



Rajagiri College of Social Sciences
(Autonomous)

Examination Manual

Contents

| | | |
|-------------------|--|-------------|
| Preface | | Page 03 |
| Chapter 1 | : Organization of the Rajagiri College of Social Sciences (Autonomous), Kalamassery, Kochi | Page- 04-09 |
| Chapter 2 | : Examination System and Examination Cell | 10-11 |
| Chapter 3 | : Appointment of Question Paper Setters and Examiners | 12-14 |
| Chapter 4 | : Conduct of Examinations | 15-20 |
| Chapter 5 | : Conduct of Examinations – II | 21-28 |
| Chapter 6 | : Valuation of answer scripts & Publications of Results | 29-35 |
| Chapter 7 | : Scrutiny / Revaluation of Answer Sheets | 36-38 |
| Chapter 8 | : Certificates | 39-40 |
| Chapter 9 | : Condonation of Shortage of Attendance | 41 |
| Chapter 10 | : Malpractices in the Examinations | 42-46 |
| Chapter 11 | : Miscellaneous | 47-50 |

Preface

The Examination Manual is a tool in the task of stabilizing and streamlining the examination system so as to attain promptness and credibility in the conduct of examinations, valuation of answer scripts and publication of results. This manual will serve as a ready reference to observe the procedures relating to the conduct of examinations.

We have incorporated all requisite provisions for the planning of the examinations, conduct, evaluation of answer scripts and publication of results of various semester examinations as per the regulations of UG & PG programmes under autonomous stream with effect from 2014-15 admissions. The basic rules/orders regarding the conduct of examinations are framed as per the rules and regulations approved/issued by the MG University.

PRINCIPAL

Chapter 1

Organization of the Rajagiri College of Social Sciences (Autonomous), Kalamassery, Kochi.

Ref: The University Laws (Third Amendment) Act 2014. Notification No. 25487/Leg. G2/2013/Law dated 18-12-2014 issued by the Government of Kerala. (Amendment of Act 12 of 1985 in the M G University Act 1985(12 of 1985).

The University Grants Commission (UGC) New Delhi has granted autonomous status to the Rajagiri College of Social Sciences, Kalamassery, Kochi for a period of six years with effect from the Academic Year 2014-2015 to 2019-2020.

The M G University vide its Order No. 3817/A1/2014/Acad dated 23-7-2014 issued orders granting the autonomous status to the College for conducting programmes as per the provisions in the M G University Act 1985.

Authorities of an Autonomous college

The following shall be the authorities of an autonomous college;

1. The Governing Council of an autonomous college
2. Academic Council of an autonomous college
3. Board of Studies of an autonomous college

1. Governing Council

Powers and functions of the Governing Council:

Subject to the provisions laid down by the bye-laws, if any, of the respective Autonomous College and the rules made by the State Government and the University, the Governing Council shall have the following powers, namely;-

- (i) to submit to the University, the proposal for the institution of new programmes of study leading to the award of degrees and diplomas;
- (ii) to conduct examinations for each course and publish the results;

- (iii) to recommend, and forward the results of examinations, to the University for the award of degree or diploma, as the case may be;
- (iv) to approve the issue of mark lists to the students;
- (v) to fix the fees and other charges payable by the students of the Autonomous College with the concurrence of Government:

Provided that in the case of aided courses or courses restructured from the aided courses, the fees shall be as determined by the Government;

- (vi) to institute scholarships, fellowships, studentships, medals and certificates on the recommendations of the Academic Council of the Autonomous College;
- (vii) to make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels;
- (viii) to exercise such other powers and perform such other functions and to constitute such Committees as it deem necessary for the proper development of the Autonomous College and to fulfil the objectives of autonomy.

2. Academic council of an Autonomous college

The Academic Council of the College shall be the principal academic body of the Autonomous College subject to the provisions of the Third Amendment in the Mahatma Gandhi University Act, 1985, the statutes, ordinance and regulations made there under. 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.

Powers and functions of the Academic Council of an Autonomous College:-

Notwithstanding anything contained in this Act, the Academic Council of an Autonomous College shall have the following powers and functions, namely:—

- (i) to scrutinize the proposals of Boards of Studies of an Autonomous College, with regard to the courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto and to approve the same with or without modifications:

Provided that if the Academic Council of an Autonomous College differs on any proposal submitted by any Board of Studies of the Autonomous College, it may either reject the proposal giving reasons for the same or return the same to the Board of Studies of the Autonomous College with its remarks, for reconsideration:

Provided further that if the proposal is returned and the Board of Studies re-submits the proposal to the Academic Council of the college with or without the proposed modifications, the Academic Council shall approve the proposal;

- (ii) to make academic regulations regarding the admission of students to different programmes of study in the college subject to the criteria and conditions prescribed by the Autonomy Approval Committee; which shall be in conformity with the rules and criteria for admission specified by the Govt. as amended from time to time.
- (iii) to make regulations for the conduct of examinations and initiate measures for improving quality of teaching, student evaluation and student advisory programmes in the college;
- (iv) to make and approve proposals for research and advancement, and dissemination of knowledge;

- (v) to recommend to the Governing Council, any proposal for institution of new programmes of study;
- (vi) to recommend to the Governing Council, regarding the institution of scholarships, studentships, fellowships, prizes and medals and to make regulations for the award of the same;
- (vii) to advise the Governing, Council on the suggestions made by it with respect to academic affairs, and
- (viii) to perform such other academic functions as may be assigned to it by the Governing Council.

3. Board of Studies of an Autonomous College:

Every Autonomous College shall constitute a Board of Studies of its own for each subject of study or group of subjects in which the college conduct courses or intends to conduct courses.

Powers and functions of Board of Studies of an Autonomous College

Notwithstanding anything contained in this Act, a Board of Studies of an Autonomous College shall have the following powers and functions, namely:

- (i) to prepare curriculum for various academic programmes keeping in view the objectives of the college, interest of the stake holders and national requirement, with the approval of the Academic Council of the Autonomous College:

Provided that the Board of Studies of the Autonomous College shall ensure that the proposal for the academic programme conforms substantially to the duration, number of credits, evaluation and grading system prescribed, if any, by the University for that academic programme:

Provided further that the Board of Studies of the Autonomous College shall ensure that the proposal will not have the effect of lowering the academic standards prescribed by the University;

- (ii) to recommend books wherein the prescribed courses are suitably dealt with, for the reference of teachers and students and also to recommend text books as and when required;
- (iii) to suggest methodologies for innovative teaching and evaluation techniques;
- (iv) to suggest panel of names of examiners to the Academic Council of the Autonomous College for appointment (of examiners); and
- (v) to co-ordinate research, teaching, extension and other academic activities in the department or college.

Powers of the College Principal

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

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 nominated and 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 and the State Government.
2. It shall be the duty of the Principal to ensure that the provisions of the Acts, the statutes, ordinance and regulations as and when issued by the Government of Kerala are observed and he/she shall have all powers necessary for this purpose.
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 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 conduct of examinations and publication of results.

A. Controller of Examinations

The Principal of the Autonomous College shall appoint a person not below the rank of an Associate Professor with experience of not less than two years in a Department offering Post Graduate course of study as the Controller of Examinations for the Autonomous College.

All examinations leading to the award of degree/diploma issued by the University shall be conducted under the supervision of the Controller of Examinations. It shall be his duty to arrange for the preparation, scheduling and conduct of all examinations and for the payment of remuneration of examinations and question paper setters and all other individual matters concerned with examinations.

B. Examination Committee

The examination committee shall consist of the Principal, Controller of Examinations/HOD/ Assistant Controller of Examinations, and any other faculty (if required) on nomination by the Principal.

The following are the functions of the examination committee.

- a. To formulate/review the policies of the examination and evaluation
- b. To act as an advisory body of the matters relating to the conduct of examinations.
- c. To analyse the results of semester examinations and suggest appropriate measures to improve the academic performance of the students for placing before the faculty council.

C. Examination Monitoring Task Force

The Examination Monitoring Task Force shall be constituted by the Principal in consultation with the Controller of Examinations, consisting of two senior faculty members for a period of two years at each centre. The members shall visit the examination hall as frequently as possible and ensure that no irregularity is committed or connived at any point of the time of examination,

Chapter 2

Examination System and Examination Cell

2.1 Examination System

For each theory course there are, two Continuous Assessment Examinations (CAE) and one End Semester Examination (ESE) is conducted. For each practical course only one CAE and ESE are conducted. Other components like Seminar, Project, Communication and Viva etc. are conducted as per the scheme and syllabus of the programme. The above components together with two CAEs are called Continuous Internal Assessment (CIA).

Continuous Internal examinations shall be conducted by the course teachers as per the scheme and syllabus. There shall be a provision for Grievance Redress Committee in each Department comprising of two teachers and HOD as Chairman. There shall be a College level Grievance Redress Committee comprising of two senior teachers and the Principal as the Chairman.

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

2.2 The Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examinations should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar and the final semester examinations of all programmes shall be completed on or before 31st March and results will be published before 30th May. The results of those students who have to undergo summer internship/project work shall be published after completion of the same and viva voce examinations, preferably on or before 31st of July.

The responsibilities of the Controller of Examinations shall also include:

- a. he/she shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all examinations.
- b. he/she shall keep the minutes of the board of examiners and all committees appointed by the said board.
- c. he/she shall convene meeting and issue notice to the Board of Examiners and committees appointed by them and conduct the official correspondence thereof.
- d. take special care to see that secrecy and confidentiality are maintained in the conduct of examinations.
- e. The mark-list shall be issued by the office of the Controller of Examinations. The M G University will issue the provisional certificate and the degree certificate to the successful candidates on submission of application form with the prescribed fees.

2.3 Office of the Examinations

In accordance with the guidelines of the University Grants Commission to autonomous Colleges, there will be an examination cell headed by the Controller of Examinations who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of the Assistant Controller of Examinations of each department and office assistants, computer programmers, data entry operators etc as per the requirement. The Assistant Controllers of Examinations will render all help to the Controller of Examinations for the smooth conduct the examination as per rules. Teachers working in the College shall be nominated for a tenure of 3 years. They will continue doing their teaching work as scheduled by the College. They shall carryout all the works assigned to them by the Controller of Examinations. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently.

Examination cell will have appropriate infrastructure for generating question papers and other relevant confidential materials.

Chapter 3

Appointment of Question paper setters and Examiners

3.1 Appointment of Question paper Setters and Examiners

- i) Appointment of Question Paper Setters and Examiners for each subject or group of subjects (course) for which examinations are likely to be held shall be made by the Controller of Examinations from the panels approved by the Academic Council after considering the recommendations of the Boards of Studies concerned.
- ii) The panels for each examination shall consist of names of examiner not less than 3 numbers required for each subject (course).
- iii) Examiners shall be appointed for one year and shall be eligible for re-appointment in three successive years following the year of first appointment, provided further that this rule may be relaxed by the Academic Council in the case of Examinations in subject in which sufficient number of competent examiners are not available.

3.2 Cancellation of Appointments

It shall be competent for the Controller of Examinations with the approval of Academic Council to cancel the appointment of any Question Paper Setter or Examiner without assigning any reason thereof and the matter shall be reported to the Governing Council.

3.3 General Conditions for Appointment of Examiners

- i) Ordinarily persons with a minimum teaching experience of two years in a college or University Department are eligible for first appointment as Examiners.
(In Law: - Seven years' practice at the Bar may be considered as equivalent to two years teaching experience for Examinations in law.)
- ii) No person above the age of 70 shall be appointed or allowed to continue as an Examiner.
- iii) No person who has ceased to be a teacher for three years or more shall be appointed or allowed to continue as an Examiner.

3.4 Question paper setting

Question papers will be generated using question bank softwares namely 'PARIMAN/REX' which uses randomness to generate question papers automatically to a prefixed pattern. Question papers shall be prepared from external Question Paper setters also. The Controller of Examinations will upload various kinds of questions as per the requirement of set pattern of question paper received from the Board of Question Paper Setters. Once the number of questions to create sufficient randomness is achieved, the Controller of Examinations will lock question bank of the subjects and generate 2 sets of question papers. Then the Controller of Examinations will randomly approve one set out of the generated sets.

3.5 Constitution of Boards of Examiners

Each Board shall have a Chairman, who shall be appointed by the Controller of Examinations from the panel of approved examiners. The Pass Board shall consist of the Controller of Examinations, Assistant Controller of Examinations, Chairman of the Board of Studies and two or three members of the Board of Examiners. The Chairman, Board of Examiners, if the situation warrants, reserves the right to review the script valued by the examiners and suggest ways and means to achieve the objectivity in valuation.

3.6 Duties of the Board of Examiners

The duties of the Board of Examiners shall be:

- i) to prepare a scheme of valuation of each subject (paper),
- ii) to pass the results of the Examinations and forward them to the Controller of Examinations for submission to the Governing Council, and
- iii) to do such other work as may be assigned to the Board by the Controller of Examinations.

3.7 Instructions to Question Paper Printing

- Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper, the question paper code and special directions, if any.
- Year of admission shall also be specified in the question paper of supplementary examinations of previous schemes.

- 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 concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper.
- All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form.
- All the pages shall be numbered.
- Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
- No question shall be set calling for a declaration of religious or political belief on the part of the candidate.
- Information regarding drawing sheets, squared paper, tables and charts if any to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay.
- Questions must be set with relation to the prescribed programme of study and the books recommended by the BOS.
- Questions shall not be a mere reproduction from text books or from earlier examinations of Universities
- The question shall not be vague, or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole programme of study and the books prescribed.

Chapter -4

Conduct of Examinations

1. **Notification of Examination**

The time table of End Semester Examination shall be notified at least 15 days in advance of commencement of examination on the notice board of the College, Controller of Examinations and also in the College web site with details such as date of various examinations including supplementary, last date for submitting filled in application after paying the necessary fee, the mode of payment of fee and mode of submission of form. The information regarding the same shall be communicated to Heads of all Departments.

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

2. **Registration of Examinations.**

All students admitted in a programme (UG & PG) with remittance of prescribed fee and satisfying other eligibility conditions are eligible to apply for the forthcoming semester examinations.

- Online application for registration to the various End Semester Examinations shall be forwarded to the office of the CE along with prescribed fee for each programme in prescribed format.
- The eligible candidates who secure the prescribed minimum attendance of the total duration of the programme and possess other minimum qualification prescribed in the regulations for each programme shall be issued the hall tickets.
- The mode of fee remittance shall be through the prescribed bank

3. **Verification of Application**

The following procedure shall be followed in the verification of the applications by the office of the Controller of Examinations.

a. Fee

The fee remitted by the student shall be verified to ensure that it is the prescribed amount of fee for the examination. Applications not accompanied by the documents to prove remittance of fee will not be entertained. In cases of short remittances where the deficiencies are negligible, such applications may be considered for provisional admission. In the case of candidates eligible for fee concession, the application should be signed by the Principal in the appropriate certificate given in the application form. The list of such students shall be submitted to the Harijan Welfare Department for reimbursement of the examination fee.

No candidate shall be eligible to register the End Semester examination unless he/she possesses the minimum qualification prescribed in the regulations for each programme. It shall be the duty of the ACE's of the concerned department to forward to the Controller of Examinations a list of candidates admitted in the respective department with their consolidated internal assessment and attendance percentage, within one week from the date of closing CAE-2 in the respective semester otherwise the application for examination can't be proceeded.

Students having a minimum of 75% attendance for each subject can register for the examination of respective subjects.

Pass in CIA of individual course is a prerequisite for appearing for the corresponding ESE of the Course.

The columns and spaces in the application form must be correctly and legibly filled up. No space shall be kept unfilled.

4. **Preparation of Nominal Roll**

The scrutinized applications are sorted in alphabetical order and a nominal roll showing the Name of Examination, Month and Year of Examination, Name and Register number allotted shall be prepared for each examination. The names and register numbers shall be given under separate categories such as Regular/ Supplementary /Old scheme/ improvement etc. The details of reappearance / improvement by candidates shall be mentioned in the nominal roll so as to ascertain the version and number of question paper required.

A copy of the Nominal Roll shall be sent to the ACE at least five days before the commencement of the examinations.

5. Preparation of Hall Tickets

The hall ticket of the eligible candidates shall be generated in the office of the Controller of Examinations 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. The hall tickets thus generated shall be issued to the candidates under the seal and signature of the Controller of Examinations.

6. Cancellation of Hall Tickets

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

7. Methods of Examinations

- i) Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods:-
 - a) Written
 - b) Practical
 - c) Oral / Viva
- ii) Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated therein.
- iii) Semester examinations shall be conducted as per the scheme prescribed for the programme concerned.
- iv) **Special Mercy Chance Examination**

Candidates who have been registered for an examination and failed in that examination can register for the special supplementary examination subject to provisions of the regulations governing the programme (ie they can register for the supplementary examinations and the chances will be equal to the normal duration of the programme). Those who could not pass the supplementary examinations will be permitted to avail a special Mercy Chance to appear the examinations.

The candidates who are availing the special Mercy Chance examination for the first time shall remit a sum of Rs.5,000/- (Rupees five thousand), who are availing the same for the second time, a sum of Rs.7,000/- (Rupees seven thousand) and for the third time, a sum of Rs.10,000/- (Rupees ten thousand) towards special fee in addition to the prescribed examination fee and C.V. Camp fee. Odd and even semester examinations will be conducted during the respective sessions of the particular academic year.

- **Standard of Question papers**

Question papers shall be prepared in such a manner so that a candidate well prepared in the subject, can reasonably be expected to answer completely within the time allotted.

- **Prohibition of Religious belief or profession or political views**

No question shall be put at any Examination calling for a declaration of religious belief or profession or political views on the part of the candidates.

8. **Qualifying examination passed and verification of certificates**

No candidate shall be given registration of examination if he/she possesses the qualification prescribed by the regulation relating to the admission as per rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter shall be communicated to the candidate. In the case of candidate who apply for registration for the first year/semester of an Examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that:

- The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed for admission to the programme of study undergone by the candidates.
- The qualifying examinations passed by the candidates from Universities other than the Mahatma Gandhi University have to be recognized by the Mahatma Gandhi University as equivalent to the corresponding examinations of this University. (University order granting recognition of qualifying examination should be enclosed along with the application).

- Recognition of qualifying examination is to be obtained from the MG University by each candidate in respect of the qualifying examination passed by the candidate is from other Universities/Institutions.
- The name entered by the candidate in the application form shall be the same as the name entered in the certificate of 10th standard and qualifying examinations (The entry of name of a particular candidate shall be same as in the examinations of 10th, 12th and degree certificate). The candidate should ensure the same before the submission of certificates to the College office.
- In cases where minimum marks are prescribed for admission to a particular programme, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the programme.

9. **Preparation of answer Books**

The main answer books and additional answer books to be supplied in the examination shall be prepared well in advance with specific format and different serial codes / Bar Codes.

10. **Question Paper Packets**

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.

- Question paper packets should be kept under the safe custody of the Controller of Examinations in steel shelves which have duplicate keys and in which nothing else is kept.
- Controller of Examinations shall hand over the sealed envelopes of question papers only on the day of examination to the invigilators.
- Question paper packets shall be sorted out date-wise and session-wise (FN/AN) and kept separately so as to avoid improper distribution at the time of examination.
- Seals of Question paper bundles should only be broken at the examination hall.

11. **Duties of teachers and non-teaching staff in connection with the conduct of examinations**

It shall be the duty of a teacher or a member of the non-teaching staff of the College to do any work in connection with an examination's conduct by the College which he / she is required by the authority. Failure to comply with the requisition of the authority, without sufficient reason, may attract disciplinary action.

Chapter-5

Conduct of Examination – II

1. Chief Controller of Examinations

The Principal shall be the Chief Controller / Superintendent of all examinations. However, the Controller of Examinations shall supervise all the works relating to the conduct of examinations. The Assistant Controller of Examinations of both the Centres shall be under the direct supervision of the Controller of Examinations for carrying out the steps to be taken for the smooth conduct of the examinations.

2. Instructions to invigilators at the Examination Venue

The invigilator is responsible for the efficient conduct of examinations at the venue. The invigilator shall be a teaching staff of the college appointed by the CE. The following guidelines shall be followed for the smooth conduct of the examinations.

- The invigilator to each hall / room collects the question booklets and answer-books twenty (20) minutes before the commencement of examinations and they proceed to the examination hall/room.
- Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
- The following arrangements shall be made for the conduct of the examination.
 - a) Seating arrangement for the candidates (register number to be written on the desk).
 - 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 as appropriate shall be displayed at a prominent place.
 - d) Selection of appropriate number of invigilators shall be done from among the faculty members, well in advance as per norms.
- The examination hall shall be opened only 30 minutes before the commencement of the examination. The candidates are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.

- 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 shall be conducted with the approval of the Principal only.
- The question booklet cover shall be opened only 15 minutes before the commencement of the examination by the invigilator. He/she should sign in the space provided on the cover to ensure the question paper cover is intact.
- Mobile phones, programmable calculators, digital diary and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such materials to the examination room, they have to be taken into custody by the invigilator and submitted to the Controller of Examinations / Assistant Controller of Examinations at the earliest.
- Allow only hall-ticket, pen, pencil, eraser and ordinary calculator in the examination room. Hand bags should not be permitted inside the examination rooms. However, scientific calculator shall be used if specifically instructed in the question paper of the subject.
- Keep utmost vigil throughout the examination process.
- Candidates need to be admitted only if they have valid hall ticket. However, if a student reports that his/her hall-ticket is lost, Assistant Controller of Examinations, after receiving a written request from him/her along with required fees, shall forward it to the Controller of Examinations for issuing a duplicate hall-ticket. Or else, if there is a system of downloading duplicate hall-tickets from the College website, a duplicate hall-ticket may be issued to the candidate, after charging the required fees. This can be allowed only if his/ her name is included in the nominal roll issued by the Controller of Examinations.
- For all examinations, all used answer books shall be arranged serially and packed within 30 minutes after the examination is over. The name of the subject and roll numbers of candidates (from.....to.....) should be written on all packets using a sketch pen.
- Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
- Additional sheets shall not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.
- The blank main or additional book shall not be used for any other purpose.

- Help the candidates to locate their seats.
- Verify the identity of the candidate through the photograph on the hall ticket and ID card and then mark the attendance of the candidates.
- Distribute the answer book 5 minutes before the commencement of the examination (second strokes) and direct them to fill in the Register number and other entries in appropriate places.
- Distribute the question paper at the third strokes of the bell and ask the candidates to start writing.
- Ten minutes before the closing of examination, along with the warning bell, announce 'last ten minutes'.
- Instruct all candidates to fasten the answer-scripts five minutes before the closing of examination.
- After the last bell, ask the candidates to stop writing and hand over the answer-scripts. Candidates are not allowed to exceed the prescribed time assigned to each paper, except to the disabled candidates up to the extent of permissible time.
- Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list, details of absentees and unused answer books to the office of the Controller of Examinations. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
- 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.
- See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
- Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and make a report to the Chief Superintendent who, in turn will forward the same to the Controller of Examinations. (Ref: Chapter X).
- Do not allow any candidate to write on the question paper except the name and Registration Number of the candidate. Advise them to use the last page of the answer book for rough work and score off the same after the completion of examination.

- Do not allow refreshments for the candidates in the examination hall.
- Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it by the invigilator.

3. Instructions to Candidates

- Every candidate shall register for the ESE examination of the relevant semester in which he/ she is studying for obtaining promotion to the next semester.
- The candidates should ensure that they receive their hall tickets at least two days prior to the examinations
- The candidates should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
- If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the Controller of Examinations.
- The candidates should enter the examination room at least 15 minutes before the commencement of examinations. In exceptional cases, the invigilator can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to enter the examination room beyond 30 minutes after the commencement of examinations.
- Candidates are permitted to use only blue or black pens for writing examinations
- 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, ordinary 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.
- Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc. are liable to be punished as per rules.
- The candidates should write their roll numbers / stick the bar code, name of examination etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.

- They should not write anything in the question paper other than their names and register numbers. Last page of the main answer booklet can be used for rough work.
- Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students.
- The candidates are forbidden to ask questions of any kind during the examination to the invigilator relating to the question papers.
- No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
- They should return all answer books and unused additional sheets before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the invigilator during the course of examination.
- Candidates are not allowed to exceed the prescribed time assigned to each paper except to the disabled candidates upto the extent of the permissible time.
- Candidates shall be permitted to leave the examination hall only after his / her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

4. Exclusion of Candidates on Account of Disease

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

5. Exclusion of Candidates for Misbehaviour

Candidates taking an examination shall be under the disciplinary control of the invigilator, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Invigilator or behaving insolently towards the 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 Controller of Examinations. In all such cases the matter shall be reported to the Governing Council.

6. Debarring Candidates and Quashing Results

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

7. Bundling of Written Answer Books

The Assistant Controller of Examinations shall make sure that the written answer papers are bundled properly immediately after the examination. The bundles shall be delivered to the office of the Controller of Examinations on the same day of examination. The bundles should have the following details:-

- Serial number
- Title of the paper with code /subject / scheme (New Scheme/Old Scheme) etc.
- Date of examination
- Number of candidates registered
- Number of answer books in the bundle

8. Postponement of Examinations

Any unexpected holiday declared by the government / any local authority or an unexpected eventuality after the publication of the schedule of examination by the college, the examination shall be conducted in the next available working day.

Duties of Invigilator

- a. The attention of the candidates should be called to the directions printed on the outer cover or inner page of each answer book and in their hall tickets. They should be warned that failure to write the register numbers or to write them incorrectly might involve the rejection of their answer books. No loose sheet of paper should be allowed in the examination room. No separate books for rough work will be supplied to the candidates. Rough working, if any, must be done at the last page reserving sufficient space exclusively for the purpose. Paper must not be detached from the answer books. If the ordinary answer books are found insufficient, additional books may be allowed. In case, where additional answer books are provided, the Invigilator shall ensure that the candidate has written the total number of additional books used and the number of additional sheets used shall be noted in the column provided in the facing sheet of the main answer book. All books supplied to the candidates must be handed over by them at the close of the examination securely fastened together.
- b. The register number assigned to candidates should be written by them on the answer books in words as well as in figures. Necessary columns have been provided on the facing sheet of the answer books. Candidates must be told to strictly comply with this instruction.
- c. Candidates are directed to write the register numbers and names on the question papers supplied to them.
- d. If the register number of a candidate is “27389”, the candidate should write the letter “two, seven, three, eight, nine” instead of writing twenty-seven thousand three hundred and eighty nine. Thus all figures should be written in letters. This instruction may clearly be given to all the candidates before the commencement of examination.
- e. Candidates shall take their places in the examination hall at least fifteen minutes before the time fixed for giving out the question papers. Candidates presenting themselves more than half an hour after the commencement of examination should not be admitted for the examination of that day.
- f. In case where the only candidate registered for the examination in a centre absents himself, the invigilator should make a report thereof to the Controller of Examination and return the unopened cover containing the question papers.

- g. If a candidate whose name does not appear in the nominal roll furnished to the invigilator, he / she may not be admitted to the examination. In such cases, he / she should be admitted with the permission of the Controller of the Examinations, provided he /she has the eligibility to take the examination.

Reporting Regarding Invigilation Work

Statement showing the name of Invigilators with their signature, date of examination, room number, etc shall be prepared in a given format and kept in the office of the Controller of Examinations.

Preparation of Tabulation register

Tabulation registers are designed and printed according to the regulations of each programme. Entry of marks shall be done after proper verification of the mark-sheet received from the examiners.

Chapter 6

Valuation of answer scripts & Publication of Results

1. Valuation of Answer Paper

- A Stock Register is to be maintained for each examination and the names of Examiner to whom the answer paper is distributed is to be noted in the Register.
- The valuation of answer papers of the theory examinations shall be in centralized valuation camps.
- The valuations must be based on the answer keys prepared by the Question Paper Setter or by the Board of Examiners of the examination concerned.
- Chairman shall collect answer keys to question papers before commencement of camp valuation from the Examiners / Chief Examiners as the case may be. Chairman shall also ensure that the answer keys are prepared in accordance with the level of difficulty and quality of the questions, and, scope of the syllabus. Chairman may utilize the services of any expert in verifying concerns related (if any) to ‘keys to question papers’ provided by the respective examiner or chief examiner.
- The answer papers shall be distributed to the Examiner with question paper, scheme of examinations and mark-sheet.
- The valuation by arranging the valuation camp shall be started immediately after the examination.
- The Chairman shall be responsible for proper valuation of the answer scripts and submission of final results as per the schedule proposed by the Controller of Examinations.
- Chairman shall provide a detailed statement including the names and subjects allotted for Examiners and Chief Examiners. Such distribution of work among the Chief and additional examiners shall be made with a view to allotting, as far as possible, different papers than the ones taught by an examiner (internal) during current semester.
- There may be only single valuation for both UG& PG examinations.

- The examiners shall count the number of answer paper received and verify them with the entries in the accompanying statement.
- The examiners should do their best to secure uniformity for awarding marks. The additional examiner should use “Green ink pen” for valuation.
- No marking should be done anywhere in the answer area. The mark shall be entered in the facing sheet only.
- The Chief Examiner shall use “Red ink pen” for revaluation if there is a change in the first valuation.
- Answers must be checked for a second time by both additional and Chief Examiners to verify that no answers to a question or a sub-division has been left out.
- Marks should be neatly and carefully entered in the mark-sheets supplied by the college in the order of the False Number of the candidates as given in the answer scripts.
- The additional examiners shall submit the valued answer papers with properly prepared mark sheet to the Chief Examiner with signature.
- 20% of the valued answer scripts shall be revalued by the Chief Examiner and the remaining shall be checked by himself.
- This process is meant to ensure that the standard of valuation is maintained throughout.
- The marks after revaluation by the Chief Examiner shall be taken as the final one for tabulation.
- If more than half of the valued answer papers have a deviation in marks between first and chief valuation ($\pm 15\%$ of the maximum marks) then the whole bunch of answer paper is subjected to another valuation as the final one.
- Chairman shall assess the progress of camp valuation from time to time and take appropriate corrective measures to ensure the quality of the valuation process and adherence of time lines by examiners
- The Examiners appointed for valuation of answer papers shall be paid remuneration at such rates as may be fixed by the Governing Council from time to time.
- The answer scripts should be kept in the safe custody of the office of the Controller of Examinations for a period of six months after publication of results.

- Practical examinations will be held at the college from time to time as prescribed in the scheme and syllabus of the programme. The work at practical examinations will be prescribed by the Chairman of the Board of Examiners.
- There should not be any erasure, corrections or overwriting in the mark-sheet. If corrections becomes necessary, it must be attested with full signature.
- Marks should be written in words also. Fraction of marks in the total of each paper should be rounded off to the next higher figure, which alone should be entered in the mark book.
- The Chairman shall scrutinize and approve the marks awarded by the examiner to each candidate in each paper and forward the mark-sheets to the Controller of Examinations on or before the date fixed.

2. **Viva Voce Board**

It shall be competent for the Board of Studies (BOS) and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The Viva-voce Board shall have a Chairman and two senior most faculty members teaching the subject.

Guidelines for Conduct of Comprehensive Viva Voce Examination

- a) The comprehensive viva voce examination is mainly to assess the knowledge of the student on theoretical principles and concepts, developments and applications in the chosen subject of study.
- b) All the topics covered in all the papers in a semester/all semesters/as per the scheme of examinations shall form the basis for the viva.
- c) 50 % of the questions may be simple and direct so that any average student can answer the questions. 30% of the question may be of a greater degree of difficulty and the remaining 20% of the questions may be of higher degree of difficulty.
- d) Efforts must be to reveal what the student knows rather than to expose what he/she doesn't know.
- e) The Board may fix the minimum and maximum number of question to be asked and the questions may be asked in the order of the increasing degree of difficulty.
- f) Scoring must be made at the time of viva and the total marks must be proportional to the percentage of the number of questions answered correctly.

3. Finalization of Results:

a) A statistics of the results with the following details may be prepared as given below:

- Name of exam with month and year
- No. of candidates registered for the exam
- No. of candidates appeared
- Total No. of pass
- Percentage of pass

Statistics showing the increase in the percentage of pass for every additional mark from 1 to a certain level (up to 10) of pass showing the increase in the percentage of pass for every additional mark granted may also be prepared.

b) The Controller of Examinations shall convene a meeting of Board of Examiners (Pass Board) of each programme. The statistics of results shall be presented and after scrutinizing the statistics of result, recommendation may be made by the Board to award moderation of marks, if found necessary, for any one or more of the reasons given below:

- To compensate for out of syllabus questions in the examinations or unusual difficulties in the question paper for which proper weightage could not be given at the time of valuation.
- To condone deficiency in marks for securing a whole pass in the semester examinations.
- Moderation of marks shall be limited to written examinations only (regular and supplementary) even if the candidate failed in viva / project / practical.
- Moderation of marks shall not be given to practical / viva-voce / internal / project evaluation.
- The moderation recommended by the Board of Examiners shall be effected only with the approval of the Controller of Examinations.
- The marks secured due to moderation shall not be considered for calculating rank.

- c) Chairman of Board of Examiners shall record the minutes of the meeting held by the Board. The minutes of the meeting of Pass Board shall contain the following details:
- Time, day, date, venue and place of the meeting
 - Names and signatures of the members present
 - A brief statement regarding consideration and approval of the results
 - The percentage or marks of moderation, if any, recommended by the Board
 - Any other remarks relevant to the conduct and results of the examination.
 - Signature of the Controller of Examinations.

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

- d) If a candidate secures the minimum marks prescribed for each part / paper of the examination and the total minimum marks required for a pass, his/her result is to be marked as 'Passed' in the remark/result column. The class secured by the candidate based on the total marks is also noted in the register.
- e) The Controller of Examinations shall submit the final result to the Governing Council for approval or shall submit the result to the Principal for publication of the results subject to approval by the Governing Council.
- If the latter course of action is resorted to, the same shall be reported to the next meeting of the Governing Council.
- f) Publication of Results: The moderations, if any recommended by the Board of Examiners and approved by the Controller of Examinations, shall be effected in the marks tabulated to the eligible candidates. The provisional list of register numbers of successful candidates is prepared and register number of candidates who have passed a part/paper of an examination should also be included in the result.

Register number of candidates whose results are withheld for various reasons should also be published specifying the reason for withholding the results.

The result shall be published on the College Notice Board and Website.

- g) Special supplementary examinations for failed candidates shall be conducted as per the guidelines issued by the M G University.

on payment of separate fee for each paper. This examination will be conducted just after publication of the results of corresponding end semester examinations. The examination dates will be fixed along with the normal time table.

- h) Issue of Mark List/Grade Card: All candidates who have appeared for an examination shall be issued a “Statement of Marks” (Mark list) irrespective of the result of the examination and as per the regulations and scheme of each programme. The fee for the Mark List is to be collected along with the exam fee. The Mark List shall be issued by the Controller of Examinations.

The Mark List/Grade Card shall contain the name of examination, year & month of exam, name and Register number of the candidate, name of subjects including optional. Care shall be taken not to prepare the mark list of candidates whose results are withheld for various reasons.

The name of the candidate shall be entered in the mark-list exactly as given in the Secondary School Certificate and qualifying certificate.

- The date of Mark List of an examination shall be the date of publication of the results of the examination.
- The dates of Mark List issued to candidates whose results have been withheld at the time of publication of results and which were released subsequently shall be the date of release of the results.
- Duplicate Mark List shall be dated with the date of issue of the Mark List with a superscription as “Duplicate Issued on.....”.

If any error occurs in the preparation of Mark List, the same shall be cancelled and kept separately. Mark Lists shall not be prepared to candidates who were absent for all the papers of the exam.

The Mark List shall be issued to the candidates after entering the details in a register maintained for the purpose.

Corrections in Mark lists

Corrections in the entries in the mark lists issued by the College are not permissible except in the case of corrections necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed by the candidate. The candidate shall submit an application along with the mark lists, which need correction.

In the case of change of name / correction in the records and documents of the examinations, a fresh Mark List shall be issued after verifying the originals of related documents. The candidate shall remit the fee prescribed for issuing a Mark List.

Cancellation of Mark Lists

If the mark list issued to a candidate is later found out / reported to be defective either in the entries of marks or in the details of subjects recorded in the mark list, the defective mark list shall be cancelled and a fresh mark list shall be issued to the candidate with the approval of the Controller of Examinations.

Chapter 7

Scrutiny / revaluation of answer sheets

1. Scrutiny

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

- A candidate who has appeared at an Examination may apply to the Controller of Examinations for scrutiny of his/her marks i.e. for checking whether any answers had not been given marks and whether there are mistakes in totaling. Such applications, if any, shall be made within the stipulated time with the prescribed fee. This fee is only for scrutiny and not for revaluation of the paper. Every such application shall be submitted within seven (07) days from the date of publication of result.
- A candidate shall not be entitled to a refund of the fee, remitted by him
- The result of the scrutiny and the marks obtained for the paper/subject shall be communicated to the candidate and in case the result is affected by such scrutiny, the corrected results shall be published.

Applications for scrutiny of answer scripts in respect of all examinations and details of all applications for scrutiny received in the Section shall be recorded.

Action for the processing of applications shall be started immediately on receipt of the applications without waiting for the last date fixed for receipt of applications.

On completion of the scrutiny of answer scripts by the office of the Chief Examiner, the applicant shall be summoned and allowed to identify the answer scripts and to check the award of marks for the different answers and to verify the correctness of the addition of marks. The candidate shall make an endorsement in the front page of answer paper to the effect that he/she has seen the answer script.

IN NO CASE THE ORIGINAL MARK SHEET RECEIVED FROM THE EXAMINER(S) BE SHOWN TO THE APPLICANT(S) WHICH MAY RESULT IN REVEALING THE IDENTITY OF THE EXAMINERS.

2. **Result of Scrutiny**

If any mistake in the addition of marks is found, necessary correction in the addition of marks shall be effected as directed by the Controller of Examinations.

If any answer, answers of part/parts of answer/answers was/were not evaluated and not given marks by the additional examiner, the examiner shall be summoned and he/she shall be directed to evaluate the answer/answers. If any candidate secure more marks after such valuation necessary alteration in the records and result already announced may be effected after obtaining necessary orders from the Controller of Examinations. The mark list issued to the candidate may be called back and cancelled before issuing fresh mark list incorporating the benefit gained in the scrutiny.

If no mistake is detected in awarding the marks, he / she shall be informed in writing that there is '**NO CHANGE**' in the marks awarded to the paper/papers concerned or in the result of the examination taken by him.

3. **Revaluation of Answer Books**

There shall be provision for revaluation on payment of fee for papers evaluated by single valuation system. The application has to be submitted to the office of the Controller of Examinations within ten (10) days from the date of publication of the semester results. A different examiner shall value the paper. Better of the two shall be the final mark.

- Unless otherwise expressly provided, a candidate who has taken an end semester examination (other than for the Practical Examinations/Viva) if he/she thinks fit, apply to the Controller of Examinations for revaluation of his/her answer book.
- The Controller of Examination shall announce the last date for receipt of application for scrutiny and revaluation along with notification publishing the results of the examination concerned.
- Application for revaluation submitted after the last date will not be considered.

4. **Guidelines for Revaluation of Answer Books of End Semester Examinations**

Unless otherwise expressly provided in any of rules or guidelines or orders, the revaluation result shall be finalized as follows:-

- a) The original marks secured by the candidate shall not be changed if the revalued marks are less than the marks secured in the original valuation
- b) The original marks / grade points awarded to a candidate will be modified to that extent, in cases where the Marks / WGP awarded after first revaluation is below 15% of the maximum Marks / WGP.
- c) If the increase in Marks / WGP on the first revaluation is greater than or equal to 15% of the maximum Marks / WGP of the paper / course, a second revaluation shall be conducted. After the second revaluation, the average of the nearest two Marks / WGP from the three valuations ie, the original valuation, first revaluation and second revaluation, shall be awarded to the candidate.
If the difference between any two Marks / WGP of the above three valuations happens to be the same, the average of the highest two Marks / WGP shall be awarded to the candidate.
- d) The Marks / WGP after first revaluation or the average after second revaluation happens to be less than the original Marks / WGP, the original score will stand.

The revaluation result shall be released with the approval of the Controller of the Examinations.

In cases where the candidate has applied for revaluation of more than one paper, the result of individual papers may be intimated as and when they are ready.

Fresh mark lists incorporating the change, if any, shall be issued to the candidate who gets the benefit of the higher marks on revaluation. Revised mark list shall be issued only on surrendering the original mark list issued to the candidate earlier along with the memo communicating the results of revaluation.

All work relating to revaluation shall be treated, as extremely confidential and therefore interim enquiries shall not be entertained.

The candidates who are not eligible for a change in marks as a result of revaluation shall be permitted to identify their answer scripts after the revaluation results are finalized and communicated to them. Only the candidate shall be given the chance to identify the papers. No Complaints shall be entertained thereafter.

Chapter 8

Certificates

1. **Provisional Certificate**

A provisional certificate will be issued to the candidate by the University during the period after the publication of the results of the examination taken by the candidates and before the issue of the original degree /diploma certificates by the Mahatma Gandhi University, Kottayam.

2. **Degree Certificates**

As provided in the MG University Act 1985 (Amendment of Act 12 of 1985) the University will award the degree certificate to the successful candidates on remittance of the prescribed fee.

3. **Rank certificate**

The College publishes a provisional rank list for each examinations conducted every year. Candidate shall be ranked in the order of merit and based on other conditions stipulated earlier. Ranking of an examination shall be done only after completing the revaluation process of the particular examination. Rank certificate up to third position will be issued with the signature of the Controller of Examinations.

4. **Position certificate**

Candidate who secure positions from the fourth to tenth in the rank list shall be issued position certificate indicating their positions in the rank list. Applications for rank certificate and positions certificate shall be submitted in the prescribed format remitting the prescribed fee.

5. **Migration certificate**

Candidate who have undergone a course of study in this College and secure admission to the course of studies in other institutions/universities shall be issued migration certificate by the M G University.

6. Confidential reporting of marks

The marks secured by a candidate at the final semester examination of a programme to other Universities or Institutions for purpose of applying for admission to other programmes or employment purposes, before the official publication of results will be forwarded on submission of application with the prescribed fee. This facility will be provided to the candidates who have submitted proper documents for verification by the Controller of Examinations.

The marks shall be communicated to the Person/Institution concerned with a request to keep the marks confidential till the official publication of results by the College.

7. Attestation of Documents

The Principal is the authority to attest the documents issued by the College. Candidates have to pay the prescribed fee and submit application for attestation of documents. The word “Attested” shall be written/affix a seal near the lower left hand corner of the documents, without obliterating the entries in the document. The documents after attestation by the Principal shall be returned for transmission to the applicant.

8. Verification of Genuineness of Certificate and mark list

The Principal is the authorized officer to issue certificate of genuineness of documents and mark lists issued by the College. If the documents produced are found to be fake or with manipulation, the fact shall also be communicated to the concerned immediately.

The request for verification of genuineness shall be sanctioned by the Principal. If the request is made by the candidate or his authorized representative, the prescribed fee shall be levied for issuing the same.

If the request is made by other Universities/Embassies/Government Institutions/Professional Agencies, no fee shall be levied for the same.

Chapter 9

Condonation of Shortage of Attendance

1. Applications for condonation of shortage in attendance shall be made by the candidate in the prescribed format. Condonation of shortage of attendance shall be obtained seven (07) days before commencement of the respective End Semester examinations. Students having a minimum of 75% attendance for each subject can register for the examination of respective subjects.

Condonation of shortage of attendance shall be granted as follows:

- The application shall be forwarded by the respective Asst. Controller of Examinations to the Controller of Examination with the prescribed fee.
- Condonation of shortage of attendance to a maximum of 10% is allowed in the case of each subject in a semester.
- Condonation of shortage of attendance is granted to a maximum of two times during the whole period of the programme. However, condonation for a student shall be granted only once in an academic year.
- Condonation shall be granted only once for one-year programme.
- Students shall produce valid documentary evidence as required while applying for condonation.
- Condonation of the attendance is allowed only on valid grounds including one as deemed appropriate by the Principal.

The processing of applications for condonation of shortage of attendance shall be done immediately and the order of the Principal sanctioning condonation of shortage of attendance shall also be issued to ascertain the eligibility of the student for registration to the examination.

Applications not conforming to the above rules shall be rejected.

However, the candidate may be permitted to complete the project work / dissertation and attend the project / dissertation viva along with the regular candidates. The final result of the project and viva will be announced / released along with the final result.

Chapter 10

Malpractices in the Examinations

Malpractices in the Examinations includes any act or acts by a candidate or by his/her agents performed with the intention of gaining undue advantage in the evaluation resorting to unfair means during the examination or afterwards. Causing obstruction of the smooth conduct of examination, preventing others from appearing for the examination, causing interruption in their performance at the examination and tampering with the records of the examination are also included within the purview of malpractices.

When an invigilator observes or apprehend inappropriate behaviour from a student, immediate oral warning shall be given and in case of continued misbehaviour, he/she shall be guided to an isolated seat. In case of a follow up action is required, the matter shall be reported in the prescribed format (Annexure I) to the members of Examination Monitoring Task Force after the exams.

In case of serious misconduct, where material objects are captured from the student, the procedure is as follows:

- Take custody of the material immediately and ask the student to discontinue writing further if he/she accepts the malpractice.
- Inform the Exam Monitoring Task Force immediately about the incident and once they reach the exam hall, they will take charge of further process.
- The student shall be then taken to the Exam Office and asked to write down the incident with specific descriptions.
- After the preliminary enquiry, Exam Monitoring Task Force team will fill up the format provided for reporting such incidence, to be forwarded to Controller of Examiner for further process

In cases the student doesn't accept the malpractice, take custody of the material and, she / he shall be allowed to continue writing the exam, and immediate intimation shall be passed on to Exam Monitoring Task Force

The Exam Monitoring Task Force will take appropriate action in consultation with Principal / Controller of Examinations and will act as the Malpractice Enquiry Committee with HOD of the Department concerned as Chairperson with one or two senior teachers nominated by the Controller of Examinations.

Punishment for Malpractice

The Malpractice Enquiry Committee after providing an opportunity to present his / her case shall prepare a report with all documents for onward submission to the Controller of Examinations in Annexure II. The nature and possibility of punishment will be decided based on the evidence furnished.

After considering the enquiry report, the Controller of Examinations shall impose the punishment upon the candidate. The candidate shall have the right to file an appeal before the Principal, if he / she desires to do so. The same shall be placed before the next Governing Council for ratification.

Different types of malpractices and the punishments for them are given below:

| S.No. | Types of Malpractices | Punishment |
|--------------|--|---|
| 01 | Introduction of any material relevant to the examination, with the intention of copying and possession of the same | Cancel the examination & subsequent exams of the session. |
| 02 | Copying from the neighbour's answer scripts, depending on the gravity and extend as reported by the examiners | Cancel the examination & subsequent exams of the session. |
| 03 | Using filthy language in the answer scripts depending on the extent and gravity | Cancel the examination & subsequent exams of the session. |
| 04 | Manhandling or threatening the invigilator/officers or any authority. | Cancel the whole exam of the Session. Inform Police if required. |
| 05 | Impersonation | Permanent Debarring. Inform to Police. |

| | Hampering the conduct of Examinations | |
|--|---|--|
| 06 | Disturbance outside the Hall depending on the gravity and extent of disturbance | Suspension of Registration. Debarring for the remaining exams of that session including the exams taken in that session if required. Reference to Police. |
| 07 | Tampering with the arrangement such as | |
| (a) (b) (c) (d) (e) (f) (g) | Sitting at wrong seat Threatening the neighbour to show the answer script Threatening the invigilator, office staff Shouting answers from outside Stealing answer books, additional sheets, smuggling question papers Breaking open the closed examination halls Helping neighbours to answer questions in the examination hall | Suspension of Registration. Debarring for the remaining exams of that session including the exams taken in that session if required. |
| (h) | Tampering with answer books of neighbours | Suspension of Registration. Debarring for the remaining exams of that session including the exams taken in that session if required. Report to the Police if required. |
| (j) | Forgery in the hall ticket | Suspension of Registration. Debarring for the remaining exams of that session including the exams taken in that session if required. |

In any other case of malpractice not listed above, the Principal of the College shall take appropriate action with the report of Malpractice Enquiry Committee..

It shall be primarily noted that the punishment of cancellation of an examination taken by a candidate on charge of malpractice does not imply the cancellation of registration granted to him for the said examination.

On letter-head

Proforma for Reporting Suspected Case of Malpractice in Examinations

Date..... Time..... Venue

Nam of the Examination.....

Subject.....

Name of the Student..... Register No.....

Brief description of the incident

| |
|---|
| <p><u>Materials seized</u></p> <p>Name & Signature of Invigilator</p> |
|---|

Name & Signature of Co-invigilators

Name & Signature of
Asst. Controller of Examinations

On letter-head

Report of the Malpractice Enquiry Committee

Date..... Time..... Venue

Nam of the Examination.....

Subject.....

Name of the Student..... Register No.....

Nature of Malpractice Committed:

Report:

Recommendations:

Name & Signature of Committee Members:

Chapter 11

Miscellaneous

1. **Concessions to Physically / Mentally Disabled Candidates (Persons with Disabilities)**

Persons with disabilities who appear for examinations are allowed the following concessions such as service of scribes at the examination, extra time to complete the examination, grace marks etc, depending on the degree and nature of disability of the candidate subject to such norms as prescribed by the University from time to time.

2. **Concessions to Blind Candidates**

Blind candidates who appear for the Semester examinations (written – both internal & external) are allowed concessions subject to the norms fixed by the University from time to time.

3 **Appointment of scribes**

The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the application

The Controller of Examinations shall appoint a scribe or the candidate shall be allowed to opt for his/her own scribe. The invigilation should be strengthened, so that the candidates using the scribe do not indulge in any sort of malpractices during the examination.

All the candidates with disability of 40% or more may be allowed additional time as per the norms fixed by the University. The candidate should produce a valid disability certificate from the District Medical Board.

4 **Deaf and Dumb Candidates**

Granting additional marks: The deaf and dumb candidates having disability of 40% or more appearing for the End Semester Examinations shall be awarded grace marks @ 25% of the total marks for theory papers of all End Semester Examinations including professional courses as they are considered to be backward in language ability.

The additional marks eligible for deaf and dumb candidates shall be awarded as in the case of award of grace marks stipulated by the University.

5 **Method of application**

Candidates eligible for concession of any one kind shall apply on plain paper for claiming the concessions for which they are eligible according to the prescribed rules.

Candidates undergoing courses of study shall forward their applications duly recommended by the Head of the Department concerned.

6 **Other Conditions**

- In the case of permanent disabilities medical certificates once produced shall be considered for subsequent examinations including supplementary examinations of a particular programme.
- The grace marks awarded shall not be considered for ranking.
- The application for special concession along with original & copy of Medical Certificate and a photograph of the candidate certified by the District Medical Board shall be submitted one month before the commencement of the Examinations. The original of the Medical Certificate shall be returned after verification.

7 **Processing of applications**

The applications for concessions to disabled students shall be processed and their eligibility ascertained after verification of each application with reference to the rules and permission shall be granted by the Controller of Examinations.

8 **Notional registrations.**

The students who could not apply for registration to the examination before the prescribed last date for examinations for reasons beyond their control may apply for notional registration for continuing their studies in the next higher class subject to the following conditions:

- The student shall have earned the required minimum attendance prescribed for the subjects in the semester and completed the entire curriculum requirement.
- They shall apply for notional registration and remit three times of fees prescribed for the examination as the fee for notional registration, in addition to the normal fee prescribed for the examinations.

- The application shall reach the office of the controller of examinations before the last date of the examinations.
- The applications shall be countersigned and forwarded by the Head of the Department concerned.

9 **Cancellation of Registration of Examination**

Cancellation of registration is permitted for both Degree and Post Graduate programmes for securing admission in other programmes. In such case, cancellation of registration as well as the whole examinations of the programme for which the candidate has been registered shall be granted.

10 **Promotion to the next higher semester**

A candidate shall be eligible for promotion from one semester to the next higher semester only if he / she has secured the required minimum attendance and registered for the End Semester Examination.

11 **Use of mathematical instruments**

In the case of an End Semester Examination (SES) requiring the use of mathematical and other calculations tables, candidate are not permitted to bring their own tables. The same shall be provided in the examination hall. Non programmable ordinary calculators are permitted to be used in the examinations in such subjects as may be prescribed in the syllabus.

12. Preservation of Documents

The office of the Controller of Examinations shall preserve the following documents for the specific period hereinafter provided. The other documents and register shall be preserved for such time as may be directed by the Controller of Examinations from time to time.

| S.No. | Name of Document | Period of Preservation |
|-------|--|------------------------|
| 1 | Tabulation Register | Permanent |
| 2 | Minutes Book of Board Meetings | Permanent |
| 3 | Register related to valuation of Answer-papers | Five Years |
| 4 | Register of Malpractices | Five Years |
| 5 | Calendar of Examinations | Ten Years |
| 6 | Revaluation Register | Ten Years |
| 7 | Counter foils of answer books | Two Years |
| 8 | Applications of Examinations | Two Years |
| 9 | Mark sheet received from Examiners | Two Years |

- All registers shall have their pages numbered serially.
- For corrections in entries in a register, overwriting, rubbing or use of correction fluid shall not be resorted to. If any correction becomes necessary, it may be effected by scoring off the original entry with a single line and making the correct entry above the scored off entry with attestation of the person who makes the correction.

13. Students Grievance Redress Mechanism

In order to address the grievance of students regarding the conduct of continuous internal assessments (CIA), a department level cell chaired by the HOD, Asst. Controller of Examinations and a senior Teacher shall be constituted. The student can submit written complaint and the above committee shall scrutinize the same immediately and settle the issue.

A college level committee with the Principal as Chairman, Controller of Examinations and HOD of the department concerned and one senior teacher shall be constituted for settling the complaint at College level. A student can approach the upper level only if grievance is not redressed at the lower level.

A student can file written complaint on issues if any, relating to the end semester examinations (theory) to the Controller of Examinations. After verification by the Controller of Examinations, the same shall be placed before the meeting of board of examiners for their verification and appropriate recommendations before the commencement of valuation.

***** **