



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

[An Autonomous Institution]

[Accredited by NBA and
NAAC with “A” Grade]

EXAMINATION MANUAL





SRI MANAKULA VINAYAGAR
ENGINEERING COLLEGE
(An Autonomous Institution)
Madagadipet, Puducherry – 605 107

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Accredited by NBA, New Delhi
Accredited by NAAC with “A” Grade
Accredited by IT Giant TCS

Introduction

Sri Manakula Vinayaga Educational Trust was formed with the avowed objective of imparting quality technical education, especially to the weaker sections of society. To cherish this objective and to join hands with the policy of the Government of Puducherry in enhancing technical education and also to meet the needs of our Nation, the Trust established Sri Manakula Vinayagar Engineering College in the year 1999.

The institution has been approved by AICTE, New Delhi and affiliated to the Pondicherry University, a central university. It is the first self-financing Engineering college in Puducherry state to get Autonomous Status from UGC, New Delhi.

The institution offers 12 Undergraduate Programmes (UG), 8 Postgraduate [6 M.Tech Programmes, MCA and MBA] 11 Research Programs in its journey of 25 years of academic excellence. All the B.Tech UG programmes and PG programmes including M.Tech, MCA and MBA are approved by AICTE New Delhi.

At the apex of its standardization, the institute has been accredited by National Assessment and Accreditation Council (NAAC) with "A" grade. To add additional feather to the crown of SMVEC, all the eligible B.Tech Engineering programs offered are accredited by National Board of Accreditation (NBA), New Delhi. Besides, the institute is also accredited by a global multinational company TCS.

The institution has a sprawling campus of 125 acres of landscape with a built up area of one lakh sq.ft. It has well-furnished infrastructure with Wi-Fi enabled campus, central library, individualized department buildings with advanced laboratories, centralized air-conditioning auditorium, hostels for both boys and girls etc., It is the first self-financing institution in the country to establish Community radio station called Nila CRS 90.4 MHz to serve the community around the institution.

Due to the conscientious team of placement training, more than 90% of students are getting job offer every year in campus drive in diversified sectors such as Core Engineering, Information Technology, and Banking etc.

Any work related to examination is crucial and certainly reflects in the credibility of the system. The College understands the academic autonomy, while providing creative opportunities for the faculty in designing curriculum and developing teaching and evaluation methods on the parameters of employability, programme outcomes, and stipulated graduate attributes. It is also a challenge to ensure integrity, quality and accuracy in the domain of evaluation/examination systems. We firmly believe that this examination manual with its well defined rules, regulations, provisions and procedures will constitute an effective examination system for hassle-free execution of its process.

Content

Table of Contents

Chapter 1	Examinations Provisions from UGC Regulations 2018	
	1.1 Powers of the Governing Body	5
	1.2 Powers of the Academic Council	5
	1.3 Functions of the Board of Studies	5
	1.4 Powers of the College Director/ Principal	5
	1.5 Examination Committee	6
Chapter 2	Examination Systems and Examination Cell	
	2.1 Examination System	7
	2.1.1 Undergraduate Programme	7
	2.1.2 Postgraduate Programme	8
	2.1.3 Letter Grade	10
	2.1.4 Grade Sheet	10
	2.2 Grievance Appeal Committee	11
	2.3 Examination Cell	11
	2.4 Brief Details of Exam Cell, its Powers and Duties	12
Chapter 3	Preparation for Examinations	
	3.1 Constitution of Various Boards	15
	3.2 Board of Question Paper Setters	15
	3.2.1 Qualifications of Question Paper Setters	16
	3.2.2 Instructions to Question Paper Setters	16
	3.2.3 Appointment of Question Paper Setters and their Duties	18
	3.2.4 Scheme of Evaluation	18
	3.3 Scrutiny of Question Papers	19
	3.4 Board of Examiners	
	3.4.1 Constitution of Board of Examiners	19
	3.4.2 Term of Appointment of Examiners	19
	3.4.3 General Conditions for Appointment of Examiners	19
	3.4.4 Duties of the Board of Examiners	20
	3.4.5 Appointment of Examiners	20
	3.4.6 Allotment of Work	21
	3.4.7 Memorandum of Instructions to Examiners	21
	3.4.8 Instructions to Chairman and Chief Examiners	23
	3.5 Viva -Voce Board	25
	3.6 Pass Board	25
Chapter 4	Conduct of Examinations - Part I	
	4.1 Issuing of Examination Time Table	27
	4.2 Registration to Examination	27
	4.3 Scrutiny of Application	
	4.3.1 Verification of Application	27
	4.3.2 Preparation of Dateware and Galley	28
	4.3.3 Preparation of Hall Tickets	28
	4.4 Preparation of Answer Books	28
	4.5 Question Paper Bundles	28

	4.6 Dispatch of Time Table, Nominal Roll and Instruction to Candidates	29
	4.7 Cancellation of Hall Tickets	29
Chapter 5	Conduct of Examinations – Part II	
	5.1 Methods of Examinations	30
	5.2 Prohibition of Religious Belief or Profession or Political Views	30
	5.3 Appointment of Chief Superintendent, Additional Chief Superintendent etc.	30
	5.4 Instructions to Additional Chief Superintendent at the Examination Venue	30
	5.5 Instructions to the Invigilators	32
	5.6 Instructions to Candidates	33
	5.7 Exclusion of Candidates on Account of Disease	35
	5.8 Exclusion of Candidates for Misbehavior	35
	5.9 Debarring Candidates and Quashing Results	36
	5.10 Punishment for Malpractice	36
	5.11 Bundling of Written Answer Books	36
Chapter 6	Valuation of Answer Scripts	
	6.1 Valuation of Answer Scripts	37
	6.2 Double Valuation of Answer Books	37
Chapter 7	Tabulation of Marks and Publication of Results	
	7.1 Tabulation of Marks	38
	7.2 Preparation of Grade Score Sheet	38
	7.3 Result Passing Board	38
	7.4 Publication of Results	38
	7.5 Photocopy of answer scripts	38
	7.6 Revaluation	38
	7.7 Supplementary Examinations	39
	7.5 Issue of Consolidated Statement of Marks	39
Chapter 8	Miscellaneous	
	8.1 Condonation of Shortage of Attendance	40
	8.2 Carryover of Internal Marks	40
	8.3 Promotion to the Next Higher Semester	40
	8.4 Certificates	40
	8.5 Details of Candidates	41
	8.6 Printing and issue of Grade Sheets	41
	8.7 Automation – In house	41
	8.8 Examination Audit	41
	8.9 Important Registers to be maintained in the CoE's Office	41
	8.10 Issue of Duplicate Mark sheet/ Consolidated Mark sheet	42
	8.11 Annexure 1- Malpractice	42

Chapter 1 EXAMINATIONS – I PROVISIONS FROM UGC REGULATIONS 2018

1.1 Powers of the Governing Body

The Governing Body of the College under its management is the executive body of the College. The Governing Body shall have the power to frame guidelines or issue directions or instructions for the efficient conduct of the examinations and to keep up the integrity of the examinations. The Governing Body powers include:-

1. Monitoring of conduction of examinations for each programme and transparency in publishing results.
2. Fixing of fee and other charges payable by the students to the College

1.2 Powers of the Academic Council

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

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

1. To advise the Governing Body on the suggestions made by it with respect to academic affairs.
2. To make regulations for the conduct of examinations.

1.3 Functions of the Board of Studies

1. To suggest methodologies for innovative evaluation techniques.
2. To suggest panel of names to the Academic council of the College for appointment of question paper setters and examiners.

1.4 Powers of the College Director / Principal

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

1. He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be entrusted to the Controller of Examinations appointed by the Director/ Principal from among permanent faculty members on the basis of potential of the person in accordance with the guidelines of the University Grants Commission and the State Government.
2. The Director/ Principal shall have the right of visiting and inspecting the examination section at any time.
3. He / she shall have the responsibility and power to provide enough man power for the timely completion of work related to the conduct of examinations and publication of results.
4. The Director/ Principal shall have the power to convene meetings of the Academic Council, Board of Studies and Examination Committee or any other committee of the College to discuss matters related to the conduct of examinations and publication of results.

1.5 Examination Committee

The Examination Committee shall consist of the Director/ Principal, Controller of Examinations, Deputy Controller of Examinations, Assistant Controller of Examinations, Chief Superintendent and other faculty nominated by the Director/ Principal.

The following are the functions of the Examination Committee.

1. To formulate the policies of the examination and evaluation
2. To act as an advisory body of the matters relating to the conduct of examinations.

Chapter 2 EXAMINATION SYSTEMS AND EXAMINATION CELL

The examination system described below will be applicable to all the courses, to which admissions were effect from the academic year 2020 onwards.

2.1 Examination System

Evaluation of all courses (Papers), Theory / Practical / Theory cum Practical and Project / Dissertation shall be done in two parts, namely by Continuous Internal Assessment (CIA) and by the End Semester Examination (ESE). UG and PG evaluation systems are detailed as follows:

2.1.1 Undergraduate Programme

Bachelor of Technology (B.Tech)

Sl. No	Category of Course	Continuous Assessment Marks (CAM)	End Semester Examination Marks (ESM)
1	Theory Courses	25	75
2	Laboratory Courses	50	50
3	Theory cum Practical Courses	50	50
4	Micro and Mini Project	100	-
5	Project Phase I	50	50
6	Project Phase II	50	100
7	Internship	100	-
8	Skill Development Courses	100	-
9	Certificate Courses	100	-
10	Mandatory Courses	100	-

Pass Requirements For UG – B.Tech Programmes

- (i) A student is declared to have successfully passed a theory based course if he/she has secured:
 - A minimum marks of 40% out of maximum 75 marks in the End Semester Examinations.
 - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- (ii) A student is declared to have successfully passed a practical / project based course if he/she has secured:
 - A minimum of 50% marks in the End Semester Examinations.
 - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- (iii) A student is declared to have successfully passed a theory cum practical based course if he/ she has secured

- A minimum of 50% marks in the End Semester Examinations marks (Theory) and a minimum of 50% marks in the End Semester Examinations (ESE) marks (Practical – Internal Evaluation) and a minimum of 50% of marks on combining both Continuous Assessment (CAM) in theory cum practical and End Semester Examination Marks (ESM).

(iv) For Micro and Mini Project, Industrial Training / Internship, Mandatory and Ability Enhancement courses, a student is declared to have successfully passed the course if he/she secured minimum of 50% marks in Continuous Assessment Marks (CAM).

2.1.2 Postgraduate Programme

Master of Technology (M.Tech)

Sl. No	Category of Course	Continuous Assessment Marks (CAM)	End Semester Examination Marks(ESM)
1	Theory Courses	40	60
2	Laboratory Courses	50	50
3	Project Phase I	50	50
4	Project Phase - II	50	50
5	Internship	100	-
6	Technical Report Writing and Seminar	100	-
7	Seminar on ICT : A Hands on Approach	100	--
8	Certification Courses	100	-
9	Audit Courses	100	-

Pass Requirements for PG – M.Tech Programmes

- (i) A student is declared to have successfully passed a theory based course if he/she has secured:
- A minimum marks of 40% out of maximum 60 marks in the End Semester Examinations.
 - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- (ii) A student is declared to have successfully passed a practical / project based course if he/she has secured:
- A minimum of 50% marks in the End Semester Examinations.
 - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- (iii) For Industrial Training / Internship, Mandatory and Ability Enhancement courses, a student is declared to have successfully passed the course if he/she secured minimum of 50% marks in Continuous Assessment Marks (CAM).

Master of Business Administration (MBA)

Sl. No	Category of Course	Continuous Assessment Marks (CAM)	End Semester Examination Marks (ESM)
1	Theory Courses	50	50
2	Practical Courses	50	-
3	Social Immersion Project	50	-
4	Mini Project	100	-
5	Major Project	100	50
6	Skill Enhancement Courses	100	-
7	Ability Enhancement Courses	100	-

Pass Requirements for PG – MBA Programme

- (i) A student is declared to have successfully passed a theory based course if he/she has secured:
- A minimum marks of 50% out of maximum 50 marks (marks converted from 100 marks to 50marks) in the End Semester Examinations.
 - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- (ii) For Practical/ Social Immersion Project/ Mini Project/ Skill and Ability Enhancement courses, a student is declared to have successfully passed the course if he/she secured minimum of 50% marks in Continuous Assessment Marks (CAM).
- (iii) A student is declared to have successfully passed Major Project if he/she has secured:
- A minimum of 50% marks in the End Semester Examinations.
 - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

Master of Computer Applications (MCA)

Sl. No	Category of Course	Continuous Assessment Marks (CAM)	End Semester Examination Marks(ESM)
1	Theory Courses	40	60
2	Practical Courses	50	50
3	Mini and Micro Project	100	-
4	Project Work & Viva Voce	250	250
4	Skill Enhancement Courses	100	-
6	Certificate Courses	100	-
7	Technical Seminar and Report Writing	100	-

Passing Requirements for PG – MCA Programme

- (i) A student is declared to have successfully passed a theory based course if he/she has secured:
- A minimum of 50% marks out of maximum 60 marks in the end semester examinations.
 - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- (ii) A student is declared to have successfully passed a practical / project based course if he/she has secured:
- A minimum of 50% marks in the end semester examinations.
 - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- (iii) For Ability Enhancement Courses, the pass mark is 50% and the marks scored will not be taken into consideration for the SGPA/ CGPA calculations.

2.1.3 Letter Grade

All assessments of a course will be evaluated exactly based on the marks. However, for the purpose of reporting the performance of a candidate, letter grades, are determined with point values. Based on the percentage of marks obtained by the candidate in each subject, grade points will be awarded as per the range given in the table below

Letter Grade and its range

S.No	Range of percentage of total marks	Letter Grade	Grade Points
1	90 to 100	S	10
2	80 to 89	A	9
3	70 to 79	B	8
4	60 to 69	C	7
5	55 to 59	D	6
6	50 to 54	E	5
7	0 to 49	F	0
8	Absent	FA	0
9	Withdrawal from examination	W	0
10	Pass in mandatory-non- credit course	P	0

F – denotes Failure of the course and FA – Failure due to Absent

2.1.4 Grade Sheet

After the declaration of results, grade sheet will be issued to each student, which contains the following details:

- The College Name and Affiliating University.
- The list of courses registered during the semester and the grades scored.
- The Semester Grade Point Average (SGPA) for the semester.
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

- On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered by the student during that semester

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

where C_i is the Credit for a course in that semester and GP_i is the Grade Point earned by the student for that course. The GPA is rounded off to two decimals.

The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time.

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

where C_i is the Credit for each course of the completed semesters at that stage and GP_i is the Grade Point earned by the student for that course.

Scheme for conversion of CGPA to Percentage (%) marks: There are some employers / institutions that require the students to provide the details of the percentage (%) of marks scored in the semester examination / degree programme. In this regard, a scheme, to convert the Cumulative Grade Point Average (CGPA) to Percentage (%) of marks is shown below:

$$\text{Percentage (\%)} \text{ marks} = (\text{CGPA}) \times 10$$

2.2 Grievance Redressal Committee

There will be provision for grievance redressal at three levels:-

1. At the level of the course teacher concerned.
2. At the level of a departmental committee consisting of the Head of the Department, mentor, a co-ordinator of internal assessment for each programme – nominated by the HoD and the course teacher concerned.
3. At the level of the College, a committee consisting of Dean Academic, Controller of Examinations, Head of the concerned Department and one member of the College council nominated by the Principal every year.

The grievances regarding continuous internal assessment (CIA) shall be filed at the first and second levels within two working days of the publication of the consolidated results of the concerned examination and the decision shall be taken within two working days. The third level complaints shall be disposed off within five working days after the publication of the consolidated results and the decision shall be taken within the next five working days.

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

2.3 Examination Cell

In accordance with the guidelines of the University Grants Commission (UGC) and Pondicherry University to autonomous Colleges, Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry, has an examination cell headed by the Controller of Examinations(CoE) who will be a permanent faculty appointed by the Director/ Principal on the basis of the potential of the person in accordance with statutory stipulations if any.

The Controller of Examinations will create his/her own team with the approval of the Director/ Principal of the College. The team shall consist of Deputy Controllers / Assistant Controllers nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for a tenure of 3 years. They will continue doing their teaching work as scheduled by the College. There shall be a team of office assistants, data entry operators and other helpers in the examination cell. Examination cell will have appropriate infrastructure for generating question papers and meticulously preserve other relevant confidential materials.

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

Remuneration for examination work should be decided by the finance committee and approved by the Governing Body. In no case, it should be less than the amount paid by the parent University for similar work.

2.4 Brief Details of the Exam Cell, its Powers and Duties

A. Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Director/ Principal periodically on the performance of his/her duties. The Controller of Examinations should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar. The responsibilities of the Controller of Examinations shall include:-

1. He/She shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation, publishing of result, issuing of marksheet and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
2. Direct supervisory control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the College.
4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.
5. He/She shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
6. He/She shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
7. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
8. Payment of remuneration and travelling allowances to question paper setters and examiners.

9. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc., are well in order / prepared to conduct the examinations.

B. Deputy Controller of Examinations

The Deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Director/ Principal.

His / her duties shall include:–

1. Membership in Examination Committee
2. Supervise the office staff of CoE's office and manage the assistants and casual labourers posted to assist the office works, involving physical exertion as and when needed.
3. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
4. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
5. Preparation and printing of answer booklets for various examinations.
6. Make sure that the question papers are ready before the examinations are scheduled.
7. Helping CoE in all his activities (finding question paper setters, examiners, actual organization and implementation of examination system).
8. Make sure that the forms relating to examinations are ready in time (applications, hall tickets, challans etc.).
9. Make sure that the list of remuneration charts are ready reckoning for all examination related activities well in advance.
10. All other tasks required for the conduct of evaluation process.

C. Assistant Controller of Examinations

The Assistant Controller of Examinations shall work under the supervision of the Controller of Examinations and shall be:

1. Member of Examination Committee
2. Assist CoE on initiating various examination processes.
3. Examine the proper arrangements made and facilities available to the persons connected with various examinations.
4. Confirm the remunerations to the persons connected with examinations are timely dispatched by the finance office.
5. Ensure that hall tickets, mark sheets etc., are timely dispatched to the students
6. Perform such other functions as may be assigned to him by the Controller of Examinations/Director/ Principal.

D. Examination Assistants

It shall be the duty of the assistants to execute all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for:-

1. Providing assistance for the preparation and printing of answer booklets for various examinations.
2. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and mark list in consultation with the deputy Controller of Examinations.
3. Maintaining registers for inward and outward communications.
4. In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.
5. Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.
6. Processing of applications for registration to examinations and preparation of nominal rolls.
7. Preparing and dispatching of hall tickets.
8. Ensuring that the question paper packets are ready for examinations.
9. Preparing a list of remuneration charts which act as a ready reckoner for all examination related activities (question paper setters, invigilators, revaluation, recounting, supplementary examinations etc.).
10. Making arrangements for Board meetings of examiners as and when required and ensure that the minutes are recorded.
11. Preparing mark lists etc.
12. Assisting the senior officers in the transit of files, communications and stationery items.
13. Making sure that the examination office, computer desks and typing pool are neat and clean.
14. Keeping examination related records safe and maintaining their confidentiality.
15. Discharging duties entrusted to them by superior officers from time to time.
16. Ensuring that unauthorized persons do not enter the examination section.

CHAPTER 3 PREPARATION FOR THE EXAMINATIONS

3.1 Constitution of Various Boards

The following Boards shall be constituted by the Controller of Examinations (CoE) with the approval of the Director/ Principal to facilitate the smooth conduct of examinations.

1. Board of Question Paper Setters
2. Scrutiny Board
3. Board of Examiners
4. Viva Voce Board , if necessary
5. Pass Board

3.2 Board of Question Paper Setters

The CoE shall constitute a Board of question paper setters consisting of required number of question paper setters for each semester. There shall be separate Board of question paper setters for UG and PG programmes. The duties of the Board of question paper setters shall be to set the question papers for the subject. They must ensure that the questions are of prescribed standard and the scope of the questions are within the prescribed syllabus. The CoE's office shall generate the question paper as per the prescribed format for each course. The following guidelines shall be followed in the constitution of Board of question paper setters:-

1. There shall be separate panel of question paper setters for each subject of various programmes.
2. The panel constituted by the Chairman-BoS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS (or) in the department at any cause. He/she shall handover the panel to the CoE personally in a sealed envelope in the personal name and address of the controller and marked "confidential" (or) shall be sent by registered post.
3. There shall be a minimum of five members in the panel of question paper setters for each course (paper) and the tenure of the panel shall be for two years.
4. Every two years, the existing panel available with the CoE shall be forwarded to the Chairman of the BoS for revision.
5. The CoE shall select the required number of persons from the panel for consideration of appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CoE from the panel is addressed and his/her consent is obtained. When adequate number of persons are available for a subject, a formal order of appointment is issued to them by the CoE.
6. The appointment of Question Paper Setters shall be made by the CoE.
7. Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.
8. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

9. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the CoE.

3.2.1 Qualifications of Question Paper Setters

1. Teaching faculties who are rendering their services in Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry is not eligible for appointment as question paper setters in any of the programmes conducted by Sri Manakula Vinayagar Engineering College (Autonomous).
2. A person with Doctoral Degree engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute (or) College affiliated to Universities shall be appointed to set question papers.
3. If question paper setters are not available as mentioned in the above clause, for special subjects such persons with seven years of practical experience in relevant areas, could be considered.
4. The CoE shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

3.2.2 Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

1. All Question Paper Setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the CoE preferably by email or in compact disc. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the Paper Setters' own handwriting and shall contain no alterations, additions, (or) erasures as far as possible. (In writing questions, care shall be taken to see that words (or) phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
3. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper, Knowledge Level, Course Outcomes and special directions, if any. A proforma shall be forwarded from the CoE's office. In the case of question papers which are common to two (or) three examinations, it shall be mentioned in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Allotment of marks for sub-divisions of questions shall also be indicated.
4. All the question papers shall be completed with respect to headings and directions to candidates, if any, and in form which shall be ready for transmission to press.
5. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1, 2 etc., refers to the numbers of pages and 3 the total number of pages.

6. Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, the number of questions to be answered (or) Compulsory Question (or) the choice amongst them shall be specific, precise and free from ambiguity.
7. Questions must be set with relation to the prescribed course of study and the books recommended by the BoS of the College and must conform to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books (or) notes (or) extracts used in setting question papers, and drafts (or) copies of question papers shall be kept with the same care and confidentiality should be maintained. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CoE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the CoE.
8. Every question shall be clear and definite in language with regards to the form and nature of the answer expected. The question shall not be vague, (or) farfetched, or beyond the standard prescribed syllabus and shall be evenly distributed over the whole course of study and the books prescribed.
9. The question paper shall be set in such a way that a candidate of decided ability who is well prepared in the subject, can reasonably be expected to answer the paper completely within the allotted time and secure full marks.
10. The special attention of Question Paper Setters is drawn to the instruction that the question papers shall be framed to allow the candidate to select from optional questions. More questions shall be set than the candidates are required to answer so as to permit choice of questions.
11. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and time delay. These details may also be furnished to the CoE separately.
12. The question papers of the previous year (in the case of examinations conducted during the previous year) shall be supplied to the question Paper Setters. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
13. Questions shall not be a mere reproduction from standard text books or other question papers from earlier examinations in this (or) in other Universities (or) Autonomous colleges.
14. No Paper Setter shall undertake (or) shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.
15. Question Paper Setters after finishing the work of setting question papers shall send to the CoE the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid to the examiners immediately after the successful completion of the examination.

3.2.3 Appointment of Question Paper Setters and their Duties

Appointment of Question Paper Setters is considered as the most important responsibility of the College, because of its confidentiality.

1. The Controller of Examinations appoints question paper setters from the panel of question paper setters submitted by Board of Studies.
2. No member shall ordinarily be assigned for more than three question papers at a time.
3. The paper setters are required to set 2/3 sets of question papers for each course in which is used in the ensuing examination; another in any critical situation and one more is required for the next session/ supplementary examination (if applicable). The following materials are to be sent along with the request.
 - a. Copy of the guidelines for question paper setters
 - b. Syllabus of the concerned course /courses
 - c. Model question papers
 - d. Bill forms for remuneration
 - e. Any other items to suit particular requirements, if necessary
4. The Question paper setters shall send the question papers to the CoE before the last date for submission.
5. The proceedings of the Board of Question Paper Setters shall be treated as strictly confidential.

3.2.4 Scheme of Evaluation

The scheme of evaluation is a guideline for examiners for evaluating the answer scripts.

1. The detailed scheme with answers should be prepared by the teacher (or) teachers of the institution.
2. The scheme shall contain important and essential points (definition / methodology / procedure / formula / figures / drawing) for each question stepwise and allot marks for each step. The number of steps for each question (conventional) should be decided judiciously.
3. Descriptions, methods and definitions in the scheme shall be clear and alternative valid answers may be accepted.
4. The scheme should be hand written/typed matter on a A4 paper but shall not be a scanned copy/ Xerox copy (Some complicated figures/sketches may be scanned or photocopied).
5. The final scheme should be checked by the HOD of the department along with other faculty who taught the subject and then the scheme duly signed by HOD and subject expert shall be sent to the Controller of Examinations.
6. At the time of central valuation, other examiners and subject expert (who prepared the scheme) sit together and verify the scheme. If there is any discrepancy in the scheme, the scheme shall be modified with the consent of both subject expert and other examiners.
7. If satisfied with the scheme of evaluation, subject expert and other examiners shall sign the same before starting the evaluation process.

3.3 Scrutiny of Question Papers

The questions / question papers received from the setters shall be scrutinized by the subject experts on the day of exam in the office of the Controller confidentially.

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

- a. In conformity with the prescribed syllabus and scheme of examinations
- b. Confirming to meeting the required standards of question paper
- c. Free of typographical and grammatical errors
- d. In accordance with the marks allotted, the direction issued in the scheme the model question papers supplied.

The subject expert shall make necessary modifications, if required, in the question papers to achieve the above mentioned objectives and report to the Controller of Examinations for further directions.

3.4 Board of Examiners

3.4.1 Constitution of Board of Examiners

The categories of examiners and their duties shall be decided by the Academic Council, from time to time. The panel of examiners, both internal and external as per requirement for each course shall be prepared by the BoS and shall be forwarded to the CoE in the prescribed format. It shall consist of names not less than 20% in excess of the probable numbers required for each subject for a period of three years. The CoE is competent to constitute Committees of Board consisting of the Chairman and Chief Examiners in the same (or) different subjects, which becomes a part of the Examination for the purpose of consolidating the marks obtained by candidates in different divisions of the Examination.

3.4.2 Term of Appointment of Examiners

Examiners shall be appointed for odd (or) even semesters and shall be eligible for reappointment. This may be waived in special cases by the Academic Council, provided that the number of new examiners appointed in any semester who have not been examiners previously and shall not exceed one half of the total number appointed to a Board.

3.4.3 General Conditions for Appointment of Examiners

1. Ordinarily, a person with Doctoral Degree and with a minimum teaching experience of five years in a College (or) University Department is eligible for first appointment as examiner. However, this may be waived by the Academic Council in some special cases. Persons having seven years of practical experience in industries shall be considered for appointment as examiner in specialized areas.
2. For selecting new examiners, the first preference shall be given to those who have five (or) more years of teaching experience and also have not been appointed so far.
3. No person above the age of 60 shall be appointed (or) allowed to continue as an examiner. However this can be waived by the Academic Council in special cases.

3.4.4 Duties of the Board of Examiners

1. The appointment of examiners for both theory and practical for each semester shall be made and confirmed before the commencement of the examination.
2. Only persons having the prescribed qualifications and at least five years of teaching / research experience at the appropriate level shall be included in the panel. Persons having seven years of practical experience in the field shall be considered for appointment as examiner in specialized areas.
3. The Academic Council shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient (or) indulging in misconduct, malpractice, negligence or disobedience, the CoE shall report the names of such persons to the Academic Council who may disqualify such persons from being examiner/ paper setter in future.
4. The period of appointment of all examiners (or) paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
5. The CoE shall constitute a Board of Examiners for each subject in odd and even semesters. All examiners appointed to value the answer books relating to the examinations under the Board will be the members of the Board. Every Board constituted, as above shall have a Chairman who will be appointed by the CoE. All examiners shall be required to attend meetings, if any, convened by the College. In case, a member does not turn up for the meeting(s) without sufficient reasons, the CoE may remove him/her from the panel of examiners.
6. It shall be the duty of the Chairman, Board of examiners, to assign duties to the members of the respective Boards and give instructions that are necessary for the efficient conduct of work relating to that Board.
7. The Chairman, Board of Examiners, in case of need, can review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The Chairman will also scrutinize the work done by the examiners and forward to the CoE with all the necessary documents such as valued answer papers, foil cards, remuneration bills of members countersigned by him/ her etc., as the case may be on (or) before the dates specified by the College. If the number of Chief examiners is less than three, the senior most Chief examiner shall officiate as the Chairman. There shall be a Chief examiner for a group of 5 to 7 examiners.

3.4.5 Appointment of Examiners

- a. Appointment of examiners shall be governed by the rules and regulations framed for the purpose. The appointment of examiners shall be made by the CoE from the panel of examiners recommended by the Academic Council.
- b. Each Board, comprising both theory and practical examinations will have a Chairman from among the Board of Examiners. Separate Boards may be constituted for Undergraduate and Postgraduate examinations. The Board of Examiners for Postgraduate examinations shall be teachers who have teaching experience in the subject at postgraduate level only.
- c. The appointment of the Chairman and members of the Board of Examiners shall be communicated to them. The envelope for sending communications to the examiners

shall be marked 'CONFIDENTIAL'. Similarly all communications from the examiners shall be addressed to the Controller of Examinations in his/her personal name in covers marked "Examination Confidential". The appointment as Chairman shall first be communicated to obtain his/her consent to act as Chairman of the Board so that the name of the Chairman can be communicated to all examiners.

- d. The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers and conduct of practical examinations.
- e. Copy of the "Instruction to the Examiners" shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form well in advance prior to the commencement of End Semester Examinations.

3.4.6 Allotment of Work

The Chairman of the Board of Examiners shall be provided with the approximate number of candidates appearing in the examination for distribution of the valuation work according to the norms. The statement of distribution of work received from the Chairman shall be handed over to the CoE's office for necessary action.

Arrangements shall also be made to appoint substitutes in place of examiners who fail to appear for examination duty without notice.

A copy of the list of examiners shall also be forwarded to the section dealing with the payment of remuneration to examiners immediately after the publication of the results of the examinations.

The rate of remuneration for examination works (End Semester Examinations) for the external examiners shall be applicable for the internal examiners also.

3.4.7 Instructions to Examiners

The examiners shall comply with the following instructions.

1. All routine correspondence relating to examinations shall be addressed to the CoE, Sri Manakula Vinayagar Engineering College (an Autonomous Institution), Puducherry - 605107 by designation and not by name. In all correspondence, by letter (or) by e-mail, full details of the examinership shall be given below the examiner's name to enable easy identification of the examiner and also for prompt action to be taken. Urgent matters, if any, may be communicated over the mobile or telephone.
2. Examiners are appointed by the Autonomous College for valuing answer books and/or for conducting Viva-voce and/or practical examinations at the College held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
3. Examiners who have accepted the appointment and declined the work later without giving reasons is acceptable by the Autonomous College and thus cause inconvenience to the College and dislocation of the time schedule, are liable to be removed from the panel for a period of two years.
4. All examiners are required to adhere to their scheduled appointments and maintain strict confidentiality regarding the marks or grades they awarded.
5. The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college (or) coaching institution during the two years previous to their appointment and that they will not acquire any such connection (or) undertake any private tutorial (or) coaching work during the period of their examinership in the autonomous college.

6. In case any member of the examiner's family (or) any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CoE giving the name and register number of the candidate.
7. All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued.
8. Every examiner engaged in the valuation of answer books shall furnish in the prescribed form sent to him/her together with the answer books, the correct number of answer books received for valuation and return it to the CoE after all the answer books allotted to him for valuation have been received by the examiner. One copy of this shall also be sent to the Chairman.
9. Examiner is only responsible for the answer books sent to him/her. He/she should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the CoE immediately.
10. All examiners in a subject should do their best to secure uniformity of marking/grading. Answers to questions and subdivisions of questions should be separately marked against them and the marks/grades awarded to each question shall be shown on the cover page of the answer book only. If the answer books have been revalued by the Chief Examiner, the revalued marks/grades are different from the original marks (or) not which shall be shown in red ink and be signed in full.
11. Answers must be checked for second time to verify that no answer to a question (or) a sub division has been left out in the evaluation.
 - a. If there are critical defects in the valuation, totaling of marks/grades (or) entering of the marks, (or) inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may have been taken against him/her, the examiners who default by entering wrong grades/marks, by giving wrong totals and by not valuing answers to questions shall be removed from the panel for a period to be decided by the College.
12. All valued answer books shall be only sent to the CoE by the examiners. The answer books should be kept in the safe custody office of the CoE for a period of one year after the publication of the results.
13. After the publication of result, photocopy of the answer books shall be supplied to the candidate on request with stipulated fee fixed by the College from time to time.
14. The scheme of valuation along with answers shall be provided by the Chairman of Examination Board for facilitating the evaluation process.
15. Practical Examinations will be held at the College fixed from time to time. The work at practical examinations will be prescribed by the Chairman of the Board of Examiners. Science subjects shall have the same Board for the evaluation of theory and practical examinations.
16. The answer books and also the mark/grade books of the practical examinations shall be sent to the CoE immediately after all the practical examinations are over.
17. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark/grade books as far as possible. If correction becomes necessary, it must be attested with full signature.
18. Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks. In the case of grades, grade point shall be clearly written in the space provided for the same in the grade sheet.
19. Every examiner should enter the mark/grade in foil card and submit it to the Chief Examiner/Chairman. Every examiner should sign on foil card. This rule applies to all

- examiners including Chiefs and Chairman. Violation of this rule will result in the withholding of full or partial remuneration.
20. Every examiner shall furnish the information required as fully as possible on the foil card. The name of the examination and the name of the subject should be noted in such a way as to avoid all ambiguity. The Chairman is requested to see that all the columns on the foil card are filled in, before it is dispatched to the CoE. The names of examiners and Chairman should be written below the signature.
 21. It shall be the duty of the Chairman to scrutinize the marks/grades awarded by the examiners to each candidate in each paper (or) portion of a paper valued by them and to forward the foil card to the CoE on (or) before the date fixed, together with a statement containing any remarks (or) suggestions, which he/she may consider deserving of attention
 22. A Board of Examiners may award moderation of marks/grade only for the following reasons: (1) unusual difficulties in the question paper and/or (2) deviation of the question paper setter from the prescribed syllabus (or) standard.
 - a. The arbitrary award of additional (or) grace marks/moderation is strictly forbidden. Such marks must not be given for the purpose of benefiting a particular candidate (or) class of candidates (or) merely with a view of raising the pass percentage in any subject/s.
 23. Travelling Allowance as per rules will be allowed for external examiners for attending examinations and meetings of Board of Examiners.
 24. Travelling and halting allowance will be paid only after receiving the T.A. bills and admitting claims. No advance of T.A. will be paid. Examiners are required to submit their T.A. bills in time to enable the College to settle the claim expeditiously.
 25. Chairman of Board of Examiners will collect remuneration and T.A. bills of the examiners as soon as the examinations are over and forward them to the CoE within a week after the completion of the duties. Bills received late are liable to be rejected.
 26. Examiners who have sufficient reason to suspect malpractice on the part of any candidate (or) candidates should forthwith make all possible preliminary investigation and communicate with the CoE immediately through the Chairman forwarding all the evidence material available. The nature of punishments inflicted will depend largely upon the evidences furnished.
 27. Attempts made by candidates (or) other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the CoE.

3.4.8 Instructions to Chairman and Chief Examiners

1. Subject to such directions as may be issued from time to time by the Controller of Examinations, the Chairman and the Members of the Board of Examiners in any subject shall be responsible for the proper valuation of the answer-books of candidates. For this, it shall be the duty of the Board of Examiners subject to the rules contained in these instructions, to make such arrangements as may appear necessary for the efficient conduct of the examination and evaluation for which it is responsible, e.g. to devise methods to ensure the uniformity of standards in the valuation of answer-books, to provide for the issue of instructions to Additional Examiners and for the supervision and control of their work, for the distribution of marks between different parts (or) subjects treated in a paper, to fix dates for completion of valuation and submission of foil card.

2. It shall be the duty of the Chairman, Board of Examiners to arrange for the division among the examiners of the work of valuing answer books of candidates and also of conducting the oral and practical examinations. The detailed statements including the names of all additional examiners for each paper should be submitted by the Chairman as soon as the distribution has been made. Such distribution of work among the Chief Examiners and Additional Examiners shall be made with a view to allot, as far as possible, equal number of papers and remuneration among them so as to avoid the payment of unnecessary travelling allowance.
3. The statement of probable number of candidates for each examination will be furnished to the Chairman as soon as possible after the receipt of their acceptance of appointment. A statement in the form shows the allocation of work among examiners that shall be forwarded to the CoE to his/her personal address immediately on receipt of the probable number of candidates for examinations from the College.
- 4.a. Normally meetings of all examiners will not be held to discuss question papers and to issue instructions regarding valuation of answer-books. Additional examiners should get written instructions from the Chairman or Chief Examiners regarding valuation of answer-books. Chief Examiners shall give definite instructions to the additional examiners regarding the type of answers that might be expected from a well prepared student. It may be noted that even in Arts subjects, unless detailed schemes of valuation are given in writing, it will be difficult, if not impossible, to arrange for valuation, being done on a rational basis. However, additional examiners are required as a condition of their appointment to attend the meetings, if any; convened for issuing instructions to them. Failure by an additional examiner, to attend such meetings may result in his/her substitution by another additional examiner.
- b. CoE shall maintain minutes of the meeting held by the Boards, recording the names of the members present and the resolutions passed.
- c. Travelling allowance at the rates prescribed in the College travelling allowance rules shall be allowed to external examiners for attending meetings of Board of Examiners.
5. Each Chief Examiner shall be responsible for the maintenance of quality/standard in his/her subject. He/she shall issue written instructions to his/her additional examiners regarding valuation of answer papers immediately after the meeting of the Board of Examiners/Chief Examiners convened to prepare the scheme of valuation of answer papers.
6. It is the further duty of each Chief Examiner to select and revalue not fewer than 10% of answer books valued by each of his/her additional examiners selected randomly and to check himself that proper standard of valuation has been maintained throughout, before submitting the result of the whole valuation to the Chairman of the Board. In case of continued unsatisfactory valuation by an additional examiner, the Chief Examiner shall bring the facts immediately to the notice of the Chairman of the Board. The Chairman after getting prior approval from the CE shall recall the answer-books and arrange for their revaluation by the same or by a different examiner. The matter shall be reported to the Principal for further action.
7. In the revaluation of the Chief Examiner, if 50% of revalued papers show a variation of 10% of marks, the entire bundle of answer scripts shall be revalued.

8. The Chief Examiners for all examinations must collect all the foil card of their assistants and send them to the Chairman. In the case of subjects for which there is no Chief Examiner, the Chairman of Board concerned will collect the foil card. Each foil card should bear the name and counter signature of the Evaluator, Chief Examiner and Board Chairman.
9. Chairman of the Board of Examiners shall collect the foil card from the Chief examiners and forward them in lots to the CoE to his/her personal address. In the case of subjects for which there are no Chief Examiners, the Chairman shall collect the foil card from the examiners and forward them to the Controller of Examinations to his/her personal address.
10. It shall be the duty of the Chief Examiner to scrutinize all valued answer books under his/her charge, and in particular, should personally verify in the case of each answer book valued whether;
 - a. All questions and sub-divisions of questions have been marked/graded without omission by the additional examiner;
 - b. The totaling of the marks/grades is correct and no arithmetical error has crept in;
 - c. The total marks/grades carried over to the foil card with reference to each register number on the answer book are correct;
 - d. The additional examiner has written his/her name and put his/her full signature on the cover of the mark book and on each sheet of the mark book on which there are entries.
11. The Chief Examiner is authorized to make whatever correction is found necessary in any answer book or foil card in respect of items (a) to (d) of clause (12) above. If the additional examiner has failed to put his/her signature on the sheets of the foil card on which there are entries, the Chief Examiner, after scrutiny of the entries, shall affix his/her own signature each on these sheets. The Chief Examiner should forward to the Chairman of the Board along with the foil cards collected from his/her additional certificate of scrutiny in the prescribed form and the Chairman, in turn, shall transmit the certificates of all the Chief Examiners under his/her Board when he/she forwards the original foil cards to the CoE's office.

3.5 Viva Voce Board

It shall be competent for the BoS and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The CoE shall refer to the minutes of the meetings of the Academic Council and BoS for this purpose. The Viva-voce Board shall have a Chairman and two senior most Chief examiners of the subject.

3.6 Pass Board

When the mark entry in the software is completed, the CoE shall convene a meeting of the Pass Board constituted by the Chief Examiner for each subject.

1. There shall be a separate Pass Board for every subject in a semester for UG and PG programmes. The meeting of the Pass Board shall be held to finalise the results of PG and UG examinations.
2. The Chairman shall be given Total Mark Review [TMR] by the CoE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration.

3. It shall be competent for the Pass Board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification.
4. The minutes of the Board shall be put up for approval by the CoE. The minutes shall be recorded and signed by the members present and the Chairman of the Board in the minutes book available at the office of the CoE. The minutes of the meetings of the Pass Boards shall contain the following details:
 - a. Time, day, date, venue and place of the meeting
 - b. Names and signatures of the members present
 - c. A brief statement regarding consideration and approval of the results
 - d. The marks of moderation, if any, recommended by the Board
 - e. Any other remarks relevant to the conduct and results of the examination
 - f. The concluding time of the meeting
 - g. Signature of the Chairman
 - h. The minutes shall be kept under safe custody of the CoE.
5. The CoE shall submit the results to the Director/ Principal for approval or shall issue orders to publish the results.

CHAPTER 4 CONDUCT OF EXAMINATIONS - PART I

The Controller of Examinations shall prepare the End Semester Examinations Schedule for every academic year/ semester, well in advance, and shall publish the same in the College website. The information regarding the same shall be passed to Head of all Departments. All examinations of the year / semester shall be conducted as per the End Semester Examinations Schedule. No separate notification shall be issued.

4.1 Issuing of Examination Time Table

The CoE shall issue the time table of various examinations in every semester, one month/ 15 days before the commencement of the End Semester Examinations.

4.2 Registration to the Examination

- a. All students admitted in a programme (UG & PG) with remittance of prescribed fee are eligible for attending the forthcoming semester examinations.
- b. Application for registration to the various End Semester Examinations shall be forwarded to the CoE along with prescribed fee for each course in specified format.
- c. The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets.
- d. The mode of fee remittance shall be through online (or) directly in the college office according to the convenient of the student.

4.3 Scrutiny of Application

4.3.1 Verification of Application

The applications shall be verified for the following:-

- a. Correctness of the Application
The columns and spaces must be correctly and legibly filled up. No space shall be kept unfilled.
- b. Remittance of Prescribed Fee
Applications not accompanied by the documents to prove remittance of fee shall not be entertained. In case of short remittances where the deficiencies are negligible, the question whether such applications need to be considered for provisional admission may be decided in consultation with the HoI.
- c. Certificates of Qualifying Examinations
No candidate shall be given admittance in the examination unless he/she possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Director/Principal and the candidate. In case of candidates who apply for registration for the first year/semester of an autonomous examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that:-

- i. The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed by the University/ Government of Puducherry for admission to the course of study undergone by the students.
- ii. The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.
- iii. In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.

The list of eligible candidates shall be prepared programme wise and in alphabetical order. In case of failure in submitting relevant certificates in time, such candidates shall be provisionally admitted by issuing a provisional hall ticket and the candidate concerned shall be directed to rectify the defects in stipulated time. Otherwise his /her examination will be withheld.

4.3.2 Preparation of Dateware and Galley

A Dateware shows the name of the programme, batch, date, session, number of students writing the exam course wise.

A Galley shows the programme, department, batch, register number, name of the candidate and the courses registered for the session.

4.3.3 Preparation of Hall Tickets

The hall ticket of the eligible candidates shall be generated in the CoE's office with name, register number and recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles of the concerned semester.

4.4 Preparation of Answer Books

- a. The main answer books to be supplied in the examination shall be prepared well in advance with specific format and different serial codes / Bar Codes.
- b. Required number of blank answer books shall be handed over to the Chief Superintendent of the examinations.

4.5 Question Paper Bundles

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

1. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be dispatched as personal delivery to the Chief Superintendent of examinations.
2. The Chief Superintendent should verify that the seal and cover of the parcels are intact and descriptions on the cover of each sealed cover agree with those in the memorandum of content received.

3. Safe custody of the question paper packets and also the answer books supplied from the CoE's office for the concerned semester examination will be the responsibility of the Chief Superintendent.
4. Question papers should invariably be kept under the personal custody of the Chief Superintendent in steel shelves which have duplicate keys and in which nothing else is kept.

4.6 Dispatch of Time Table, Nominal Roll and Instructions to Candidates

Time table, Dateware and Galley and instructions to candidates shall be sent to the Chief Superintendent of examinations at least two days before the commencement of the concerned examination.

4.7 Cancellation of Hall Tickets

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

CHAPTER 5 CONDUCT OF EXAMINATIONS – PART II

5.1 Methods of Examinations

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

5.2 Prohibition of Religious Belief or Profession or Political Views

No question shall be put at any examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

5.3 Appointment of Chief Superintendent, Additional Chief Superintendent etc.

Director/ Principal shall be the Chief Superintendent of all examinations conducted in the College. However, Director/ Principal can handover the charge to the senior most teacher on special situations. An additional Chief Superintendent and such other staff as required for the conduct of the examinations at the College shall be appointed by the Director/ Principal. Such persons shall be paid remuneration, as fixed by the Governing Body, from time to time.

5.4 Instructions to Additional Chief Superintendent at the Examination Venue

The Additional Chief Superintendent is responsible for the efficient conduct of examinations at the venue. The Additional Chief Superintendent shall be a Senior Teacher appointed by the Director/ Principal. The following guidelines may be followed for the smooth conduct of the examinations.

1. The Additional Chief Superintendent shall ensure that
 - a. The list of candidates appearing for the examination
 - b. required number of answer books and
 - c. the stationeries required for packing answer books have to be received at the venue at least 5 days prior to the commencement of examinations.
2. He/ She should ensure that the question papers are received on the day of examination from the office of the CoE.
3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
4. The following arrangements are made for the conduct of the examination.
 - a. Seating arrangement for the candidates (register number to be written on the desk at the right upper corner)
 - b. Examination room is clean, properly lighted and that no writing is there on the desks/walls or board.
 - c. Room/ hall wise seating plan for candidates are displayed at a prominent place in the portico of the College.

- d. Selection of appropriate number of invigilators from among the faculty members, well in advance as per norms, in this regard.
5. See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.
6. In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations telephonically. However, late commencement of examinations beyond 30 minutes is not permitted, at any circumstances.
7. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/additional Chief Superintendent appointed by the Director/Principal. He/ She should ensure that the seal of the question paper cover is intact. They should sign in the space provided on the cover to ensure the same.
8. Ensure that the invigilator for each room received the answer books 30 minutes before the commencement of examination and can proceed to the examination room.
 - a. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such materials to the examination room, they have to be taken into custody by the invigilator and submit to the Chief Superintendent at the earliest.
 - b. Allow only hall-ticket, pen, pencil, eraser and ordinary calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
 - c. Keep utmost vigil throughout the examination process.
9. Check whether the question papers are issued to the concerned invigilators atleast 10 minutes before the commencement of the examination.
10. The Additional Chief Superintendent may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.
 - a. A candidate shall not be allowed to write the examinations, if he/ she does not have a valid hall-ticket. However, if a student reports that his/her hall-ticket is lost, the additional Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the College for issuing a duplicate hall- ticket. Or else, if there is a system of downloading duplicate hall-tickets from the College website, the additional Chief Superintendent may be permitted to issue a duplicate hall-ticket to the candidate, after charging the required fees. This can be allowed only if his/ her name is included in the nominal roll issued by the College.
11. For undergraduate examinations, all used answer books shall be packed within 30 minutes after the examination is over. The name of the subject and roll numbers of candidates should be written on all packets using a sketch pen.
12. All packets should be sealed using the cello tape and wax should be placed.
13. Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
14. The Chief Superintendent shall go through the 'Instructions for the invigilators' and give necessary directions as and when required.
15. In case of using answer papers of different series; the Chief Superintendent shall decide which series of answer books should be issued on a particular session/day.

He/she should take this decision one hour prior to the commencement of the examination.

16. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the main answer books
17. Blank main books shall be kept in the safe custody of the Chief Superintendent.
18. The invigilators shall be provided with proforma of paper accounts along with the blank main books and shall return them to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.
 - a. The blank main book shall not be used for any other purpose.
19. Consolidated Absentee Statement - The consolidated list of absentee should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations to the Controller of Examinations without fail.
 - a. Report Regarding Invigilation Works - After the completion of the examination, the Chief Superintendent must give a schedule of work done by each invigilator stating the date and session and hall number he/she has invigilated.

5.5 Instructions to the Invigilators

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators are given below.

1. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
2. Be present at the time of the opening of the question paper cover.
3. Collect correct number of answer books from the Chief Superintendent
4. After receiving the question paper, ascertain that the question papers are pertaining to the examination
5. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Additional Chief Superintendent for necessary guidelines.
6. Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, calculators, or digital diary or any other electronic equipment instruct him/her to keep them outside the examination hall.
7. Verify the identity of the candidate through the photograph on the hall ticket and mark the attendance of the candidates.
8. Distribute the answer book 10 minutes before the commencement of the examination and direct them to fill in the roll number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details filled in area affixed by the candidate are correct.
9. Distribute the question paper 5 minutes before the commencement of the examination and ask the candidates to start writing.
10. Ten minutes before the closing of examination announce 'last ten minutes' and do not allow any candidate to leave the room.
11. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the Chief Superintendent. Invigilators shall leave the examination premises after reporting to the Additional Chief Superintendent.

12. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been issued to them.
13. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Hall Superintendent and the candidate(s) may collect them back after the examination if they desire so.
14. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination on subsequent days and the matter may be reported to the Controller of Examinations.
15. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.
16. No Candidates need to be admitted if they do not have valid hall tickets.
17. Candidates shall be admitted to the examination room 15 minutes before the scheduled time.
18. No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
19. See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
20. Do not give any clarifications to the students regarding mistakes in question paper, mode of answering etc. If any, ask the candidates to give it in writing to the Chief Superintendent, who, in turn will forward the same to the CoE.
21. Allow the use of logarithm tables, calculators etc., only if the use of these are permitted as per the instructions given in the question paper.
22. Do not allow mobile phones or any electronic equipment in the examination hall.
23. Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and make a report to the Chief Superintendent who, in turn will forward the same to the CoE.
24. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
25. Do not allow refreshment for the candidates in the examination hall.
26. Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.
27. Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.
28. Extra time for scribe and physically challenged students have to be given based on prior permission from CoE.

5.6 Instructions to Candidates

1. Every student shall register for the End Semester Examination of the relevant semester in which he/ she is studying for obtaining promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/ her application through the Director / Principal /HODs within two weeks after the commencement of classes or as stipulated by the College.
3. The candidates should ensure that they receive their hall tickets at least two days prior to the examinations
4. The candidates should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.

5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the CoE through the Director/HOD, as the case may be.
6. The candidates should enter the examination room at least 15 minutes before the commencement of examination and shall not leave the room during the last ten minutes. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before 30 minutes after the commencement of examinations.
7. Candidates are permitted to use only blue or black ink pens for writing examinations
8. No materials except, writing materials and hall ticket are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the invigilator.
9. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc. are liable to be punished as per rules. (See Annexure 1)
10. The candidates should write their roll numbers / stick the bar code, name of examination etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.
11. They should not write anything in the question paper other than their names and register numbers. Last page of the main question booklet can be used for rough work.
12. Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
13. They should return all answer books before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the invigilator during the course of examination.
14. The candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries what so ever, relating the question papers whether an explanation of the meaning or the correction of typographical errors. Candidates are not allowed to write anything except the register numbers and names on the question papers supplied to them.
15. Candidates shall take their places in the examination hall at least 15 minutes before the time fixed for giving 'out the question papers. Candidates presenting themselves more than half an hour after the commencement of the examination should not be admitted for the examination of that day.
16. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.
17. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
18. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Assistant Superintendent and the candidate(s) may collect them back after the examination if they desire so.

19. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take examinations on subsequent days and the matter may be reported to the Controller of Examinations.
20. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.
21. If any student is not in a position to write end semester examination on account of temporary physical disability or injury due to accident and applies for a scribe (writer) with medical certificate obtained from a medical officer not below the rank of Assistant Director level, then a scribe shall be allowed / assigned by CoE to such student. Normally, such scribe shall neither be a student nor a degree holder of any programme having similar competency. The student shall, however, apply to CoE and requesting permission for using the scribe well in advance, not on the day of examination, to make necessary arrangements (Scriber, Separate Examination Hall etc.). Such student shall produce the permission letter from the CoE for using scribe to the invigilator. He / She should pay the TA/DA and other charges to the scribe. Scribe shall be allowed extra time as per the norms specified by the Controller of Examinations.
22. Students admitted with differently abled category and those who can write, but at much slower speed as compared to normal student, he/she may be allowed an extra time of 30 minutes for 50 marks paper and 45 minutes for 75 marks paper to write the examination for all the courses. He / She shall seek permission from CoE for the extra time on account of his/her percentage of disability by producing necessary medical certificate from medical officer not below the rank of Assistant Director.

5.7 Exclusion of Candidates on Account of Disease

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

5.8 Exclusion of Candidates for Misbehaviour

Candidates taking an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent/Additional Chief Superintendent/Invigilator (or) behaving insolently towards the Chief Superintendent/ Additional Chief superintendent / Invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if he/she persists in his/her misbehaviour he/she may be excluded from the rest of the examinations by the Chief Superintendent. In all such cases the matter shall be reported to the Complaint Redressal Committee (CRC). The committee, after affording an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the Chief Superintendent/ Director/ Principal or further punish the candidate by cancelling the examination taken by him either in whole (or) in part or debarring him from appearing for any examination in the College for a specified period or permanently. The matter may be intimated to the Controller of Examinations for further action.

5.9 Debarring Candidates and Quashing Results

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

5.10 Punishment for Malpractice

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

5.11 Bundling of Written Answer Books

The Chief Superintendent and Additional Chief Superintendent shall make sure that the written answer papers are packed/ bundled properly as well as immediately after the examination. The bundles shall be delivered to the CoE's office on the same day of examination within 45 minutes to one hour after the completion of exam. The bundles should have the following details:-

1. Serial number
2. Title of the paper /subject/scheme/year of admission etc.
3. Date/ session of examination
4. Number of candidates registered
5. Number of answer books in the bundle
6. Initials of the Chief Superintendent / Additional Chief Superintendent

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

CHAPTER 6 VALUATION OF ANSWER SCRIPTS

6.1 Valuation of Answer Scripts

- The valuation of answer scripts of the theory examinations shall be in centralized valuation and there shall be single valuation or double valuation of all the answer scripts of UG and PG as decided by the Academic Council.
- The valuation by arranging the central valuation can be started immediately after the examination.
- The valuations must be based on the scheme of valuation prepared by the question paper setter or by the Board of examiners of the concerned examination.
- There may be only single valuation for UG examinations. For UG paper evaluation, the Chairman will be assisted by Chief examiners and additional examiners to carryout valuation work. If the number of Chief examiners is less than three, the senior most Chief examiner shall officiate as the Chairman. There shall be a Chief examiner for a group of 5-7 examiners.
- The Chief examiners are required to recheck the entire answer books and shall revalue at least 10% of answer books assigned to the examiners under him/her randomly.
- The examiners shall prepare and submit the properly prepared foil card counter signed by the Chief examiner and Chairman
- The Examination Cell shall maintain appropriate registers, records and accounts relating to the valuation.

6.2 Double Valuation of Answer Books

- In the case of the answer books having double valuation, the entry of marks shall be done only on the facing sheet / separate sheet provided.
- For double evaluation, the final mark is taken as the average of the above two marks. Any decimal in this case shall be rounded off to the next higher integer.
- If the variation in marks exceeds 15%, it shall be sent to another examiner for a third evaluation. In such cases, the final mark will be calculated as the average of the third valuation mark and the one nearest to it from the two earlier evaluations.
- In case the third evaluation score is equidistant between the first two evaluations, the third valuation mark will be retained as the final mark. There will be no further revaluation.
- The valued answer papers of all End Semester Examinations (ESE) of UG and PG will be preserved for a period of one year by the Controller of Examinations, after the announcement of the results.

CHAPTER 7 **TABULATION OF MARKS AND PUBLICATION OF RESULTS**

7.1 TABULATION OF MARKS

The Whole process of calculating the final marks shall be automated using computer programme. Raw results shall be printed, department wise for analysis by the Pass Board. The printed raw result is called Total Marks Review [TMR]

7.2 Preparation of Grade Score Sheet

Computerized grade cards shall be prepared semester wise after the successful completion of the semester.

7.3 Passing Board

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

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

This statistics shall be furnished to the Pass Board for finalizing the results. The meeting of the Pass Board constituted by the CoE for each examination shall pass the results as such or the Board may pass the results with moderation, if any, as it may decide. The minutes of the Board shall be submitted to the CoE. The CoE shall issue orders to publish the results.

7.4 Publication of Results

The final approved result of the concerned semester examination results, after approved by the Pass Board and Director/ Principal shall be posted in the website.

7.5 Photocopy of Answer Script

The photocopy of the answer script facility is provided to ensure transparency and fairness in the examination system. Students who wish to verify the evaluation of their answer scripts/ apply for revaluation may apply for a photocopy of the evaluated answer script within the stipulated time after the publication of results.

7.6 Revaluation

There shall be provision for revaluation on payment of fee for papers evaluated by single valuation system. The application has to be submitted to the office of the Controller of Examinations within ten days of the publication of the semester results. A different examiner

shall value the paper, the better of the two marks shall be considered as the final mark. The fee shall be refunded if the mark difference is 15% or more.

7.7 Supplementary Examinations

Candidates shall write the supplementary examinations conducted by the College along with regular examinations in November and April. UG students can appear for the supplementary examination in June/ December, if they have a maximum of 2 papers. Supplementary examination will be conducted during fifth and eight semester.

7.8 Issue of Consolidated Statement of Marks

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

CHAPTER 8 MISCELLANEOUS

8.1 Condonation of Shortage of Attendance

Candidate can seek condonation for shortage of attendance and following are the rules regarding attendance requirements:

1. Every candidate has to secure 75% attendance of the total duration of the course.
2. A candidate having a shortage of 15% can apply for condonation of shortage in prescribed form on genuine grounds. Condonation of shortage of attendance if any should be obtained at least 7 days before the commencement of the concerned semester examination.
3. It shall be the discretion of the HoD/Director/Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course teacher and HoD.
4. Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

8.2 Carry Over of Internal Marks

1. Internal assessment marks shall be carried over to the subsequent semester examination.
2. There is provision for improving internal assessment marks.

8.3 Promotion to the Next Higher Semester

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

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

8.4 Certificates

1. Certificates are issued for the Employment Enhancement Course as per the UGC Regulations 2018/ 2023 on the submission of the score cards of the students by the concerned department.
2. A consolidated mark / scored card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
3. A Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university.

8.5 Details of Candidates

The office of CoE maintains the entire details of Candidates with respect to all examinations in the CoE software. It shall contain the following details:

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

8.6 Printing and issue of Grade Sheets

Grades should be printed on grade sheets with multiple security features, verified and issued to the students.

- (a). After the announcement of results and revaluation results, the Controller of Examinations should arrange for the printing of grade cards /sheets.
- (b). The grades obtained by the student and the credits allocated to the course are to be entered into database using the software server installed in the examination branch.
- (c). Once, all the data are entered, the printing of the grade cards will commence.
- (d). Before printing the grade cards, the data viewed on the draft prints should be compared and checked with the data on result sheets.
- (e). A record for grade sheets printed must be maintained.
- (f). While issuing the grade sheet to the student, the signature should be obtained as an acknowledgement.
- (g). If any student loses the grade sheet issued to him/her, a duplicate grade sheet may be issued on application and payment of prescribed fee.
- (h). Such grade sheet may be oriented prominently as "DUPLICATE".

8.7 Automation – In House

The Examination process is automated by Sri Manakula Vinayagar Software Solutions , a sister concern of the college developing CoE Software. The examination cell has surveillance system for security.

8.8 Examination Audit

Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from outside the institution. Efforts shall be made to audit the evaluation of theory answer scripts by examiners on a regular basis. Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process. The marks shall be masked before the auditing, which shall be carried out by external examiners.

8.9 Important Registers to be maintained in the CoE's Office

- a. Inward registers
- b. Dispatch registers
- c. Appointment of external/internal examiner for practical examination
- d. Acceptance and declaration by Examiner

- e. Remuneration bill form for examiners
- f. Evaluation System Rules and Regulations
- g. Certificate of attendance for Paper Setting /Practical/Oral/valuation
- h. Instructions to candidates
- i. TMR sheet
- j. Examination application form
- k. Attendance sheet of Practical/Oral/valuation examination
- l. Registers relating to valuation of answer scripts
- m. Other registers specifically directed to be maintained in CoE's office

8.10 Issue of Duplicate Mark Sheet / Consolidated Mark sheet

Candidates requiring Duplicate Marksheet or Consolidated Statement of marks needs to apply to the Controller of Examinations, Sri Manakula Vinayagar Engineering College. Duplicate Marksheets will be issued only when it is lost or destroyed irrecoverably. The application shall be submitted along with a FIR Copy/Non traceable Certificate issued by the Police Department and also prescribed fee for Duplicate Mark statement / Consolidated Statement of Marks. Duplicate Certificates will be issued on the third calendar day on receipt of the application and fees.

8. 11 Annexure - 1

Categories of Examinations Malpractices and Corresponding Punishments are given below:

Disciplinary Control of Chief Superintendent of an Examination

- a) During an examination the candidates shall be under the disciplinary control of the Chief Superintendent, who shall issue the necessary instructions. If candidate disobeys instructions or misbehaves with any member of supervisory staff or with any of the invigilators, he/she may be expelled from the examination for that session.
- b) The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Grievance Redressal Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Director cum Principal as provided under Table 1.

Unfair means

A candidate shall not use unfair means in connection with any examination.

The following shall be deemed to unfair means:

CLAUSE 1

1.1 Prohibited Items and Materials

- a) Found in possession of incriminating material related / unrelated to the subject of the examination concerned
- b) Possession of mobile phones, i-pod, electronic storage device(s)/any other electronic gadgets ((whether used or not)
- c) Insertion of pre-written answer sheets (Main sheets)

1.2 Unauthorized Communication and Collaboration

- d) Found in possession of incriminating material related / unrelated to the subject of the examination concerned
- e) Found consulting neighbors
- f) Trying to help other candidates
- g) Consulting the invigilator for answering the questions in the examination

h) Change of seat for copying

1.3 Tampering with Scripts and Identity

- i) Inter-changing of answer scripts [or] relevant materials with others
- j) Witting some other candidate's register number in the main answer paper
- k) Writing his/her name in the answer scripts. Writing his/her registration number in places other than specified in the answer script. Any special marking / Irrelevant writing in the answer scripts

1.4 Valuation Rules and Appeals

- l) Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks with [or] without a promise of any form of consideration
- m) Copying detected during valuation [or] special scrutiny

CLAUSE 2

2.1 Security and Integrity Violations

- n) Attempts to leak the question paper during the examination
- o) Taking away the answer booklet [or] intentionally tearing the answer booklet

2.2 Misconduct

- p) Comes in drunken condition to the examination hall

CLAUSE 3

3.1 Verbal and Written Misconduct

- q) Vulgar [or] offensive writings by the candidate in the answer script
- r) Found threatening, intimidating, [or] behaving in an insubordinate, abusive, [or] disorderly manner towards the Invigilator, Chief Superintendent, Hall Superintendent [or] any examination personnel during the examination

3.2 Severe Safety Violations

- s) Possessing of lethal weapon inside the hall

CLAUSE 4

4.1 Impersonation Violations

- t) Cases of impersonation [or] an act of pretending to be someone else

CLAUSE 5

5.1 Collective Malpractice

- u) Mass copying

The Grievance Redressal Committee may recommend one of the following Punishment for cases of unfair means [Table 1]

Table 1 – Unfair Means and Scale of Punishment	
Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in Clause 1 <u>First Time</u>	i. Cancel the End Semester Examination of the particular course written by the candidate.
If the candidate has repeated the unfair means specified in Clause 1 <u>Second Time</u>	ii. Cancel the End Semester Examination of all courses registered (Theory) by the candidate in that session
If the candidates has repeated the unfair means specified in Clause 1 <u>Third Time</u>	iii. Cancel the End Semester Examinations of all courses registered (Theory) by the candidate for that session and debar him/her for one year from registering and appearing for the End Semester Examinations.
If the candidate has used unfair means specified in Clause 2	iv. Cancel the End Semester Examinations of all courses registered (Theory) by the candidate for that

	<p>session and debar him/her for two years from registering and appearing for the examination sessions.</p>
<p>If the candidate has used unfair means specified in Clause 3</p>	<p>v. Cancel the End Semester Examinations of all courses registered (Theory) by the candidate for that session and debar him/her for two subsequent examination session.</p>
<p>If the candidate has used unfair means specified in Clause 4</p>	<p>vi. Cancel the End Semester Examinations of all courses registered (Theory) by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved.</p>
<p>If the candidate has used unfair means specified in Clause 5</p>	<p>vii. [a] In the Single Hall: Cancel the relevant examination taken by the students of that Hall Debar the concerned Hall superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc., for the next six examination sessions. [b] In all halls, cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions.</p>
<p>If any malpractice is detected which is not covered in the above clauses [1] to [5] shall be reported to the Controller of Examinations Office for further action to award suitable punishment.</p>	



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