candidate be given more marks/grade than the maximum.
15. The answer books should be kept in the safe custody of the office of the CoE for a period of one year after the publication of the results.
16. The scheme of valuation along with answer key shall be provided by the Chairman / Chief examiner for facilitating the evaluation process.
17. Practical Examinations will be held at the College in the respective laboratories. The work at practical examinations will be prescribed by the BoS Chairman/HoD.
18. The answer books and also the mark sheets of the practical examinations shall be submitted to CoE immediately after each practical examination is over.



19. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark sheets as far as possible. If correction becomes necessary, it must be attested with full signature.
20. Marks should be written in words also. The word will be indicating individual digits.
21. Every examiner should prepare the mark sheet and submit to the Chief Examiner/Chairman.
22. Every examiner shall furnish the information required on the facing sheet of each answer book. Chief shall ensure that all the columns on the face sheet of each answer book are filled in, before it is submitted to the CoE. The names of examiners and Chief /Chairman should be written below the signature.
23. Mark sheets must be handed over to the Chairman or Chief Examiner as the case may be, without fail by each examiner with the stipulated time / duration. The time / duration for submission of mark sheet by examiners to their Chairman / Chief Examiners shall be determined by the CoE, in consultation with the Chairman/Chief Examiner. Delay in submitting of marks sheets by the examiners will entail, as penalty, a deduction in the remuneration due to them, calculated at the rate fixed by the Governing Council from time to time.
24. It shall be the duty of the Chairman/Chief to scrutinize and forward the marks awarded by the examiners to each candidate in each paper or portion of a paper valued by them to the CoE on or before the date/time/duration fixed, together with a statement containing any remarks or suggestions, which he/she may consider deserving of attention
25. The Chairman/Chief Examiners may award moderation of marks in consultation with CoE only for the following reasons: (1) unusual difficulties in the question paper and/or (2) deviation of the question paper setter from the prescribed syllabus or standard.



26. The arbitrary award of additional or grace marks/moderation is strictly forbidden.
27. Travelling and halting allowance will be paid only after receiving the T.A. bills and **admitted claims**. No advance of T.A. will be paid. Examiners are required to submit their T.A. bills in time to enable the CoE office to settle the claim expeditiously.
28. Chief examiner will collect remuneration and T.A. bills of the examiners as soon as the examinations are over and forward them to the CoE on completion of the examination.
29. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation & communicate to the CoE immediately through the Chairman/ Chief forwarding all material evidence available. The nature and possible punishments inflicted for will depend largely upon the evidences furnished.
30. Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the CoE for further action.

3.4.7 Instructions to Chairman /Chief / Module Co-ordinator / Individual Examiners:

1. Subject to such directions as may be issued from time to time, by the Controller of Examinations / Principal, the examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer-books of candidates. For this, it shall be the duty of the Chairman/ Chief Examiners subject to the rules contained in these instructions, to make such arrangements as may appear necessary for the efficient conduct of the examination and evaluation for which they are responsible.
2. To provide necessary instructions to Additional Examiners.



3. To supervise and control of work of additional examiners.
4. Distribution of marks between different parts of questions.
5. Timely valuation and submission / entry of marks as per schedule.
6. To distribute the number of answer books among the examiners of candidates and also of **conducting the oral and practical examinations**.
7. The distribution of answer books among Examiners and Additional Examiners shall be made with a view to allot, as far as possible, equal number of papers and remuneration among them so as to avoid the payment of unnecessary travelling allowance.
8. The probable number of candidates for each subject(s) shall be furnished by the CoE.
9. To submit detailed statements including the names of all additional examiners for each subject(s).
10. To conduct a meeting of all examiners to discuss question paper(s) to issue instructions regarding valuation of answer-books. Chief Examiners shall give definite instructions to the additional examiners regarding the type of answers that might be expected from a well prepared student. A detailed scheme(s) of valuation shall be given in writing.
11. CoE shall maintain minutes of the meeting held by the Chairman/ Chief(s) / Module Co-ordinators, recording the names of the members present and the resolutions passed.

The responsibilities of the Chairman / Chief(s) / Module Co-ordinators /

Individual examiners:

1. Devise methods to ensure uniformity of standard in the valuation of answer books.
2. Provide necessary instructions to additional examiners.
3. Supervise and control of work of additional examiners.



4. Prepare key scheme of valuation and distribution of marks between different parts of questions.
5. Conduct a meeting of all examiners to discuss question paper(s), key, scheme of valuation and distribution of marks for different parts of questions, issue definite instructions to the examiners regarding the type of answers that might be expected from a well prepared student. Detailed schemes of valuation and answer key shall be given in writing.
6. Submit detailed statements including the name of all examiners, number of answer books issued to each examiner for the subject(s).
7. Distribute answer books among the examiners. Distribution of answer books among the examiners shall be made with a view to allot as far as possible, equal number of papers and remuneration among them, so as to avoid the payment of unnecessary travelling and dearness allowances. The probable number of answer books for each subject(s) shall be obtained from CoE.
8. Timely valuation and entry of marks as per the schedule.
9. Chief Examiner shall direct each additional examiner to value forthwith 5 answer books and on completion of such preliminary valuation, the valued answer books shall be submitted to the Chief examiner for scrutiny. The Chief Examiner shall then give such further instructions to them for standardizing the evaluation.
10. It is the further duty of each Chief Examiner to select and revalue not fewer than 12% in a bundle of 25 of answer books valued by each of his/her additional examiners selected at random and to satisfy himself that proper standard of valuation has been maintained throughout, before submitting mark sheets of whole valuation to the CoE. In case of continued unsatisfactory valuation by an additional examiner, the Chief Examiner shall bring the facts immediately to the notice of the CoE. The Chairman / Chief(s) after prior approval from the CoE



shall recall the answer- books and arrange for their revaluation by the same or by a different examiner. The matter shall be reported to the Principal for further action.

11. In the revaluation (Scrutiny) of the Chief Examiner, the revalued papers show a variation of 10% of marks, the entire bundle of answer scripts shall be revalued.
12. The Chief / Individual examiner shall make entry of marks after completing valuation of one bundle (25 scripts) in the prescribed format and submit to data entry operator (DEO). The DEO shall enter the marks against each student and give a printout. The Chief / Examiner shall verify the entry for its correctness with the answer book and give it to the DEO.
13. It shall be the duty of the Chief Examiner / Individual Examiner to scrutinize all valued answer books under his/her charge, and in particular, should personally verify each answer book valued whether;
 - a. All questions and sub-divisions of questions have been valued without omission.
 - b. The totaling of the marks is correct and no arithmetical error has crept in.
 - c. The total marks carried over to the entry of mark by the DEO with reference to each register number on the answer book are correct.
 - d. The additional examiner has written his/her name and put his/her full signature on the mark sheets.
 - e. The Chief Examiner is authorized to make whatever correction is found necessary in any answer book or mark sheets. If the additional examiner has failed to put his/her signature on the mark sheets on which there are entries, the Chief Examiner, after scrutiny of the entries, shall affix his/her own signature on these sheets.



3.5 Viva-Voce for a subject:

It shall be competent for the BoS and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The CoE shall consult HoD/BoS Chairman / Module Co-ordinator for the purpose. The examiner for viva-voce shall have a Chairman and two senior most examiners of the subject in the department.



CHAPTER 4 CONDUCT OF EXAMINATIONS

4.1 Methods of Examination:

Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods: -

- a) Written b) Practical c) Computer assisted testing d) Oral

4.2 Schedule of Examination:

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

All examinations of the semester shall be conducted as per the examination calendar.

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

4.3 Registration to the Examination:

1. All students admitted in a programme (UG & PG) with remittance of prescribed fee are eligible for the forthcoming semester examinations. The list of eligible students in all programmes shall be submitted by the principal's office.
2. Online application for registration to the various End Semester Examinations shall be forwarded to the CoE in the prescribed format.
3. The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets.



4. The mode of fee remittance for the examination shall be through the class advisors.
5. The class advisors in turn remit the fees collected to CoE with details of students registered and number of subjects each student appearing for the examination.

4.4 Preparation of Nominal Roll:

A nominal roll showing the name of examination, month and year of examination, name and register number shall be prepared for each examination by the CoE. Details such as total number of candidates registered, number of regular students, number of arrear candidates may be given for each subjects for easy reference.

4.5 Preparation of Hall Tickets:

The hall ticket of the eligible candidates shall be generated in the CoE's office with name, register number and recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles for the concerned semesters with date of the examination in chronological order. The register number shall be the number allotted to a candidate on his/her registration for the first semester examination. The hall ticket shall be issued to the students one week before the commencement of the examinations.

4.6 Preparation of Answer Books:

1. The main answer books to be supplied for the examination shall be prepared well in advance with specific format and different serial codes by the CoE.
2. Required number of blank answer books shall be handed over to the Chief Superintendent / Deputy Controller of Examination nominated for the purpose of the examinations.



4.7 Question Paper Bundles:

The required question papers shall be packed in sealed covers with details regarding the name of examination, the month and year of examination, name of the subject, date and time of examination and number of copies of question papers enclosed .

A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, subject / course code, number of question papers required and the number of question paper packets prepared for each day. The statement and the entries on question paper covers shall be compared and ensured that entries are correct.

1. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be handed over to the Chief Superintendent of examinations **one hour before the commencement of examination.**
2. The Chief Superintendent should verify that the seal and cover of the parcels are intact and descriptions on the cover of each sealed cover agree with those in the memorandum of content received.
3. Safe custody of the question paper packets and also the answer books supplied from the CoE's office for the concerned semester examination on each day will be the responsibility of the Chief Superintendent.
4. The chief superintendent opens the Question paper covers in the presence of Anna University Representative (AUR) and an invigilator 30 minutes before the commencement of exam. The number of question paper for each hall is counted and packed in a separate cover and distributed to the invigilators 10 minutes before the commencement of examination at their respective halls.
5. The invigilator shall distribute the question paper to the students after a bell indicating the commencement of the exam. The answer booklets are collected back after the bell indicating the end of the examination.



6. The unused answer booklets and question papers are collected from the hall after 45 minutes from the commencement of examination and kept under safe custody of the chief superintendent.

4.8 Cancellation of Hall Tickets:

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

4.9 Appointment of Chief Superintendent, Additional Chief Superintendent Etc.:

Principal shall be the Chief Superintendent of all examinations conducted in the College. However, Principal can handover the charge to one of Deputy CoE on special situations. An additional Chief Superintendent and such other staff as required for the conduct of the examinations at the College shall be appointed by the Principal.

4.10 Instructions to Chief Superintendent at the Examination Venue:

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

1. The Chief Superintendent shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer books are received at the venue 3days prior to the commencement of examinations, and kept under safe custody.
2. He/ She should ensure that the question papers are received an hour before the commencement of examination for each session, from CoE.



3. The following arrangements are made for the conduct of the examination.
 - a. Seating arrangement for the candidates (printed register number to be pasted on the desk at the right upper corner)
 - b. Examination room is clean, properly lighted and that no writing is there on the desks/walls or board.
 - c. Room/ hall wise seating plan for candidates are displayed at a prominent place.
 - d. Selection of appropriate number of invigilators from among the faculty members of the college and other institutions, well in advance as per norms.
4. See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats 10 minutes before the commencement of the examination.
5. See that arrangements are made for ringing the bell as detailed below. For a 3 hour examination starting at 09.30 a.m., the bell timings shall be as follows:
 - a. 09.15 am - Long bell - Candidates enter the examination hall
 - b. 09.25 am - Short bell - Distribution of answer books
 - c. 09.30 am - Short bell - Distribution of question papers
 - d. 10.00 am - Short bell - Entry to exam hall over
 - e. 10.30 am - Short bell - 1 hour of examination is over
 - f. 11.30 am - Short bell - 2 hours of examination are over
 - g. 12.20 pm - Short bell - Warning bell for the candidates
 - h. 12.30 pm - Long bell - Examination is over
6. Similar timings shall be followed for examinations commencing at 1:30 p.m. The above schedule of timings shall be appropriately modified for examinations commencing at other timings.



7. In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations telephonically. However, late commencement of examinations beyond 30 minutes is not permitted, under any circumstances.
8. Ensure that the invigilator for each room collects the answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
9. Mobile phones, programmable calculators and other electronic gadgets should not be allowed into the examination room even if they are switched off. If any student brings in such materials to the examination hall, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
10. Keep utmost vigil throughout the examination process. The Chief Superintendent may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.
11. **A candidate shall not be allowed to write the examinations, if he/ she do not have a valid hall-ticket. However, if a student reports that his/her hall-ticket is lost, or could not bring the Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the CoE office through a messenger (not the candidate).**
12. All used answer books shall be packed within 30 minutes after the examination is over. The name of the subject and roll numbers of candidates should be written on all packets using a sketch pen.
13. All packets should be sealed using cello tape.
14. Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.



15. In case of using answer papers of different series; the Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. He/she should take this decision one hour prior to the commencement of the examination.
16. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the answer books.
17. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
18. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and AUR appointed by the university. He/ She should ensure that the seal of the question paper cover is intact. They should sign in the space provided on the cover to ensure the same.

4.11 Bundling of Written Answer Books:

The Chief Superintendent and Anna University Representative shall make sure that the written answer papers are packed subject wise properly in the answer book boxes/covers immediately after the examination. The bundles shall be delivered to the CoE's office after each session of the examination on the same day. The bundles should have the following details: -

1. Serial number
2. Title of the paper /subject
3. Date of examination
4. Number of candidates registered
5. Number of answer books in the bundle/Box/Cover
6. Initials of the Chief Superintendent / Anna University Representative



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

Consolidated Absentees Statement: The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each session of the exam to the CoE.

4.12 Instructions to the Invigilators:

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. The Chief Superintendent shall go through the 'Instructions for the invigilators' and give necessary directions as and when required.

A set of guidelines for the invigilators are given below.

1. Report to the Chief Superintendent half an hour before the commencement of the examination.
2. Be present at the time of the opening of the question paper cover.
3. Collect correct number of answer books from the Chief Superintendent and proceed to the hall 15 minutes before commencement of the examination scheduled for that day/ Session.
4. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Chief Superintendent for necessary guidelines.
5. Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, calculators, or digital diary or any other electronic equipment instruct him/her to keep them outside the examination hall.
6. Distribute the answer book 5 minutes before the commencement of the examination (short bell) and direct them to fill in the register number and other entries in appropriate places.



7. Distribute the question paper at the strokes of the short bell and ask the candidates to start writing.
8. Verify the identity of the candidate through the photograph on the hall ticket and obtain the signature of the students present in the prescribed attendance sheet after verifying the register number in the hall ticket and that written on the answer book and other relevant entries made by the students.
9. The invigilator shall mark his/her signature on the answer book after verifying that the details filled in by the candidate are correct.
10. Invigilators shall sign on the back side of the hall ticket for having verified the hall ticket and details written on the cover page of the answer book.
11. The invigilator shall hand over the register number of absentees and the unused answer books and question papers to the messenger sent by Chief Superintendent, after the expire of 45 minutes from the commencement of examinations.
12. No candidates shall be allowed to leave the examination hall till the expiry of 45 minutes, from the commencement of examination and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
13. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the invigilator and the candidate(s) may collect them back after the examination, if they so desire.
14. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination on subsequent days and the matter may be reported to the Principal/Controller of Examinations.



15. Ten minutes before the closing of examination, along with the warning bell (short bell), announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell (long bell) ask the candidates to stop writing and put their pens down.
16. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list to the Chief Superintendent.
17. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.
18. Invigilators shall leave the examination premises after Chief Superintendent allows.

Important Notes:

- a. No Candidates need be admitted if they do not have valid hall tickets.
- b. Candidates shall be admitted to the examination hall 15 minutes before the scheduled time.
- c. No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- d. See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
- e. Do not give any clarifications to the students regarding mistakes in question paper, mode of answering etc.
- f. Allow the use of logarithm tables, data books, calculators etc. only if the uses of these are permitted as per the instructions given in the question paper.
- g. Do not allow mobile phones or any electronic equipment in the examination hall.



- h. Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the incriminating materials and the hall ticket and make a report to the Chief Superintendent who, in turn will forward the same to the CoE.
- i. 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.
- j. Do not allow refreshments for the candidates in the examination hall.
- k. Do not make any correction in the register number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.
- l. Candidates should not be allowed to leave the hall before the expiry of 45 minutes from the commencement of the examination.
- m. See that candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
- n. Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.

4.13 Instructions to Candidates:

1. Every student shall register for the examination of the relevant semester in which he/ she is studying for obtaining promotion to the next semester.
2. Every student who is eligible to write the examination should register online his/ her application within the period stipulated by the College.
3. The candidates should ensure that they collect / receive their hall tickets well in advance of the examinations



4. The candidates should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the CoE through the HOD/ Class advisor with the prescribed fee.
6. The candidates should enter the examination hall 15 minutes before the commencement of examination and shall not leave the hall during the last ten minutes. In exceptional cases, the Chief Superintendent can permit relaxation up to a Maximum of 30 minutes for a candidate to enter the examination hall. No candidate shall be allowed to leave the examination hall before the expiry of 45 minutes after the commencement of examinations.
7. Candidates are permitted to use only blue or black ink pens / ball point pens for writing examinations
8. No materials except, writing materials and hall ticket are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, data books, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the invigilator.
9. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination hall, use of unfair means etc. are liable to be punished as per rules. (See Annexure 1).
10. The candidates should write their register number, name of examination etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.



11. Candidates should not write their name or reveal their identity and any kind of appeal, anywhere in the answer book.
12. They should not write anything in the question paper other than their names and register numbers. Last page of the answer booklet can be used for rough work.
13. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarifications from other students.
14. They should return the answer book to the invigilator before leaving the hall. The candidates are not permitted to leave the examinations hall without the permission of the invigilator during the course of examination.
15. The candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries what so ever, relating the question papers whether an explanation of the meaning or the correction of typographical errors.
16. Candidates shall take their places in the examination hall 15 minutes before the commencement of the examination. Candidates presenting themselves more than half an hour after the commencement of the examination shall not be admitted for the examination of that session.
17. The candidates shall not be allowed to leave the hall before the expiry of 45 minutes from the commencement of the examination.
18. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Invigilator and the candidate(s) may collect them back after the examination, if they so desire.



19. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take examinations on subsequent days and the matter may be reported to the Principal/Controller of Examinations for further action.
20. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books on their seats.

4.14 Exclusion of Candidates on Account of Disease:

Any candidate shall be excluded by the Chief Superintendent from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease. As an exceptional case such a candidate shall be permitted to take the examination by giving a separate seat in the vicinity of chief superintendent office. (Such cases shall immediately be reported to the Principal/Controller of Examinations.)

4.15 Exclusion of Candidates for Misbehavior:

Candidates taking an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent/Additional Chief Superintendent/Invigilator or behaving insolently towards the Chief Superintendent/additional Chief superintendent / Invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if he/she persists in his/her misbehavior he/she may be excluded from the rest of the examinations by the Chief Superintendent. In all such cases the matter shall be reported to the Principal. The Principal, after giving an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the



Chief Superintendent or further punish the candidate by cancelling the examination taken by him either in whole or in part or debarring him/her from appearing for any examination for a specified period or permanently. The matter may be intimated to the Controller of Examinations for further action.

4.16 Debarring Candidates and Quashing Results:

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

4.17 Punishment for Malpractice:

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



CHAPTER 5 VALUATION OF ANSWER SCRIPTS

5.1 Valuation of Answer Scripts:

1. The valuation of answer scripts of the theory examinations shall be at centralized valuation halls.
2. The valuation can be started immediately after the examination of each subject.
3. The CoE in consultation with chairman/HoD shall appoint chief examiner(s) and additional examiners for each subject. The norms for appointment of chief examiner(s) for a subject is given below.
 - a. In case the number of scripts is less than 100, no chief examiners will be appointed. The examiner will perform the functions of the chief examiner in such cases.
 - b. Based on the number of scripts in each subjects, number of chief(s) and additional examiners under each chief shall be decided by the CoE & BoS Chairman / HoD / Programme Co-ordinator / Module Co-ordinator.
4. The valuations must be based on the scheme of valuation prepared by the question paper setter or by Chief examiner(s) / Programme Co-ordinator / Module Co-ordinator of the subject concerned. The module Coordinator or the chairman shall go through the key and scheme of valuation prepared by the paper setter / chief(s) / individual examiners (as the case may be) and if necessary suggest modification and forward to the CoE.
5. The Chief Examiners or Chairman / Module Co-ordinator / Programme Co-ordinator shall conduct a meeting of all additional examiners under them and discuss the key and scheme of valuation. The suggestions and remarks made by the examiners may be incorporated with the permission of the CoE.
6. The CoE shall arrange to affix dummy numbers on the answer books of each subject, shuffle them and make a bundle of 25 and a part thereof.



7. The chief examiner(s) shall distribute answer books / part thereof to the examiners for evaluation. The examiners shall complete the valuation of 25 answer books in each session (FN and AN). Additional bundles shall be given to the examiner(s) only after completing the first bundle of 25 answer books are valued and returned to the Chief.
8. The Chief examiner(s) shall review the first 5 scripts valued by the additional examiner(s) and revalue one of the scripts selected randomly.
9. The Chief examiner shall suggest ways and means to improve uniformity in evaluation after reviewing the first 5 valued answer books of each examiner.
10. The Chief examiners are required to recheck the entire answer books and shall revalue 12% of answer books from a bundle of 25 answer books.
11. The examiners shall enter the marks of each candidate after completing each bundle of 25 answer books in the prescribed mark sheet and forward it to the data entry operator (DEO) for entry into system. The DEO after making entry of marks shall give a print out to the examiner. The chief examiner and examiner shall check the entry for its correctness with the valued answer books and affix their signatures and return to DEO.
12. The CoE shall maintain records of the Chief(s) and the Examiners for each subject, the key, scheme of valuation and the mark sheets submitted.



CHAPTER 6 TABULATION AND PUBLICATION OF RESULTS

6.1 Tabulation Register:

The Whole process of calculating the final marks shall be automated using computer programme. The CoE shall check all entries, grace marks if any awarded.

6.2 Result Passing Board Meeting (RPBM):

The CoE shall prepare a statistics of the result with details listed below and present before the result passing board:-

1. Name of examination with month and year.
2. Number of candidates registered for the examination.
3. Number of candidates appeared for the examination.
4. Minutes of previous RPBM.
5. Branch wise Pass Percentage.
6. Subject wise Internal & External mark comparison.
7. Open elective courses pass percentage.
8. Overall result comparison programme wise.
9. Comparison of grades obtained in each branch in the semester.
10. Ph.D. course work results.
11. Results of readmitted candidates.
12. Results of arrear courses UG & PG (Passed out)
13. Proposal on moderation.
14. Revaluation, Results & Ratification.
15. Details of question paper collected, reviewed & used.
16. Details of attendance shortages, break of study & withdrawal.

The minutes of the Result Passing Board shall be finalized immediately after the meeting and signature of all members shall be obtained.



6.3 Publication of Results:

The final approved result of the concerned semester examination shall be published by the Principal. The results approved by the Result Passing Board shall be posted in the website. The students can download the semester score sheet from the website. The results approved by the RPB shall be presented to Academic council for deliberation and ratification.

6.4 Arrear Examinations:

Examinations for arrear papers of immediate past semester shall be conducted on Saturdays and Sundays; scheduled in such a way that they are completed before the commencement of regular examination for the ongoing current semester.

Candidates having arrears in the ongoing current semester subjects shall take the examination along with the regular students.

Candidates who have completed the course and having arrears shall take the exam on the above two slots.

6.5 Supplementary Examinations:

Supplementary examination is conducted for outgoing students (UG&PG) having arrears only in final year courses, subject to a maximum of 5 arrears to complete the degree after the publication of the result and as per the notification to that effect.

6.6 Grade Sheets:

Computerized grade sheet shall be prepared semester wise after publication of results and Revaluation Process and issued to students through examination cell/HoD/Class advisor.



6.7 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 grade sheet on successful completions of all courses prescribed for the degree and additional courses taken.

6.8 Transcripts:

Transcripts shall be issued to successful candidates on request and on payment of the prescribed fees.



CHAPTER 7 MISCELLANEOUS

7.1 Condonation of Shortage of Attendance:

Candidate can seek condemnation of shortage of attendance only twice during their duration of course in UG and once in PG. Following are the rules regarding attendance requirement:-

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

7.2 Improvement Examinations:

1. A candidate can improve his/her marks once by appearing again for the examination with the subsequent batch with the remittance of prescribed fee. In such cases the better of the two marks shall be taken as the marks awarded to him.
2. Internal assessment marks shall be carried over to the subsequent semester examination.
3. There shall be a provision for improving internal assessment marks, if student desires, by taking the CA tests conducted by the course teacher in the subsequent semester(s) with the prior permission of the Principal.



7.3 Promotion to the Next Higher Semester:

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

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

7.4 Certificates:

1. Degree certificates are issued by the Anna University as per the act and statues of the University on the submission of the consolidated Grade sheets of the students by the College.
2. A consolidated Grade sheet shall be issued to the candidates after the publication of the results of the final semester examination on successful completion of all courses taken by the candidate.
3. A Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university on request.
4. Transcripts shall be issued to students on request with the prescribed fees.

7.5 Register of Candidates:

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

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



7.6 Important Registers to be maintained in the CoE's Office:

1. Inward registers
2. Dispatch registers
3. All Registers related to the planning, question paper setting and conduct of examinations.
4. Registers relating to valuation of answer scripts
5. Branch & Class wise results.
6. Semester Grade sheets
7. Other registers specifically directed to be maintained in CoE's office and any other registers deemed necessary for easy reference.



Annexure - 1

Different Types of Malpractices and the Punishments for them are given below:

S. No.	Nature of Malpractice	Punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	Fine Amount of Rs.1000/- per course
2.	The candidate writing his/her name in the answer script	
3.	The candidate writing his/her registration number in places other than specified in the answer script.	
4.	Any special marking in the answer script by the candidate	
5.	The candidate communicating with neighbouring candidate orally or non-verbally; the candidate causing suspicious movement of his/her body.	
6.	Irrelevant writing by the candidate in the answer script.	
7.	The candidate either possessing the question paper of another candidate or passing his question paper to another candidate with the question paper containing no additional writing on it.	
8.	The candidate facilitating the other candidate(s) to copy from his/her answer script.	Invalidating the examination of the particular course written by the candidate.



9.	The candidate possessing of any incriminating material(s) (Whether used or not). For example: - Written or printed materials, bits of papers containing writing information, writings on scale, calculator, handkerchief, dress, part of the body, Hall Ticket, and on mobile phone, etc., Hiding the evidence like throwing out the bits of the papers and any other material(s) (or) destroying the evidence by swallowing the bits of papers.	<p>Invalidating the examinations of the course concerned and all the theory and the practical courses of the current semester registered by the candidate.</p> <p>Further the candidate is not considered for revaluation of answer scripts of the arrear courses.</p> <p>If the candidate has registered for arrear courses only, invalidating the examinations of all the arrear courses registered by the candidate.</p>
10.	The candidate possessing mobile phone(s) / Programmable Calculator(s) / any other electronic storage device(s) (Whether used or not).	
11.	The candidate possessing the question paper of another candidate with additional writing on it.	
12.	The candidate passing his/her question paper to another candidate with additional writing on it.	
13.	The candidate passing discriminate materials brought in to the examination hall in any medium (hard/soft) to other candidate(s).	
14.	The candidate copying from neighbouring candidate.	
15.	Vulgar/ Offensive writings by the candidate in the answer script.	
16.	The candidate possessing the answer script of another candidate.	<p>Invalidating the examinations of all the theory and practical courses of the current semester and all the arrear-courses registered by the candidate.</p>
17.	The candidate passing his/her answer script to another candidate	
18.	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	



19.	The candidate misbehaving in the examination hall.	<p>Invalidating the examinations of all the theory and practical courses of the current semester and all the arrears courses registered by the candidate;</p> <p>Additional Punishment:</p> <p>1. If the candidate has not completed the Programme, he/she is debarred from continuing his/her studies for one year. i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrear courses up to the last semester during the debarring period.</p>
20.	Involved in any one or more of the malpractices of serial no.9 to 18 for the second or subsequent times.	<p>2. If the candidate has completed the Programme, he/she is prevented from writing the examinations of the arrear courses for two subsequent semesters.</p>
21.	Cases of impersonation	<p>1. Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent.</p> <p>2. If a student of this college is found to impersonate a "bonafide student", the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any</p>



		<p>further admissions to any programme of the college.</p> <p>3. Debarring the “Bonafide Student” for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the College.</p>
22.	Abetting of malpractice	<p>Any instances of abetting such practices at any stage or of CONDONATION of the malpractice by any faculty member/ non- teaching staff will result in severe action against the individual, including action for blacklisting/termination of services.</p>
<p>Any other type of malpractices reported, the enquiry committee may recommend appropriate punishment.</p>		

