

VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE

Autonomous

Re-Accredited with 'B++' Grade by NAAC. An ISO 9001:2008 Certified Institution
Kovaipudur, Coimbatore – 42

Examinations Manual



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Preface on Examination Manual

By Chairman, Manual Committee

We have incorporated all requisite provisions for the Planning, Conduct, Evaluation and Result declaration of Internal and External Evaluation of under graduate and post graduate programmes under the purview of Autonomous stream with effect from the Academic Year 2011-2012. Research programs M.Phil and Ph.D. programs will remain under the direct control of Bharathiar University. The basic orders/ rules regarding examination fees, attendance and ratio of internal and external examination components will be followed as per parent university rules and regulations. Thus, our aim is to streamline and optimize the examination system and bring out results at the earliest with a view to help the student community pursue higher studies or seek employment fast.

Dr.Karuppusamy T, Controller of Examinations

Contents

S.No	Particulars	Page No.
1.1	Powers of Governing Council	7
1.2	Powers of Academic Council	8
1.3	Powers of Board of Studies	9
1.4	Powers of Finance Committee	10
1.5	Powers of Result Passing Board	11
1.6	Powers of the College Principal	11
2.1	Examination System	12
2.2	Conducting of Examinations	12
2.3	Ratio of Comprehensive Examination Marks	12
2.4	Pattern of Question Papers	16
2.5	Examination Cell	16
2.6	Power and Duties	17
2.6.1	Controller of Examinations	17
2.6.2	Deputy Controllers of Examinations	18
2.6.3	Examination Assistant	19
3.1	Constitution of various boards	20
3.2	Board of Question Paper Setters	20
3.2.1	Qualifications of Question Paper Setters	21
3.2.2	Instructions to Question Paper Setters	21
3.2.3	Appointment of question paper setters and their duties	23
3.3	Scrutiny Board	24
3.4	Board of Examiners	25
3.4.1	Term of Appointment of Examiners	25
3.4.2	General Conditions for the Appointment of Examiners	25
3.4.3	Appointment of Examiners	25
3.4.4	Allotment of Work	25
3.4.5	Instructions to Examiners	26

3.4.6	Instructions to Chief Examiners	27
3.5	Passing Board	28
3.6	Stationary for Controller of Examinations	29
4.1	Issue of Timetable of the Examinations	30
4.2	Registration to the Examination	30
4.3	Verification of Application	30
4.3.1	Remittance of prescribed fee	31
4.3.2	Certificates of Qualifying Examinations	31
4.4	Preparation of Nominal Roll	31
4.5	Attendance Requirements for appearing for Examinations	32
4.6	Preparation of Hall Tickets	33
4.7	Preparation of Answer Books	33
4.8	Question Paper Bundles	33
4.9	Issuance of Question Paper Bundles	33
4.10	Dispatch of Hall Tickets, Time Table, Nominal Roll	34
4.11	Issuance of Hall Tickets	34
4.12	Cancellation of Hall Tickets	34
5.1	Methods of Examinations	35
5.2	Prohibition of religious belief or profession or political views	35
5.3	Appointment of Chief Superintendent	35
5.4	Instructions to Chief Superintendent	35
5.5	Instructions to the Invigilators	37
5.6	Important Notes	39
5.7	Instructions to Candidates	40
5.8	Exclusion of candidates for disease	41
5.9	Provisional Admission	42
5.10	Exclusion of candidates for misbehavior	42
5.11	Debarring candidates and quashing results	42
5.12	Punishment for Malpractice	43
5.13	Bundling of Written Answer Books	47

5.14	Postponement of examinations under emergency circumstances	47
6.1	Valuation of Answer Scripts	48
7.1	Result Copy	49
7.2	Preparation of Mark Sheet	49
7.3	Passing Board	49
7.4	Publication of results	49
7.5	Provision for Re-Totaling the marks awarded in the answer books	50
7.6	Provision to Apply for Revaluation	50
7.7	Facility to Reappear in Examination/Examinations Already Passed	50
7.8	Transparency in Examination	51
7.9	Issue of Consolidated Statement of Marks	51
7.10	Improvement	51
7.11	Supplementary Examination	51
7.12	Rules to be observed in the Examination Hall	52

Chapter 1

Examinations - Important Provisions (Excerpts)

1.1 Powers of the Governing Council

University Grants Commission (UGC) and Bharathiar University have jointly declared academic autonomy to VLB Janakiammal College of Arts and Science, Coimbatore. The Governing Council is the executive body of the college. The Governing Council shall have the power to frame academic guidelines, issue directions or instructions for the efficient conduct of examinations and to maintain credibility of examinations.

Proportion

1. Management Nominee - 5 members - Trust or management or chairman or president/director as per the constitution
2. UGC Nominee - 1 member - Nominated by the UGC
3. State Government Nominee - 1 member - State Government official of Directorate of Higher Education/State Council of Higher Education
4. University Nominee - 1 member - Nominated by the university
5. Educationist or Industrialist - 1 member - Nominated by the management
6. Teaching Nominee - 2 members - Nominated by the Principal based on seniority.
7. Principal of college - 1 member - Ex-officio

Period

Two years, except for the UGC nominee whose term will be a full six years.

Meeting: At least twice in a year.

Functions

1. Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the above colleges shall have powers to fix the fees and

other charges payable by the students of the college on the recommendations of the Finance Committee

2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
3. Approve institution of new programmes of study leading to degrees and/or diplomas

1.2 Powers of the Academic Council

The Academic Council Meeting will be the responsible for all academic activities such as, framing of academic policy, approval of courses, regulations and syllabi. The Council will involve faculty at all levels and also experts from outside, including representatives of the university. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The proportion and functions of the Academic Council are

Proportion

1. The principal (Chairman)
2. All the heads of department in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
4. Not less than four experts from outside the college representing such areas as Industry, Commerce, Computer Science, Management, etc., to be nominated by the Chairman
5. Three nominees of the university
6. A faculty member nominated by the principal (member secretary)

Period

Minimum two years of the nominated member.

Meetings:

The principal shall convene a meeting of the Academic Council at least once a year.

Functions:

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curriculum, syllabi and modifications, instructional hours and evaluation arrangements, methods, procedures, etc.,
2. Make regulations regarding the admission of students to different programmes of study in the college.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds.
4. Recommend to the Governing Body proposals for institution of new programmes of study.
5. Perform such other functions as may be assigned by the Governing Body

1.3 Powers of Board of Studies

The Board of Studies is the basic constitute of the academic system of an Autonomous College. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment under the semester system. The proportion and functions of the Board of Studies are

Proportion

1. Head of the department (Chairman)
2. The entire faculty of each specialization.
3. One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal.
4. One external expert in the subject from outside the college to be nominated by the Principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One undergraduate/postgraduate merit alumni to be nominated by the principal. The chairman, Board of Studies, may with the approval of the principal of the college.

Period

Minimum two years of the nominated member.

Meeting

The Principal of the College shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

Functions

1. Prepare scheme of syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and local needs of requirement for consideration and approval of the Academic Council
2. Suggest methodologies for innovative teaching and evaluation techniques
3. Coordinate research, teaching, extension and other academic activities in the department/college.

1.4 Powers of Finance Committee

The Finance Committee will be an advisory body to the Governing Body on financial matters and shall meet at least twice a year. The constitution and functions of the Finance Committee are given in

Proportion

1. The principal (Chairman)
2. One person to be nominated by the Governing Body of the college for a period of two years
3. One senior-most teacher of the college to be nominated in rotation by the principal for two years

Period

The Finance Committee will be an advisory body to the Governing Body

Meeting: At least twice in a year

Functions

Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy and

1. Audited accounts for the above.
2. Prepare a list of remuneration for all examination related activities (Question paper setters,

invigilators, revaluation, re totaling, supplementary examinations etc.) in consultation with the Principal.

1.5 Powers of Result Passing Board

1. Pass the results of end semester examinations.
2. Moderation will be given with a maximum of 8 marks per student, Subject to a maximum of 5 marks per subject and maximum of three subjects per student.

1.6 Powers of the College Principal

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

1. She/he 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 by the Principal from among the permanent faculty members on the basis of potential of the person.
2. It shall be the duty of the Principal to ensure that the provisions of this Act, and the statutes, ordinances and regulations are strictly adhered to and s/he shall have all powers necessary to ensure the same.
3. The Principal shall have the right to visit and inspect the examination section at any time.
4. She/he shall have the responsibility and power to provide enough human resource for the timely completion of works related to the conduct of examinations and the publication of results.
5. The Principal shall have the power to convene meetings of the AC, Board of Studies and Examination Committee or any other authority of the college to discuss matters related to the conduct of examinations and the publication of results.

Chapter 2

Examination System and Examination Cell

2.1 Examination System

Examinations shall be conducted on Semester Pattern under the Choice Based Credit System with Blended OBE. There will be Continuous Assessment (CA) before the student appears for the Comprehensive Examination. The Continuous Assessment shall be conducted by the Internal Examination Committee under the Supervision of CoE.

The Comprehensive Examinations shall be conducted by the Controller of the Examinations, twice in an Academic Year, in November/ December and in April/ May.

2.2 Conducting of Examinations –

- Continuous Assessment I
- Continuous Assessment II and
- Comprehensive Examinations

2.3 Ratio of Comprehensive Examination Marks

The distribution of marks for CA and CE theory (core / elective / allied / SBC) subjects are as given under:

Paper	Maximum Marks	Marks for		Components for CA		
		CA	CE	Tests	Attendance	Other*
Theory(Core/Allied/Elective/SBC)	50	0	50	-	-	-
Theory(Core/Allied/Elective/SBC)	75	25	50	15	5	5
Theory(Core/Allied/Elective/SBC)	100	25	75	15	5	5

*Components for ‘others’ may include the following:

Seminar, Class Participation, Case Studies Presentation, Field Work, Field Survey, Group Discussion, Term Paper, Workshop / Conference Participation, Presentation of Papers in Conferences, Quiz, Report / Content Writing, etc.

2.3.1 Seminar Split up

S.No	Seminar split up	Marks
1	Content	1
2	Flow of the presentation	2
3	Stage management and Body language	2
	Total	5

2.3.2 Attendance Break up

S.No	Attendance split up	Marks
1	65% to 74%	2
2	75% - 80%	3
3	81% - 90%	4
4	91% - 100%	5

2.3.3 The distribution of marks for CA and CE for practical (core / elective / SBC) subjects are as given under:

Paper	Maximum Marks	Marks for		Components for CA		
		CA	CE	Tests	Observation Note	Record Note
Practical (Core/Allied/SBC)	50	0	50	-	-	-
Practical (Core/Allied/SBC)	75	25	50	15	5	5
Practical (Core/Allied/SBC)	100	40	60	30	5	5

2.3.4 The Distribution of Marks for CA and CE for project / dissertation is as given under:

Paper	Maximum Marks	Marks		
		CA	CE	
			Evaluation	Viva-voce
Project (Core)	100	50	30	20
Project (Core)	150	75	50	25
Project (Core)	200	100	60	40

2.4.5 External Marks for Core/Allied/SBC Practical: (Maximum 50)

Maximum Marks : 50		
S. No	Comprehensive Examination	Distribution of Marks
1	Observation & Record	10
2	Program – I Algorithm Coding Execution	5 10 5 Total (20)
3	Program – II Algorithm Coding Execution	5 10 5 Total (20)
Total		50

2.3.6 External Marks for Core/Allied Practical :(Maximum 60)

Maximum Marks : 60		
S. No	Comprehensive Examination	Distribution of Marks
1	Observation & Record	10
2	Program – I Algorithm Coding Execution	05 10 10 TOTAL (25)
3	Program – II Algorithm Coding Execution	05 10 10 TOTAL (25)
Total		60

2.3.7 Internal Marks for Practical (Maximum 25)

Maximum Marks : 40		
S. No	Comprehensive Examination	Distribution of Marks
1	Observation & Record	10
2	Test -1 Test -2	7.5 7.5

Total	25
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2.3.8 Internal Marks for Practical (Maximum 40)

Maximum Marks : 40		
S. No	Comprehensive Examination	Distribution of Marks
1	Observation & Record	10
2	Test -1	15
	Test -2	15
Total		40

2.3.9 Internal Marks for Project Work (Maximum 50)

S.No	Internal Marks	Distribution of Marks
1	Review –I	15
2	Review –II	15
3	Documentation & Final Review	20
Total		50

2.3.10 Internal Marks for Project Work (Maximum 75)

S.No	Internal Marks	Distribution of Marks
1	Review –I	20
2	Review –II	20
3	Documentation & Final Review	35
Total		75

2.3.11 Internal Marks for Project Work (Maximum 100)

S.No	Internal Marks	Distribution of Marks
1	Review –I	30
2	Review –II	30
3	Documentation & Final Review	40
Total		100

The distribution of Marks among the various components for CA and CE for Theory, Practical and Project Work is given in detail in the respective Schemes of Examination and Regulation of the different UG and PG Courses, duly passed in their respective Board of Study.

2.4 Pattern of Question Papers

For CA and Comprehensive Examination - Under Graduate Programme and Post Graduate Programme

Maximum Marks : 100 / Time 3.00 Hrs			
Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×8=40)	Each question carries eight marks	Internal Choice
Section – C	(5×10=50)	Each question carries ten marks	Internal Choice
Maximum Marks : 75 / Time 3.00 Hrs			
Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×5=25)	Each question carries five marks	Internal Choice
Section – C	(5×8=40)	Each question carries eight marks	Internal Choice
Maximum Marks : 50 / Time 3.00 Hrs			
Section – A	(10×1=10)	Each question carries one mark	Ten Multiple Choice Questions
Section – B	(5×3=15)	Each question carries three marks	Internal Choice
Section – C	(5×5=25)	Each question carries five marks	Internal Choice

Note:

1. The questions should be numbered sequentially, running through the Sections A, B and C.
2. The maximum marks are 50/75/100

Note:

1. The questions should be numbered continuously running through the Sections A, B and C.
2. Questions should be evenly distributed among the unit in the syllabus in all the sections of the Question paper
3. While framing questions with internal choice the questions must be identified as (a) or (b).

(e.g 11. a or b). Further, the internal choice must be from the same unit.

4. The Controller of the Examinations shall arrange for the setting of question papers on the basis the syllabus and the pattern of question paper duly certified by the Chairpersons of the respective Board of Studies

2.5 Examination Cell

In accordance with the guidelines of the UGC to Autonomous Colleges, VLB Janakiammal College of Arts and Science (Autonomous) shall constitute an Examination Cell headed by CoE on the basis of potential of the person nominated by the Principal. One Deputy Controller of Examinations and One Assistant Controller of Examinations will be appointed by the Principal.

The CoE will create his/her own team with the approval of the Principal of the College. The team shall consist of deputy controller nominated depending on the quantum of work in the Examination Cell. Teachers working in the college shall be nominated in the Examination Cell for tenure of three years. They will continue performing their regular teaching work as scheduled by the college. There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the Examination Cell. The Cell will have an appropriate printing unit to prepare question papers and other confidential material. There shall be continuous and comprehensive evaluation of students through internal and external examinations.

2.6 Power and Duties

2.6.1 Controller of Examinations

The CoE shall be responsible for the conduct of all end Semester Examinations of the College. It shall be his/her duty to arrange the preparation, scheduling and conduct of end Semester Examinations of the College and to take care of other incidental matters. The CoE, in the execution of his/her office, shall periodically report to the Principal in the performance of his/her duties. The responsibilities of the CoE include:-

- 1.The conduct of all end Semester Examinations and it shall be his/her duty to arrange the preparation, scheduling, marking and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with examinations.
2. Direct superintending control over the examination section including examination sections,

examination confidential wing, examination stores, examination computer section and records.

3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college.

4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates etc. by the officers under whom such documents are kept.

5. He shall convene meetings and issue notices to the board of examinations and committees appointed by them and conduct official communications thereof.

6. Discuss with Board of Studies - wherever applicable -examination and course development.

7. He shall keep the minutes of the Board of Examiners and all committees appointed by the said boards.

8. Take special care to see that secrecy and confidentiality are maintained in connection with examinations.

9. Payment of remuneration and travelling allowances to question paper setters and examiners, as per the provisions of the Bharathiar University.

10. Take quick decisions as circumstances warrant with or without taking advice from subordinate officers.

11. Exercise control over the space allotted for the examination wing including that for centralized valuation. Further, she/he should ensure that the rooms, building, laboratories, stores. etc., are properly maintained.

2.6.2 Deputy Controllers of Examinations

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

1. Membership in Examination Committee

2. In-Charge to the office staff of CoE office and managing the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.

3. Preparation of examination schedule and examination calendar by consultation with Controller of Examinations and Principal.

Various duties from examination application to convocation (follow up of all examination related duties)

1. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
2. Preparation and printing of answer booklets for various examinations
3. Make sure the question papers are ready well before examinations
4. Helping CoE in all his activities (finding question paper setter, examiners, actual organization and implementation of examination system)
5. Availability of forms related to examinations is made ready well in advance (applications, hall tickets, chellan, etc.)
6. All other tasks required in the conduct of evaluation process, including hospitality.

2.6.3 Examination Assistants

It shall be the duty of the assistants to carry out all the work assigned to them the by the Controller of Examinations and Deputy Controller of Examinations of the examination section. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for -

1. Assistance for preparation of answer booklets for various examinations
2. Assistance for the preparation of all concerned forms related to board of question paper setting, board of scrutiny, board of examiners, valuation, mark list, tabulation register, registers in the section etc in consultation with deputy controller of examination.
3. Receive question papers submitted for typing and enter it in register kept for the purpose.
4. Examination related typing work will be done in the typing pool attached to the examination wing. Examination assistant will be in charge of the typing pool.
5. Ensure timely completion of the typing work, compare with the draft and if required make appropriate corrections and put up file properly in consultation with deputy controller of examination.
6. Make ready all forms related to examinations (Applications, Hall tickets etc.)
7. Processing of application for registration to examinations.
8. Prepare nominal roll and dispatch hall tickets.
9. Make question papers ready for examinations.

10. Arrangements of Board meetings of examiners as and when required and ensure minutes are recorded.
11. Entry of marks, tabulation, etc.
12. Assist the deputy controller of examination in the transit of files, communications and stationary.
13. Make sure the examination office and computer desks neat and clean.
14. Examination related records will be kept safely by maintaining their confidentiality.
15. He/ she shall discharge duties entrusted to them by superior officers from time to time.
16. He/she shall also ensure that unauthorized persons do not enter the examination section.

Chapter 3

Preparation for the Examinations

3.1 Constitution of various boards

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

1. Board of question paper setters
2. Scrutiny Board
3. Board of Examiners
4. Passing Board

3.2 Board of Question Paper Setters

The CoE shall, with the approval of the Principal, constitute for each semester, a board of question paper setters from the list of Question paper setters. There shall be separate boards of question paper setters for PG and UG programs. The same person can be included in separate UG and PG boards. The duties of the Board of question paper setters shall be to set the question papers for the particular course and to see whether the prescribed standards have been kept and whether the scope of the questions are within the prescribed syllabus and to do such other duties as may be prescribed by the Academic Council and Governing Council from time to time. A model question paper along with corresponding syllabus and blue print approved by the academic council as regulations for question setting may be handed over to the question paper setter well in advance.

A Question Bank for each course shall be prepared by the Internal Board of question paper setters, which may be continuously updated with the help of teaching faculty. Inputs and feedback of students may be used in the process. The CoE's office shall generate a question paper of the prescribed format for each course from the Question Bank, if possible.

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

1. The panels of question paper setters are to be prepared by the Principal (Academic Chairman) and Controller of Examinations
2. There shall be a minimum of three members in the panel of question setters for each course/paper and the validity of the panel shall be for one years.
3. Every year, the existing panel available with the CoE shall be forwarded to the Principal (Academic chairman) for revision.
4. The CoE shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CoE from the panel is addressed and his/her consent is obtained.
5. When adequate number of persons is available for a subject, a formal order of appointment is issued to them with the approval of the Principal.
6. The appointment of question paper setters shall be made by the CoE in the first month of each semester with the approval of the Principal.
7. Question Paper Setters shall be appointed for one semester and shall be eligible for reappointment for successive years.

3.2.1 Qualifications of Question Paper Setters

1. A person engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute or College affiliated to Universities, including Bharathiar University, shall be appointed to set question papers.
2. The Principal reserves the right to approve appointments as question paper setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

3.2.2 Instructions to Question Paper Setters

Question paper setters should strictly comply with the following instructions.

1. All question paper setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the CoE, preferably by password protected email (Encrypt document) or in compact disc. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the paper setters' own handwriting on one side of paper and shall contain no alterations, additions, or erasures as far as possible. Special care must be taken in the delineation of mathematical signs and index figures.
3. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions as given in the model question paper provided. In the case of question papers which are common to two or three courses may be mentioned 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. Marks for sub-divisions of questions shall also be indicated.
4. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.
5. The questions shall be typed /written on blank sheets on two side of the paper. The paper setter shall not sign his/her name or put his/her initials on any part of the sheets on which the questions are written
6. 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.
7. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
8. Questions must be set with relation to the prescribed program and the books recommended by the Academic Council of the College and must conform to the standard and syllabi lay down by the College. Question paper setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers

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

9. All questions shall be clear and unequivocal in language. They should be logical in terms of the form and nature of the answer expected. Questions shall not be farfetched, or beyond the scholastic level expected of the student. Questions are to be evenly distributed over the whole course and cover all the prescribed texts, as specified in the syllabus.

10. Question papers shall prepared in such a manner so that a candidate, well prepared in the subject, can reasonably, answer the paper completely within the allotted time and secure full marks.

11. The special attention of question paper setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer so as to permit choice of questions.

12. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the CoE separately.

13. The question papers of the previous year will be supplied to the question paper setters. If an examination is taking place for the first time, model question papers shall be furnished instead. Comments, if any, made on such papers will also be sent with the papers for information and guidance.

14. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in Universities/ Autonomous Colleges.

15. No paper setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.

16. Question paper setters after finishing the work of setting question papers shall send to the CoE along with the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the scrutiny by the scrutiny board through RTGS/Demand Draft.

3.2.3 Appointment of question paper setters and their duties

Appointment of question paper setters and the confidentiality of the process are considered the most important responsibility of the College.

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

- a. Copy of the guidelines for question paper setters
- b. Syllabus of the concerned course /courses
- c. Model question papers
- d. Text Books prescribed, if language papers are to be set.
- e. Facing sheet and additional sheets for writing questions
- f. Claim forms for remuneration and TA/DA as applicable
- g. Covers required for sending question papers
- h. Any other items to suit particular requirements, if necessary

2. The question paper setters shall send the question papers in separate covers properly labeled to the CoE before the last date intimated.

3. The CoE shall, if required, request question paper setters to correct proofs of papers set by the Boards, in which case, they shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.

4. The proceedings of the boards of question paper setters shall be treated as strictly confidential.

5. Copies of the communications from the examination cell, duly signed registers and files for monitoring the schedule of meetings of the various boards of question paper setters, duly signed minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the CoE.

6. Remuneration will be fixed by finance committee.

3.3 Scrutiny Board

The CoE shall constitute a Scrutiny Board consisting of the External senior subject expert for each subject to scrutinize the question papers. The question papers received from the setters shall be

confidentially and meticulously scrutinized by the board in the office of the Controller.

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

- In conformity with the prescribed syllabi and schemes of examinations of the required standard
- Free of typographical and grammatical errors
- In conformity with marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.
- Prepared with correct and equal mark distribution.

The scrutiny board shall modify, if required, the question papers to achieve the objectives mentioned above. After scrutiny, the entire question papers in properly labeled and securely sealed separate envelopes to the CoE. Envelopes and related stationery shall be supplied by the College for this purpose. The details of the question papers received by the CoE shall be entered in a register and will be sent for printing. The claims for remuneration and TA/DA received from the setters will be transferred to the section dealing with the appointment of paper setters for arranging payment.

3.4 Board of Examiners

Constitution of Board of Examiners for theory and practical

The categories of examiners and their duties shall be decided by the AC from time to time. The panel of examiners for theory paper valuation for each course shall be prepared by the CoE in consultation with the chief controller of examinations.

3.4.1 Term of Appointment of Examiners

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

3.4.2 General Conditions for the Appointment of Examiners

1. Generally, a person with a minimum teaching experience of three years in a college or University department or research institute is eligible for appointment as examiner. However, this may be waived by the Academic Council in special cases.
2. For selecting new examiners, the first preference shall be given to those with three years or more of teaching experience and who have not been appointed so far.
3. No person above the age of 70 shall be appointed or allowed to continue as an examiner. However this can be waived by the Academic Council in special cases.

3.4.3 Appointment of Examiners

1. The appointment of examiners shall be made by the CoE from the panel of Question Paper Setters list prepared by CoE Office.
2. The appointment of the members of the Board of Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly all communications from the examiners shall be addressed to the CoE in his/her personal name in envelopes marked 'Examinations Confidential'. The appointment as Chairman shall first be communicated to obtain his/her consent so that the name can be communicated to all examiners.
3. A Copy of the 'Instruction to the Examiners' shall be sent to each examiner. The willing examiners have to send their letter of acceptance to the CoE preferably by email or through surface, if s/he desires so.

3.4.4 Allotment of Work

1. The Chief Examiner shall be provided with the number of probable candidates appearing in the examination for distribution of the valuation work according to the norms decided by the Academic Council.
2. Examination for which centralized valuation are conducted, the list of examiners and distribution of work are prepared and handed over to the section dealing with the conduct of centralized valuation.
3. Arrangements shall also be made to appoint substitutes in place of examiners who decline the valuation work without notice.
4. Remuneration will be settled at the end of the valuation.
5. The rate of remuneration for examination works for the external examiners shall be applicable for the internal examiners also for the end semester exams.

3.4.5 Instructions to Examiners

The Examiners shall comply with the following instructions.

1. Kindly report promptly at 10.00 A.M. There shall be two sessions of valuation with an interval of one hour for lunch.

Forenoon Session : 10.00 A.M- 1.00 P.M.

Afternoon Session : 2.00 P.M- 5.00 P.M.

2. Examiners are requested to value the scripts in accordance with the Valuation Scheme(s) supplied by the Internal Course teacher, and taking into account the Remarks or Suggestions given by the Chief Examiner.

3. Marks awarded for each question, sub-division-wise (as per Valuation Scheme) should be entered in the appropriate boxes provided on the front page of the Answer Book.
4. The cover page of all answer scripts should be duly signed by the Examiner and Marks awarded should be entered for each question in front page of the answer book only.
5. Mark entry should be done properly.
6. There should be no alterations or erasures in the Mark entries.
7. It should be ensured that no answers are left unvalued inadvertently.
8. Where the candidate has answered more questions that are prescribed in the Question Paper, all the answers should be valued and the ones awarded the least marks should be omitted as being in excess.
9. After Valuation kindly handover the answers scripts to the Chief Examiner for his /her scrutiny.
10. Remuneration will be settled at the end of the valuation.
11. Examiner should keep the marks awarded and valuation particulars in confidential.

3.4.6 Instructions to Chief Examiners

1. Subject to such directions as may be issued from time to time by the CoE, the Members of the Board of Examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer scripts.
2. Each Chief Examiner is responsible for the maintenance of quality/standard in his/her subject. S/he shall issue written instructions to his/her examiners regarding valuation of answer papers immediately using the scheme of valuation.
3. The Chief Examiner shall direct each Examiner to value forthwith 25 answer scripts. On completing this preliminary valuation, the valued answer scripts shall be forwarded to the chief examiner for scrutiny. The chief examiner shall then give such further instructions to them for standardizing the evaluation. In the case of unsatisfactory valuation by an examiner, the chief examiner may direct the immediate submission of answer scripts, valued or revalued in accordance with the instructions given. It is the duty of each chief examiner to give special attention to the initial checking of the valuation of his/her examiners, so as to prevent unsatisfactory or incompetent valuation of more answer scripts.
4. It is the duty of each chief examiner to select and revalue no fewer than 20% of answer books valued by each of his/her additional examiners. These answer scripts are to be randomly selected.

The process is meant to ensure that proper standard of valuation is maintained throughout. In case of continued unsatisfactory valuation by an additional examiner, the chief examiner shall bring the matter immediately to the notice of the CoE.

5. The CoE with the approval of the Principal will be authorized to withhold in part or in full the remuneration to examiners in the event of unsatisfactory valuation.

6. It shall be the duty of the chief examiner to scrutinize all valued answer scripts under his/her charge. S/he, in particular, should personally verify whether in each valued answer script:

- All questions and sub-divisions of questions have been marked without omission by the additional examiner
- Totaling of the marks is correct and no arithmetical error has crept in
- Total marks carried over to the Mark Sheet with reference to each register number on the answer book are correct.
- Additional examiner has written his/her name and put his/her full signature on the mark sheet and on each sheet of the mark book on which there are entries.

7. If the additional examiner has failed to put his/her signature on the sheets of the mark sheets on which there are entries, the chief examiner, after scrutiny of the entries, shall affix his/her own signature on them. The chief examiner should forward all the mark sheets collected from his/her additional examiner with a certificate of scrutiny in the prescribed form to the Chairman of the Board. The Chairman, in turn, shall transmit the certificates of all the chief examiners under his/her Board when he/she forwards the original mark lists to the CoE's Office.

3.5 Passing Board

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

1. There shall be a passing board for every course for UG and PG for a semester. The Board shall consist of the Principal of the college as Chairman, All Head of the departments and chair persons boards as members. The meeting of the passing board shall be held to finalize the results of PG and UG examinations.

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

3. It shall be competent for the passing board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council on a case-by-case basis.

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

- 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
- Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
- Any other remarks relevant to the conduct and results of the examination
- Signature of the Chairman

The minute's book shall be kept under safe custody of the CoE.

3.6 Stationary for Controller of Examinations

Purpose

To lay down a procedure for purchasing and to evaluate suppliers, rate and develop them so as to select suppliers on the basis of their ability to meet the quality requirements.

Scope

This procedure covers,

- Purchase of items such as Office Stationary, Consumables, Answer Booklets (Practical and Theory) and Mark sheets (Semester and Consolidated).
- Registration of Potential suppliers

Responsibilities

- Preparation of requirements list based on the closing stock
- Getting approval from the principal

- Forward the requirements to the purchase department

Chapter 4

Conduct of Examinations - Part I

The IQAC team shall prepare the examination calendar for every Academic Year/ Semester in consultation with the CoE well in advance, and shall publish the same in the college website. The information regarding the same shall be passed to heads of all departments. All examinations of the year / semester shall be conducted as per the examination calendar. No separate notification shall be issued in this regard.

4.1 Issue of Timetable of the Examinations

The CoE shall issue the timetable of various examinations in every semester, fourteen days before the commencement of the end semester examinations.

4.2 Registration to the Examination

1. All students admitted in a programme (UG and PG) with required attendance can remit the prescribed fee on or before the date fixed. Then only they become eligible to appear for

forthcoming semester examinations including practical examinations. There is no separate registration fee. S/he shall submit an application form duly signed by the class tutor and forwarded by the head of the department. However, s/he shall be issued the hall ticket only if s/he secures the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course. The list of candidates having sufficient attendance and who have paid the required fees shall be intimated by the head of the department before the deadline for registration for a particular examination.

2. No candidate will be eligible for the semester examination unless s/he possesses minimum attendance and has paid the required fees.
3. The mode of fee remittance shall be through the fee counter of college.

4.3 Verification of Application

The applications shall be verified for the following:

4.3.1 Remittance of prescribed fee

Applications not accompanied by the documents to prove remittance of fee need not be entertained.

4.3.2 Certificates of Qualifying Examinations

No candidate shall be given registration of examination unless s/he possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and candidate. In the case of candidates who apply for registration for the first semester of the Autonomous College Examination, the certificates of the qualifying examination of the candidates should be verified to ensure that:

1. The qualifying examination passed by the candidate is included in the category of minimum qualification prescribed by Bharathiar University for admission to the proposed course of study.
2. The qualifying examination from Universities other than the Bharathiar University has to be recognized by Bharathiar University as equivalent to the corresponding examinations of this University. Recognition of qualifying examination is to be obtained by each candidate in respect of

the qualifying examination passed by the candidate

3. The name entered by the candidate in the application should be the same as the name entered in the qualifying certificate (higher secondary mark list in the case of UG admission and degree certificate in the case of PG admission).

4. In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.

5. The scrutinized applications are to be sorted Course wise. In the case of defective application, the candidate concerned shall be provisionally registered, informed of the defect and directed to rectify the same before the commencement of the examination. In case of non-compliance, the provisional registration will be cancelled

4.4 Preparation of Nominal Roll

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

4.5 Attendance Requirements for appearing for Comprehensive Examinations

Students shall be regular in attending their classes. They will be permitted to appear for the Comprehensive Examinations (CE) only if they secure not less than 75% of Attendance during the concerned Semester.

If the student has an Attendance of 65% to 74%, the Principal has the discretion to condone and permit the student to appear for the Comprehensive Examinations on reasonable grounds.

A student's attendance which ranges between 50% and 64% will not be permitted to write the Comprehensive Examinations of the Current Semester. However he/she shall be permitted to go to the next semester and he/she has to compensate the lack of attendance in that Semester. In case, he/she is unable to compensate the lack of attendance, he/she has to **re-do the course** by joining the

previous semester. The Internal Assessment marks earned by the student will have no value and he/she has to earn his/her Internal Assessment marks afresh.

The opportunity of carrying forward the lack of attendance is possible only once during the entire period of course of study. This combination of lack of attendance can be done only between subsequent semesters, i.e., 1 and 2, or 2 and 3, or 3 and 4, or 4 and 5, or 5 and 6.

If a student has availed the opportunity to compensate once and lacks attendance in any of the subsequent semesters, he/she has to re-do that semester in the next year by joining as a fresh candidate. For example, if the student has to re-do the third semester (July-November), he/she has to be at home during December-May Semester and has to rejoin during July-November), session next year.

In the case of a student's attendance falling below 50% in any semester, he/she will not be permitted to appear that Comprehensive Examination. Further he/she will not be permitted to go to the next Semester, since he/she cannot compensate the deficiency of Attendance in the next Semester, even if he/she attends 100% of the classes. In such case, the student has to redo the course, by joining the semester, during which the attendance was lost.

4.6 Preparation of Hall Tickets

Hall tickets of eligible candidates shall be generated in the CoE's office with name, register number, Hall Number, Seating Allotments and a recent photograph of the candidate. The hall ticket must contain the details of the courses with titles for the semester examination.

The register number allotted to a candidate as noted on the application form in the column prescribed for it. In order to prevent manipulation, no column in the hall ticket should be left blank. The seal of the college shall be affixed on each hall ticket before distributing them to candidates.

Duplicate hall ticket may be issued in case of irrecoverable loss of original hall ticket after levying the prescribed fee and obtaining a declaration from the candidate duly recommended by the head of the department / principal.

4.7 Preparation of Answer Books

The answer books common for UG and PG examinations, shall be prepared well in advance with specific format and different serial number. There should be provision for invigilators to sign on the facing sheet after verification of entries made by candidates.

Required number of blank answer books shall be handed over to the chief superintendent of the examinations.

4.8 Question Paper Bundles

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

4.9 Issuance of Question Paper Bundles

1. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be dispatched as personal delivery to the chief superintendent of examinations.
2. The chief superintendent should verify that the seal and cover of the parcels are intact and descriptions on the cover of each sealed cover agree with those in the memorandum of content received.
3. Safe custody of the question paper packets and the answer books supplied from the CoE's office for the semester examination will be the responsibility of the chief superintendent.

4.10 Dispatch of Hall Tickets, Time Table, Nominal Roll and Instruction to Candidates

Hall tickets, timetable, nominal roll and instructions to candidates shall be sent to the head of the department at least one week before the commencement of the examination concerned.

4.11 Issuance of Hall Tickets

Every candidate who appears for an examination shall be given a hall ticket issued by the CoE through head of departments in the prescribed form, which contain provision for HOD's signature

and seal.

4.12 Cancellation of Hall Tickets

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

Chapter 5

Conduct of Examinations - Part II

5.1 Methods of Examinations

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

5.2 Prohibition of religious belief or profession or political views

Special care should be taken to ensure that no question shall unwarrantably critique, disparage or

offend the religious persuasions, ideological moorings and political positions of the candidates. Conversely, no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religion, politics and ideology.

5.3 Appointment of Chief Superintendent

The Principal shall be the Chief Superintendent of all examinations conducted in the College. However, the Principal can officially hand over the charge to a senior teacher, taking into account his/her experience and efficiency in related matter, under special circumstances.

5.4 Instructions to Chief Superintendent

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

1. The Chief Superintendent shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer books are received at the venue at least five days before the commencement of examinations.
2. S/he shall receive the question papers from the office of the CoE on the day.
3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
4. The following arrangements shall be made for the conduct of the examination.
 - Seating arrangement for the candidates
 - Examination room is clean, properly illuminated and that no writing or graffiti is there on the desks/walls or blackboard.
 - Room-/ hall- wise seating plan for candidates is displayed at a visible and prominent place in the portico of the college.
 - Selection of appropriate number of invigilators from among the faculty members, well in advance as per the norms, in this regard.
5. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer / squad appointed by the Principal. S/he should ensure that the seal of the question paper cover is intact.

They should sign in the space provided for the same.

6. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.

7. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such gadgets to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.

8. Allow only hall-ticket and pen, pencil, eraser and standard calculator in the examination room. Hand bags should not be permitted inside the examination rooms.

9. Keep utmost vigil throughout the examination process. The Chief Superintendent / squad has to frequently visit examination hall and ascertain that the invigilators are performing their duties and are not engaged in talking, standing on the veranda, or reading/ writing inside the examination hall.

10. A candidate shall not be allowed to write the examinations, if s/he does not have a valid hall ticket. However, if a student reports that his/her hall ticket is lost, the Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the college to obtain a duplicate hall-ticket. The Chief Superintendent may be permitted to issue a duplicate hall ticket to the candidate, after charging the required fees. This can be allowed only if his/ her name is included in the nominal roll issued by the college.

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

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

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

14. The Chief Superintendents are responsible for keeping proper accounts for the stock and use of the answer books.

15. Additional sheets must not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.

16. In no case blank answer book shall be kept by any person other than the Chief Superintendent. S/he shall be responsible to ensure this.

17. The invigilators shall be provided with Performa of paper accounts along with the blank answer

books and shall return them to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.

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

19. Consolidated Absentee Statement - The consolidated list of absentee should be prepared and forwarded to CoE's office daily as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations without fail to the Controller of examinations.

20. Report Regarding Invigilation Works -

Chief Superintendent should keep a detailed list of invigilators with their signature, indicating their room numbers, in a given format. After the completion of the particular end semester examinations, the Chief Superintendent must give a schedule of work done by each invigilator with the above format, stating the date and session and hall number s/he has invigilated. This statement is very much required in the malpractice cases reported during valuation time.

5.5 Instructions to the Invigilators

Invigilation is a crucial task in an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators is given below:

1. Staff Duty will be allocated every day morning only. The duty list will be prepared and circulated to the staff members 15 days prior to the examinations.
2. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
3. Mobile phones are strictly not allowed inside the Examinations Hall and Examinations Section
4. Be present at the time of opening of the question paper cover.
5. Collect the correct number of question papers and answer books from the Chief Superintendent and ensure that the question papers are for the examination scheduled for the day.
6. After getting the cover, staff should go only to the examination hall (Not to department or anywhere else)
7. Staff should be in the examination hall 15 minutes before the commencement of examination.
8. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Chief Superintendent for necessary guidelines. (Check the sign of student and HoD in the hall ticket)

9. Verify the identity of the candidate through the photograph on the hall ticket and mark their attendance in hall ticket.
10. Duplicate hall ticket should be collected and handed over to the exam cell after the completion of the exam.
11. Candidates shall be admitted to your hall, if his/ her register number is allotted to your seating plan. If the register number of a candidate does not appear in your seating plan, direct him/her to the exam cell for further verification and action.
12. Help the candidates locate their seats. If any candidates are in possession of mobiles phones, calculators, or digital diary or any other electronic equipment, instruct them to keep them outside the examination hall.
13. Distribute the question paper and answer book 5 minutes before the commencement of the examination and direct the candidates to fill in the Register number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details filled in by the candidate are correct. Get their signature in the attendance sheet against their register number.
14. Allow the students up to half an hour from the commencement of the examination. Students should be in the examination hall in three hours compulsory.
15. Attendance should be closed and absent shall be marked in red ink and surrender it to the exam cell member half an hour from the starting of the examinations.
16. Ten minutes before the end of examination, announce 'last ten minutes'. After the last bell ask the candidates to stop writing and put their pens down.
17. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator.
18. Collect the answer books and arrange them in the order of register numbers and handover the same with attendance list and unused answer books to the chief superintendent. Report to the chief superintendent before leaving the examination premises

5.6 Important Notes

1. No candidate without valid hall ticket is to be admitted into the hall.
2. Candidates shall be admitted to the examination hall 5 minutes before the scheduled time.
3. No student shall be admitted to the examination hall 30 minutes after the commencement of the

examination.

4. See to it that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
5. Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. If clarification is required, ask the candidate to give it in writing to the chief superintendent, who, in turn will forward the same to the CoE.
6. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
7. Do not allow mobile phones or any electronic equipment in the examination hall.
8. Remain alert and vigilant, 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 submit a written report to the chief superintendent who, in turn, will forward the same to the CoE.
9. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
10. Do not 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 countersign it.
11. Candidates should not be allowed to leave the hall before the expiry of three hour from the commencement of the examination.
12. See that Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
13. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for the examination on subsequent days and the matter may be reported to the Chief Superintendent and the CoE.
14. Permit the candidates to leave the examination hall only after handing over their answer books to invigilator.

5.7 Instructions to Candidates

1. Every student shall register for the college examination of the relevant semester in which s/he to obtain promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/ her application through

the Principal / HoD before the last date mentioned.

3. Candidate should ensure that they receive their hall tickets at least two days prior to the examinations, provided they have adequate attendance and paid required examination fees.
4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. Students will not be permitted to enter the examination hall without their ID card.
6. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the CoE through the Principal/HoD, as the case may be.
7. The candidates should enter the examination room at least 15 minutes before the commencement of examination and shall not leave the room during the last five minutes. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before three hour after the commencement of examinations.
8. Students should be seated in the examination hall by 9.45 AM in the morning session and 1.45 PM in the afternoon session. Students shall not be permitted after 10.30 AM in the morning session and 2.30 PM in the afternoon session will not be permitted to write the examination.
9. Students are not allowed to stand or cluster around the examination hall.
10. Wearing of T-shirt is not permitted during the examinations.
11. Any student found guilty of using unfair means of any nature shall be liable for disciplinary action.
12. Candidates are permitted to use only blue or black ink pens for writing examinations. No other colored inked pens are allowed for writing the exam.
13. No materials except writing materials and hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
14. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per college rules.
15. The candidate should write their Register numbers, name of examination etc., in the appropriate

places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write Register number anywhere over main book.

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

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

18. They should return all answer books before leaving the room. Candidates are not permitted to leave the examination hall without the permission of the invigilator during the course of the examination.

19. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors. Candidates are not allowed to write anything except the register number on the question papers supplied to them.

20. Leaving examination hall early/Surrender of Question Paper.

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

5.8 Exclusion of candidates for disease

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

5.9 Provisional Admission

No candidate shall be admitted to the examination hall without his/her hall ticket. However, the Chief Superintendent shall have power to admit a candidate provisionally who has lost his/her hall ticket or a candidate whose hall ticket has not been found among those issued by the Exam Cell due to some mistake in transmission or in the registration/preparation of list of the candidates. Such candidates shall submit a written declaration to the effect that their applications have not been rejected by the college. The answer scripts of such candidates shall be separately forwarded on receipt of information regarding register number allotted to them. Such cases shall be reported to

the CoE forthwith whose office shall regularize it with sufficient proof subject to the eligibility of the candidate to appear for the examination.

5.10 Exclusion of candidates for misbehavior

Candidates appearing for an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent or invigilator or behaving insolently towards the Chief Superintendent or any 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 s/he persists in misbehavior, s/he may be excluded from the rest of the examinations by the Chief Superintendent of the Centre. In all such cases, a full report of each case shall be sent to the CoE, after granting an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the Chief Superintendent or further punish a candidate by cancelling the Examination taken by him either in whole or in part or debarring him from appearing for any Examination in the college for a specified period or permanently.

5.11 Debarring candidates and quashing results

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

5.12 Punishment for Malpractice

The following will be the penalties for malpractices in the Comprehensive Examinations.

All cases of malpractice in the Comprehensive Examinations will be placed before the Examination Committee, for conducting enquiry and awarding of suitable punishment.

Rule: 1**Candidates writing his/her Sessional Marks in the Answer Script and requesting for a pass**

A written warning will be served, stating that the recurrence of this malpractice will attract penalties including cancellation of the examination written. However, the result of the examination taken by the candidate prior to the date of malpractice will be published.

Rule: 2**Candidates writing an appeal to the Examiner coupled with a promise of any form of consideration**

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

Rule: 3**Candidates found in possession of Material Written in the form of Printed, Xeroxed/Cyclostyled/Hand Written or in any other means, i.e. Written on Paper, Hand, Cloth, Cell Phone, Scale, Furniture, etc. but not found to have copied from the above**

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in **that semester (Including the ensuing supplementary examinations) and all the examinations of the next semester**. However, the results of the examination taken by the candidate prior to the date of malpractice will be published. The final decision will be taken by the Examination Committee which will be final and binding in all cases.

Rule: 4(a)**Candidates found copying from any Incriminating Materials Owned or Written or in any other means, i.e. written on Paper, Hand, Cloth, Scale, Cell Phone, and Furniture or Answer Book of another candidate**

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester (including the ensuing supplementary examinations) and all the examinations of the next semester. However, the results of the examination taken by the candidate prior to the date of malpractice will be published.

Rule: 4 (b)

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

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

Rule: 5

Inserting previously Written Answer Sheets brought from Outside, Aiding or Assisting for copying from Main Book Pilfered already or Passing on Written Bits for copying

The particular examination taken by the candidate will be cancelled and the candidate will not be permitted to write the rest of the examinations, if any, in that semester. The candidate will also be debarred from writing the subsequent semester examinations that follow, including supplementary/additional examinations. However, the results of the examinations written prior to the date of malpractice will be published.

Rule: 6

Candidates refusing to accompany the Hall Superintendent to the Chief Superintendent or the Principal on account of his/her Malpractice or Exhibiting Verbal Resistance inside or outside the Examination Hall or Running out of the Examination Hall with or without the Answer Script

The particular examination taken by the candidate will be cancelled and the candidate will be debarred also from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written prior to the date of malpractice will be published.

Rule: 7

Candidates leaving the Examination Hall within 45 minutes from the Time of Commencement of Examination, with or without Question paper/Answer paper

The particular examination taken by the candidate will be cancelled and he/she will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. However, the results of the examinations written earlier will be published.

Rule: 8**Candidates knocking away his/her own or any other candidates answer scripts from the Table**

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including Supplementary/Additional Examinations. However, the result of the examinations written earlier will be published.

Rule: 9**Candidates knocking away the Question Papers or Answer Papers from the Chief Superintendent/Hall Superintendent or any other Officials who carries them**

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the Examinations, if any, in that Semester, including Supplementary/Additional Examinations. Also the candidate will be debarred from writing the subsequent Semester Examinations that follow. Further, the results of the Examinations written earlier to the Date of Malpractice in that Semester will not be published.

Rule: 10**Candidates employing somebody to write examinations (a case of impersonation) if such person happens to be our college student**

The particular Examination taken by the candidate will be cancelled and the candidate and the person who impersonated him will be debarred from writing the rest of the examinations, if any, in that Semester, including Supplementary/Additional Examinations. In addition, they will be debarred from writing all examinations in the five subsequent semesters. The results of the examination already written prior to the date of malpractice will not be published.

Rule: 11**Candidates employing some Outside Person or Old Student to Write Examination in his / her place (a case of impersonation)**

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations and also, the candidate will be debarred from writing all papers in six subsequent semester examinations. Further, the results of the examinations written prior to the date of malpractice will not be published. A police complaint may also be preferred, if it is deemed fit by the higher authorities of the College.

Rule: 12**Candidates threatening or abusing or showing physical resistance to the Invigilators or any other college personnel or exhibiting insubordinate behavior inside or outside the Examination Hall**

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

Rule: 13**Candidates Manhandling/Causing Physical Injury to the Chief Superintendent/Hall Superintendent/any other officials connected with the examinations**

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Further, the candidate will be debarred from writing all the papers in the six subsequent semester examinations. In addition, the results of the examinations written prior to the date will not be published. A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

Rule: 14**Candidates Committing Forgery either prior or during the Examination**

The particular Examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester, including supplementary/additional examinations. Further, the candidate will be debarred from writing all papers in the six subsequent semester examinations. In addition, the results of the examinations written prior to the date of malpractice will not be published. A police complaint may also be preferred if it is deemed fit by the higher authorities of the College.

Rule: 15**In case of any kind of Malpractice as detailed above during the CA Examination**

The particular Examination shall be cancelled and the paper will not be valued. No reexamination for the particular paper will be conducted. Permission for writing the subsequent

Tests/Examinations of the concerned CA shall be taken by the Examination Committee which shall be final and binding in all cases.

Note:

The above said rules and penalties are only guidelines and any other malpractice not covered under any clauses above shall be suitably dealt by the Examination Committee. The punishment will be suitably enhanced, if repeated.

5.13 Bundling of Written Answer Books

The Chief Superintendent shall make sure that the answer scripts are properly bundled immediately after the examination. The bundles shall be delivered to the CoE's office on the same day of the examination.

5.14 Postponement of examinations under emergency circumstances

Scheduled examinations dates should not be advanced. Normally the scheduled examinations dates shall not be postponed. If the date of an examination date is to be changed due to unavoidable reasons, the decision will be taken by the CoE and approved by the Principal. The Information of postponement shall be informed to the students through HoDs of the respective departments.

Chapter 6

Valuation of Answer Scripts

6.1 Valuation of Answer Scripts

1. Answer scripts will be given dummy number and the register number of the student will be removed from the answer script to maintain the confidentiality.
2. Dummy numbered answer scripts will be bundled. A bundle may have maximum of 25 answer scripts.

3. Valuation of answer scripts of theory examinations shall be centralized valuation camps.
4. Centralized valuation can be started within 5 days after the examination. The valuation is to be carried out by 60% External Examiner and 40% Internal Examiners.
5. Valuations must be based on the scheme of valuation prepared by the internal course teacher.
6. The examiners shall prepare and submit properly prepared mark sheet countersigned by the chairman. The marks will be decoded to the candidates' score sheet generated using computer software.
7. The CoE will exercise overall control of the camp and shall be responsible for the proper conduct of the valuation and maintenance of appropriate registers, records and accounts pertaining to the camp.

Chapter 7

Tabulation and Publication of Results

7.1 Result Copy

The entire process of calculating the final marks shall be automated using appropriate computer programs. The results shall be printed department-wise for analysis by the Passing Board. The CoE shall check all entries, grace marks, if any, are awarded and classification of results and put his

signature on all pages of the result copy.

7.2 Preparation of Mark Sheet

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

7.3 Passing Board

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

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

These statistics shall be furnished to the passing board for finalizing the results. The meeting of the passing board, constituted by the CoE for each examination, shall approve/ratify the results as such or the board may approve the results with moderation, if any, as it may decide. The minutes of the board shall be put up to the CoE for approval. The CoE shall issue orders to publish the results.

7.4 Publication of results

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

7.5 Provision for Re-Totaling the marks awarded in the answer books:

UG and PG Candidates who are desirous of having their marks in the answer books re-totaled shall apply to the Controller of Examinations, VLB Janakiammal College of Arts and Science, Coimbatore – 42, remitting the fee prescribed per answer book within 15 calendar days from the date of publication of results. Where the marks obtained in re-totaling are higher than the

marks awarded earlier, the Controller of Examinations will issue the revised Marks Sheet after withdrawing the previous one.

7.6 Provision to Apply For Revaluation of Comprehensive Examination Answer Scripts:

Candidates who are desirous of having their answer scripts revalued shall apply to the Controller of Examinations, VLB Janakiammal College of Arts and Science, Coimbatore –42 remitting the fee prescribed per answer book within 15 calendar days from the date of publication of results. Where the marks awarded in the revaluation are higher than the marks awarded earlier, the Controller of Examinations will issue the revised Mark Sheet after withdrawing the previous one.

S.No	Difference Between Original Mark and Revaluation Mark	Character	Result	Description
1	1-4	Pass-Pass Fail-Pass	No Change No Change	Though there is no change in the result, the maximum marks will be awarded to the students for their benefits
2	5-10	Pass-Pass Fail-Pass	Change Change	Revaluation Mark Revaluation Mark
3	11 or more	Pass-Pass Fail-Pass II RV	Change	Average of Nearest Two
4	Revaluation mark is less than Original mark		No Change	Original Mark
5	No Change in the character of result	Fail-Fail	No Change	Original Mark

7.7 Facility to Reappear in Examination/Examinations Already Passed: (UG and PG)

Candidates who have passed in Examination/Examinations of UG/PG Programmes may be permitted to appear again (only once) for the Comprehensive Examination/Examinations of the Programme/Programmes under regulations and syllabus in force then, with a view to improve their attainments. If they do not show improvement, their previous results shall hold good. Such candidates shall not apply for their Degree Certificates in the Convocations held in between. Also such reappearances shall be made at the examinations(s) conducted in the College in the next two semesters.

7.8 Transparency in Examination

1. In this system, 'Photo Copies' of valued answer scripts will be furnished to the students on their request.
2. Students shall apply within 15 calendar days from the date of issue of their Mark sheets.
3. The prescribed fees should be remitted to college office.
4. On a particular day, students who applied for will be asked to assemble in a particular hall. Photo Copies of Valued answer scripts will be furnished to the students. Students shall scrutinize the same along with the concerned subject teacher. If the subject teacher is not in service the HOD will allocate a suitable staff.
5. Subject experts will be there to clear the doubts if any.

7.9 Issue of Consolidated Statement of Marks

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

7.10 Improvement

Candidates desirous of improving the marks awarded in a passed subject in their first attempt will reappear once within a period of subsequent one semester. The improved marks will be considered for classification but not for ranking. When there is no improvement, there will not be any change in the original marks which are already awarded.

7.11 Supplementary Examination

There shall be provision for supplementary examination at sixth semester for UG and fourth semester for PG on payment of separate fee for papers. This examination will be conducted just after publication of the corresponding normal end semester results. The examination dates will be fixed along with normal time table.

7.12 Rules to be observed in the Examination Hall

Students shall not leave the Examination Hall within 45 minutes after the commencement of the Comprehensive Examinations, and shall not be permitted inside the hall after 30 minutes from

the time of commencement of the Comprehensive Examinations. Copying in the Examination Hall is strictly prohibited. Anyone found copying will be punished in accordance with the rules displayed on the Notice Board of the College. Students are expected to maintain strict silence in the Examination Hall.