

**K.S. RANGASAMY COLLEGE OF TECHNOLOGY,  
TIRUCHENGODE – 637215**

**CONDUCT OF EXAMINATIONS  
AN INSTRUCTION MANUAL**



**OFFICE OF THE CONTROLLER OF  
EXAMINATIONS**

## CONDUCT OF EXAMINATIONS – AN INSTRUCTION MANUAL

The Authorities of the College involved in the conduct of the Examination are:

1. Principal
2. Controller of the Examinations (COE)
3. Deputy Controller of the Examinations (DCOE)
4. Vigilance Squad (VS)
5. Anna University Representative (AUR)

The Officials of the College involved in the conduct of the Examination are:

1. Deputy Controller of the Examinations (DCOE)
2. Chief Superintendent of the Examination (CS)
3. Hall Superintendents (HS)

The Examination Centre will be normally conducted at K.S. Rangasamy College of Technology where the student is/was studying.

The Principal of the college is responsible for overall coordination and he/she has to ensure the participation of the appointed faculty members of his/her college in all the activities connected with the conduct of both theory and practical examinations.

All teaching and non-teaching staff, who are drafted for the conduct of the examinations are bound by the rules and regulations of the College. They will be paid remuneration and allowances as per the approved norms of the University. For any commission and omission in the conduct of University Examinations, the College will take appropriate action.

### I. THEORY EXAMINATION

#### 1. Chief Superintendent (CS):

- 1.1. Under normal circumstances, Principal will act as Chief Superintendent (CS) for the conduct of Semester examinations in his / her college.
- 1.2. Whenever the Principal is not in a position to function as CS to conduct the Semester examinations, the Controller of Examinations (COE) is authorized to

call for a panel of three senior most members of teaching staff with a minimum of 12 years of experience (both academic and industrial experience put together) who are willing to function as CS. The Principal may appoint one of these three members as CS for that semester in that college.

- 1.3. **CS** appointed shall accept the offer only when no close relative of him/her is appearing for the University examinations at the centre concerned.
- 1.4. CS is fully responsible for all the activities connected with the conduct of theory examinations.
- 1.5. **CS has to read the rules, regulations and the instructions issued by the College then and there related to conduct of the examinations and has to instruct the officials/staff concerned and the candidates to adhere to the same.**

## **2. Examination Details Provided:**

- 2.1. The following details in connection with the conduct of examinations are sent by the Office of the CoE before the commencement of every semester examination.
  - (i) Copies of 'time-table' of the examinations.
  - (ii) The "nominal-roll" containing the names of the candidates, register numbers and the subjects for which the candidates have registered.
  - (iii) The 'attendance-sheets' of the candidates for every subject. (online)
  - (iv) Question paper cover with details of Course code, Course name, Session, Date and number of question papers
- 2.2. Copies of 'time-table' of examinations will be sent well before the commencement of examinations and it will also be published on the College website. The Principals/CSs are requested to put up a copy of the 'time-table' at a prominent place in the College to invite the attention of candidates.
- 2.3. In the event of a holiday being declared after the publication of time table, the examinations should be conducted as scheduled unless otherwise notified specifically by the State Government or University.
- 2.4. The Principal/CS should bring it to the attention of the officials/candidates concerned any addition/revision in the 'time-table' notified by the Office of the CoE.

### 3. Hall Tickets:

- 3.1. One Week before the commencement of the examination, the Principal/CS shall specify when and where the hall tickets will be issued.
- 3.2. Hall-tickets (indicating the name, register number of candidates, subjects with date of examination and session of examination) are issued by the Office of the Controller of Examinations. After verification of all the particulars in the Hall Ticket, the Principal has to sign in the appropriate place. The Principal/CS shall distribute the Hall Tickets at least **two days** before the commencement of examinations to the candidates after obtaining his/her signature in the appropriate place. Any discrepancy in the hall tickets should be immediately brought to the notice of COE. In cases where names of candidates are the same or similar, CSs are requested to ensure that each candidate receives proper hall-ticket, after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts; this verification is very important particularly in the case of students studying in the first semester of UG/PG programme. Neglect of this precaution will result in mistakes which will be difficult to rectify later.
- 3.3. At the time of issuing hall-tickets, each candidate may be asked to verify whether his/her name is registered for all subjects for which he/she has remitted examination fees. Discrepancy, if any, in the hall-ticket may be brought to the notice of COE immediately.
- 3.4. In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are also **eligible** to write the examination, CS may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his /her own risk. The same may be reported at once to COE. In such cases, CS should ensure the availability of proper question papers for each day of examination. In case the claims of such candidates are not supported by evidences, the answer-scripts will not be valued and the examination written by the candidate will be treated as null and void. In such case the candidate is liable for punishment.
- 3.5. Candidates shall not be permitted to write the examination (even under their own risk) if they are **not eligible** to write the examination as per the rules and regulations.

**3.6.** Class attendance of the students expressed as percentage for the semester concerned should be rounded to the nearest integer. A candidate is eligible to appear for the Semester Examinations, if he/she has earned at least 75% attendance in each semester. All other candidates who have earned attendance of 74% and below are not eligible unless exempted as per the regulations (*Please keep track with the latest regulations issued by the College*). The list of names of candidates who have not earned the required attendance in that semester may be obtained from the Principal. However, these candidates are eligible to appear for **arrear subjects**.

**4. Hall Arrangements:**

- 4.1.** CS should prepare the sketches of the seating arrangements in the examination halls or rooms and should forward a copy of the same when requested by COE.
- 4.2.** Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing the same subject shall be seated alternately. In other words, not more than 50 per cent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. However, if more number of candidates appearing for the same subject have to be accommodated in a hall, CS has to ensure a **minimum distance of one meter between any two candidates**.
- 4.3.** When the candidates appear for the subject with the same title and with different subject codes, they have to be accommodated in different halls as far as possible.
- 4.4.** Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement. If a candidate is found guilty of altering the seating arrangement of a hall, CS may recommend the cancellation of the examination written by the candidate by providing the original plan of seating arrangement and the alteration made by the said candidate.

- . **4.5.** Candidates should be accommodated in rooms or in large halls. **One Hall Superintendent (HS) for every twenty-five candidates** or part thereof shall be appointed. Reserve HS may be also appointed as per the norms. The Reserve HSs will act as replacement of HS in case of exigency and will also assist CS attimes when there is no invigilation.
- 4.6.** Every precaution should be taken so that no outsiders are present in and around the examination halls/rooms and sufficient security measures should be taken to carry the question papers safely from one hall to another.
- 4.7.** It is the responsibility of CS to ensure before the commencement of the examination that no forbidden materials/writings are present in the walls/desks/black-boards/drawing-boards/floors of the examination halls.
- 4.8.** The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all the subjects in a fixed place/hall.
- 4.9.** The slanting/adjustable drawing tables should not be used during the examinations for any subjects excepting drawing subjects.
- 4.10.** CS should arrange for the serving of drinking water and supply of approved materials such as Charts, Data book etc., for the examination at the place of the candidates only.
- 4.11.** Strict silence should be maintained in the examination halls.
- 4.12.** Usually one fourth of the Hall Superintendent will be from other nearby Engineering Colleges.
- 4.13.** Deputy Controller of Examinations- Examination wing is responsible for arranging External Hall Superintendents.

## **5. Question Paper (QP):**

- 5.1.** In the conventional method, packets containing copies of the printed question papers are collected from the office of CoE in sealed cloth bags every day of the examination by the Deputy Controller of Examination wing. CS shall check the details of the subject title and code, date and session mentioned on each packet with the 'time table', the 'attendance-sheet' and the 'nominal-roll' generated from. Total question papers received can be compared with the question papers required. Any shortage in required number of question paper shall be brought to the notice of COE immediately to avoid last minute problems.

- 5.2. Question paper packets shall be thoroughly checked by CS to ascertain that the subject code and the title of the question paper tally with the subject of examination announced. **No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the University Examination.** Question paper packet shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR and CS. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.
- 5.3. The question paper packet should be cut open on the **left hand** side of the packet.
- 5.4. Whenever, only one or very few candidates have registered for an examination CS must open the question paper packet concerned only after verifying the presence of candidate(s) in the hall for that examination. If no candidate is present, the unopened question paper packets should be returned to the Office of CoE.
- 5.5. All the packets pertaining to the opened question papers shall be preserved .

**6. Electronic Question Paper (e Q P):**

- 6.1. In case of the questions papers which are to be sent online (the list of subjects for which question papers will be sent online will be intimated by the Office of CoE) will be downloaded by the Candidate at their respective Computer Laboratories. CS must ensure the candidates received the correct question paper.
- 6.2. The college shall make available all the required number of computers with necessary software support, broadband connectivity, printer and photocopying equipment as instructed by COE.
- 6.3. The Principal/CS should keep track with the latest information issued by the Office of CoE with regard to eQP.
- 6.4. Hall Superintendent will monitor students in online mode. He /She disseminates the Rules of the Online Examination to the candidates at the beginning of the Examination.

## **7. Answer-books:**

- 7.1. Answer-books containing forty-three pages with graph sheets (one normal) are supplied. Serial number is also printed in the answer-book. A record of answer-books used, date wise and session wise should be kept by CS) and this information should also be made available to COE when called for.
- 7.2. Signature/Facsimile signature of CS should be affixed only at the space provided on the title page of the main answer-book. The facsimile shall not be affixed at any other place on the answer-book or on the drawing/graph sheets attached, if any.
- 7.3. **Number** of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in that hall.
- 7.4. No 'additional answer-sheet/book' is provided.
- 7.5. Candidates have to verify the Answer booklet thoroughly before entering the required details.

## **8. Hall Superintendent (HS):**

- 8.1. CS shall appoint (required number of Hall Superintendents (HS) for invigilation work from the teaching staff available in his/her college and from the neighbouring colleges. The neighbouring colleges may be addressed requesting them to send the list of faculty members willing to act as external HS much in advance before the commencement of examination. CS is authorized to issue attendance certificate to the staff members drafted for the work relating to conduct of examination. No teaching staff should undertake the invigilation work in a centre where his/her close relative is appearing for the Semester examination. Under no circumstances staff other than teaching staff shall be appointed as HS.
- 8.2. Referring the 'nominal-roll', time table, 'attendance-sheet' and other details, the invigilation scheme/ hall allotment to candidates have to be prepared and the same without the column containing the names of HS have to be displayed at the notice boards. Based on the invigilation scheme, number of HSs to be appointed for each session may be decided. HS for each hall shall be assigned at random by following the lot system.



- 8.3.** HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.
- 8.4.** HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates.
- 8.5.** An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination. The candidates should be instructed to read the instructions given in the second page of the answer-book, particularly on the first day of every semester examination, before filling up the particulars on the title page of the book.
- 8.6.** The candidates should be instructed to write his/her register number legibly on the first page of the answer-book and further instructed not to write register number anywhere else including the drawing sheet/graph sheet if any used by the candidate.
- 8.7.** The candidates should be warned that writing wrong register numbers in their answer-books will entail rejection of their answer-scripts and he/she is liable for further punishment.
- 8.8.** Copies of question papers are to be distributed just **five minutes** before the commencement of the examination only to the candidates actually seated in their places. The details provided in each question paper must be scrutinized to ensure that the correct question paper is issued to the right candidate. The entries in the Hall Ticket and 'attendance-sheet' are the important guide in this regard. If any mistake is committed in the distribution of question papers HS will be held responsible for the same.
- The unused question papers should be kept under the custody of HS until they are handed over to CS.
- 8.9.** Candidate's attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the Hall Ticket.
- 8.10.** HS **must** sign and write his/her name at the space provided on the first page (not in any other page) of the answer-book after duly verifying the particulars written by the candidate with those provided in the Hall Ticket.

- 8.11. The **attendance** of candidates may be finalized immediately after **half-an-hour** from the commencement of the examination by getting i) the serial number of the answer-book entered by the candidate and ii) the signature of the candidate in the 'attendance-sheet' in the appropriate places.
- 8.12. The number of absentees and the number of unused answer-books and unused question papers in the hall should tally and the unused answer-books and the unused question papers should be returned to CS along with the absentee list.
- 8.13. **Candidates** presenting themselves thirty minutes after the commencement of the examination shall not be admitted.
- 8.14. ***The approved code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same". Materials brought by the students should not be permitted by the Hall Superintendents during examination.***
- 8.15. HS should not answer any query relating to meaning or correction or typographical error in the question paper.
- 8.16. Any candidate involved in the malpractice during the examination should be brought to the notice of CS immediately. A detailed report on the matter together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences and candidate's statement should be immediately forwarded to CS. The candidate should be allowed to continue to write the examination in another answer-book.
- 8.17. No 'additional books/sheets' are to be issued to the candidates. Only on exceptional cases one more answer-book may be given to complete the examination.
- 8.18. ***All students must be instructed to scroll out the blank pages left out in the answer script and the Hall Superintendents must ensure the same. There should not be any tampering in writing the total pages used by the students. In case, if the student wants to change the number of pages, it should be attested by the Hall Superintendents on the tear-off sheet alone. Total page numbers tampered without the attestation of the Hall Superintendent shall be considered under malpractice.***

- 8.19.** HS should collect the answer-script from the candidate at his/her place. The candidates should be instructed not to move from their places to handover the answer-scripts. The answer-scripts once submitted by the candidates should not be given back to the candidates. HS shall arrange the answer-scripts subject wise, register number wise and personally hand them over to CS. HS has to be present till those answer-scripts are checked and put into the answer-script packets by CS.
- 8.20.** No candidate who has left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.
- 8.21.** During the hours of examination, care should be taken by HS to see that no person loiters in the veranda or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message/material to the examinees from outside.
- 8.22.** Candidates who are suffering from infectious diseases of any kind should not be permitted to write the examination.
- 8.23.** CS should visit as frequently as possible each building and room wherever examination is conducted. He/she should also consider it as a part of his/her duty to ensure that HSs keep moving among candidates and do not engage in any occupation likely to hamper the efficiency of supervision. All the officials connected with the examination should be very vigilant in ensuring that no rule of the examination is violated.
- 8.24.** HS should not use mobile phone during the hours of examinations and should not involve in any unnecessary conversation with others.
- 8.25.** HS should not attest for any correction made by a student inside the answer script.

**9. Anna University Representative (AUR):**

- 9.1.** Principal makes a Request to Zonal Officer with Examination Time-Table for AUR.
- 9.2.** One University representative (AUR) will be appointed by COE/ZC as an observer for the conduct of Examinations.
- 9.3.** The AUR has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.

**9.4.** The Principal/CS shall extend full cooperation to AUR to carry out any checking with regard to the conduct of examination.

**9.5.** The AUR has to monitor the adherence of examination rules and regulations by the college concerned and has to report to COE/ZC if any violation is observed in this regard. He/she has to check whether

- (a) question paper boxes issued to the centres are kept in safe custody.
- (b) seating arrangements are satisfactory.
- (c) adequate number of external and internal HSs are engaged.
- (d) the examination commences on time.
- (e) Uploading of the absentees and malpractice cases in the web-portal
- (f) absentee list agrees with entries on answer-script packets.
- (g) answer-scripts of completed examinations are sealed and kept in safe custody.
- (h) examination stationery supplied to colleges are properly stored and accounted for.

the candidates adhere to the rules of the examinations without indulging in any kind of malpractices.

#### **10. Vigilance Squad (VS):**

**10.1.** Examination Vigilance Squad will be appointed by Principal from time to time to check whether the officials connected with the conduct of the examinations and the candidates adhere to the rules and regulations of the examinations scrupulously. The CS/AUR/HS shall extend full cooperation to VS members to carry out any checking at any number of times with regard to the conduct of examination.

#### **11. Examination Timing:**

**11.1.** Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination and they are not allowed to move around their seats under any pretext during examination hours.

**11.2.** Normally **candidates will not be permitted to enter the hall after the commencement of the examination.** Only on extraordinary circumstances, the candidates may be permitted during the first thirty minutes of the examination after obtaining the permission from the Principal/CS. No candidate desirous of

writing the examination shall be permitted to enter the hall after the expiry of first **thirty minutes**. Similarly, no candidate shall be permitted to leave the hall earlier than **forty-five minutes** from the commencement of examination.

**11.3.** Candidates are not allowed to write beyond the time limit prescribed for the subject concerned. However, if the issue of question paper to the students is delayed for reasons beyond the control of the authorities, they should be provided the extra time to compensate for the delay. Any such delay shall be intimated to COE immediately.

**11.4.** Arrangements shall be made for the announcement of time and the college bell shall be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing and hand over the answer-script to HS.

**12. Attendance of the candidates:**

**12.1.** Ten minutes after the commencement of the examination HS should start taking the attendance of the candidates who are present by getting i) the serial of the answer-book entered by the candidate and ii) the signatures of candidates in the 'attendance-sheet' in the appropriate places generated from the University web-portal and complete the process immediately after **thirty minutes**. All the 'attendance-sheets shall be forwarded to COE in batches as per the instructions received from COE.

**12.2.** Half an hour after the commencement of examination, CS shall send a staff member with an Absentee Statement sheet to collect the register number of absentees in each hall. The entry made by HSs in the statement should tally with the attendance of the candidates obtained already in the 'attendance-sheet'. CS shall verify that there is no discrepancy in these two entries. Along with the absentees' details, HS should return the unused question papers and unused answer-books. The number of absentees, unused answer-books and unused question papers should tally. CS shall verify these particulars to ensure that everything is in order.

**12.3.** List of absentees has to be entered subject wise as per the programme available in the web-portal of the College and it has to be sent to COE in batches as per the instructions received from COE.

### **13. Candidates:**

- 13.1.** Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black or blue black ink/ball pen while answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.
- 13.2.** A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- 13.3.** The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to answer. Question papers which are not relevant should be returned to HS immediately.
- 13.4.** Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.
- 13.5.** No separate answer-book for rough work will be supplied to the candidates.
- 13.6.** A candidate should neither possess/refer any forbidden material in any form nor seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer-scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.
- 13.7.** Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.

- 13.8. Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.
- 13.9. Scribe may be allowed for the candidates with disabilities and one-hour extra time may be allowed.
- 13.10. Hall may be allotted to the handicapped persons at the Ground floor.
- 13.11. Candidates should not detach any sheet from the main answer-book or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to HS.
- 13.12. **The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity.** If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.
- 13.13. **When the permitted materials like data book/calculator/lab-coat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.**
- 13.14. Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.
- 13.15. The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.
- 13.16. Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.
- 13.17. Candidates who are suffering from infectious diseases of any kind will not be allowed to write the examination.

#### **14. Important Timings during the Examination Days:**

- 14.1. The **CS** has to make himself/herself available **one hour** before the commencement of every examination.
- 14.2. The AUR has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.

- 14.3.** HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.
- 14.4.** Question paper packets shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR and CS.
- 14.5.** Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination.
- 14.6.** Normally candidates will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the candidates may be permitted during the **first thirty minutes** of the examination after obtaining the permission from the Principal/CS.
- 14.7.** An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination.
- 14.8.** Copies of question papers are to be distributed **five minutes** before the commencement of the examination.
- 14.9.** Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates and complete the process immediately after **thirty minutes**. CS shall send a staff member with an absentee statement **thirty minutes** after the commencement of the examination to collect the register number of absentees in each hall.
- 14.10.** No candidate shall be permitted to enter the hall after the expiry of first **thirty minutes**.
- 14.11.** No candidate shall be permitted to leave the hall earlier than **forty-five minutes** from the commencement of examination.

**15. Approved Books and Instruments:**

- 15.1.** **Approved mathematical and physical tables and other scientific tables / data book will be supplied on request by the college to the candidates. CSs are requested to make arrangement for supply of approved tables and books with the seal of the college affixed in each of them. CSs are requested to ensure that only such tables and books which do not contain any entries in pencil or ink are supplied to the candidates. The books and tables should also be examined when they are returned by the candidates.**



15.2. The use of approved mathematical instruments for relevant subjects is permitted. Such instruments will not be supplied by the College. ***“The approved code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same”***. Only non-programmable calculator is permitted. No programmable calculators, laptops, cell phones, memory saving devices and any other communicating devices are allowed.

15.3. All books, note books, manuscripts, etc., brought by the candidates shall be placed outside the examination hall in a separate room. A notice to this effect should be placed at the entrance.

#### **16. Malpractice:**

16.1. Posters containing nature of violation in the examinations and the punishment recommended shall be displayed in the college notice boards and other vantage points.

16.2. HS/CS/AUR/Squad Member/Principal and Officers from office of COE can search the students for any hidden incriminating materials by touching the body with hands as and when it is required. If any thorough verification is required, the search may be carried out in a separate room in the presence of a college representative. Girl students will be searched only by female staff members.

16.3. If any candidate is found involved in any kind of malpractice, he/she has to be booked under ‘malpractice case’ and may be permitted to continue to answer in a fresh answer-book. The details of the candidate involved in malpractice must be uploaded in the web-portal before packing of the answer scripts and the relevant Proforma is to be generated and must be signed by AUR and CS. A detailed report on the matter together with the candidate’s answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations. The report of any malpractice shall be sent to COE on the same day or the next day of the incident with all materials. Sending such reports either through messenger or by University Representative or sending them very late must be avoided.

16.4 The report of HS must be clear. Based on the report of HS, CS must also enquire the candidate and send his report along with HS’s report. The nature of the punishment to be imposed will depend largely upon the evidence furnished.

**16.5.** Documents to be enclosed along with malpractice case:

- (a) Report on malpractice
- (b) Answer-scripts (both the scripts) written by the candidate before and after booking for alleged malpractice.
- (c) Incriminating materials in the vicinity or in possession of the candidate. If the Hall Ticket contains any incriminating material, the original Hall Ticket has to be sent along with other documents. CS shall arrange to issue duplicate Hall Ticket to the candidate concerned to enable him/her to write the remaining examinations.
- (d) Sketch of the seating arrangement (wherever necessary).

**16.6.** Hall tickets of the candidates booked under 'malpractice case' need not be confiscated and they may be permitted to write the subsequent examinations. However, if CS envisages any disturbance in the conduct of examination by allowing such candidates to write examination, CS may prevent such candidates from appearing for the subsequent examinations after obtaining the approval from COE for the same.

**16.7.** In case of impersonation, the police authorities should be contacted immediately and the person concerned shall be handed over for investigation and necessary action. A full report about the same should be sent to COE by CS immediately.

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 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 neighboring candidates 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 any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on the scale, calculator, handkerchief, dress, part of the body, Hall Ticket, and on a 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.	Invalidating the examinations of the course concerned and all the theory and the practical courses of the current semester registered by the candidate.
10.	The candidate possessing Mobile phone(s)/ programmable calculator(s)/any other electronic storage device(s) (whether used or not).	Further, the candidate is not considered for revaluation of answer scripts of the arrears-courses.If the candidate has
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.	registered for arrear-courses only, invalidating the examinations of all the arrears-courses registered by the candidate.
13.	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).	
14.	The candidate copying from the neighboring candidate.	
15.	Vulgar/offensive writings by the candidate in the answer script.	
16.	The candidate possessing the answer script of another candidate.	
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.	Invalidating the examinations of all the theory and practical courses of the current semester and all the arrears-courses registered by the candidate; Additional punishment: If the candidate has not completed the program, 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 arrears-courses up to the last semester during the debarred period.  If the candidate has completed the program, he/she is prevented from writing the examinations of the arrears-courses for two subsequent semesters.
20.	Involved in any one or more of the malpractices of serial no.9 to 18 for the second or subsequent times.	
21.	Cases of impersonation	<ol style="list-style-type: none"> <li>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.</li> <li>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 further admission to any program of the College.</li> <li>3. Debarring the "bonafide student" for whom</li> </ol>

		the impersonation was done from continuing his/her studies and writing the studies and writing the examinations permanently. He/she is not eligible for any further admission to any program of the College.
22.	Abetting of malpractice	Any instance 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 an action for blacklisting/ termination of services.
Any other type of malpractices reported, the malpractice inquiry committee may recommend an appropriate punishment.		

### **17. Packing of Answer-scripts:**

- 17.1.** After the answer-scripts have been collected, they should be carefully arranged subject wise in the sequence of the register numbers.
- 17.2.** The packing slips should be pasted on the answer-scripts packets for the subjects concerned. The register number of the candidates registered belatedly should be appended in the slip at appropriate place. Absentees falling within the register numbers pasted in the packet should be encircled with red pen and also to be written in the column provided.
- 17.3.** Candidates who are not permitted to write the examination for want of attendance should be treated as absentees. The number of answer-scripts despatched to the Office of CoE added to the number of absentees must be equal to the number of candidates registered. The registered number of answer-scripts packed separately because of suspected malpractice should be marked with an asterisk mark in the answer-scripts packet with a foot note.

- 17.4. In the case of malpractice, a detailed report on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations.
- 17.5. The signature of CS, name and seal of the college shall be affixed on the packet without fail. CS/AUR shall sign on the reverse side across the pasted portion of the packet. The AUR must also sign in the face of the packet.
- 17.6. When a question paper is common for more than one branch / degree, the answer papers of candidates of different branch / degree shall be packed in the sequence as given in the 'attendance-sheet'/packing slip.
- 17.7. No sheet should be torn off from the answer-scripts. The number of answer-scripts kept inside the packet shall not exceed the specified number indicated thereon. The packets should then be pasted in the presence of CS and AUR at the close of every session. After signing on the packets as said in the previous paragraph, the flap portion of the packets should be pasted first with gum and then with adhesive tape neatly.
- 17.8. The answer-scripts delivery slip generated from the University web-portal in duplicate (one for college use and one for the use of the Zonal office) should be submitted to the Zonal Office along with the answer scripts packets.
- 17.9. Any answer-scripts found containing i) the name of the candidate at any place and ii) the register number of the candidate at the non-specified places should be treated as 'suspected malpractice' and should be sent to COE separately.

## **18. Claims:**

- 18.1. All expenditure relating to Clerical staff, Office Assistant/peon Waterman, purchase of stationery, sealing wax, adhesive tape, string, sketch pen, all other contingencies etc., have to be met within the amount allotted.

- 18.2. On conclusion of the examinations, a bill should be prepared and forwarded to COE together with all vouchers and other statements connected therewith within 5 days.
- 18.3. After the bills have been checked, orders will be given for the payment of any sum due. If the amount originally drawn is in excess of the expenditure, the balance should be refunded within fifteen days after the examinations are over.
- 18.4. CSs are required to make a return in the form for the quantity of stationery and serviceable articles remaining at the close of examination and to retain them for the next examination.
- 18.5. CS has to maintain stock particulars of the items such as, Answer-book, packet, etc., supplied by the University. At the close of each examination, CS is expected to send stock position and request for requirement of various items for the use of next examination in.
- 18.6. Claims such as remuneration, allowances etc. of the faculty and staff members (except AUR) drafted for examination purpose will be settled by CS.

## **II. PRACTICAL EXAMINATION**

The instructions given above under 'theory examinations' should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under:

### **19. Additional Points for Practical Examinations:**

- 19.1. The Principal/CS shall be fully responsible for all the activities connected with the conduct of Practical Examinations.
- 19.2. The Principal/CS shall ensure the availability of all the equipment/instruments as per the norms and the conduct of experiments as per the syllabus for all the practical subjects concerned. Any deficiency in this

regard will lead to the cancellation of the conduct of practical examination.

- 19.3.** The period) of practical examinations for every semester will be intimated by COE. The Principal has to prepare the schedule confining to the prescribed period for all the practical examinations pertaining to both the regular and arrear candidates concerned and to assign internal examiners for each subject. The schedule along with the assigned internal examiners has to be submitted (online/offline as the case may be) to the

Office of CoE within the stipulated time for getting them approved (online/offline as the case may be). The external examiners will be appointed (online/offline as the case may be) by COE as Per Regulation. **No change in internal examiner/external examiner and no change of practical examination schedule should be made without the approval of CoE.**

- 19.4.** If the question papers are set by the Internal Examiner and respective Module coordinators for any practical subject with the approval of Concerned Head of the Department

- 19.5.** The number of candidates examined by the examiners should not exceed the approved limits.

- 19.6.** Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.

- 19.7.** The practical examination has to be conducted only in the presence of both internal and or external examiners. The External Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Controller of Examinations immediately. In case of absence of the examiners, the matter should be brought to the notice of CoE and remedial action should be taken immediately.

- 19.8.** Any violation of the instructions given by COE will lead to the cancellation of the practical examination.

- 19.9.** After the end of every session of the practical examination, the examiner will prepare Mark statement of the candidates as per schedule. After thorough checking of the entry of the marks, the mark sheet will be generated and signed by both examiners. At the end of every session, the Examiners should handover the completed Mark sheets in a sealed cover to the Principal. The Principal will keep the collected Mark sheets in a safe custody and forward the same to COE before the prescribed time.
- 19.10.** All expenditure relating to Laboratory/Clerical Staff, Office Assistant/Peon, Waterman, Scavenger, Purchase of Samples, Stationery, Sealing Wax, Adhesive Tape, String, Sketch Pen, all other contingences etc., have to be met within the amount allotted for that purpose.

### **III. Examination Registration**

As per Regulation, all Regular Candidates have to register for Semester Examination both regular as well as arrear by paying Prescribed fee. Circular in this regard is issued by the Principal at least 30 days prior to the examination. Application form is issued to all eligible candidates. However, final decision will be taken based on the PROFORMA submitted to CoE Office. A special Examination may be conducted for the candidates who have exhausted their maximum period of study based on the direction from parent University.

### **IV. Question Paper Setting**

List of Examiners for the conduct of examination is recommended by the concerned Board of Studies. Examiner list is prepared by the Q- Section of CoE office based on their specialization. Almost all internal faculty with more than five years Engineering College experience are assigned Q.P setting. The following norms are considered while selecting the examiners for question paper setting as per revised Blooms Taxonomy

- Engineering College Experience
- Area of Specialization
- Number of times handled
- Eligibility



Question paper received from the examiners are formatted and Scrutinized by the Module coordinators. Q- Section Dy. Controller ensures that minimum two to three sets of question papers are available for regular examination. Question papers are selected randomly for the Semester End Examination. Required number of question paper is printed, packed and kept in locker allotted for the above purpose. It is issued to the CS on the day of Examination.

### **V. Evaluation of Theory Answer Booklet**

Answer booklet received from Examination cell are checked for subject code, subject name, Absentees and no. of booklets available. Dummy number is generated for each subject code and the same is assigned to corresponding subject code booklets. Preparation of Answer key is a must for Evaluation. Answer key is usually prepared by the Chief Examiner or faculty who handled the subject. Any discrepancy found in the question paper is informed to CoE through Principal for suitable action before commencement of Evaluation.

In general, when the answer booklet available is more than 100 in one subject, valuation is carried out with expert External Examiner along with internal Examiners. Decision in this regard is taken by the CoE in consultation with BoS Chairman based on the strength. Nearly one third of answer booklets are evaluated by the External Examiners. After Tabulation marks are entered in Web portal for further processing. Result Passing Board meeting is usually planned ten days after completion of both regular and arrear theory Examination.

### **VI. Revaluation**

As per Regulation all the candidates except those involved in malpractice are eligible to apply for Xerox copy of their written answer scripts and Revaluation or both. Candidates can submit their filled in Application along with fee receipt within ten days of declaration of Results. Grade sheets will be issued only after completion of Revaluation.

## **VII. Students Grievance Redressal cell**

All grievances related to Examination process is addressed by College Students Grievance Redressal cell. CoE takes necessary action on complaints received from the above cell

## **VIII. Examination Process Audit**

Examination process audit is conducted at least once in a year. This is carried out invariably in all the Examination boards. Senior Professor related to the branch is appointed for the audit. Report from auditor is analyzed and suitable measures are taken to improve the quality of the system. This audit involves the following:

- Standard of Question paper setting
- Any deviation from the prescribed Syllabus
- Blooms Taxonomy followed
- Distribution of Course outcome
- Quality of Answer key preparation
- Distribution of marks in valuation
- Discrepancy in valuation
- Role of Chief Examiners
- Revaluation process
- Any other suggestions for implementation related to Examination process

## **Online Examination (During Pandemic)**

Regular classes were conducted in online mode. Entire internal assessment and Practical were carried out in Virtual mode. During Pandemic Semester Examinations are planned as per guidelines issued by the Governing authorities. April – 2020 and November – 2020 Semester Examination was conducted in Multiple Choice Questions (MCQ) and April – 2021 was conducted in Open book type. Most of the activities are conducted without usage of paper.

Eligible students were asked to register for Semester Examination in Online mode. Hall tickets were dispatched through Electronic mail. Question Banks were established course code wise as well as based on Regulation and Curriculum. For each candidate questions were generated randomly. Proctored Examination was conducted. One Proctor for thirty students was assigned. Vigilant Squad monitored entire Examination Process. Additional opportunity was provided to candidates who had encountered problems during Examination. This action was taken based on Proctor report. Evaluation was carried out by Software.

As far as Open Book Proctored Examination was concerned, Candidates were asked to upload soft copy immediately after every Examination and Original copy was sent to Office of CoE by post. Evaluation was carried out as usual.

# Annexure

KSRCTCMS

QM 8.2.4/30

## K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE

(An Autonomous Institution, Affiliated to Anna University Chennai)

AUTONOMOUS EXAMINATION


### EXAM DUTY - INVIGILATOR HALL ALLOTMENT

Exam Date & Session : 10.11.2017(AN)

S.No	Faculty Name	Mobile No.	Dept	Alter To (ID, Name, Dept & Mobile No.)	Hall No.	Signature with Date
<b>External Hall Superintendent</b>						
1	M.KISHANTH	9003666195	MECH	-	MC208	
2	B.BALAJEE	9894741658	EEE	-	EI202	
<b>Internal Hall Superintendent</b>						
3	P.MAHENDRAN	8012471071	MECH	B.BALAJI, MECH KSRMECH78, 7373557060	MC306	
4	V.KULANDAIVEL	9894457644	EEE	-	EI301	
5	S.MUTHUKUMAR	9788285608	MAT	Y.VIVEKANANTH, ECE KSRECE52, 9894523740	MC302	
6	Dr.S.SARUMATHI	9443321692	IT	-	EI302	
7	Dr.C.RAJASEKARAN	9942483404	ECE	-	EI504	
8	S.DURAIRAJ	9047031717	MCT	S.TAMILVANAN, MCT KSRMCT42, 9791983625	MC402	
9	P.KAVEEN	9715559090	CSE	-	EI402	
10	S.VANCHINATHAN	9787808707	PHY	-	EI505	
11	S.T.YOGARAJ	9843314241	PHY	M.KATHIRVEL, CIV KSRCIV52, 8124468050	MC307	
12	Dr.A.GNANABASKARAN	9787444597	CSE	-	EI501	
13	B.SIDDHARTHAN	9952869705	MECH	-	EI506	
14	P.KANAGARAJU	9994442287	CSE	-	MC207	
15	S.GOMATHI	9894279244	EEE	-	EI405	
16	S.SAVITHA	9500252532	EEE	-	MC406	
17	V.S.VIJAYACHANDER	8870843330	MBA	Dr.S.REVATHY, MBA KSRMBA12, 9842645958	EI306	
18	D.PADMAVATHI	9942868893	MAT	S.JAGATHESWARI, MAT KSRRMAT06, 9787720707	EI502	
19	M.SANGEETHA(IT)	9994670017	IT	Dr.C.RAJAN, IT KSRRIT13D, 9865090665	MC401	
20	Dr.K.KIRUTHIKA	9842308326	MAT	Dr.S.JAYANTHI, ENG KSRENG06, 9865049849	EI404	


S.No	Faculty Name	Mobile No.	Dept	Alter To (ID, Name, Dept & Mobile No.)	Hall No.	Signature with Date
21	P.KANMANI	9976916147	CSE	R.POORNIMA, CSE KSRACT06, 9952256500	MC301	
22	D.SEENIVASAN	9865963291	CSE	G.SURESH, MECH KSRMECH82, 9715268556	EI406	
23	Dr.S.MASILAMANI	9443440323	PHY	-	EI305	
24	P.SANKAR	9043310122	MECH	P.DIVYAKUMAR, MECH KSRMECH73, 8754923350	MC407	

**Chief Superintendent**

		<b>K.S.RANGASAMY COLLEGE OF TECHNOLOGY</b> (An Autonomous Institution)				
Attendance Statement						
Hall No.	P201	Date & Session	25.10.2013(FN)			
Branch	M.B.A	Year/Sem	II/4			
Subject Code	10 MBA EH1-Industrial Relations and Labour Welfare					
S.No.	Reg No.	Name	S.No. of Answer Book			Signature
1	1161187	NIKIL JACOB				
2	1261102	AISHWARYA R				
3	1261103	AJAY PAUL V S				
4	1261106	ANBALAGAN P				
5	1261108	ARAVINDH M				
6	1261110	ARUNKUMAR K				
7	1261113	ASHOK KUMAR A G				
8	1261114	ASHWIN				
9	1261115	ASSANMOHAMMAD N				
10	1261121	DHANASEKAR K				
11	1261122	DHANASEKARAN M				
12	1261123	DHANAVITHYA K				
13	1261126	DINESH V				
14	1261127	DINESHKUMAR M ERODE				
15	1261129	DINESHKUMAR M TIRUPUR				
16	1261130	DIVYA D				
17	1261131	DIVYABHARATHI P				
Total Present						
Total Absent						
* HS to write AB for Absentees in Signature Column						
Signature			Signature			
Name			Name			
Hall Superintendent			Chief Superintendent			

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		<b>K.S.RANGASAMY COLLEGE OF TECHNOLOGY</b> (An Autonomous Institution)				
Attendance Statement						
Hall No.	P201	Date & Session	25.10.2013(FN)			
Branch	M.B.A	Year/Sem	II/4			
Subject Code	10 MBA EP1-Computer Integrated Manufacturing					
S.No.	Reg No.	Name	S.No. of Answer Book			Signature
1	1261112	ASHOK R				
2	1261143	GUGAN T M				
3	1261203	SANKAR K				
4	1261217	SATHYANAND A R				
5	1261222	SHYAMALA A				
6	1261238	THIRUNAVUKKARASU R				
7	1261246	VIJAY M				
8	1261256	YAMINI KARTHIGA D				
Total Present						
Total Absent						
* HS to write AB for Absentees in Signature Column						
Signature			Signature			
Name			Name			
Hall Superintendent			Chief Superintendent			

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S.No.		Reg No.		Name		S.No. of Answer Book		Signature	
1	1161132	GOWRISANKAR P							
Total Present									
Total Absent									
* HS to write AB for Absentees in Signature Column									
Signature				Signature					
Name				Name					
Hall Superintendent					Chief Superintendent				

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S.No.		Reg No.		Name		S.No. of Answer Book		Signature	
1	1261132	DURASAMY K							
2	1261134	GAYATHRI U							
3	1261135	GOKULNATH R							
4	1261136	GOMATHIDEVI K							
5	1261137	GOPAL M							
6	1261141	GOWRISHANKAR M							
7	1261142	GOWTHAM L M							
8	1261144	HARIHARAN J							
9	1261145	HARISH MOHAN K							
10	1261146	JAYANTHI M							
11	1261150	KALWIN JOSEPH V							
12	1261154	KARTHICK S							
13	1261155	KARTHIK G							
14	1261156	KARTHIKEYAN P							
15	1261158	LOGANATHAN L							
16	1261161	MANI BARATHI S							
17	1261164	MANJU BASHINI K							
18	1261165	MANJULA M							
19	1261166	MARUDHUPANDI M							
20	1261168	MENAKA K							
21	1261169	MOHANKUMAR C							
22	1261171	MOHANRAJ S							
23	1261173	MUTHU LINGAM V							
24	1261174	NAVEEN KUMAR S							

25	1261175	NITHYANANTHAN S								
26	1261176	PANDIRAJAN S								
Total Present										
Total Absent										
* HS to write AB for Absentees in Signature Column										
Signature							Signature			
Name							Name			
Hall Superintendent						Chief Superintendent				

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Hall No.		P203		Date & Session		25.10.2013(FN)	
Branch		M.B.A		Year/Sem		II/4	
Subject Code		10 MBA EH1-Industrial Relations and Labour Welfare					
S.No.	Reg No.	Name	S.No. of Answer Book				Signature
1	1261177	PARAMESHWARAN S					
2	1261179	PERIASAMY R					
3	1261180	POORNIMA K					
4	1261182	PRABAKARAN R					
5	1261183	PRABHU M					
6	1261184	PRABU N					
7	1261185	PRABU S					
8	1261186	PRABU T					
9	1261188	PRAKASH A S					
10	1261189	PRAKASH M					
11	1261192	RAGU S					
12	1261193	RAGUVARAN A					
13	1261194	RAHUL N					
14	1261195	RAJAMAYURA P					
15	1261196	RAJASEKAR R					
16	1261198	RAMAN S					
17	1261199	RAMESH M					
18	1261204	SANTHAKUMAR T					
19	1261205	SARANYA P					
20	1261209	SATHESHKUMAR T					
21	1261214	SATHISKUMAR K					
22	1261215	SATHIYA A					
23	1261216	SATHIYAMOORTHY S					
24	1261219	SENPAVAVALLI S					

Hall No.		P204		Date & Session		25.10.2013(FN)	
Branch		M.B.A		Year/Sem		II/4	
Subject Code		10 MBA EH1-Industrial Relations and Labour Welfare					
S.No.	Reg No.	Name	S.No. of Answer Book				Signature
1	1261225	SRIVIKRAMANI S					
2	1261227	SUGANYA M					
3	1261228	SUMEENA THAPA					
4	1261231	SUPRAJA D					
5	1261233	SURESHKUMAR R					
6	1261234	SUSHMA A					
7	1261235	THAMARAI SELVAN K					
8	1261239	UDHAYAKUMAR D					
9	1261240	VADIVEL P					
10	1261241	VEERAMURUGESAN J					
11	1261244	VENKATRAMAN R					
12	1261245	VIGNESH S					
13	1261251	VINOTH KUMAR M					
14	1261253	VINOTH RAJA S					
15	1261254	VINOTH KUMAR M					
16	1261257	YUVARAJ S					
17	1261258	YUVARANI K					
Total Present							
Total Absent							
* HS to write AB for Absentees in Signature Column							
Signature					Signature		
Name					Name		
Hall Superintendent				Chief Superintendent			

25	1261221	SHIVAKUMAR M							
26	1261224	SOWDESH KUMAR N							
		Total Present							
		Total Absent							
* HS to write AB for Absentees in Signature Column									
Signature					Signature				
Name					Name				
Hall Superintendent				Chief Superintendent					

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**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE**

(An Autonomous Institution, Affiliated to Anna University Chennai)

**AUTONOMOUS EXAMINATION****CLASS WISE SEATING ALLOTMENT & BLOCKS****DATE OF EXAMINATION : 25.10.2013(FN)****NAME OF THE BLOCK : MBA BLOCK**

<b>SEM/BRANCH</b>	<b>REGISTER NUMBER</b>		<b>HALL NO.</b>	<b>TOTAL</b>
	<b>FROM</b>	<b>TO</b>		
<b>II/4 - M.B.A</b>	<b>1161187</b>	<b>1261131</b>	<b>P201</b>	<b>17</b>
II/4 - M.B.A	1261112	1261256	P201	8
<b>II/5 - M.B.A</b>	<b>1161132</b>	<b>1161132</b>	<b>P201</b>	<b>1</b>
II/4 - M.B.A	1261132	1261176	P202	26
<b>II/4 - M.B.A</b>	<b>1261177</b>	<b>1261224</b>	<b>P203</b>	<b>26</b>
II/4 - M.B.A	1261225	1261258	P204	17

**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE**

(An Autonomous Institution,Affiliated to Anna University Chennai)

AUTONOMOUS EXAMINATION

Hall Wise Question Paper Split-Up

Exam Date &amp; Session : 25.10.2013(FN)

S.No.	Hall No.	10 MBA EH1	10 MBA EP1	10 MBA EF7	Total
1	P201	17	8	1	26
2	P202	26	-	-	26
3	P203	26	-	-	26
4	P204	17	-	-	17
<b>Total</b>		<b>86</b>	<b>8</b>	<b>1</b>	<b>95</b>



**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE - 637 215**

(An Autonomous Institution, Affiliated to Anna University, Chennai)

**Autonomous Theory Examinations November, 2013**

**ABSENTEES STATEMENT**

**Date : 25.10.2013(FN)**

**Block: MBA BLOCK**

Hall No.	Degree of Examination	Subject/ Q.P.Code	Total No. of candidates Present	Reg.No. of Absentees	Signature of Hall Superintendent
P201	M.B.A	10 MBA EH1			
	M.B.A	10 MBA EP1			
	M.B.A	10 MBA EF7			
P202	M.B.A	10 MBA EH1			
P203	M.B.A	10 MBA EH1			
P204	M.B.A	10 MBA EH1			

**Date :**  
**Station : KSRCT**

**Signature of Chief Superintendent**

Note: To be circulated to all hall Superintendents after 45 minutes of the commencement of examination

	<b>K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE</b> (An Autonomous Institution, Affiliated to Anna University Chennai) AUTONOMOUS EXAMINATION - November, 2017 <b>ACQUITTANCE</b>	<b>COE</b>
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Exam Date &amp; Session : 10.11.2017(FN)

**ACQUITTANCE FOR EXTERNAL HALL SUPERINTENDENT**

S.No	Name of the Hall Superintendent	Dept	College Name & Code	FN/ AN/ Both	External[EHS*]			Acquittance Full Signature
					Remu ₹150/- per session	Fixed TA/DA ₹100/- per day	Total Amount (₹)	
1	M.KISHANTH	MECH	38,M. Kumarasamy College of Engineering (Autonomous), Karur	Both	300	100	400	
2	B.BALAJEE	EEE	7302,AlAmeen Engineering College, Erode	Both	300	100	400	
<b>Total (₹)</b>					<b>600/-</b>	<b>200/-</b>	<b>800/-</b>	

Account Section

Exam Section / Chief Superintendent / Principal

	<b>K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE</b> (An Autonomous Institution, Affiliated to Anna University Chennai) AUTONOMOUS EXAMINATION - November, 2017 ACQUITTANCE	<b>COE</b>
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Exam Date &amp; Session : 10.11.2017(FN)

**ACQUITTANCE FOR INTERNAL AND RESERVE HALL SUPERINTENDENT**

S.No	Name of the Hall Superintendent	Dept	College Name & Code	FN/ AN/ Both	Internal[EHS*]			Reserve[RHS*]			Total Claim Amount (₹)	Acquittance Full Signature
					Remu ₹150/- per session	DA	Total Amount (₹)	Remu ₹150/- per session	DA	Total Amount (₹)		
3	S.SHREE RAM SENTHIL	EEE	7377,KSRCT	FN	150	0	150	-	-	-	150	
4	P.KALAIVANI	IT	7377,KSRCT	FN	150	0	150	-	-	-	150	
5	M.NEPOLEAN	ECE	7377,KSRCT	FN	150	0	150	-	-	-	150	
6	Dr.M.K.ELANGO	EEE	7377,KSRCT	FN	150	0	150	-	-	-	150	
7	N.LAKSHMI	PHY	7377,KSRCT	FN	150	0	150	-	-	-	150	
8	C.SRIDEVI	NANO	7377,KSRCT	FN	150	0	150	-	-	-	150	
9	S.RUBAVATHI	BT	7377,KSRCT	FN	150	0	150	-	-	-	150	
10	Dr.T.RAJASEKARAN	MCT	7377,KSRCT	FN	150	0	150	-	-	-	150	
11	D.MUGILAN	ECE	7377,KSRCT	FN	150	0	150	-	-	-	150	
12	C.RAMESH(MECH)	MECH	7377,KSRCT	FN	150	0	150	-	-	-	150	
13	K.RAGUVARAN	ECE	7377,KSRCT	FN	150	0	150	-	-	-	150	
14	K.S.CHANDRU	IT	7377,KSRCT	FN	150	0	150	-	-	-	150	
15	M.MANI	PHY	7377,KSRCT	FN	150	0	150	-	-	-	150	
16	M.MOORTHY	MECH	7377,KSRCT	FN	150	0	150	-	-	-	150	
17	B.BASKAR	MECH	7377,KSRCT	FN	150	0	150	-	-	-	150	
18	T.SATHESH KUMAR	EEE	7377,KSRCT	FN	150	0	150	-	-	-	150	
19	R.CHITHRA	IT	7377,KSRCT	FN	150	0	150	-	-	-	150	
20	Dr.T.VENKATESAN	EEE	7377,KSRCT	FN	150	0	150	-	-	-	150	

S.No	Name of the Hall Superintendent	Dept	College Name & Code	FN/AN/Both	Internal[EHS*]			Reserve[RHS*]			Total Claim Amount (₹)	Acquittance Full Signature
					Remu ₹150/- per session	DA	Total Amount (₹)	Remu ₹150/- per session	DA	Total Amount (₹)		
21	R.ARUL KUMAR	IT	7377,KSRCT	FN	150	0	150	-	-	-	150	
22	G.ANAND	CIV	7377,KSRCT	FN	150	0	150	-	-	-	150	
23	M.THILAKRAJ	IT	7377,KSRCT	FN	150	0	150	-	-	-	150	
24	R.ARUL VEL	BT	7377,KSRCT	FN	150	0	150	-	-	-	150	
25	B.BALAJI	MECH	7377,KSRCT	AN	150	0	150	-	-	-	150	
26	V.KULANDAIVEL	EEE	7377,KSRCT	AN	150	0	150	-	-	-	150	
27	Y.VIVEKANANTH	ECE	7377,KSRCT	AN	150	0	150	-	-	-	150	
28	Dr.S.SARUMATHI	IT	7377,KSRCT	AN	150	0	150	-	-	-	150	
29	Dr.C.RAJASEKARAN	ECE	7377,KSRCT	AN	150	0	150	-	-	-	150	
30	S.TAMILVANAN	MCT	7377,KSRCT	AN	150	0	150	-	-	-	150	
31	P.KAVEEN	CSE	7377,KSRCT	AN	150	0	150	-	-	-	150	
32	S.VANCHINATHAN	PHY	7377,KSRCT	AN	150	0	150	-	-	-	150	
33	M.KATHIRVEL	CIV	7377,KSRCT	AN	150	0	150	-	-	-	150	
34	Dr.A.GNANABASKARAN	CSE	7377,KSRCT	AN	150	0	150	-	-	-	150	
35	B.SIDDHARTHAN	MECH	7377,KSRCT	AN	150	0	150	-	-	-	150	
36	P.KANAGARAJU	CSE	7377,KSRCT	AN	150	0	150	-	-	-	150	
37	S.GOMATHI	EEE	7377,KSRCT	AN	150	0	150	-	-	-	150	
38	S.SAVITHA	EEE	7377,KSRCT	AN	150	0	150	-	-	-	150	
39	Dr.S.REVATHY	MBA	7377,KSRCT	AN	150	0	150	-	-	-	150	
40	S.JAGATHESWARI	MAT	7377,KSRCT	AN	150	0	150	-	-	-	150	
41	Dr.C.RAJAN	IT	7377,KSRCT	AN	150	0	150	-	-	-	150	



42	Dr.S.JAYANTHI	ENG	7377,KSRTC	AN	150	0	150	-	-	-	150	
43	R.POORNIMA	CSE	7377,KSRTC	AN	150	0	150	-	-	-	150	
S.No	Name of the Hall Superintendent	Dept	College Name & Code	FN/AN/Both	Internal[EHS*]			Reserve[RHS*]			Total Claim Amount (₹)	Acquittance Full Signature
					Remu ₹150/- per session	DA	Total Amount (₹)	Remu ₹150/- per session	DA	Total Amount (₹)		
44	G.SURESH	MECH	7377,KSRTC	AN	150	0	150	-	-	-	150	
45	Dr.S.MASILAMANI	PHY	7377,KSRTC	AN	150	0	150	-	-	-	150	
46	P.DIVYAKUMAR	MECH	7377,KSRTC	AN	150	0	150	-	-	-	150	
47	M.P.SURESHKUMAR	CIV	7377,KSRTC	Both	-	-	-	300	0	300	300	
48	P.M.DHANASEKARAN	EEE	7377,KSRTC	Both	-	-	-	300	0	300	300	
<b>Total (₹)</b>					<b>6600/-</b>	<b>0/-</b>	<b>6600/-</b>	<b>600/-</b>	<b>0/-</b>	<b>600/-</b>	<b>7200/-</b>	

Account Section

Exam Section / Chief Superintendent / Principal

**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE**

(An Autonomous Institution,Affiliated to Anna University Chennai)

**AUTONOMOUS EXAMINATION****HALL SEATING PLAN****BLOCK NAME : MBA BLOCK****HALL NO. : P201****SEM/CLASS : M.B.A-10 MBA EH1(17),M.B.A-10 MBA EP1(8),M.B.A-10 MBA EF7(1)****DATE : 25.10.2013(FN)**

COLUMN - 1	COLUMN - 2	COLUMN - 3	COLUMN - 4	COLUMN - 5
II/4-M.B.A <b>1161187</b>	II/4-M.B.A <b>1261222</b>	II/4-M.B.A <b>1261110</b>	II/4-M.B.A <b>1261122</b>	II/4-M.B.A <b>1261123</b>
II/4-M.B.A <b>1261112</b>	II/4-M.B.A <b>1261108</b>	II/4-M.B.A <b>1261238</b>	II/4-M.B.A <b>1261121</b>	II/4-M.B.A <b>1261126</b>
II/4-M.B.A <b>1261102</b>	II/4-M.B.A <b>1261217</b>	II/4-M.B.A <b>1261113</b>	II/5-M.B.A* <b>1161132</b>	II/4-M.B.A <b>1261127</b>
II/4-M.B.A <b>1261143</b>	II/4-M.B.A <b>1261106</b>	II/4-M.B.A <b>1261246</b>	II/4-M.B.A <b>1261115</b>	II/4-M.B.A <b>1261129</b>
II/4-M.B.A <b>1261103</b>	II/4-M.B.A <b>1261203</b>	II/4-M.B.A <b>1261114</b>	II/4-M.B.A <b>1261256</b>	II/4-M.B.A <b>1261130</b>
***	***	***	***	II/4-M.B.A <b>1261131</b>

No. of Student Present : \_\_\_\_\_

No. of Student Absent : \_\_\_\_\_

Name and Signature of Hall Superintendent

Chief Superintendent Signature with College Seal

Note:To be retained at the College

**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE**

(An Autonomous Institution,Affiliated to Anna University Chennai)

**AUTONOMOUS EXAMINATION****HALL SEATING PLAN****BLOCK NAME : MBA BLOCK****HALL NO. : P202****SEM/CLASS : M.B.A-10 MBA EH1(26)****DATE : 25.10.2013(FN)**

COLUMN - 1	COLUMN - 2	COLUMN - 3	COLUMN - 4	COLUMN - 5
II/4-M.B.A <b>1261132</b>	II/4-M.B.A <b>1261146</b>	II/4-M.B.A <b>1261150</b>	II/4-M.B.A <b>1261168</b>	II/4-M.B.A <b>1261169</b>
II/4-M.B.A <b>1261134</b>	II/4-M.B.A <b>1261145</b>	II/4-M.B.A <b>1261154</b>	II/4-M.B.A <b>1261166</b>	II/4-M.B.A <b>1261171</b>
II/4-M.B.A <b>1261135</b>	II/4-M.B.A <b>1261144</b>	II/4-M.B.A <b>1261155</b>	II/4-M.B.A <b>1261165</b>	II/4-M.B.A <b>1261173</b>
II/4-M.B.A <b>1261136</b>	II/4-M.B.A <b>1261142</b>	II/4-M.B.A <b>1261156</b>	II/4-M.B.A <b>1261164</b>	II/4-M.B.A <b>1261174</b>
II/4-M.B.A <b>1261137</b>	II/4-M.B.A <b>1261141</b>	II/4-M.B.A <b>1261158</b>	II/4-M.B.A <b>1261161</b>	II/4-M.B.A <b>1261175</b>
***	***	***	***	II/4-M.B.A <b>1261176</b>

No. of Student Present : \_\_\_\_\_

No. of Student Absent : \_\_\_\_\_

Name and Signature of Hall Superintendent

Chief Superintendent Signature with College Seal

**Note:To be retained at the College**

**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE**

(An Autonomous Institution,Affiliated to Anna University Chennai)

**AUTONOMOUS EXAMINATION****HALL SEATING PLAN****BLOCK NAME : MBA BLOCK****HALL NO. : P203****SEM/CLASS : M.B.A-10 MBA EH1(26)****DATE : 25.10.2013(FN)**

COLUMN - 1	COLUMN - 2	COLUMN - 3	COLUMN - 4	COLUMN - 5
II/4-M.B.A <b>1261177</b>	II/4-M.B.A <b>1261189</b>	II/4-M.B.A <b>1261192</b>	II/4-M.B.A <b>1261209</b>	II/4-M.B.A <b>1261214</b>
II/4-M.B.A <b>1261179</b>	II/4-M.B.A <b>1261188</b>	II/4-M.B.A <b>1261193</b>	II/4-M.B.A <b>1261205</b>	II/4-M.B.A <b>1261215</b>
II/4-M.B.A <b>1261180</b>	II/4-M.B.A <b>1261186</b>	II/4-M.B.A <b>1261194</b>	II/4-M.B.A <b>1261204</b>	II/4-M.B.A <b>1261216</b>
II/4-M.B.A <b>1261182</b>	II/4-M.B.A <b>1261185</b>	II/4-M.B.A <b>1261195</b>	II/4-M.B.A <b>1261199</b>	II/4-M.B.A <b>1261219</b>
II/4-M.B.A <b>1261183</b>	II/4-M.B.A <b>1261184</b>	II/4-M.B.A <b>1261196</b>	II/4-M.B.A <b>1261198</b>	II/4-M.B.A <b>1261221</b>
<b>***</b>	<b>***</b>	<b>***</b>	<b>***</b>	II/4-M.B.A <b>1261224</b>

No. of Student Present : \_\_\_\_\_

No. of Student Absent : \_\_\_\_\_

Name and Signature of Hall Superintendent

Chief Superintendent Signature with College Seal

**Note:To be retained at the College**

**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE**

(An Autonomous Institution, Affiliated to Anna University Chennai)

**AUTONOMOUS EXAMINATION****HALL SEATING PLAN****BLOCK NAME : MBA BLOCK****HALL NO. : P204****SEM/CLASS : M.B.A-10 MBA EH1(17)****DATE : 25.10.2013(FN)**

COLUMN - 1	COLUMN - 2	COLUMN - 3	COLUMN - 4	COLUMN - 5
II/4-M.B.A <b>1261225</b>	II/4-M.B.A <b>1261241</b>	II/4-M.B.A <b>1261244</b>	II/4-M.B.A <b>1261258</b>	-
II/4-M.B.A <b>1261227</b>	II/4-M.B.A <b>1261240</b>	II/4-M.B.A <b>1261245</b>	II/4-M.B.A <b>1261257</b>	-
II/4-M.B.A <b>1261228</b>	II/4-M.B.A <b>1261239</b>	II/4-M.B.A <b>1261251</b>	-	-
II/4-M.B.A <b>1261231</b>	II/4-M.B.A <b>1261235</b>	II/4-M.B.A <b>1261253</b>	-	-
II/4-M.B.A <b>1261233</b>	II/4-M.B.A <b>1261234</b>	II/4-M.B.A <b>1261254</b>	-	-
***	***	***	-	-

No. of Student Present : \_\_\_\_\_

No. of Student Absent : \_\_\_\_\_

Name and Signature of Hall Superintendent

Chief Superintendent Signature with College Seal

**Note: To be retained at the College**