



Examination Manual

(Regulations 2024)

Table of Contents

Sl. No.	Particulars	Page No.
A	Office of the Controller of Examinations	4
	Functions of Office of the Controller of Examinations	4
	Working Culture in the Office of the Controller of Examinations	7
	Restrictions and Security Arrangements	8
B	Chief Controller of Examinations	8
C	Controller of Examinations	8
	Powers and Functions of Controller of Examinations	9
D	Deputy Controller of Examinations	10
E	Examination Calendar	10
F	Continuous Assessment Test	11
G	Candidates Registration	11
H	Hall Ticket	11
I	Question Papers	12
	Question Paper Pattern	12
	Eligibility for Question Paper Setting	12
	Appointment of Question Paper Setters	12
	Instruction to the Question Paper Setters	13
	Question Papers Scrutiny	15
	Printing and Handling the Question Papers	16
	Answer Key	16
	Question Paper Related Irregularities and Response	17
J	Practical Examinations	17
K	Project Viva-Voce Examinations	19
L	Conduct of End-Semester Theory Examinations	20
	End-Semester Examination Cell	20
	Functions of the End-Semester Examination Cell	20
	Chief Superintendent	23
	Answer Booklets	25
	Hall Arrangements	25
	Examination Session Timing and Bell Alerts	26
	Attendance of the Candidates	27

	Anna University Representative/Examination Observer	28
	Hall Superintendent	28
	Instruction to the Hall Superintendents	29
	Instruction to the Candidates	32
	Packing of the Answer Scripts	35
M	Malpractice and Misconduct by Candidates	35
	Malpractice	36
	Misconduct	38
	Guidelines for Awarding Punishment to Malpractice and Misconduct in Theory and Practical Examinations	39
N	Processing of the Post-Examination Comments on the Question Papers	42
O	Post-Examination Processing of Theory Answer Scripts	43
P	Central Valuation of Theory Answer Scripts	43
	Central Valuation Officer	43
	Valuation Board	44
	Chairman of the Valuation Board	44
	Vice Chairman/Chief Examiner	45
	Examiners	45
	Instruction to the Examiners	46
Q	Post-Valuation Data Processing	48
R	Result Passing Board	48
S	Finalization and Declaration of the Results	49
T	Photocopy and Revaluation	49
U	Review after Revaluation	50
V	Grade Sheet	50
W	Provisional and Degree Certificates	51
X	Graduation Day	51
Y	Transcript and CGPA Certificates	51
Z	Audit	52
aa	Examination Fee, Remuneration, Honorarium and Allowances	52



Examination Manual

CARE College of Engineering offers application oriented engineering courses with hands on training in one of the most conducive learning environments in India. It inculcates the value of life beyond curriculum and explores the full potential of the students. With the state of the art facilities and highly experienced and trained faculty members, our focus is on academics as well as holistic development of the students. Join CARE and step out into the real world as a true professional.

CARE believes that the most promising opportunities for discovery exist at the intersections of disciplines, and that the technologies of the next century will grow out of multidisciplinary partnerships. CARE is committed to excellence in all its endeavours. Similarly, the leaders of tomorrow must be able to bridge multiple interests. Our teaching pedagogy ensures that students get exposed to a holistic approach to education, integrating physical, emotional and social development of our students. We complement this with a sound academic base which enables our students to get a head start in an increasingly complex world. Thus preparing them for the global challenges of tomorrow.

CARE believes in partnerships between industry, government, and higher education to yield countless innovations. Our faculty value corporate partnerships for the insights they contribute as much as for the support they provide.

G. Narayanan Educational Trust was formed in 1999. The trust's vision includes

- Offering Quality Education
- Providing World Class Infrastructure
- Fostering Creative Thinking
- Encouraging Innovation
- Creating the best Ambience for Education & Research
- Multi-Disciplinary Education

Out of this vision was born CARE Group of Institutions, India's first Integrated Campus.

CARE College of Engineering vibrates with the vision of Creating a Technically Empowered Humane Society by offering cutting edge Engineering and Managerial education to the rural youth of Tamil Nadu and beyond. CARE offers six undergraduate bachelor degree programs in Engineering in the specialization of i) Artificial Intelligence and Data Science, ii) Civil Engineering, iii) Computer Science and Engineering, iv) Electronics and Communication Engineering, v) Mechanical Engineering and vii) B.Design and one Engineering postgraduate master degree program in the specialization of i) Computer Science and Engineering (AI&DS), plus one management postgraduate master degree program i) Master of Business Administration.

The department of Electronics and Communication Engineering is an Anna University recognized research center.

The College is accredited with grade “A” by National Assessment and Accreditation Council (NAAC). The UG bachelor engineering degree programs, CSE, ECE, MECH and the post degree program MBA are accredited by National Board of Accreditation (NBA). The college is recognized under 2(f) of UGC act 1956.

The Institution was granted autonomous status by UGC and Anna University with effect from the academic year 2024-2025

Assessing the students’ learning levels by conducting fair examinations and declaring the results is one of the areas where the institution has been granted autonomy. The Office of the Controller of Examination (OCoE) has been established to conduct the examinations and declare the results by exercising the granted autonomy within the bounds stipulated by the UGC and the Anna University.

The paramount obligation of the Office of the Controller of Examination is to conduct the examinations with fairness, objectivity, confidentiality and to carryout proper grievance redressal systems for properly assessing the learning levels of the students and thereby gaining the trust and admiration of the stakeholders.

This manual provides the guidelines and procedures to be followed in various processes like admitting the students for the examinations, question paper setting, question paper scrutiny, conducting examinations, valuing answer scripts, declaring results, redressing grievances, handling malpractice cases, if any, and introducing reforms in the examination processes.

Abbreviations

AUR	-	Anna University Representative
BoS	-	Board of Studies
CGPA	-	Cumulative Grade Point Average
CoE	-	Controller of Examinations
CS	-	Chief Superintendent
EC	-	Exam Cell
EIEC	-	Examination Irregularity Enquiry Committee
EO	-	Examination Observer
HoD	-	Head of the Department
HS	-	Hall Superintendent
IQAC	-	Internal Quality Assurance Cell
OCoE	-	Office of the Controller of Examinations
PG	-	Post Graduate
CARE CoE	-	CARE College of Engineering
UG	-	Under Graduate

A. Office of the Controller of Examinations

- A.1. Office of the Controller of Examinations functions manned by Controller of Examinations (CoE), Deputy Controller of Examinations, Office superintendent, Computer operator and Office Assistant.
- A.2. All staff of the Office of the Controller of Examinations shall take special care to maintain secrecy and confidentiality on all examination matters.
- A.3. **Functions of Office of the Controller of Examinations**
 - A.3.1. Office of the Controller of Examinations (OCoE) plan in consultation with the Principal and notify a calendar of events for various examinations in the beginning of each academic year and shall adhere to the schedule / calendar of events.
 - A.3.2. Coordinate the profile entry of the students in Anna University web portal and in the College CoE portal.
 - A.3.3. Request the departments to complete the registration of elective courses in the beginning of every semester.
 - A.3.4. Call for the registration of candidates for the End Semester Examinations.
 - A.3.5. Receive the applications of registration for End Semester Examinations along with fee and scrutinize the applications and the fee paid.
 - A.3.6. Allot register numbers to the registered candidates. The register number allotted during the first semester of study of the candidates, shall be used throughout the course of his/her study.
 - A.3.7. The register number of a student shall represent the college code, year of admission of the Student, program code and the roll number provided by the OCoE.
 - A.3.8. Prepare the list of all registered eligible candidates for the examinations and send it to the respective departments.
 - A.3.9. Print Hall Tickets of the eligible candidates and send it to the respective departments.
 - A.3.10. Prepare the time table of the examinations taking into account the dates of different competitive examinations for job and higher studies, the holidays and local holidays and disseminates it to all concerned.
 - A.3.11. Identify and appoint internal and external question paper setters and collect question papers from them.
 - A.3.12. Take the necessary actions and appoint alternate question paper setters, if required, to collect all the necessary question papers to

- conduct the end-semester examinations.
- A.3.13. Identify internal faculty members to scrutinize the question papers which are collected from the question paper setters and processed by the office.
 - A.3.14. Randomly select question papers for the examination.
 - A.3.15. Print and pack the selected question papers and securely store them.
 - A.3.16. Equip the end-semester examination cell to conduct the end- semester examination and make sure that necessary arrangements are completed by them.
 - A.3.17. CoE shall appoint the Chief Superintendent to conduct the End Semester Examinations.
 - A.3.18. Appoint Examination Observer to assess the conduct of the end-semester examinations.
 - A.3.19. Send the list of candidates registered and found eligible to write the end-semester examinations to the Chief Superintendent.
 - A.3.20. Dispatch securely the question papers of courses to the Chief Superintendent on the day of examinations of the courses.
 - A.3.21. Monitor the conduct of the end-semester examinations.
 - A.3.22. Receive session report from the Chief Superintendent.
 - A.3.23. Receive the packed answer scripts of the courses for which examinations are conducted within a day from the Chief Superintendent daily basis.
 - A.3.24. Process the remuneration bills of Hall Superintendents and other staff members involved in the conduct of end-semester examinations and pass it to the approval of the Correspondent.
 - A.3.25. Receive comments on question papers from the respective faculty members.
 - A.3.26. Arrange meeting of Chairmen of Board of Studies to discuss and take decision for necessary actions on the question paper comments.
 - A.3.27. Pass on the decisions of the meeting to the valuation boards and make sure that appropriate actions are taken by the examiners while valuing the answer scripts.
 - A.3.28. Identify and appoint internal faculty members for the preparation of answer keys for the regular UG courses.
 - A.3.29. Be ready and provide solution, for the grievances of candidates and other persons related to the conduct of end-semester examinations.
 - A.3.30. Constitute enquiry committees to enquire and to suggest action on the malpractice cases reported during the End Semester Examination.

- A.3.31. Process the findings and suggestions of the enquiry committees and shall pass on it to the Principal and the Management for taking appropriate actions.
- A.3.32. Allocate dummy numbers and shall shuffle the answer scripts in the restricted area of the Office of the Controller of Examinations.
- A.3.33. Staff members involved in dummy numbering and shuffling of answer scripts shall maintain strict confidentiality.
- A.3.34. Appoint one of the Deputy COEs as the Chief Valuation Officer.
- A.3.35. Provide the necessary facilities and arrangements for the valuation and entry of the marks.
- A.3.36. Appoint Chairmen and Examiners for evaluation of the answer scripts of different valuation boards.
- A.3.37. Verify the correctness of all the processes and documents related to the valuation of answer scripts.
- A.3.38. Process the remuneration bills of the valuation board members and pass it to the approval of the Correspondent.
- A.3.39. Consolidate the results and prepare a report to present in the Result Passing Board.
- A.3.40. Conduct the meeting of Result Passing Board and implement its decisions.
- A.3.41. Finalizes the results and publish the results.
- A.3.42. Take appropriate actions to redress the grievances of the candidates, if any, related to the published results.
- A.3.43. Notify the details for applying for the photo copy of the answer scripts and revaluation of the same.
- A.3.44. Receive applications for photo copy of the answer scripts and provides the photo copy to the students through the respective departments.
- A.3.45. Receive applications for revaluation of the answer scripts.
- A.3.46. Arrange revaluation camp for revaluing the answer scripts.
- A.3.47. Publish the revaluation results.
- A.3.48. Arrange for review/challenge revaluation of the revaluated answer scripts, if candidates approach the office with valid reason through proper channel.
- A.3.49. Prepare and publish the rank list of the students who have successfully completed the course.
- A.3.50. Print the grade sheets, and send the printed grade sheets to

the respective departments for distribution to the students.

- A.3.51. Prepare and send the list of students eligible to receive degree to the University.
- A.3.52. Coordinate the fee payment of the students to the University, for provisional certificate and degree certificate.
- A.3.53. Collect the provisional and degree certificates from the University and arrange to distribute the certificates to the students.
- A.3.54. Arrange the graduation day to distribute the degree certificates to the graduates.
- A.3.55. Prepare reports of the details of the examination each semester and the annual report.
- A.3.56. Receive applications for duplicate grade sheets and provide the same to the applicants.
- A.3.57. Receive applications for transcript and provide the transcripts to the applicants.
- A.3.58. Receive applications for CGPA to percentage conversion certificate and provide it to the applicants.
- A.3.59. Maintain all records related to the examination processes. Wherever possible, the records shall be maintained electronically.
- A.3.60. Maintain the database of students and their marks.
- A.3.61. Maintain the database of question paper setters, examiners and other persons appointed for the examination duties.
- A.3.62. Receive suggestions from stakeholders to improve the quality of the conduct of examinations and introduce reforms in the examinations by following the due processes of the Institution.

A.4. Working Culture in the Office of the Controller of Examinations

- A.4.1. Skilled assistants, office assistants and other persons shall not bring smart phones and other electronic gadgets into the restricted areas.
- A.4.2. Persons working in the Office of CoE shall avoid going out during the working hours. If the circumstances require them to move out, it can be done after informing the CoE and making an entry in the movement register.
- A.4.3. Everyone shall complete the works assigned to him/her with in the deadline given, knowing the urgency of the work and with at most care.
- A.4.4. Everyone in the office of CoE shall keep their place of work neat and hygienic.
- A.4.5. CoE shall instruct and train the staff members of his/her office that they

understand and inculcate the importance of the efficient working culture of Sorting, setting in Order, Shining, Securing, Standardizing and Sustaining.

A.5. Restrictions and Security Arrangements

- A.5.1. Entire Office of the CoE is closely monitored with surveillance cameras.
- A.5.2. Confidential examination works are carried out in the restricted areas
- A.5.3. Staff members shall not use smart phones or other smart electronic devices in the restricted area.
- A.5.4. Faculty, staff and students are not permitted to enter the restricted areas. They can enter the unrestricted area with prior permission.
- A.5.5. Faculty and staff whose near relatives are studying in CARE COE are not permitted to enter the Office of the CoE.
- A.5.6. Stringent action shall be initiated by the Institution against the staff members who indulge in unethical activities.

B. Chief Controller of Examinations

- B.1.Principal is the Chief Controller of Examinations.
- B.2.He/She advises the CoE, whenever necessary related to the examination processes.
- B.3.He/She is the Chairperson of the Result Passing Board.
- B.4.He/She often visits the Office of the CoE and examination halls and makes sure the proper functioning of the examination processes.
- B.5.He/She can attend any meetings organized by the CoE, whenever he/she feels, it is necessary.
- B.6.He/She can enquire any examination irregularities brought to his knowledge by appointing appropriate committee and take necessary actions in consultation with the management.

C. Controller of Examinations

- C.1.Controller of Examinations is appointed by the Management of the institution.
- C.2.The Controller of Examinations is the principal officer-in-charge of the conduct of the End Semester Examinations and declaration of the results.
- C.3.CoE works directly under the directions and control of the Principal.
- C.4.Responsible for the activities that are to be carried out by the Office of the Controller of Examinations.

C.5.Powers and Functions of Controller of Examinations

- C.5.1. Allocation works to all the staff members of the Office of the Controller of Examinations.
- C.5.2. Ensure that the assigned works are done on time and efficiently by the staff members.
- C.5.3. Plan and notify a calendar of events, in accordance with the academic regulations, for various examinations, in the beginning of every semester of an academic year.
- C.5.4. Call for registration of the candidates for End Semester Examinations and allow students according to the eligibility norms of the Institution.
- C.5.5. Appointment of required number of question paper setters and question paper scrutinizers.
- C.5.6. Appointment of the Chief Superintendent to conduct the End Semester Examinations.
- C.5.7. Appointment of the Examination Observer to monitor the conduct of End Semester Examinations.
- C.5.8. Printing the question papers, store the question papers securely and supply it to the Chief Superintendent on the day of examination.
- C.5.9. Appointment of the Chairmen of Valuation Boards, the Examiners and other staff members to conduct valuation boards.
- C.5.10. Arranging the meeting of Result Passing Board and declare the results.
- C.5.11. Processing the claim bills of the faculty and staff members involved in the examination work and pass on the bills to the Correspondent for approval.
- C.5.12. Arranging for photocopy of valued answer scripts, revaluation, review valuation and redress other grievances of students.
- C.5.13. CoE shall make enquiries into all types of malpractices committed during question paper setting, examination, valuation and processing of results etc. personally and appointing appropriate committees.
- C.5.14. CoE shall appoint the Chairman, Secretary and Members of the Examination Irregularity Enquiry Committee to enquire the irregularities committed by the staff member(s) involved in the examination process and the Examination Malpractice Committee to enquire in to the malpractice and misconduct of candidates.
- C.5.15. CoE shall recommend disciplinary actions, as per the suggestions of the enquiry committees and the norms stipulated by the Institute, against the

candidates, question paper setters, question paper scrutinizers, examiners and other staff members, connected with examinations and found indulging in examination malpractices.

- C.5.16. keeping records of the staff members who have committed lapses in discharging the examination related responsibilities entrusted to them.
- C.5.17. Issuing grade sheet, duplicate grade sheet, consolidated grade sheet, duplicate consolidated grade sheet, transcript and CGPA to percentage certificate.
- C.5.18. Maintaining records, mark lists and valued answer scripts.
- C.5.19. Maintaining the valued answer scripts for a period of six months after the announcement of results.
- C.5.20. Safely disposing the answer scripts after the above said period.
- C.5.21. preserving the answer scripts for which enquiries are pending.
- C.5.22. In consultation with the Principal and Management, CoE shall make necessary changes in the work allotment to the staff members of OCoE, if it results in the improvement of functioning of the Office of the Controller of Examinations.
- C.5.23. CoE shall exercise all these powers subject to the norms stipulated in the College Manual and the general control and supervision of the Principal.

D. Deputy Controller of Examinations

- D.1. Deputy Controllers of Examinations are appointed by the management of the Institution.
- D.2. The number of Deputy CoEs shall be decided by the Management of the Institution and work allotment to them shall be done by the CoE.
- D.3. Deputy Controllers of Examinations shall assist CoE in carrying out the examination related activities.

E. Examination Calendar

- E.1. CoE shall prepare the calendar of events for various examinations with the Head of the Institution (Principal), as permitted by the Management, in the beginning of each semester of an academic year.
- E.2. The academic schedule shall consist of reopening date, continuous assessment test periods, last working date, commencement date of practical examination, project viva-voce examination and end-semester theory examination.
- E.3. The academic schedule shall be disseminated to all the stake holders.
- E.4. Office of the CoE shall adhere to the academic schedule.

F. Continuous Assessment Test

- F.1. One Deputy CoE shall be the in charge of conducting Continuous Assessment Test.
- F.2. Continuous assessment tests shall be conducted as specified in the academic schedule.
- F.3. Rules and regulations specified in the Manual of Continuous Assessment Test, which is prepared in accordance with the guidance of the affiliating university, shall be followed in the conduct of continuous assessment test.

G. Candidates Registration

- G.1. Registration of elective courses of a semester shall be completed within two weeks from the reopening of a semester.
- G.2. It is mandatory for students to register for the current as well as the arrear courses.
- G.3. Students shall register for the End Semester Examination by paying the prescribed fee.
- G.4. Office of the CoE shall verify the registration details for eligibility and fee payment.
- G.5. List of eligible candidates for each End Semester Examination shall be prepared by the Office of the CoE.
- G.6. The list shall consist of the candidate's name, register number and course code.
- G.7. The list shall be sent to the respective departments of the students.

H. Hall Ticket

- H.1. Office of CoE shall print the hall tickets of the students who have registered and found eligible, and who satisfy the attendance requirements and other disciplinary norms of the Institution.
- H.2. The printed hall tickets shall be sent to the departments at least three days prior to the commencement of the examinations.
- H.3. Departments shall distribute the hall tickets to the students after due verification and with due acknowledgement by signature.
- H.4. Candidates shall be permitted for the end-semester practical, project and theory examinations only after verification of their hall tickets.
- H.5. Candidates shall appear only for the examinations of the courses printed in the Hall Ticket.
- H.6. On receipt of the Hall Ticket, students shall verify the details on the Hall Ticket. Discrepancies, if any, shall be brought to the knowledge of the Office of the CoE for the possible corrective actions.
- H.7. Those candidates who miss or fail to bring the Hall Ticket shall apply and get

duplicate hall ticket from the Office of the CoE by paying the prescribed fee.

I. Question Papers

- I.1. All arrangements shall be made to get the required sets of question papers, for each course of examinations, immediately after completion of elective registration process, each semester.
- I.2. Question papers shall be set with the help of experienced external faculty members and internal faculty members who have the required expertise in the areas of courses of examinations.
- I.3. The question paper setters should have been communicated about their appointment, necessary instructions, syllabus, question paper pattern, submission and remuneration form and other related details, every time they set questions.

I.4. Question Paper Pattern

- I.4.1. Question paper pattern shall be prepared by the CoE taking into account the question paper pattern of the affiliating University, input from Chairmen of Board of Studies, requirements of the competitive examinations and other stakeholders.
- I.4.2. The question paper format shall be finalized after discussing it in the Academic Council and obtaining its approval.

I.5. Eligibility for Question Paper Setting

- I.5.1. Faculty members working in Engineering Institutions like Accredited Institutions, Government Universities or Government Colleges with a minimum of five years of experience are eligible to set question papers.
- I.5.2. Faculty members having the experience of handling the course are preferred.
- I.5.3. In exceptional case, the CoE has the power to appoint other capable person to set question paper in consultation with the Principal.
- I.5.4. Question paper setters shall be familiar with Outcome Based Education and Revised Bloom's Taxonomy.

I.6. Appointment of Question Paper Setters

- I.6.1. CoE shall receive panel of internal question paper setters from the chairmen of BoSs.
- I.6.2. The panel shall consist of at least three faculty members per course.
- I.6.3. A faculty member name shall find place in the panel for a maximum of four courses.
- I.6.4. CoE shall collect willingness to set question papers from external

faculty members.

- I.6.5. CoE shall appoint the internal and external question paper setters for setting question papers for selected courses.
- I.6.6. A question paper setter shall be appointed to set a maximum of three question papers in an examination session.
- I.6.7. Under extraordinary circumstances, the CoE shall appoint a question paper setter to set more than three question papers with the permission of the Principal.

I.7. Instruction to the Question Paper Setters

- I.7.1. The question paper setters are required to keep their appointment strictly confidential.
- I.7.2. The question paper setters are requested to communicate their acceptance/decline immediately after receiving the appointment communication from the CoE.
- I.7.3. Examination duty is the essential service for the faculty members working in CARE COE. Therefore, the internal question paper setters shall not decline the appointment for setting question papers except in extraordinary situation.
- I.7.4. The identified question paper setters shall decline the offer if their near relatives are currently studying in CARE COE and also if the course assigned to them does not match with their areas of expertise.
- I.7.5. Question paper setters shall take special effort to prepare and submit the question paper before the closing date.
- I.7.6. Question paper shall be prepared as per the prescribed format or template provided by the CoE.
- I.7.7. Question paper shall be submitted to CoE as an editable file. MS Word is the preferred word processing software.
- I.7.8. Question paper setters shall clearly mention the materials like graph sheet, tables, data books etc. to be provided to the students, during the examination, in the space provided for that purpose in the question paper format/template.
- I.7.9. When tables and data books are to be provided to the students, question paper setters shall avoid setting questions for which students can find direct answers from the tables or data books.
- I.7.10. Questions shall be taken from the prescribed syllabus of the course referring only to the text books and reference books mentioned in the syllabus. More preference can be given to the text book. Preparing questions out of the syllabus shall be avoided.
- I.7.11. Question paper setters shall avoid abbreviations and shall workout the

- numerical problems before including them in the question paper.
- I.7.12. Questions shall be error free with proper grammar and punctuations.
 - I.7.13. Questions shall be taken evenly from all sections of the prescribed portion of the syllabus. Questions concentrating one or two topics of the prescribed portion shall be avoided.
 - I.7.14. Questions shall be clear and complete with all data so that students clearly understand what they need to answer without any ambiguity.
 - I.7.15. Figures in the question paper shall be neatly drawn with all details shown clearly.
 - I.7.16. Questions shall be set in accordance with the principles of Outcome Based Education and the Revised Bloom's Taxonomy.
 - I.7.17. Each question shall be tagged with marks, cognitive level and course outcomes. The tagging of cognitive level and course outcomes shall be valid.
 - I.7.18. Number of questions in each part of the question paper and the cognitive levels of the questions shall be as prescribed in the question paper pattern sent to the question paper setters.
 - I.7.19. The cognitive level of the questions shall not be higher than the cognitive level of the course outcome.
 - I.7.20. Question paper prepared for a course shall cover all the course outcomes of the course.
 - I.7.21. Questions shall be set in such a way that average students secure at least the minimum pass marks.
 - I.7.22. Questions shall be set in such a way that well prepared students shall be able to write the answers for the questions within the allotted time. Questions which are taxing the students in terms of more time and large answers shall be avoided.
 - I.7.23. Question paper setters shall not ask another person to set the question paper or get assistance from others.
 - I.7.24. Question paper drafts and other sensitive materials related to the question paper setting shall be kept in safe custody in order to maintain the secrecy.
 - I.7.25. The question paper setters are required to delete completely and permanently the question papers from their devices and destroy the worked out materials used in the process of preparing the question papers immediately after sending it to the CoE and getting the acknowledgement from the office of the CoE.
 - I.7.26. Either directly or indirectly, in partial or full, the set questions shall not be made known to any students, faculty members, tutors or other persons.

- I.7.27. Question paper setters shall bring to the knowledge of the CoE about the question paper malpractice cases which come to the knowledge of them and cooperate with the office of the CoE in the enquiry process.

I.8. Question Papers Scrutiny

- I.8.1. Question papers received from the Internal and external question paper setters shall be processed in the restricted area of the office of the CoE and stored securely and systematically with the strict confidentiality required for an examination system.
- I.8.2. The question papers are verified for the general formatting by the office of the CoE.
- I.8.3. Normally, CoE shall receive panel of senior faculty members to scrutinize the question papers from the Chairman of Board of Studies.
- I.8.4. Faculty members from the panel of question paper scrutinizers and external faculty members shall be appointed by CoE to scrutinize the formatted question papers.
- I.8.5. CoE in consultation with the Principal shall appoint the Department IQAC members to scrutinize the question papers related to their departments, if it is necessary.
- I.8.6. Question paper scrutinizer shall have a minimum of ten years of teaching experience in higher educational institutes.
- I.8.7. The appointed scrutinizers shall attend the duty without declining it on the assigned date and time to fulfill the assigned essential responsibility.
- I.8.8. Faculty members shall scrutinize the question papers in the restricted area of the office of the CoE.
- I.8.9. Faculty members attending the question paper scrutinizing duty shall not bring mobile phones or other smart electronics gadgets into the restricted area.
- I.8.10. Question paper scrutinizers shall keep their appointment confidential and shall maintain the question papers scrutinized confidential.
- I.8.11. Question paper scrutinizers shall scrutinize the question papers to ensure i) the required graph sheets or data books to be supplied to the candidates are mentioned in the question paper, ii) the conformity of the questions to the prescribed syllabus and the scheme of examinations, iii) correctness of the tagging of the questions with cognitive levels and course outcomes, iv) standard of the questions, v) free of typographical and grammatical errors, vi) fairness of the marks allotted, time required for the candidates to answer and cognitive level expected out of each question.
- I.8.12. If the confidentiality of the question papers is breached by the

scrutinizers, CoE shall arrange to enquire the breach and arrange to take appropriate action against the erring scrutinizers by the Principal and Management of the Institution.

I.9. Printing and Handling the Question Papers

- I.9.1. The printing of the question papers shall be done, in a classified zone with restricted entry, by CoE or Deputy CoE.
- I.9.2. The printing process shall not leave any trail which may result in the leakage of the full or part of the question papers.
- I.9.3. The printed question papers shall be packed in covers and sealed securely for storage in the strong room under the custody of the CoE.
- I.9.4. The question paper packs shall be neatly and systematically arranged in the strong room with an entry in the question paper stock register.
- I.9.5. Question paper packs shall be taken out of the strong room strictly only on the day of examination. The packs shall be counted, verified and the necessary entries shall be made in the question paper stock register before sending it to the end-semester examination cell for conducting the examinations.
- I.9.6. The strong room shall be closed and sealed properly after every time it is opened.

I.10. Answer Key

- I.10.1. Answer key shall be prepared for the UG regular courses by the concerned question paper setters appointed by the CoE. If the circumstances necessitate the preparation of the answer keys by internal faculty members then the answer keys shall be prepared only after completion of the end-semester examinations of the courses.
- I.10.2. The answer key shall be prepared in order to maintain uniformity of the valuation of answer scripts by the examiners.
- I.10.3. Typed answer key is preferred.
- I.10.4. Answer key shall have page numbers.
- I.10.5. Answer to a question shall be prepared in accordance with the cognitive level tagged to the question in the question paper.
- I.10.6. Answer key shall be prepared based on the text and reference books prescribed in the syllabus.
- I.10.7. The answers/solutions to the questions shall be divided into several steps with marks allocation for each step.

- I.10.8. Answer key for theoretical questions shall be prepared with headings, sub headings and important points.
- I.10.9. If a question has alternate way of finding solution or providing answer, the alternate way shall be indicated in the answer key.
- I.10.10. Figures in the answer key shall be clear and units of measurement shall be mentioned clearly.
- I.10.11. Inclusion of scanned texts from books or scanned handwritten materials in the answer key is not permitted.
- I.10.12. If the appointed faculty member is not able to prepare typed answer key, handwritten answer key shall be sent to CoE by post/courier.

I.11. Question Paper Related Irregularities and Response

- I.11.1. Enquiry shall be conducted by CoE for leak of the full or partial question papers, by appointing an Examination Irregularity Enquiry Committee to find the facts.
- I.11.2. Based on the findings and recommendations of the EIEC, actions shall be taken against the people involved either directly or indirectly in the leaking of the question papers.
- I.11.3. In addition to the actions by the OCoE, the OCoE shall communicate the findings and recommendations of the EIEC to the Principal/Management of the institution of the staff members, for taking necessary institute level actions.

J. Practical Examinations

- J.1. The departments shall conduct the Practical Examinations as per the dates mentioned in the examination schedule.
- J.2. The CoE shall collect the panel of internal examiners to conduct practical examinations from the Head of the Department at least two weeks before the commencement of the practical examinations.
- J.3. No separate internal and external examiners shall be appointed for conducting arrear practical examinations. Arrear practical examination shall be conducted by internal and external examiners of a regular practical examination which is relevant to the arrear practical examination.
- J.4. The CoE shall collect the panel of external examiners to conduct the practical examinations.
- J.5. The internal and external examiners to conduct the practical examination shall be appointed by the CoE.
- J.6. If an external examiner declines the appointment, HoD shall appoint an

- alternate external examiner to conduct the practical examination and the same shall be informed to the Office of CoE.
- J.7. Assistant HoD with the help of department exam cell representative and office assistant shall coordinate all the practical examinations in the particular department under the supervision of the HoD.
 - J.8. Required number of answer booklets and other material shall be obtained from the Office of CoE by the staff members in charge of the practical examination.
 - J.9. The internal examiners shall prepare and display the time table with the signature of the HoD and Principal at least one week before the examination.
 - J.10. The time table for practical examination shall consist of the venue, date, session/time, register number of the candidates.
 - J.11. A maximum of 72 candidates shall be examined in a day, and a maximum of 36 candidates in a session, only if, enough numbers of experimental setup are available in the laboratory.
 - J.12. Time Table shall be framed in such a way that candidates in a session get the full duration of the examination to do the experiment or exercise. Overlapping of the batches shall not be permitted.
 - J.13. Students shall enter the laboratory/venue for practical examination with valid hall ticket and record note book duly signed by the faculty in charge and the HoD.
 - J.14. Question paper shall be set by the Internal and external examiners strictly based on the syllabus of the course and the expected outcomes.
 - J.15. Students shall select their question affixed to the answer scripts randomly. The selected question shall not be changed at any circumstances.
 - J.16. Students shall register their attendance by signing and entering the serial number of their answer script on the attendance sheet.
 - J.17. Students' observation and the answer scripts shall be evaluated by internal and external examiners.
 - J.18. The valued answer scripts shall be signed by the internal or external examiner.
 - J.19. Marks awarded to the students shall be tabulated and signed both by the internal and external examiners.
 - J.20. Answer scripts shall be packed in a cover, signed on all flaps around the cover and sealed by transparent cello tape on all flaps.
 - J.21. Internal and external examiners shall submit the packed answer scripts, question paper, attendance sheet to the Office of the CoE.
 - J.22. External examiner and internal examiner shall enter the marks in the examination software in the Office of the CoE.
 - J.23. The printout of the entered marks shall be signed by both the examiners and

- the same shall be submitted to the Office of the CoE.
- J.24. External examiner, internal examiner and skilled assistant shall submit the claim bill to the Office of the Controller of Examinations.
 - J.25. Practical examination shall be conducted only with the presence of the external examiner and internal examiner.
 - J.26. During the period of practical examination, staff members, not connected with the examination shall not be present in the laboratory or in the place of conduct of the practical examination.

K. Project Viva-Voce Examinations

- K.1. CoE shall appoint the Internal and External Examiners for conducting the Project Viva-Voce Examination.
- K.2. The external examiner shall have a minimum of 7 years of teaching experience in college. It is preferred that the external examiner appointed for M.E. project viva-voce examinations shall additionally possess Ph.D. degree preferably in the concerned branch specialization.
- K.3. The theses of the PG programs shall be sent to the external examiner by post or in person for evaluation at least two weeks before the examination. If the external examiners prefer soft copy of the theses, the softcopy of the theses in pdf format with electronic signature of the Supervisor and Head of the Department shall be sent to the external examiner by the internal examiner.
- K.4. The internal examiner shall prepare the time table for the project viva-voce examination. The time table shall consist of the venue, date, session/time and register numbers of the candidates.
- K.5. The Time Table with the signature of the Head of the Department and Principal shall be displayed at least one week before the examination.
- K.6. Normally, a maximum of 18 batches or 18/22 candidates shall be examined in a day.
- K.7. UG candidates shall be evaluated by a panel consisting of Internal and External Examiners.
- K.8. PG candidates shall be evaluated by a panel consisting of internal examiner, external examiner and the supervisors of the candidates.
- K.9. Candidates possessing valid hall tickets shall only be permitted to appear for the project viva-voce examination and students shall produce the project report or thesis signed by the Supervisor and the Head of the Department.
- K.10. The project report or thesis of a batch or candidate shall be signed by the internal and external examiners.
- K.11. Attendance of the candidates shall be taken by obtaining their signature on the attendance sheet.
- K.12. Examination of each batch or candidate shall include a presentation about

- the project work, demonstration of the work, knowledge of the candidates on the work, the project report or thesis and the group and individual contributions.
- K.13. Marks shall be awarded by the external and internal examiners based on the performance of the candidates in the above said areas and the academic regulation. In the case of PG candidates, marks shall be awarded by internal examiner, external examiner and supervisor as per the academic regulations.
 - K.14. The marks shall be tabulated and signed by both the internal and external examiners.
 - K.15. The marks shall be entered in the examination software in the Office of the CoE by the internal and external examiners.
 - K.16. The tabulated marks and the attendance sheet along with the claim form shall be submitted to the Office of the CoE by the internal and external examiners.
 - K.17. The printout of the entered marks shall be signed by both the examiners and the same shall be submitted to the Office of the CoE.
 - K.18. Internal examiner shall submit the soft copies of the project reports or theses electronically signed by the Supervisor, Head of the Department, Internal and External Examiners to the Office of the CoE.

L. Conduct of End Semester Theory Examinations

L.1. End Semester Examination Cell

- L.1.1. The End Semester Examination Cell (ESEC) shall function as the office for conducting the End-Semester Examination.
- L.1.2. The ESEC shall function with Chief Superintendent, Faculty members to assist the Chief Superintendent, Skilled Non-Teaching Staff Members, Office Assistant and other Supporting Staff.
- L.1.3. All the officials connected with the examination shall be very vigilant in ensuring that no rule of the examination is violated.

L.2. Functions of the End-Semester Examination Cell

- L.2.1. Staff members in the ESEC shall carryout all the examination related activities as per the instructions and the supervision of the Chief Superintendent and the assisting faculty member.
- L.2.2. ESEC shall receive time table, consolidated list of subjects and number of candidates appearing for the subjects on each session, answer booklets, packing covers, attendance registers, claim forms and other stationery items from the Office of the CoE.
- L.2.3. ESEC shall verify the received items from the Office of the CoE,

- discrepancies, if any, shall be communicated to the Office of the CoE for rectification.
- L.2.4. ESEC shall prepare the required number of halls for conducting the examinations as per the list of examinations, supplied.
 - L.2.5. ESEC shall display the master hall arrangement chart in the notice board of the examination cell and at the entrances of the buildings in which the examination halls are located.
 - L.2.6. Seating arrangement chart for each hall shall be displayed in front of the halls.
 - L.2.7. Master hall arrangement chart, seating arrangement chart of individual halls shall be displayed 45 minutes before the commencement of the examination.
 - L.2.8. ESEC shall make sure that the examination halls are neat, free from writings on the walls, boards and furniture, no loose papers or any other materials on the floor or tables.
 - L.2.9. ESEC shall provide seats to candidates affixed with seat number representing their register numbers.
 - L.2.10. Staff member from ESEC shall open the examination hall 30 minutes before the commencement of the examinations and keep the halls with proper ventilation. Attendants shall be present outside the halls till the arrival of Hall Superintendents. Students shall be allowed to enter the examination halls 15 minutes before the commencement of the examination.
 - L.2.11. Instruction to the hall superintendents, chart showing the location of the halls, examination timing and bell alert chart shall be displayed in the end semester examination cell.
 - L.2.12. Hall arrangement chart, instruction to candidates and malpractice notice shall be displayed in the notice board of the ESEC and on prominent places.
 - L.2.13. Signature of the hall superintendents who report to duty shall be obtained and maintained in a register.
 - L.2.14. Materials related to the conduct of examination like answer booklets, hall seating arrangement, attendance sheet and absentees statement shall be issued to the hall superintendents.
 - L.2.15. ESEC shall receive the question papers from the Office of the CoE 45 minutes before the commencement of the examination.
 - L.2.16. Signatures of the hall superintendents shall be obtained on the question paper packets before opening the question paper packets.
 - L.2.17. Question paper packets shall be opened 20-30 minutes before the commencement of the examination depending on the number of halls

- and candidates.
- L.2.18. Question papers shall be counted and kept in a separate cover for each hall.
 - L.2.19. Staff members of ESEC shall assist the CS to distribute the covers, containing question papers, to the hall superintendents in the examination halls, 10 minutes before the commencement of the examination.
 - L.2.20. ESEC shall supply the authorized graph sheets or data books to the candidates, if it is mentioned in the question paper to supply to the candidates.
 - L.2.21. Skilled assistants of ESEC shall attend the genuine needs of the hall superintendents or candidates by visiting the examination halls at fixed intervals but not more than 2 times in a session.
 - L.2.22. Office assistants shall distribute the attendance sheet from one hall to another within the first 30 minutes of the examination.
 - L.2.23. Office assistants shall collect the unused answer booklets and question papers, attendance sheets, absentees' statements and covers from the examination halls after 30 minutes from the commencement of the examination.
 - L.2.24. ESEC shall make sure that the bells are rung as per the Bell Alert Chart of the Examination Manual.
 - L.2.25. ESEC shall make sure that refreshment to the hall superintendents is supplied on time in the examination halls.
 - L.2.26. ESEC shall make sure that drinking water to the needy candidates is supplied after 2 hours from the commencement of the examination.
 - L.2.27. ESEC shall collect the answer scripts along with the seating arrangement chart from the hall superintendents, and verify for the total numbers and proper sequence as per the seating chart.
 - L.2.28. ESEC shall pack the answer scripts using packing slip, after verifying the register numbers on the packing slip with individual answer scripts. Each pack shall consist of a maximum of 25 answer scripts.
 - L.2.29. Answer scripts shall be packed along with the respective question paper.
 - L.2.30. Office assistants shall lock the examination halls and close the windows immediately after the examination is over.
 - L.2.31. ESEC shall prepare a dispatch list of packed answer scripts and send it to the Office of the CoE along with the packed answer scripts for processing the answer scripts for valuation.
 - L.2.32. During the hours of examination, care shall be taken by the cell to see that no person loiters in the veranda or anywhere near the examination

hall and all care shall be taken to prevent any attempt to pass message/material to the examinees from outside.

L.2.33. ESEC shall return all unused materials to the Office of the CoE.

L.3. Chief Superintendent

L.3.1. The CoE shall appoint a senior faculty as the Chief Superintendent to conduct the End Semester Examinations.

L.3.2. The CS shall be a regular faculty member of the Institution and have at least 15 years of teaching experience in engineering colleges.

L.3.3. The CoE shall communicate the appointment of CS at least one week before the commencement of the examinations.

L.3.4. Faculty members whose near relative(s) is/are appearing for the end semester examinations shall not be appointed as CS. The faculty member who is appointed as CS by the CoE shall decline the appointment if his/her relative(s) is/are appearing for the examinations.

L.3.5. CS shall be fully responsible for all the activities connected with the conduct of theory examinations. He/She shall take all necessary actions before, during and after the examination for the smooth conduct of the examinations.

L.3.6. CS shall read the rules, regulations and the instructions related to conduct of the examinations and shall instruct the officials/staff concerned and the candidates, to adhere the same.

L.3.7. CS shall not accept other assignments either inside the Institution or outside the Institution, during the period of examinations.

L.3.8. CS shall ensure the readiness of the end-semester examination cell to conduct the examinations and provide necessary instructions to the assisting faculty and staff members in the cell and make sure that they discharge their duties.

L.3.9. CS shall ensure the readiness of the examination halls, required number of seating in the hall with required space between candidates, display of the malpractice notice in prominent places, every day master hall arrangement table, every day hall-wise seating arrangement tables etc.

L.3.10. Office of the CoE shall supply the required number of answer booklets and other stationeries.

L.3.11. CS shall appoint a staff to supply water to the candidates at their seat and refreshment to the hall superintendents.

L.3.12. CS shall ensure proper seating of the candidates appearing for the examinations.

L.3.13. CS shall ensure that the hall superintendents report to duty at least half

- an hour before the commencement of the examinations.
- L.3.14. CS shall allot the examination halls to the hall superintendents at random.
 - L.3.15. CS shall receive the question paper packets from the Office of CoE 45 minutes before the commencement of the examinations.
 - L.3.16. CS shall verify the question packets with the list of courses scheduled for examination and inform CoE if there is any discrepancy.
 - L.3.17. CS shall briefly instruct the hall superintendents in the examination cell and remind them of their duties, responsibilities and the instructions to be provided to the students.
 - L.3.18. CS shall also specifically instruct the hall superintendents to prevent malpractices by strict observation of the examination rules.
 - L.3.19. CS shall arrange to open the question packets half an hour before the commencement of the examinations in front of the hall superintendents.
 - L.3.20. CS shall arrange to supply the graph sheets, tables and data books to the students if specified in the question paper.
 - L.3.21. CS shall be present in the examination area during the period of examination and shall visit as frequently as possible each examination hall.
 - L.3.22. CS shall ensure that hall superintendents keep moving among candidates and do not engage in other activities that hamper the efficiency of their supervision.
 - L.3.23. CS shall attend his/her limited regular academic works within the Institution during the period of examination without affecting the examination process.
 - L.3.24. CS shall be present in the Institution during the period of examination. Going out of the Institution is not permitted.
 - L.3.25. CS is expected to attend the examination duty without availing leave of any kind. But, in unavoidable situation, CS can avail leave by providing prior information to the CoE. The CoE shall appoint another person as CS during his/her period of leave.
 - L.3.26. CS shall arrange to collect the unused question papers and answer booklets from the examination halls after the expiry of the first 30 minutes of the examination.
 - L.3.27. CS shall forward the requisition letter from the candidates for duplicate hall ticket to the Office of the CoE through the examination assisting staff member.
 - L.3.28. CS shall handle malpractice cases and do the preliminary enquiry and submit report to CoE as per the malpractice norms.

- L.3.29. CS shall verify and sign all relevant records like attendance of hall superintendents, hall allotment sheets, candidate attendance sheets, hall seating arrangements signed by the hall superintendents.
- L.3.30. CS shall arrange to verify the collected answer scripts, pack it and submit to the COE.
- L.3.31. CS shall issue attendance certificates to the external hall superintendents.
- L.3.32. CS shall extend necessary support and facilities to the examination observer, if any appointed by the CoE, to monitor the conduct of examination and to submit a report to the CoE.

L.4. Answer Booklets

- L.4.1. Sufficient number of answer booklets containing 40 pages shall be supplied by the Office of CoE.
- L.4.2. Answer booklets carry space for students' rough work at the end.
- L.4.3. A record of answer booklets used, date wise and session wise shall be maintained in the ESEC.
- L.4.4. The Answer Booklet Stock Register shall be made available for inspection by the Examination Observer or CoE.
- L.4.5. Signature or facsimile signature of CS shall be affixed on the space provided on the title page of the answer booklets.
- L.4.6. It is preferred to use different color inks for the facsimile signature of the CS. But, the color of the facsimile signature shall be the same on all answer booklets used in a particular day.
- L.4.7. Answer booklets shall not be stamped by the facsimile signature of the CS in larger quantity than required for each session or day.
- L.4.8. Number of answer booklets issued to an examination hall shall not exceed the total number of candidates appearing for the examination in that hall.
- L.4.9. No additional answer booklet or sheets shall be provided to candidates.
- L.4.10. The unused or damaged answer booklets shall be returned to the Office of the CoE.

L.5. Hall Arrangements

- L.5.1. CS shall arrange to prepare the hall arrangements and the seating arrangements in the examination halls.
- L.5.2. The examination halls shall have sufficient lighting and ventilation facilities.
- L.5.3. The examination halls shall be clean and tidy, shall have sufficient furniture.

- L.5.4. Seating arrangements in the halls shall be arranged in such a way that there is a minimum of 1-meter distance between any two candidates.
- L.5.5. Candidates writing the same subject shall be on alternate seats.
- L.5.6. Seat number representing the register number of the candidates shall be written or pasted on the table or desk.
- L.5.7. The seating arrangements in the halls shall be changed at random to ensure that no candidate writes the examinations of all the subjects in a same place and hall.
- L.5.8. Special care shall be taken in providing seating to disabled candidates and candidates who suffer from any infectious disease. Special rooms with careful invigilation shall be allotted by the CS to such candidates.
- L.5.9. Examination halls shall be free from the presence of forbidden materials, or writings on the walls, desks, board, drawing boards, floors etc.
- L.5.10. Strict silence shall be maintained in and around the examination halls.

L.6. Examination Session Timing and Bell Alerts

- L.6.1. The duration of an examination session is three hours.
- L.6.2. There shall be a maximum of two examination sessions in a day.
- L.6.3. The forenoon session of the theory examination shall be from 10:00 a.m. to 01:00 p.m.
- L.6.4. The afternoon session of the theory examination shall be from 2:00 p.m. to 5:00 p.m.
- L.6.5. There shall be seven bell alerts during an examination session. The details of the bell alerts are as given in the following table.

Session	Bell Timing	Details
Forenoon	9:45 a.m.	Students enter the examination hall
	9:50 a.m.	Distribution of answer booklets to the students by the hall superintendent
	9:55 a.m.	Distribution of question papers
	10:00 a.m.	Students start answering
	10:30 a.m.	Expiry of first thirty minutes Closing of the attendance
	12:55 p.m.	Last five minutes warning Candidates are reminded to enter the total pages written, make the tick marks for the attempted questions on the three valuation tables and strike off the unused pages
	01:00 p.m.	Students shall hand-over the answer scripts and leave the examination hall.

Afternoon	1:45 p.m.	Students enter the examination hall
	1:50 p.m.	Distribution of answer booklets to the students by the hall superintendent
	1:55 p.m.	Distribution of question papers
	2:00 p.m.	Students start answering
	2:30 p.m.	Expiry of first thirty minutes Closing of the attendance
	4:55 p.m.	Last five minutes warning Candidates are reminded to enter the total pages written, make the tick marks for the attempted questions on the three valuation tables and strike off the unused pages
	5:00 p.m.	Students shall hand-over the answer scripts and leave the examination hall.

- L.6.6. The bell alerts shall be according to the time indicated by the clock in the End Semester Examination cell. The clock in the End Semester Examination cell shall match in time with the clock in the Institution.

L.7. Attendance of the Candidates

- L.7.1. Hall superintendents shall start taking the attendance 10 minutes after the commencement of the examination.
- L.7.2. HS shall take attendance by getting the serial number of the answer booklet entered by the candidate and the signature of the candidates in the attendance sheet.
- L.7.3. HS shall complete the process of taking attendance immediately after the expiry of the first 30 minutes.
- L.7.4. CS shall send a designated staff with an absentee statement sheet to the examination halls to collect the register numbers of absentees in each hall.
- L.7.5. The entry made by the hall superintendents in the absentees statement shall match with the attendance of the candidates obtained by the attendance sheet. CS shall verify that there is no discrepancy between the attendance sheets and absentee statements.
- L.7.6. CS shall verify the number of unused answer booklets and question papers returned by the hall superintendents with the number of absentees. All shall match without any discrepancy.

L.8. Anna University Representative (AUR) / Examination Observer (EO)

- L.8.1. One Examination Observer from nearby Government or Government aided or affiliated / autonomous Institutions shall be appointed by the CoE, if the Chief CoE and CoE feel and decide that it is necessary to monitor the conduct of the examination by an external observer.
- L.8.2. Examination Observer shall not be appointed by the CoE if the Zonal Office of Anna University appoints Anna University Representative (AUR) as the observer of the University.
- L.8.3. The AUR/Examination Observer shall report to the End Semester Examination cell at least half an hour before the commencement of the examination each day and session.
- L.8.4. The CS shall extend full cooperation to the observer to carry out his/her activity of assessing the conduct of examination.
- L.8.5. AUR/EO shall monitor the adherence of examination rules and regulations by the faculty and staff members involved in the conduct of examinations, and violations, if any, observed shall be reported to the CoE.
- L.8.6. AUR/EO shall observe whether i) the question papers are opened and distributed with proper security arrangements, ii) seating arrangements are satisfactory, iii) adequate number of hall superintendents are engaged, iv) the examination commences on time, v) the candidates adhere to the rules of examination, vi) the staff members on duty adhere to the rules of examination, vii) examination stationeries are properly stored and used with a stock register, viii) answer scripts are properly packed and handed over to the Office of the COE.

L.9. Hall Superintendent

- L.9.1. CoE shall appoint one Hall Superintendent for every 25 candidates.
- L.9.2. The hall superintendent shall be appointed from the teaching staff available in the institution and from the neighboring colleges for invigilation work during the specified sessions of theory examinations.
- L.9.3. The neighboring colleges shall be requested to get the list of faculty members willing to act as external hall superintendent much in advance of the commencement of examination.
- L.9.4. The hall superintendent shall have at least one year of teaching experience.
- L.9.5. A maximum of 50% of hall superintendents for a session shall be appointed from the neighboring colleges. However, if sufficient numbers of external hall superintendents are not available, the examinations shall be conducted by appointing more number of internal hall superintendents.

L.10. Instruction to the Hall Superintendents

- L.10.1. Faculty members whose near relative(s) is/are appearing for the examination shall not be appointed as the hall superintendent.
- L.10.2. No teaching staff shall accept the invigilation work when his/her near relative(s) is/are appearing for the end-semester examination.
- L.10.3. HS shall report to CS for invigilation work at least 45 minutes before the commencement of the examination on the first day and 30 minutes before the commencement of examination on the successive days and sessions.
- L.10.4. HS shall sign in an attendance register, shall get the hall allotted, and shall receive the answer booklets, seating arrangement of the hall and other examination related materials.
- L.10.5. HS shall count and check whether the answer booklets bear the signature/facsimile signature of CS, pages are intact, and all the answer booklets are free from damage or misprint.
- L.10.6. HS shall read the examination instructions sent to them along with the appointment order, as well as displayed in the ESEC, and they shall pay attention to and follow the additional instructions provided by the CS.
- L.10.7. Hall Superintendents shall deposit their mobile phones in the ESEC, where they report for the invigilation duty.
- L.10.8. HS shall enter the allotted examination hall 15 minutes before the commencement of the examination.
- L.10.9. HS shall remain in the examination hall for the entire period of the examination and keep a constant vigil on the allotted examinees in the hall.
- L.10.10. HS shall not involve in any unnecessary conversation with anyone during the examination hours.
- L.10.11. HS shall allow students into the examination hall 15 minutes before the commencement of the examination.
- L.10.12. HS shall allow the candidates to enter the hall only after verifying the hall ticket especially the photo of the candidate, signature of the Principal/Chief Superintendent and the student.
- L.10.13. HS shall instruct the candidates not to bring calculator cover, purse, pouch, eraser cover, mobile phone, smart watch, other electronic gadgets, non-transparent water bottles and other materials which are prohibited inside the examination hall.

- L.10.14. HS shall warn the candidates to follow the instructions printed on the hall ticket. Students shall be asked to search their pockets, tables and close surroundings for any paper/book/notes/electronic gadgets and handover it to the HS, if found any.
- L.10.15. HS shall ensure that any undesired materials brought by the candidates are left outside the hall.
- L.10.16. An answer booklet shall be issued to each candidate 10 minutes before the commencement of the examination. The answer booklets shall not be placed on the vacant seats.
- L.10.17. The candidates shall be instructed to read the instructions given on the second page of the answer booklet, particularly on the first day of every semester examination, before filling in the particulars on the title page of the booklet
- L.10.18. The candidates shall be instructed to write his/her register number legibly on the first page of the answer booklet and not to write register number anywhere else including on the graph sheet or drawing sheet, if any, used by the candidate.
- L.10.19. Question papers shall be distributed 5 minutes before the commencement of the examination, only to the candidates seated in their places.
- L.10.20. The HS shall ensure that the correct question paper is issued to the right candidate.
- L.10.21. Candidates' attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the hall ticket.
- L.10.22. HS shall instruct the candidates to write their register number on the question paper immediately after receiving the question paper.
- L.10.23. Hall superintendents shall not answer any query relating to meaning or correction or typographical error in the question paper.
- L.10.24. No candidate shall be allowed to appear for the examination after the expiry of the first 30 minutes of the examination. No extra time shall be permitted to the candidates for their late arrival during first 30 minutes of examination.
- L.10.25. HS shall sign and write his/her name at the space provided on the first page of the answer booklet after duly verifying the identity of the candidate with photo on the hall ticket and on the attendance sheet, and the particulars written by the candidate with those provided in the hall ticket.

- L.10.26. HS shall obtain the signature and answer booklet number of the allotted candidates in the attendance sheet in the appropriate places and HS shall verify the candidate's signature in the hall ticket with that in the attendance sheet.
- L.10.27. Correction in register number written on the front page of the answer booklet by the candidates shall be attested by the hall superintendent.
- L.10.28. HS shall not attest for any correction made by a candidate inside the answer script.
- L.10.29. HS shall mark absent on the attendance sheet only after the expiry of first 30 minutes of the examination.
- L.10.30. The number of absentees and the number of unused answer booklets and unused question papers in the hall shall tally.
- L.10.31. The unused question papers and answer booklets shall be kept under the custody of hall superintendents until they are collected from them by the designated person from the examination cell.
- L.10.32. The consolidated statement of the number of candidates present, absent and the register number of absentees shall be prepared and submitted to the ESEC after the first 30 minutes of the examination.
- L.10.33. The approved code books/data books/tables/charts with college seal shall be supplied by the ESEC to the required students on the day of examination and the students shall not bring the same. Materials brought by the students should not be permitted by the hall superintendents during examination.
- L.10.34. Any candidate involved in malpractice during the examination shall be brought to the notice of CS immediately.
- L.10.35. The errant candidate shall be permitted to continue the examination with the same answer booklet.
- L.10.36. A detailed report on the malpractice or misconduct together with the candidate's answer-booklet, hall ticket, the incriminating material used by the candidate, other material evidences if any, candidate's statement and the statement by the hall superintendent shall be forwarded to the CS.
- L.10.37. HS shall not allow any candidate to leave the examination hall before the expiry of the entire duration of the examination.
- L.10.38. HS shall instruct the candidates to write the total number of pages written in the front page of the answer book and strike out the blank pages left out in the answer booklet by pen during the last 5 minutes of the examination and ensure the same.
- L.10.39. There shall not be any tampering in writing the total pages used by the students. In case, if the student wants to change the number of

pages, it shall be attested by the hall superintendents on the tear-off sheet alone.

- L.10.40. HS shall instruct the students to stop writing at the end of the examination hour and collect the answer scripts from the candidate at his/her place. The candidates shall be instructed not to move from their places to handover the answer scripts. The answer scripts once submitted by the candidates shall not be given back to the candidates.
- L.10.41. HS shall arrange the answer scripts subject wise, register number wise and personally hand them over to the designated persons in the examination cell along with other materials, if any. HS shall be present till the answer scripts are counted and verified by the designated persons.
- L.10.42. Negligence of duty on the part of HS shall be recorded and CS shall take appropriate action and report the same to the CoE. CoE shall send the report to the Principal and Management for institute level actions.

L.11. Instruction to the Candidates

- L.11.1. Admission of candidates to the examination is provisional.
- L.11.2. The hall ticket shall be issued subject to the candidate satisfying the attendance and other requirements as per rules, regulations and instructions by the Institution from time to time. If later, it is found that the candidate fails to comply with the above requirements, the examinations written by the candidate will be treated as cancelled.
- L.11.3. Candidates shall read the instructions provided on the hall ticket.
- L.11.4. Candidate shall sign on the hall ticket in the place provided for that purpose and shall not write anything on the hall ticket.
- L.11.5. Candidate who is suffering from infectious diseases of any kind shall not be admitted to the examination hall.
- L.11.6. Any personal message to the candidate shall not be delivered to the candidate during examination hours.
- L.11.7. Candidates shall read the displayed posters containing the nature of violation in the examinations and the recommended punishments.
- L.11.8. Candidates shall identify their hall of examination from the hall arrangement table displayed in notice board or prominent place and candidates shall identify their seat within the hall from the seating arrangement table displayed outside the hall and also available with the hall superintendent.
- L.11.9. Each candidate shall be provided with a seat marked with seat number representing his/her register number.

- L.11.10. Candidates with valid hall tickets shall only enter the examination hall.
- L.11.11. Candidates shall be under the disciplinary control of the hall superintendent and they shall obey the instructions of the hall superintendent.
- L.11.12. Candidates shall occupy their allotted seats 15 minutes before the commencement of the examination. No candidate shall be allowed to occupy a seat other than the seat allotted to him/her.
- L.11.13. Candidates shall not be permitted to enter the hall after the commencement of the examination. However, candidates shall be permitted during the first thirty minutes of the examination after obtaining the written permission from the Chief Superintendent on extraordinary circumstances.
- L.11.14. No candidate shall be permitted to enter the hall after the expiry of the first thirty minutes.
- L.11.15. Candidates shall bring their own pens, pencils, eraser, scale, sharpener, drawing instruments and calculator. They shall not be allowed to borrow anything from others in the examination hall.
- L.11.16. Candidates shall use only blue or black ink fountain or ball point pen to write examination. Candidates can use pencil, only to draw diagrams and charts.
- L.11.17. Candidates shall not bring calculator cover, eraser cover and sharpener cover, purse, pouch into the examination hall.
- L.11.18. Candidate shall not carry any written or printed material, mobile phone, smart watch, programmable calculator and other electronic gadgets.
- L.11.19. Candidates shall not enter the examination hall with writings on their body parts or clothing.
- L.11.20. Candidates shall not bring data sheets or books or tables or graph sheets into the examination hall. Candidates shall use only the approved data sheets or books or tables and graph sheets provided by the hall superintendent.
- L.11.21. On receiving the answer booklet, candidate shall verify whether all the pages of the answer book are intact and are free from any damage or misprint
- L.11.22. Candidate shall write his/her register number, degree, branch, semester, subject code, subject title, date, session, question paper code of the examination and other details, if any, at the appropriate spaces provided in the first page of the answer booklet and nowhere else in the answer booklet or in any additional attachment like

- drawing sheet, graph chart etc.
- L.11.23. No additional answer booklet or sheets shall be supplied to the candidates.
 - L.11.24. Candidates shall do the rough work on the space provided at the end of the answer booklet. No additional paper shall be supplied for the rough work.
 - L.11.25. On receiving the question paper, candidate shall ensure that he/she has received the correct question paper.
 - L.11.26. Candidate shall write his/her register number in the space provided in the question paper.
 - L.11.27. Candidate shall not write or draw anything other than writing their register number in the question paper.
 - L.11.28. Candidates shall not be permitted to ask any query related to the meaning of the full or part of the questions in the question paper.
 - L.11.29. Disciplinary action shall be taken against the candidate who writes his/her register number on any part of the answer booklet or attached graph sheets other than the one provided for or leaves any special marking or writings that may disclose the identity of the candidate.
 - L.11.30. Candidate shall be inside the examination hall for the entire duration. Strict silence shall be maintained in the examination hall.
 - L.11.31. Writing the name of the candidate or any irrelevant matter or making an appeal to the examiner in the answer booklet shall be treated as malpractice.
 - L.11.32. Candidates shall not detach any sheet from the answer booklet and shall not leave any irrelevant material or sheets inside the answer booklet.
 - L.11.33. Candidate shall not talk or ask questions of any kind during the examination.
 - L.11.34. No candidate shall pass any part or whole of answer papers or question papers to any other candidate.
 - L.11.35. Candidates shall neither possess or refer to any forbidden materials in any form nor get assistance in any form from any person to answer the questions.
 - L.11.36. Candidates shall not assist other candidates in any form towards answering questions.
 - L.11.37. No candidate shall allow another candidate to copy from his/her answer booklet or copy from the answer booklet of another candidate. If found committing such malpractice, the involved candidates shall be liable for disciplinary action. Candidate found guilty of using unfair means of any nature shall be liable for disciplinary action.

- L.11.38. Candidates shall cooperate with the examination personal and obey their instructions in case of suspected malpractice by them.
- L.11.39. Candidate shall not be allowed to exceed the prescribed time assigned for the examination.
- L.11.40. Candidates shall write on the front page of the answer script the total number of pages used and strike out with pen the unused pages.
- L.11.41. Candidates shall hand over the answer script to the hall superintendent before leaving the examination hall.

L.12. Packing of the Answer Scripts

- L.12.1. Designated staff members of the ESEC shall collect the answer scripts from the hall superintendents and arrange them subject wise in the sequence of the register numbers.
- L.12.2. Packing slip shall be used to verify the answer scripts and to pack them.
- L.12.3. Candidates, who are not permitted to appear for the examination because of the shortage of attendance, shall be marked absent.
- L.12.4. The signature of the CS with date, name and seal, and signature of EO, if any, with date and name shall be affixed on the packing slip.
- L.12.5. The number of answer booklets in a pack shall match with the number of answer scripts specified on the packing slip.
- L.12.6. Each pack of answer scripts shall carry the corresponding question paper.
- L.12.7. Answer scripts of suspected malpractice cases shall be packed separately.
- L.12.8. The packed answer scripts along with delivery slip of a day/session shall be handed over to the designated staff from the Office of the CoE by the CS and the EO, if any.
- L.12.9. The staff, in charge of receiving and keeping the answer scripts safe, receives the packs, verifies with the delivery slip and checks for the integrity of the pack. He/She shall arrange the packs safely and securely for further processing.

M. Malpractice and Misconduct by Candidates

- M.1. Posters containing nature of violation in the examinations and the recommended punishment shall be displayed in the college notice boards and other vantage points.
- M.2. HS/CS/EO/Principal and Officers from Office of CoE can search the students for any hidden incriminating materials by touching the body with hands, if it is required. If further verification is required, the search may be carried out in

a separate room. Female students shall be searched only by female staff members. In the same way, male students shall be searched by male staff members. Such a search shall be conducted only after obtaining the permission from CS/CoE. CS/CoE shall make sure that there are at least two staff members present during the search activity.

- M.3. If any candidate is found involved in any kind of malpractice, he/she has to be booked under malpractice case.
- M.4. The details of the candidate involved in malpractice shall be marked in the CARE COE CoE portal.
- M.5. A detailed report of the malpractice together with the candidate's answer script, the incriminating material used by the candidate and other material evidences shall be forwarded by the CS to the Controller of Examinations.
- M.6. The report of HS shall be clear. Based on the report of HS, CS shall enquire the candidate and send his/her report along with the hall superintendent's report. The nature of the punishment to be imposed shall depend on the evidences furnished and the gravity of the offence.
- M.7. If the hall ticket contains any incriminating material, the original hall ticket has to be submitted along with other documents. CS shall arrange to issue duplicate hall ticket to the candidate concerned to enable him/her to write the remaining examinations.
- M.8. Hall tickets of the candidates booked under malpractice need not be confiscated and the candidates may be permitted to write the subsequent examinations. However, if CS envisages any disturbance in the conduct of examination by allowing such candidates to write examination, CS may prevent such candidates from appearing for the subsequent examinations after obtaining the approval from CoE for the same.
- M.9. In case of impersonation, the police authorities shall be contacted immediately and the person concerned shall be handed over for investigation and necessary action. A full report about the same shall be sent to CoE by CS immediately.

M.10. Malpractice

- M.10.1. Candidates indulging in any of the following acts during any part of the examination process inside the examination hall shall be considered as indulging in malpractice and the candidates shall be booked for further enquiry and action.
- M.10.2. Appeal to the examiners by the candidate in the answer booklet to show mercy by way of awarding pass marks or more marks than the deserving marks.
- M.10.3. Appeal by the candidate in the answer booklet coupled with a

- promise of any form of consideration.
- M.10.4. Writing the candidate's register number or program name or branch of study anywhere other than the front page of the answer booklet.
 - M.10.5. Writing the candidate's name in the answer booklet.
 - M.10.6. Leaving special marking in the answer booklet to reveal the candidate's identity.
 - M.10.7. Irrelevant writing in the answer booklet.
 - M.10.8. Possessing the answer booklet of another candidate.
 - M.10.9. Passing the candidate's answers booklet to another candidate.
 - M.10.10. Copying from the answer booklet of neighboring candidate.
 - M.10.11. Showing the candidate's answer booklet to the neighboring candidate for copying.
 - M.10.12. Replacing the answer booklet supplied in the hall with a pre-prepared answer booklet.
 - M.10.13. Attaching an unauthorized pre-prepared sheets, graphs or any other materials with the answer booklet.
 - M.10.14. Writing answers or anything else on the question paper other than the register number of the candidate in the designated place.
 - M.10.15. Possessing the question paper of another candidate with additional writing on it.
 - M.10.16. Passing the candidate's question paper to another candidate with additional writing on it.
 - M.10.17. Communicating with the neighboring candidate orally or by gestures.
 - M.10.18. Possessing programmable calculator, smart watch, mobile phones, ear phone, other wireless communication devices or electronic gadgets.
 - M.10.19. Possession of written or printed materials, bits of papers containing written information, even if it is not used.
 - M.10.20. Possessing any other prohibited material that may help the candidate to write answer in the examination hall.
 - M.10.21. Writings on hall ticket, calculator, handkerchief, dress, part of the body, scale, instrument box, and on any other things brought into the examination hall by the candidate.
 - M.10.22. Writings on wall, table, drawing board and on any other things available in the examination hall and the writings are relevant to the syllabus of the concerned examination.
 - M.10.23. Copying from written or printed materials, bits of papers containing written information or any other prohibited materials or equipment.
 - M.10.24. Passing the prohibited materials to other candidate.
 - M.10.25. An unauthorized person writing the examination of a candidate.
 - M.10.26. Any other acts which can be considered as malpractice by the

competent authority.

M.11. Misconduct

- M.11.1. Candidates indulging in any of the following acts during any part of the examination process in and around the examination hall shall be considered as indulging in misconduct and the candidates shall be booked for enquiry and action.
- M.11.2. Disobeying the instructions of the hall superintendent, chief superintendent, examination observer or any other official appointed by CoE.
- M.11.3. Forging the signature of the Principal or Chief Superintendent in the hall ticket.
- M.11.4. Forging the signature of the hall superintendent or chief superintendent on the answer booklet.
- M.11.5. Forging the signature of the faculty in charge or HoD in the record note book.
- M.11.6. Refusing to be searched by HS, CS, EO or any other members appointed by CoE.
- M.11.7. Using abusive language against any officials or candidates.
- M.11.8. Threatening other candidates, the hall superintendent or other officials involved in the examination.
- M.11.9. Creating disturbance in and around the examination hall.
- M.11.10. Destroying evidence relating to an alleged irregularity.
- M.11.11. Harassing the hall superintendent or other officials or other candidates.
- M.11.12. Taking the answer booklet out of the examination hall.
- M.11.13. Leaving out of the examination hall before the completion of the stipulated time.
- M.11.14. Attempting to attack any staff member, involved in the conduct of examination.
- M.11.15. Arranging outside person to terrorize the examination staff members.
- M.11.16. Destructing or damaging the properties or materials used in the process of examination.
- M.11.17. Shouting in and around the examination hall.
- M.11.18. Showing violent behavior with the HS or other staff members on examination duty or other candidates.
- M.11.19. Assaulting the hall superintendent or other officials or other candidates.
- M.11.20. Bringing any weapon or any other article that can be used as a weapon inside the examination hall.

M.11.21. Vulgar or offensive writings in the answer script.

M.11.22. Any other acts that hinder the smooth conduct of the examination or the discharge of the duty of staff members on examination duty.

M.12. Guidelines for Awarding Punishment to Malpractice and Misconduct in Theory and Practical Examinations

S.No.	Nature of Malpractice	Punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	Fine of Rs 1000/- per course
2.	The candidate writing his/her name in the answer script.	
3.	The candidate writing his/her registration number / College name in places other than specified in the answer script.	
4.	Any Special marking in the answer script by the candidate.	
5.	The Candidate communicating with neighbouring candidate orally or non-verbally; the candidate causing suspicious movement of his/her body.	
6.	Irrelevant writing by the candidate in the answer script.	
7.	The candidate either possessing the question paper of another candidate or passing his/her question paper to another candidate with, the question paper containing no additional writing on it.	
8.	The candidate possessing Cell Phone/ Programmable calculator(s)/any other electronic storage device(s) containing no incriminating materials.	Fine of Rs 2000/- per course
9.	The candidate facilitating the other candidate(s) to copy from her answer script.	Invalidating the examination of the particular subject written by the candidate.
10.	The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall Ticket etc.	<ul style="list-style-type: none"> • If the quantum of the incriminating material is less than that could normally be printed in two lines of A5 size paper, then punishment is restricted to the subject concerned only • If the quantum is equal to or more than that could normally be printed in two lines and less than that could normally be printed in the full page of the A5 size paper, then the punishment is invalidating the examination of the subject concerned and further the candidate is not considered for any moderation and revaluation in the current semester for any subject (including arrear subjects)
11.	The candidate possessing cell phone(s)/programmable calculator(s)/any other electronic storage device(s) containing incriminating materials (whether used or not).	<ul style="list-style-type: none"> • When the quantum is equal to or more than that could normally be printed in full page of A5 size paper, then the punishment would be invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate. Further the
12.	The candidate possessing the question paper of another candidate with additional writing on it	
13.	The candidate passing her question paper to another candidate with additional writing on it.	

14.	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).	candidate is not considered for revaluation of answer scripts of the arrear subjects.
15.	The candidate copying from neighbouring candidate.	If the candidate has registered for the arrear subjects only, invalidating the examinations of all the arrear-subjects registered by the candidate. The punishment does not include project work and the subjects with 100% internal evaluation.
16.	Discourteous/aggressive writings by the candidate in the answer script	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears subjects registered by the candidate.
17.	The candidate possessing the answer script of another candidate.	
18.	The candidate passing her answer script to another candidate.	
19.	Appeal by the candidate in the answer script coupled with a promise of any form of consideration	
20.	The candidate misbehaving in the examination hall.	For candidates who have not completed the programme:
21.	Involved in any one or more of the malpractices of serial no. 10 to 19 for the second or subsequent times.	The examinations of all the theory and the practical subjects of the current semester and all the arrear subjects registered by the candidate are invalidated. Further, the candidate is debarred from continuing her studies for one year i.e for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrear subjects up to the last semester during the debarred period. For candidates who have completed the programme: The examinations of all the arrear subjects registered by the candidate are invalidated. Further, the candidate is prevented from writing the examinations of the arrear subjects for the two subsequent semesters.
22.	Cases of Impersonation	For both the impersonator and the bonafide student for whom the impersonation was done: The examinations of all the courses registered by the candidate are invalidated and further the student is debarred from continuing her studies and debarred from writing the examinations permanently. She is not eligible for any further admission to any programme of the college.

N. Processing of the Post Examination Comments on the Question Papers

- N.1. Faculty members can submit the discrepancies, if any, found in the question paper of a course and any other comments to the Office of the CoE through the respective HoD and the Principal within two days from the date of examination of the course.
- N.2. Office of the CoE receives all the representations with an entry for each representation in a register and the representations are segregated degree-wise and branch-wise.
- N.3. Meeting of Chairmen of Valuation Boards shall be conducted at least one week prior to the commencement of the central valuation.
- N.4. The comments received from the faculty members shall be discussed in the meeting and based on the merit of the representations appropriate action shall be suggested to the CoE. The CoE shall take appropriate decision on the suggestions and take necessary steps to implement it during valuation.
- N.5. Grace marks shall be awarded for out-of-syllabus questions, wrong questions, questions above the cognitive level of the corresponding course outcome, missing data, wrong data etc. so as to benefit all the candidates irrespective of whether the candidates attended the questions or not.
- N.6. If the grace marks is awarded for one question and the question has another choice, in such case, the candidates who attempted the question which carry no grace mark shall be awarded the grace mark if the grace mark is higher than the mark secured by the candidates.

O. Post Examination Processing of Theory Answer Scripts

- O.1. The theory answer script packs received from the Chief Superintendent shall be processed in the restricted area of the Office of the CoE.
- O.2. Mobile phones and other smart electronics devices are prohibited in the restricted area.
- O.3. Taking the answer scripts out of the restricted area is strictly prohibited.
- O.4. The entire processing in the restricted area is carried out under the surveillance of camera monitored by CoE.
- O.5. The answer scripts of each course are randomly shuffled.
- O.6. Dummy numbering of the shuffled answer scripts is undertaken.
- O.7. The part of the front page of the answer script which carries the identity of the candidate is cut off from the front page and stored securely.
- O.8. The shuffled, dummy numbered and identity masked answer scripts are packed in valuation packets with a maximum of 25 answer scripts in a packet.
- O.9. Valuation board wise segregation of the answer script valuation packs are done and stored, and a list is prepared for each valuation board indicating the course code, course title, number of answer scripts, number of packets, overall total number of answer scripts and total number of courses with less

than 25 answer scripts.

- O.10. The packets along with the summary list are transferred to the venue of central valuation boards in the custody of Chairmen of the Valuation Boards.

P. Central Valuation of Theory Answer Scripts

- P.1. Internal faculty members who have handled a course shall not value the answer scripts of the same course.

P.2. Central Valuation Officer

- P.2.1. One Central Valuation Officer (CVO) shall be appointed by the CoE. One of the Deputy CoEs shall be appointed as the CVO on rotation basis. The same Deputy CoE shall not be appointed as the CVO for more than three consecutive semesters.
- P.2.2. CVO shall not accept other assignments either inside the Institution or outside, during the period of valuation.
- P.2.3. CVO is fully responsible for the safe custody of all the answer scripts and other materials related to the central valuation.
- P.2.4. CVO shall be assisted by the staff members of the Office of CoE and Exam Cell.
- P.2.5. CVO shall supervise and ensure the arrangement of all the stationery items required for valuation, valuation halls, attendance registers, issue registers, computers and printing facilities.
- P.2.6. CVO shall handover the answer script packets to the respective Chairmen of Valuation Boards and get signature acknowledgement from the Chairmen after their verification of the packets.
- P.2.7. CVO shall make sure that only the examiners appointed by the COE or Chairmen are attending the valuation work.
- P.2.8. CVO shall arrange accommodation for the external examiners, if needed.
- P.2.9. CVO shall arrange refreshment for the examiners and other staff members of the valuation board for each session.
- P.2.10. The valued answer scripts shall be received from the Chairmen of the Valuation Boards by the CVO. After due verification, it shall be stored for further processing.

P.3. Valuation Board

- P.3.1. There shall be one Valuation Board for each branch of study.
- P.3.2. Valuation board shall function with Chairman, Vice-Chairman, Examiners and supporting Staff Members.
- P.3.3. Valuation board for a branch of study shall not be constituted when the available number of answer scripts are less than or equal to 200. In such case, examiners shall value the answer scripts under the direct control of the CVO.
- P.3.4. Valuation boards will function on all days except Sundays and Government holidays.
- P.3.5. There shall be two sessions of valuation from 9:30 a.m. to 12:30 p.m. in

the forenoon and 1:30 p.m. to 4:30 p.m. in the afternoon.

P.3.6. A valuation board shall be conducted for a maximum of 4 days.

P.4. Chairman of the Valuation Board

P.4.1. The Chairman of the Board of Studies shall be the Chairman of the corresponding Valuation Board.

P.4.2. He/She shall be responsible for the overall activities of the valuation board.

The following are the functions of the chairman of a valuation board

P.4.3. Receiving answer scripts and stationary items from CVO.

P.4.4. Allotting papers to the examiners as per area of their expertise and experience.

P.4.5. Conducting meetings of examiners and instructing them the procedure to be followed in the valuation process.

P.4.6. Verifying the issue registers and the attendance registers every day.

P.4.7. Recommending to the CoE about appointing additional examiners, to make sure that the valuation does not go beyond 4 days or to meet the expertise requirements to value answer scripts of certain courses.

P.4.8. Sanctioning leave to the examiners.

P.4.9. Providing attendance certificate to the external examiners.

P.4.10. Forwarding the remuneration bills to CoE office through the CVO.

P.4.11. Handing over the valued answer scripts to the CVO.

P.5. Vice Chairman/Chief Examiner

P.5.1. Vice Chairman/Chief Examiner shall be appointed for every 6 examiners to monitor the valuation for fairness and uniformity.

P.5.2. It is preferred to appoint 50% of the vice chairmen from senior faculty members of other colleges.

P.5.3. Vice chairman shall not be appointed when the total number of examiners of a board is less than or equal to 6. In such case, the chairman shall monitor the valuation for fairness and uniformity.

P.5.4. A vice chairman shall be allotted for 6 examiners who are valuing same or similar courses.

P.5.5. Vice chairmen shall randomly value at least 3 answer scripts per packet of 25 answer scripts.

P.5.6. Vice Chairman or Chairman shall verify whether i) all the questions and sub divisions of questions are valued, ii) totaling of the marks is correct, iii) all the given instructions, if any, are followed by the examiners while valuing the answer scripts and iv) uniformity and objectivity is maintained in valuation.

P.5.7. Vice Chairmen shall sign on the valued answer script packet, after the examiners enter the marks in the examination software and verify the entered marks with answer scripts.

P.6. Examiners

P.6.1. The external examiners shall be appointed by the CoE based on the

willingness received by the Office of the CoE from external examiners.

- P.6.2. The internal examiners shall be appointed by the CoE based on the experience and specialization of the faculty members.
- P.6.3. The internal examiner shall not decline the valuation duty except in extraordinary situations as the examination duty is one of the essential duties of a faculty member of CARE COE.

P.7. Instruction to the Examiners

- P.7.1. The examiners shall communicate their acceptance/decline to the CoE by email before the prescribed deadline. If no communication is received from the examiners, it is presumed that the examiners decline the offered valuation duty.
- P.7.2. Examiners shall value only the answer scripts of courses which have been handled by the examiners and have sufficient knowledge to fairly value the answer scripts.
- P.7.3. Examiners shall maintain confidentiality about the appointment and the valuation work done and its results.
- P.7.4. The examiners shall mark their attendance twice in a day, first before 10.00 a.m. in the forenoon session and second after 4.00 p.m. in the afternoon session.
- P.7.5. The examiners shall be present in the valuation hall from the time they are allowed in till the time they are permitted to leave, except during the lunch break from 12:30 p.m. to 1:30 p.m.
- P.7.6. Attending phones, playing music, watching videos, talking with fellow examiners or any other activity that may disturb the valuation process are not permitted inside the valuation hall.
- P.7.7. Examiners shall start valuing answer scripts only after obtaining all the necessary instructions related to the course of valuation and the procedures of valuation from the Chairman or Vice Chairman.
- P.7.8. Examiners shall collect only the answer script packets allotted to them after making proper entry in the answer script issue register.
- P.7.9. Examiners shall count the number of answer scripts in the packet and make sure that the count tally with number written on the packet. Discrepancies, if any, shall be brought to the knowledge of the Chairman immediately.
- P.7.10. Examiners shall be provided with 25 answer scripts per session except on the last day of valuation. On the last day of valuation, if circumstances demand, the maximum answer scripts allotted to an examiner per session could be 30. If extraordinary circumstances demand more than 30 answer scripts to be valued by an examiner in a session, the Chairman can brief the CoE about the circumstances and permit it after obtaining the permission from the CoE.
- P.7.11. Examiners shall value the answer scripts and write the marks on the corresponding cells of the valuation table given in the front page of the answer script using only red ink pen.
- P.7.12. Examiners shall value the answer scripts based on the answer keys, if

- provided, and shall award marks for the alternate correct answers, even if it is not available in the answer key.
- P.7.13. Examiners shall award marks only after fully reading the answers provided in the answer scripts, and valuing hurriedly without reading the answers fully should be avoided.
- P.7.14. If a candidate has answered both the questions of an either or question, the examiners shall value both the answers and award marks, out of the two, the maximum marks shall be considered for calculating the total marks.
- P.7.15. Examiners shall ensure that no answer or part of an answer is left out in valuation.
- P.7.16. After valuing all the answers and making necessary entry in the valuation table, examiners shall add up the marks without making any mistake in addition. The total shall be written in figure and words.
- P.7.17. Examiners shall write their name and sign with date in the space provided on the front page of the answer script, only after valuing the answer script and totaling the marks.
- P.7.18. Examiners shall submit the valued answer scripts of a session to the Chairman or Vice Chairman for random verification of the valuation.
- P.7.19. Examiner shall sign on the packet before submitting to the Chairman or Vice Chairman, the Chairman or Vice Chairman shall sign on the packet after random verification.
- P.7.20. Examiners shall handover the packets containing the valued answer scripts, to the data entry operators, to enter the marks in the examination software and take printout of the marks.
- P.7.21. Examiners shall collect their answer script packets along with the printout of the marks, from the data entry operators. The marks in the printout shall be verified with the marks in the answer scripts, by the examiner and the vice chairman or chairman.
- P.7.22. After verification, examiners shall handover the packet to the Chairman of the board.
- P.7.23. Examiners shall report in writing, using the Malpractice Complaint Form available in the valuation board, to the CoE, through the Chairman, the suspected cases of malpractice or special marking on the answer scripts or written appeal to award pass marks to the candidate. But the Examiner shall value the answer scripts and enter the marks in the examination software. The form and the answer scripts shall be submitted to the CoE after marking the necessary details on the original packet cover of the answer scripts. The details shall be entered in the Suspected Malpractice Register.
- P.7.24. Examiners shall report to CoE the cases of any candidates or other persons approaching them for favors.
- P.7.25. Examiners shall collect the afternoon packet, only after completing the valuation of the forenoon answer scripts and entering the marks and handing over the packet to the Chairman or Vice Chairman.
- P.7.26. Examiners shall leave valuation hall in the evening, only after

completing the valuation of afternoon answer scripts and entering the marks and handing over the packet to the Chairman or Vice Chairman.

- P.7.27. The above two rules can be relaxed and Chairman can permit the examiners to collect afternoon packet or leave in the evening without entering the marks, only if there is problem in the computers or long delay in the mark entry.
- P.7.28. Under any circumstances the examiners shall not take the answer scripts out of the valuation hall.
- P.7.29. Taking photograph of the answer scripts or photograph of the examiners along with answer script is prohibited.

Q. Post-Valuation Data Processing

- Q.1. Data relevant to marks shall be processed in the restricted area of the Office of the CoE. Only authorized persons shall have access to the area and data.
- Q.2. Grades shall be assigned as per the range of marks range in the academic regulations.
- Q.3. The marks and grades shall be validated and tabulated.

R. Result Passing Board

- R.1. The Result Passing Board shall be constituted as per the guidelines provided by Anna University.
- R.2. The Result Passing Board shall consist of
The Principal as the Chairman
Controller of Examinations as the Secretary
One nominee from Anna University
Chairmen of all Board of Studies
Deputy Controllers of Examinations
One Senior Faculty Member
Dean-Academics as Special Invitee
- R.3. CoE shall convene the meeting of the members of Result Passing Board for every end-semester examination.
- R.4. The meeting of Result Passing Board is conducted after the completion of valuation of answer scripts and tabulation of marks and results.
- R.5. Results of all the courses shall be presented by CoE in the meeting and shall be discussed with the Anna University Nominee, Chairmen of BoSs and other members.
- R.6. The board shall suggest suitable moderations, if required.
- R.7. Anna University norms shall be followed in the moderation process.
- R.8. Results shall be published after the approval of the Result Passing Board.

S. Finalization and Declaration of Results

- S.1. Results shall be finalized after incorporating the decisions made in the Result Passing Board.
- S.2. The results shall be published in the college website.
- S.3. The soft and hard copies of the results shall be sent to the Principal and

respective departments of the students.

- S.4. Statistics of the results shall be prepared by the Office of the CoE and the same shall be sent to the Management, Principal, IQAC and Departments, after the declaration of the revaluation results, for taking necessary actions to close the quality loop.

T. Photocopy and Revaluation

- T.1. Candidates who are not satisfied with the results of the theory papers shall apply for photocopy of the answer script and the subsequent revaluation.
- T.2. Candidate shall apply to the Office of the CoE for obtaining the photocopy of the answer scripts with the prescribed fee within 3 days from the date of announcement of the results.
- T.3. Office of the COE shall provide the photocopy of the answer scripts to the candidates through their departments within 5 days from the receipt of the application.
- T.4. Office of the COE shall provide the photocopy of the answer scripts without any trace of the identity of the examiners, through the department of the student.
- T.5. Candidates shall get the photocopy of the answer script(s) valued by a subject teacher who had handled the subject.
- T.6. Candidates shall apply for revaluation only when the subject teacher and the Head of the Department recommends.
- T.7. Subject teacher shall recommend for revaluation only when there is totaling mistake or there is a significant variation of marks that changes the grade or the pass nature of the candidates.
- T.8. Candidates shall apply to the Office of the CoE for revaluation of their answer scripts with the recommendation of the subject teacher and Head of the Department along with the prescribed fee within 3 days from the date of receipt of the answer scripts through the Departments.
- T.9. Office of the CoE shall scrutinize the applications for revaluation and the fee paid by the candidates.
- T.10. Office of the CoE shall conduct Revaluation Camp with Chief Valuation Officer and Examiners to revalue the answer scripts of the eligible candidates.
- T.11. Examiners who have not valued the answer scripts in the first valuation shall only be appointed to value the answer scripts in the revaluation camp.
- T.12. Third valuation shall be arranged if the difference between the marks awarded in first valuation and the revaluation is greater than 15.
- T.13. When there is a third valuation for a paper, the maximum marks of first or third valuation shall be awarded.
- T.14. The revaluation results shall be published in the college website.
- T.15. The soft and hard copies of the revaluation results shall be sent to the Principal and the respective departments of the students.

U. Review after Revaluation

- U.1. Review of the revalued answer scripts shall be considered only on the ground

of merit of the application of the students.

- U.2. The application shall be submitted to the Office of the CoE within two days from the date of announcement of the results of the revaluation with prescribed fee.
- U.3. The application shall be forwarded by a subject expert, recommended by the Head of the Department of the subject expert and endorsed by the Principal.
- U.4. The subject expert shall have the experience of handling the concerned subject.
- U.5. The subject expert shall forward and Head of the Department shall recommend only after careful examination of the merit of the application.

V. Grade Sheet

- V.1. CoE shall print the grade sheets in the restricted area of the Office of the CoE.
- V.2. Grade Sheets of the regular students shall be distributed to them through the departments of study of the students.
- V.3. Consolidated grade sheets shall be distributed to the graduates by the Office of the CoE.
- V.4. Grade sheets of the students who have completed the course shall be distributed to the students by the Office of the CoE.
- V.5. In all the cases of distribution of grade Sheets, candidate's signature acknowledgement shall be obtained.

W. Provisional and Degree Certificates

- W.1. CoE shall submit the list of eligible students to receive the provisional and degree certificates to the affiliating University.
- W.2. Office of CoE shall receive the provisional and degree certificates from the University.
- W.3. The provisional certificates shall be distributed to the graduates in person or to person authorized by the candidate in writing.
- W.4. The degree certificates shall be distributed to the graduates on the Graduation Day.
- W.5. Degree certificates shall be distributed to the graduates only on the Graduation Day. In extraordinary circumstances, the graduates who are not able to attend the graduation day, shall collect their degree certificates from the Office of the CoE after the Graduation Day with a written application.

X. Graduation Day

- X.1. Office of CoE shall conduct Graduation Day to distribute the degree certificates in person to the graduates.
- X.2. In connection with the Graduation Day, Office of the CoE
 - X.2.1. Shall invite applications for distribution of degrees from eligible graduates
 - X.2.2. Shall receive and scrutinize the applications for distribution of degree certificates in person and in absentia
 - X.2.3. Shall prepare the list of medal winners
 - X.2.4. Shall print the list of students attending the graduation day

- X.2.5. Shall inform the candidates about the date, time and venue of the Graduation Day
- X.2.6. Shall admit candidates and parents into the graduation hall
- X.2.7. Shall arrange seating in the graduation hall
- X.2.8. Shall provide instructions to the graduates in the graduation hall
- X.2.9. Shall distribute the degree certificates and medals

Y. Transcript and CGPA Certificate

- Y.1. Those candidates who require Transcript or CGPA to Percentage conversion certificates shall apply to the Office of the CoE with the prescribed fee.
- Y.2. Office of the CoE shall scrutinize the applications and verify the fee paid by the candidates, and shall provide the certificates to the eligible students.

Z. Audit

- Z.1. Annual audit of the examination process is carried out by external auditors from academia.
- Z.2. The report of the audit shall be processed by CoE. CoE shall take appropriate actions to rectify the deficiencies, if any, in consultation with the Principal.
- Z.3. CoE shall include the details of the audit and actions taken in his/her annual report.

AA. Examination Fee, Remuneration, Honorarium and Allowances

- AA.1. CoE prepares Examination Fee and Remuneration Details which consist of i) examination fee to be collected from the candidates, ii) remuneration and allowances to the personnel involved in the examination processes, iii) honorarium and allowance to the representatives attending the meetings organized by the CoE, iv) remuneration to auditors, and v) fee for various certificates to be issued by the office of the Controller of Examination.
- AA.2. The drafted Examination Fee and Remuneration Details are discussed and passed in the Finance Committee.
- AA.3. The final approval is provided by the Governing Body of the Institution and the Management.
