



**SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE**  
(An Autonomous Institution)

Puducherry - 605 107



**CONDUCT OF  
END SEMESTER EXAMINATION**

**Policy**  
**Version 2.0**



**SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE**  
(An Autonomous Institution)

Puducherry - 605 107

**NOTIFICATION**

Ref: **SMVEC / IQAC / CoE / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for the conduct of End Semester Examinations. This will come into force with immediate effect.

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## **POLICY FOR THE CONDUCT OF END SEMESTER EXAMINATION OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY**

Sri Manakula Vinayagar Engineering College has well defined system for the conduct of End Semester/ Year Examinations. The Controller of Examinations shall prepare the examination calendar for every academic year/ semester, well in advance, and shall publish the same in the College website. All examinations of the year / semester shall be conducted as per the academic calendar.

### **ISSUE OF TIME TABLE OF THE EXAMINATIONS**

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

### **REGISTRATION TO THE EXAMINATION**

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

### **MODE OF EXAMINATIONS**

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

## **VERIFICATION OF APPLICATION**

The applications shall be verified for the following:

- Correctness of filling the Application
- Remittance of Prescribed Fee.
- Verifying whether the candidate fulfils all the norms prescribed in the regulations for appearing the examinations.

## **PREPARATION OF HALL TICKETS**

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

## **PREPARATION OF ANSWER BOOKS**

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

## **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 subject, date and time of examination and number of copies of question papers enclosed. The question papers shall be dispatched as personal delivery to the Chief Superintendent of examinations.

## **APPOINTMENT OF CHIEF SUPERINTENDENT, ADDITIONAL CHIEF SUPERINTENDENT ETC.**

Head of the Institution shall be the Chief Superintendent of all examinations conducted in the College. However, Head of the Institution 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 Head of the Institution. Such persons shall be paid remuneration, as fixed by the Governing Body, from time to time.

## **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 Head of the Institution. 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 at least half an hour before the 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. Appointment of appropriate number of invigilators from the faculty members, well in advance.
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. 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 additional Chief Superintendent appointed by the Head of the Institution. 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. Keep utmost vigil throughout the examination process. 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.
9. 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.
10. All packets should be sealed using the cello tape and wax should be placed.
11. Unused answer books shall be counted and kept in safe custody.
12. The Chief Superintendent shall go through the 'Instructions for the invigilators' and give necessary directions as and when required.
13. 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.
14. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the main answer books.
15. Blank main and additional book shall be kept in the safe custody of the Chief Superintendent.
16. The consolidated list of absentees should be prepared and submitted to the Controller of Examinations without fail.

## **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 question booklets and answer books from \_ the Chief Superintendent/ Additional Chief Superintendent and ascertain that the question papers pertain to the examination
4. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Additional Chief Superintendent for necessary guidelines.
5. 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.
6. Verify the identity of the candidate through the photograph on the hall ticket and mark the attendance of the candidates.
7. Distribute the answer book 5 minutes before the commencement of the examination and direct them to fill in the roll number and other entries in appropriate places.
8. Distribute the question paper 2 minutes before the commencement of the examination and ask the candidates to start writing.
9. Collect the answer books and arrange them in the order of register numbers and handover the same with attendance list and unused answer books to the Chief Superintendent. Invigilators shall leave the examination premises after reporting to the Additional Chief Superintendent.
10. 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.
11. 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.
12. 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.
13. 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.
14. No Candidates need to be admitted if they do not have valid hall tickets.
15. Candidates shall be admitted to the examination room 15 minutes before the scheduled time.
16. No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.

17. See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
18. 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.
19. 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.
20. Do not allow mobile phones or any electronic equipment in the examination hall.
21. 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.
22. 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.
23. Do not allow refreshment for the candidates in the examination hall.
24. 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.
25. Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.
26. Extra time for scribe and physically challenged students have to be given based on prior permission from CoE.

### **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. The candidates should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
3. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the Chief Superintendent, as the case may be.
4. 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.



5. Candidates are permitted to use only blue or black ink pens for writing examinations
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.

16. 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 so desire.
17. 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.
18. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge 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. Student 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.

#### **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.

#### **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/ Head of the Institute 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.

### **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.

### **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.

**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.