

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### EXAMINATION POLICY MANUAL

#### 1.0 Purpose of the Policy

- 1.1 This policy aims to achieve coordinated and consistent examination practices across the B.S. Abdur Rahman Crescent Institute of Science and Technology. Academic staffs are responsible for setting the appropriate assessment through formal examinations that will foster learning and meet the overall teaching objectives.
- 1.2 This policy applies to all examinations that are part of the assessment process for the B.S. Abdur Rahman Crescent Institute of Science and Technology award programmes. All definitions provided in the Academic Regulations shall apply to this policy.

#### 1.3 Objective and Scope

The conduct of examinations and declaration of results is one of the important activities of the B.S. Abdur Rahman Crescent Institute of Science and Technology. The Office of the COE is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

**This Ordinance/ Manual** is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that has to be taken at all the levels associated with the conduct of the **examinations for B.S. Abdur Rahman Crescent Institute of Science and Technology**.

All the Forms/Proforma for use in the examination process/ system and documentation are drawn out in standardized formats. Measures to curb unfair and malpractices have also been listed along with the penalty and punishments.

#### 2 Definitions and Abbreviations

2.1 'Academic Year' means a year commencing on such a date in July and ending with such a date in June of the following year is decided by the Academic Council.

2.2 'Admission to an Examination' means the issuance of admission card to a student in token of his having completed all the conditions laid down in the relevant academic regulations, by the Controller of Examinations (COE). Provided that, a student who does not fulfill all such conditions may, at the discretion of the COE, be admitted provisionally, however, in case all conditions are not fulfilled by him subsequently, his admission to an examination shall be liable to be cancelled.

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2.3 'Answer-booklet' means a stitched booklet of fixed pages issued by the Institution to the students in the examination Hall to write answers to the questions listed in the question paper of a course.

2.4 'Answer script' means the Answer-booklet in which the examinee has attempted/ written his answer in response to the questions found in the question paper on the examination day. It shall only bear a RRN in case of theory paper at the time of evaluation.

2.5 'Applicant' means a person who has submitted an application to the Institution in the prescribed form for admission to an examination.

2.6 'Arrear Student' is a student, who, having once been admitted to an examination of the Institution is, again required to take the same examination by reason of his failure or absence in examination.

2.7 'Attempt' means either partial or complete appearance by a student for an examination. Mere remittance of examination fees shall not amount to an attempt at an examination. Absent for exam/s will not be considered as an attempt.

2.8 'Board of Examinations' means Board approved by the Head of the Institution(Vice Chancellor) consisting of Examiners from among the panel of Examiners prepared and submitted by the respective Board of Studies of each department/school of study.

2.9 'Board of Studies' means the Board constituted in every Department/School and chaired by the Dean/Head or equivalent of the Department with the responsibilities of formulating the Academic regulations and curriculum for various programmes offered by it. It shall also be responsible for enrolling the examiners from various institutes into the Panel of Examiners for essential courses/ subjects.

2.10 'Student' means a person, who has been admitted to an examination by the Institution.

2.11 'Student List' means the list of all eligible students registered for an examination which includes the name, Register number and the subjects/ courses which the Student has registered for taking up the examination.

2.12 'Valuation Centre' means well secured premises with restricted entry where the evaluation of the theory answer papers of the Institution's examination is normally conducted.

2.13 'Chairman of the Board of Examiners' means any Examiner appointed by the Vice-Chancellor from among the panel of Examiners to act as the Chairman of the Board of Examiners.

2.14 'Chief Squad' means any person appointed by the Controller of Examinations (COE) to be in overall control and supervision of the Examination Centre for a specified period/ session(s) of Institution's examination.

2.15 'Computer Centre' means the computer centre established by the Institution to exclusively service the examination related work with confidentiality

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2.16 'Code of Conduct' means the norms to be followed in conducting oneself in the context of the functions/ duties assigned to an individual.

2.17 'Control Room' means the room which serves as the office at the Examination centre for the Chief Squad(s) during the examination session.

2.18 'Course' means a paper of any subject of study either in theory or practical during an academic period such as semester. A set of several courses constitute a Programme.

2.19 'Entire Examination' means the examination normally held at the end of an academic period such as a trimester/semester/academic year and includes all the courses of theory, practical and viva-voce examination if any. When used in the context of present examination, it is referred to as 'Current Examination'.

2.20 'Errant Examinee' means an examinee who have been caught in an act of misconduct/ unfair-means/ malpractice and booked.

2.21 'Examination Centre' means any premises consisting of examination halls, control room, service room and other necessary facilities such as drinking water and toilets etc.

2.22 'Examination Fee' means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statements of marks as may be prescribed by the Institution from time to time.

2.23 'Examination Hall' includes any Room, Laboratory, Workshop or any other premises used for conducting examinations for students of the Institution.

2.24 'Examination Malpractices Enquiry Committee' means the committee constituted by the COE for the purpose of conducting necessary enquiry on matters of the examinations related misconduct/ malpractice.

2.25 'Examinee' means a person who actually presents himself/herself for an examination or a part thereof to which he/ she has been admitted.

2.26 'Examiners' means teachers appointed by the COE from among the Board of Examiners approved by the Vice-Chancellor for valuation of theory/practical papers/UG or PG dissertation etc.

2.27 'Fine' means a sum of monetary penalty imposed on the student for valid reasons such as misconduct/ malpractice or any other undue acts of omission by the student/ student.

2.28 'Hall Assistant' means a non-teaching staff member of appropriate rank to help in issuing the Answer Booklets and render other assistance to Hall Superintendent during the conduct of examination in the assigned hall.

2.29 'Hall **Superintendent**' means any teaching faculty of the Departments of Teaching/ Study appointed by the Controller of Examinations (COE) for invigilation work.

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2.30 'Internal Assessment' means the assessment based on continuous assessment Test (CAT) tests and assignments given to the students during an academic period (semester/trimester).

2.31 'Late Fee' means a sum of money by cash or other valid bank instrument that shall be paid to the Institution as a result of failure to meet the deadlines.

2.32 'Malpractice' means any one or more of the acts prescribed as malpractice in examinations which is elaborated in Section 13.

2.33 'Misconduct' means any one or more of the acts such as disobeying the instructions, insolent/ violent behavior, and causing hindrance to the duties of the staff on examination duty etc. as elaborated in Section 13.

2.34 'Near-Relative' means wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, granddaughter-in-law, sister-in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt and such ones as may be indicated by the B.S.Abdur Rahman Crescent Institute of Science and Technology.

2.35 'Panel of Examiners' means pool of all available examiners from the Institution and other external Institutions who are enrolled by Board of Studies after the due process.

2.36 'Paper of Examination' means that particular paper belonging to a course for which examination is being held on that day.

2.37 'Paper setter' means any person appointed by the Controller of Examinations from among the Board of Examiners or from among the Panel of Examiners in cases of any exigency with the approval of Vice Chancellor of the B.S.Abdur Rahman Crescent Institute of Science and Technology.

2.38 'Photocopy of answer paper' means a reprographic reproduction of the original Answer Booklet which was used for answering the questions by the student in the examination.

2.39 'Programme' means either Undergraduate or Postgraduate Degree or Diploma programme of study pursued by the students. A Programme consists of several courses that need to be studied by the student across the duration of the Programme.

2.40 'Re-evaluation' means a repeat evaluation of the written answer-booklet by a different examiner based on submission of appropriate application with due fees thereof by the student, after announcement of the result and obtaining a photocopy of the answer-booklet, when sufficient grounds exist for such a request.

2.41 'Reviewers' means the examiners appointed by the COE to Review the papers valued by the Examiners.

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2.42 'Scrutiny' means validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any errata/ aberrations/ formats/ choice/ pattern deviation etc. are subjected to necessary corrections before printing.

2.43 'Scrutinizer' means any person appointed by the COE to scrutinize the question papers received from the paper setters to detect any aberrations, provide remedy and validate it before it is accepted and taken up for the printing process.

2.45 'Semester' means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year.

2.46 'Trimester' means the duration of an academic period normally consisting of not less than 60 working days and applies to all programs of study which are conducted in the trimester system. There shall be three semesters in an academic year.

2.47 'Report on Mal practices' means the report prepared by the Chief Squad(s) of the Examination halls for that session regarding the number of Malpractice/ Misconduct if any, with necessary enclosures.

2.48 'Student' means includes a person who is enrolled as such by the School / Department, to pursue education, receive instructions, write examination(s) and qualify for any degree, diploma or certificate awarded by the B.S.Abdur Rahman Crescent Institute of Science and Technology.

2.48 Abbreviations	
<b>BoS</b>	Board of Studies
<b>BoE</b>	Board of Examination
<b>ICC</b>	Instructions and Code of Conduct
<b>COE</b>	Controller of Examinations
<b>CS</b>	Chief Superintendent
<b>CVC</b>	Central Valuation Centre
<b>DA</b>	Daily Allowance
<b>EMEC</b>	Examination Malpractices Enquiry Committee
<b>HS</b>	Hall Superintendent
<b>IAM</b>	Internal Assessment Marks
<b>PG</b>	Post-Graduate
<b>PoE</b>	Panel of Examiners
<b>RRN</b>	Roll cum Registration Number
<b>TA</b>	Travelling Allowance
<b>UG</b>	Under-Graduate
<b>VC</b>	Vice-Chancellor
<b>UGC</b>	University Grants Commission

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### 3 Work to be attended to by the Office of the Controller of Examinations

The following work shall be attended to by the Office of the Controller of Examinations and if necessary, any external agency may be appointed after due selection process with the approval of the Executive Council to assist the Institution.

3.1 Issue of calendar of events and schedule of examination, notification of examination fees and inviting applications from the students for admission into examination, Convocation and such other related work.

#### 3.2 Preparation of detailed Time Tables and their publication in time.

3.3 Setting up of examination halls for theory courses and labs for practical examinations.

3.4 Scrutiny of examination application forms of students before the commencement of Practical/ Theory examinations.

3.5 Prepare statement of the amount of fees paid, date of payment, whether paid in full to cover the subject/subjects offered including the carry-over subjects

3.6 Printing of students' lists and issue of the same to the centre of examinations and posting on the Institution website.

3.7 Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 20% in excess of what is actually required in each subject.

3.8 The question paper packets shall indicate course code, course name, semester number, date of examinations, Branch name, time of examinations, number of question papers in each packet etc.

3.9 Maintenance of all records, statistics, stock registers and database of students pertinent to examinations.

3.10 Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.

3.11 Registration, Distribution and dispatching of day to day communications/ letters.

3.12 Appointment of Squads and Hall Superintendents for each session of the examination and issue of instructions regarding the conduct of examinations.

3.13 Appointment of officials and other staff required for conduct of examination.

3.14 Arrangements for the work for dispatching of all examination material to examination halls, valuation centers etc.

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3.15 Announcement of selection and issue of appointment orders to the external examiners for project viva-voce examinations.

3.16 Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results

3.17 Preservation and disposal of valued answer scripts at least for three years after the announcement of results.

3.18 Arrangement for preparation and distribution of transcripts, consolidated mark sheet and other certificates to the students.

3.19 Collection and maintenance of statistical data regarding the number of examinations, number of students registered for each examination, regular students and arrears, percentage of passes, receipts and expenditure on each category of examination etc.,

3.20 Preparation of merit lists and their transmission to appropriate authorities/bodies.

3.21 Collection of work done statements from the Chairmen, Paper setters and Examiners and forwarding them to the Finance Section for payment of remuneration.

3.22 Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.

3.23 Arrange for photo-copy/re-evaluation of valued answer-booklets requested by the students on prescribed application form with due fees.

3.24 Scrutiny and passing of the bills of printing and purchase of stationery etc.

3.25 Approval of contingent expenditure to departments/valuation centres to conduct theory and practical examinations.

3.26 Constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.

3.27 Dealing with matters of examination fees and refunds if any.

3.28 Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.

3.29 Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.

3.30 Issue of duplicate transcripts/ duplicate degree certificate, consolidated grade sheet, provisional Degree certificate, rank certificate, etc.,



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3.31 Preparation of Merit lists, in collaboration with the various Departments of Teaching/ Study and Faculties of the Institution.

3.32 Work related to Convocation as under:

3.32.1 Inviting applications for award of Degrees.

3.32.2 Preparation of Eligibility lists for convocation, School/Department wise and year wise.

3.32.3 Receipt and scrutiny of applications for conferring degree in person and *in absentia* at the Convocation.

3.32.4 Preparation of Presentation lists, School wise, year wise, in person and *in absentia* separately.

3.32.5 Preparation of lists of Prize winners, and medal winners.

3.32.6 Print the lists of students attending the convocation and preserving the bound volume of such list.

3.32.7 Writing/printing of degree certificates/Rank certificate/prize or medal certificate, Ph.D. certificate.

3.32.8 Intimating the students about the date and venue of convocation.

3.32.9 Distribution of admission cards and parent passes to students for the convocation.

3.32.10 Distribution of degree certificates.

3.32.11 Seating arrangements in the convocation hall.

3.32.12 To attend legal matters relating to examination, if any.

### 4 Powers and Functions of the Controller of Examinations (COE)

4.1 The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the Institution and declaration of the results. He shall be a full-time salaried officer of the Institution and shall work directly under the directions and control of the Vice-Chancellor.

4.2 The Controller shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations as listed in Section-3 above.

4.3 The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts. The valued answer scripts shall be preserved for three years after the announcement of results. He shall also be responsible for safe disposal/ destruction of the answer-scripts thereafter through tenders except the scripts regarding which court cases are pending.



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4.4 He/ She shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Controller of Examinations to ensure adherence to the Calendar of events

4.5 He/ She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of Marks statements and Certificates to the department.

4.6 He/ She shall arrange to prepare the eligibility list of students and presentation lists for convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.

4.7 He/ She shall arrange to prepare the merit list and rank list and medal winners list.

4.8 He/ She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.

4.9 He/ She shall recommend the sanction of remuneration bills of the staff drafted for the examination work subject to rules.

4.10 He/ She shall arrange for the photocopy of valued answer scripts, re- totaling in case of any reported totaling mistakes, re-valuation, redress the grievances of students.

4.11 He/ She shall arrange to make enquiries into all types of malpractices committed during examination, valuation, revaluation and processing of results etc. through appropriate committees.

4.12 The Controller of Examinations shall take disciplinary action wherever necessary against the students, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.

4.13 The Controller of Examinations shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the Board of Examinations for appropriate action.

4.14 He/ She shall arrange for printing of question papers and supply them to the halls of examination in accordance with the scheme laid down by the Board of Examinations.

4.15 He/ She shall issue marks statement, duplicate marks statement, consolidated marks statement, Transcripts, rank certificates, duplicate Degree Certificates.

4.16 He/ She may make any structural changes in the examination administration as and when required

4.17 He/ She shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.

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### 5 Board of Examination

There shall be an Board of Examination at the Institution level constituted by the Academic Council.

The composition of the Board of Examination shall be as under:

- Vice-Chancellor – Chairperson
- Deans/HODs/Faculties of each department shall be nominated by the Vice-Chancellor as members of Board of Examination.
- Controller of Examinations – Member Secretary

The tenure of the Board of Examination shall be three years. Two-third members will form the quorum of the meeting. There will be at least one meeting of the Board of Examination in each semester. The discussions of the Board of Examination shall be placed before the Academic Council.

#### 5.1 Appointment, duties and responsibilities of the Chairman of the Board of Examination

5.1.1 The Chairman for department should satisfy the following conditions **shall be appointed by the Vice-Chancellor for each Examination (Programme) from among the internal examiners listed in the Panel of Internal Examiners by the COE provided such persons satisfy the following conditions:**

- He/she shall be Head of the School/Department or Professor
- He/she should have put in at least 10 years of fulltime teaching experience or as decided by the Institution from time to time
- He/she shall preserve strict confidentiality regarding the work allotted to him/her and shall not violate the integrity of the examination system.

5.1.4 The Chairman of the Board shall ensure that the meetings of the Board of Examination shall be conducted only in the Institute premises

5.1.5 He/she shall also maintain the minutes of the meetings of the Board of examiners and send copies of these minutes to the COE.

5.1.6 The Chairman shall arrange with the approval of the COE, for the conduct of practical/clinical/projects examinations preferably earlier to the commencement of theory examinations or later as the case may be.

5.1.7 He/she shall verify and confirm the required number of examiners and ensure that the valuation work is completed within a week/ 10 days.

5.1.8 No person shall be a Chairman of a Board of Examinations for more than one term of three years continuously.

#### 5.2 Panel of Examiners

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5.2.1 Panel of Examiners shall be enrolled for each course of study with their respective School / Department. All faculty members of BSACIST will automatically become the examiners in the respective department/school board.

5.6 The Question Paper setter must also be a member of the Internal Examiners. Whenever assigned, it shall be the duty of the member of the Internal Examiners to scrutinize and approve sets of question papers, with necessary translation wherever necessary, and submit the same to the confidential section of the Office of the COE.

5.7 Chief Examiners shall scrutinize the tabulated marks of the examination before publication of the results objectively and recommend the award of grace marks or apply general moderation if required.

### **6 Question Papers**

6.1 All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.

6.2 The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the Institution. Question papers for each subject shall be available in a set to meet any eventuality.

6.3 Appointment of Scrutinizers (Department Academic Audit Committee (DAAC) members)

6.3.1 No one can claim appointment as paper setter/ scrutinizer or any other examination work as a matter of right. The Head of Department/Dean of the school shall finalize the question paper setters/ scrutinizers.

6.3.2 No person shall be appointed as a paper-setter for an examination if any of his/her near relatives are appearing for that examination.

6.3.4 The Internal paper setters/ scrutinizers shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the Institution. The external examiners(project/viva-voce) shall intimate their acceptance or otherwise as soon as they receive the communication from the Institution or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.

6.3.5 The paper setters/ scrutinizers/ examiners shall follow all the regulations of the Institution from time to time in respect of setting of question papers, scheme of evaluation etc.

### **6.4 Functions and Responsibilities of Paper Setters**

6.4.1 The Paper setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.

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6.4.2 The Paper Setter shall take all the necessary precaution for the maintenance of confidentiality of his/her appointment and the question paper(s) submitted set by him/ her.

6.4.3 The Paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the COE.

6.4.4 The Paper setter shall ensure that the question papers set carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.

6.4.5 The Paper setter shall provide necessary instructions for the guidance of students at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.

6.4.6 The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.

6.4.7 The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes etc. which are permitted to be used by the examinee in the INSTRUCTIONS. He/she shall affix his/her signature on each page of the question paper without fail.

6.4.8 If there are any sections which need to be answered in different answer-booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.

6.4.9 The Paper setter shall type personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in the question papers.

6.4.10 The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the COE.

6.4.11 The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.

6.4.12 The paper setters shall submit the Scheme of valuation whenever demanded while setting the question papers and send them in the same envelope.

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6.4.13 The question papers and scheme of valuation, if any, shall be prepared and used at the time of evaluation.

6.4.14 The check list shall be marked to ensure that all required documents/ components have been included in the cover.

6.4.15 The Paper setter must carefully paste the inner cover provided by the Institution and affix his/ her signature on the joints of the cover and fix a cellophane tape on the signatures. The Paper setter shall fill in all the details required on the inner cover. This inner cover shall then be enclosed in a cloth-lined outer envelope marked “CONFIDENTIAL” and sent through Speed Post/ Registered post to the Controller of Examinations, or delivered to the COE in person.

### **6.5 Handling Question Papers Received from Paper Setters**

6.5.1 The question paper(s) received from the respective paper setters are received processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.

6.5.2 All the question papers received from the paper setters are subjected to scrutiny in order to validate its conformity with the pattern and academic regulations in force. Any errata or aberrations are subjected to necessary corrections.

6.5.3 The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.

6.5.4 All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE.

6.5.5 The sealed envelopes containing Question papers should be arranged examination-wise, and Course-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these Question papers are kept, should be sealed every time it is opened.

6.5.6 Relevant sealed envelopes containing the Question-papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme. Envelopes should be counted and an entry made in the Stock Register before the envelopes are carried to the Control Room of each of the Examination Centres.

### **6.6 Duties of Question Paper Scrutinizers (Department Academic Audit Committee (DAAC) members)**

6.6.1 Question paper scrutinizers are appointed from the current Internal Examiners as a validation process for the purpose of carefully examining the question papers for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks etc. or any other lapse and providing necessary corrections.

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6.6.2 The Question paper scrutinizer shall be present at the scrutiny room each department/school of the Institution on the assigned date and time to fulfill the given responsibility. He/ she shall express his/ her consent or otherwise to the HOD/Dean as soon as such an appointment of duty is received as suggested in the communication.

### 7 Registration of Students for Examination

#### 7.1 Call for Registration Application

7.1.1 A notification regarding the time schedule for issue of exam application forms from the Institution to the Schools / Departments and deadlines for submission of application forms to the Institution shall also be notified.

7.1.2 Examination forms relevant to each Faculty shall be made available in sufficient quantities in each of the Schools / Departments of Teaching/ Study. Instructions to students for filling the examination forms shall be displayed on the examination notice-board of the Schools / Departments or a printout provided. The Examination fee details shall be provided in a structured manner for theory/ practical/ viva-voce/ project-work etc. Online registration is also available in the Institute website.

7.1.3 Examination forms duly filled and verified should be collected by the Schools / Departments' office along with the examination fee receipt. The forms are to be arranged exam-wise/ programme/branch-wise / semester-wise/ year-wise and submitted to the Examinations section by due date. Forms submitted after the due date shall be accepted only if due penalty/ fine applicable for late submission has been paid along with the fees.

#### 7.2 Scrutiny of Examination Applications

7.2.1 All application forms received from the Students shall be subject to thorough scrutiny for the validity/ correctness of details.

7.2.2 It should be verified that the students have paid the due fee and fine/ late fee, if any, along with the application form and tally the same with the receipts in the Institution accounts.

7.2.3 All valid applications are processed further for data entry into the appropriate database systems at the examination computer centre. Such data entry shall also be cross-checked and validated.

#### 7.3 Preparation of students list

7.3.1 A list of all eligible students for each examination shall be prepared after thorough scrutiny and accounting for attendance or other deficiencies.

7.3.2 The list shall contain the student's name, Register number and the Code numbers of the courses/ subjects in which he/ she has registered for appearing in the Examination.

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7.3.3 The programme-wise list of students shall be sent to the concerned Departments of Teaching/ Study along with the printed Hall Tickets.

7.3.4 Programme-wise list shall also be made available at the Control Room of theory examinations centres for verification in certain exigencies/ circumstances by the Chief Superintendent.

### **8 Pre-Examination Work/ Activities**

#### **8.1 Hall Ticket**

8.1.1 The Hall Ticket is issued to all the eligible students admitted to the Semester End Examination. Any student found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Hall Ticket.

8.1.2 Hall Ticket shall contain information regarding the Name of the student, Register number, Photograph, Programme of Study, Semester/Year, School/Department and the Code numbers of the Course(s) in which he/ she is registered for the current examination.

8.1.3 The office of the COE shall send the Hall Tickets to the concerned Departments at least 3 days before the commencement of the examinations. The Department office shall distribute it after due verification to the concerned student with due acknowledgement by signature. If any discrepancy or error is found in the Hall Ticket, it should be communicated to the concerned examination section with the recommendation of the Head of the Department.

#### **8.2 Scheduling and Time Table of Examinations**

8.2.1 While scheduling examinations all care should be taken to ensure that NO overlap in the subjects/ papers of examination occurs for any regular or arrear student.

8.2.2 The Examination time-table shall be cross validated for any overlap and necessary amendments made.

8.2.3 The scheduling of all Practical Examination shall be provided by the Deans / Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.

8.2.4 The Time-table of examinations shall be dispatched sufficiently in advance to the Schools/Departments for record and display on the Notice boards.

8.2.5 The Time tables shall also be posted on the Institute website before the commencement of the examinations.

#### **8.3 Initial Preparations for the Theory Examination Period**



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8.3.1 The number of Students, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of students registered and admitted for the examination.

8.3.2 On the basis of the Number of students and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations.

8.3.3 The order of appointment of invigilators be issued and communicated to the invigilators.

8.3.4 A Control Room and Services Room that is considered accessible and at the same time secure (safe) are identified at the Examination centre for the entire period of examination.

8.3.5 Attendance sheets/ register of students seated in each of the examination hall are prepared based on the Programme of study and Semester/ Year of study.

8.3.6 Preparation of Answer-booklets Stock register at the examination centre which need to be updated after each session of examination.

8.3.7 Specific number of Answer-booklets shall be prepared hall-wise. The Institution seal shall be affixed.

8.3.8 Seating Charts be prepared for each room and displayed in the respective rooms.

8.3.9 It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise and paper-wise and kept inside a sealed almirah/safe/ locker. A copy of the time table is kept in the almirah/ safe with the envelopes of Question Papers. This should be available for ready reference everyday. It should be seen every day before taking out the envelopes before the scheduled time of the examination.

### **8.4 Appointment of Support Staff for Examination Centre**

The COE shall appoint a team of members from various cadres of staff in the Office of the COE to facilitate the conduct of day-to-day affairs in the conduct of examinations at the Centre. Such staff shall be responsible for all the activities outlined in Section-12.

## **9 Duties and Responsibilities of Chief Superintendents**

9.1 The COE shall appoint the Chief Superintendent(s) and communicate his/her appointment order in sufficient advance of the commencement of examinations. Each Centre of examination shall have one or more Chief Superintendent(s) who shall not be less than the rank of Professor, based on the number of examinees and examination halls.

9.2 The Chief Superintendent (CS) who finds it impossible to attend to the work assigned shall submit the appropriate form to the COE expressing the reasons and the details of alternative arrangement (Professor consenting to serve as Chief Superintendent) sufficiently in advance to the assigned time of duty.

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9.3 The Chief Superintendent(s) shall be responsible for the proper and smooth conduct of examinations at his/her/their centre. He/ She shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the office of the COE.

9.4 The CS shall arrange to prepare a 'Session Report' of students present during the examination session at his/her centre for each programme of study and each subject of examination and forward the same to the COE. A record of the usage of Answer-booklet in an examination session shall also be prepared.

9.5 The CS shall ensure satisfactory seating of students taking the examination and resolve any contingency issues that may arise in seating arrangement. He/ She shall ensure that all students are treated equally without any discrimination.

9.6 The CS shall depute the required number of Hall Superintendents, **Hall Assistants** to each examination hall. One HS shall be allotted for every 40 students or part thereof as far as possible.

9.7 The CS shall make sure that as far as possible, Hall Superintendents are allotted Halls at random and that no Hall Superintendents shall have prior information of the Hall to which he/ she shall be posted.

9.8 The Chief Superintendent shall briefly address all the supervisory staff prior to the commencement of examination and remind them of their duties and responsibilities. He/ She shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/ She shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.

9.9 The CS shall inform the Hall Superintendent and students personally that no additional Answer Booklet will be provided and the students have to write their answer only in the Answer Booklet supplied to them in the Examination by the University.

9.10 The CS shall not leave the Centre of Examinations during the period of examination without the prior permission of the COE. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the COE and obtain approval, before leaving the centres of examination.

9.11 The CS shall ensure that the question paper packets for each hall is sealed and not tampered with before handing it to the Hall Superintendent prior to the Examination session not earlier than half an hour fixed for the commencement of the examination in that hall.

9.12 The CS shall arrange to collect back the undistributed question papers from the examination halls at the end of the examination session along with the Answer scripts.

9.13 The CS shall attempt to resolve any serious misprint, wrong code, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers by referring to the original scripts of the respective question paper and shall not, on his own accord or at the instance of any other person, give any clarification, unless it is a clear case of apparent misprint. Serious disparity in the question paper shall be immediately reported to the COE by phone and the issue resolved according to his instructions.

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9.14 The CS shall see that only students with valid Hall tickets issued by the University are allowed to take the examination. If a Student has lost the Hall ticket, the Chief Superintendent shall arrange to issue ad hoc one-session conditional permission after verification of his/ her Identity and credentials in students list and getting an undertaking from the student.

9.15 When the subject/paper is wrongly indicated in the hall ticket issued, the Chief Superintendent shall give the correct subject/paper provisionally after an undertaking by the student. Such provisional permission is subject to the approval of the University. The student shall be made aware that incase the contention of the student is found to be not valid; his/her answer script may not be valued. All such cases of admissions are provisional till they are approved by the Institution.

9.16 The CS shall ensure that no student is admitted to the examination hall after the commencement of the examinations and no student is allowed to leave the examination hall within 30 minutes of the commencement of the examination. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings as per Section-11 below.

9.17 The Chief Superintendent shall take action against an examinee indulging in malpractice or attempting to use unfair means as defined in Section-13.1&13.2 below, in the examination hall or within the premises of the examination centre. All malpractices shall be reported and shall be handled as per the guidelines given in the Examination Malpractice Handling guidelines provided in Section-13.3 below.

9.18 All the Answer-booklets confiscated in malpractice cases during the examination session should be packed separately in one bundle and marked "Malpractice Case" on the label. Such answer-booklets shall NOT be mixed with the regular answer-booklets.

9.19 The CS shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, Programme & subject-wise attendance summary for a session, remuneration acknowledgement sheet etc., relevant to the examination session.

9.20 In case of any major law and order problem or in the event of any external factor causing a disturbance in the Examination centre, the Examinations Office should be notified immediately by the CS. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported.

9.21 The Chief Superintendent shall have the power to expel an examinee from examinations on subsequent examination days; on any of the following grounds:

9.21.1 That the examinee created a nuisance or serious disturbance at the examination centre.

9.21.2 That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.

9.21.3 If necessary, the Superintendent may get security guard assistance. Where a student is sent out of the examination hall, the COE shall be informed immediately.

## **10 Duties and Responsibilities of the Hall Superintendent (HS)**

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10.1 The Hall Superintendents are appointed by the Controller of Examinations to perform invigilation work during the specified sessions of theory examinations conducted by the university.

10.2 The Hall Superintendent (HS) shall report to the Chief Superintendent (CS) at least 30 minutes before the commencement of the examination on the first day and 20 minutes before on successive days/ sessions of examinations at the Control room. The HS should affix his signature in the duty attendance sheet of the session and wait for the allocation of the examination hall and issue of the question paper packet for the hall.

10.3 On allocation of the examination hall at the Control room, the HS shall go to the examination hall allotted at least 15 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the hall.

10.4 All the HS must remain in the examination hall for the entire period of examination. HS are advised to keep constant vigil on the examinees in the hall.

10.5 The students shall be admitted into the examination hall 10 minutes before the commencement of the examination. The HS shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall.

10.6 The HS should read out the warning note: "You should follow the instructions printed on the hall ticket and on the facing and last sheet of the answer-booklet. You should search your pockets, desks and tables and handover to the Hall Superintendent any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper in hand".

10.7 HS shall ensure that any undesired materials brought by the students are left outside the room at his own risk.

10.8 The HS should warn the students about the possession of Mobile phones, digital equipments and other electronic gadgets except a simple wrist watch. The students should be advised to submit the same to the HS if they have inadvertently brought to the examination hall.

10.9 If any student has not brought his/ her hall ticket and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional permission after the student gives due undertaking in exceptional circumstances after verifying the identity of the student and verification in the Student List.

10.10 The HS shall ensure that students are seated before the commencement of the examination. No student is allowed to enter the examination hall after the first 30 minutes for whatever reason.

10.11 The HS shall instruct the Hall Assistant to distribute the Answer Booklets ten minutes before the commencement of examination, only to those students, who are seated in the examination hall and are not to be placed on the vacant seat.

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10.12 The HS shall distribute the question papers to the students seated in the examination hall only when the commencement bell of the examination is given (Section-11.4.2).

10.13 When students seek clarification on question paper that cannot be dealt with by the Hall Superintendent(s) in the Examination Hall, the HS shall immediately notify the Chief Superintendent who will endeavor to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the CS, the Examinations Office must be informed immediately to resolve the issue.

10.14 The HS shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the student with photo on admit card and also ensuring that the Student has written the correct Register number, Programme, Course of examination, date of exam etc in relevant fields of the First page of the Answer Booklet.

10.15 The HS shall prepare a consolidated statement of the number of students present, absent and the absentees register numbers.

10.16 The HS should NOT allow any student into the examination hall who arrives after the commencement of examination.

10.17 The HS should NOT allow any student to leave examination hall for any purpose within the first half an hour of the commencement of the examination.

10.18 After half an hour of the commencement of the examination (the third bell), the spare Answer Booklets shall be returned to the Control Room along with the Consolidated Attendance Statement for the Hall.

10.19 The HS shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/ her Institution's Register number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.

10.20 The HS shall remain alert in the examination hall and shall attend to the requests of the students for supply of the graph sheets & other relevant material through the Hall Assistant.

10.21 All Hall Superintendents are expected to remain in the hall for the entire duration of the examination. In the eventuality that the HS must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one HS present in the hall. Such absences must be kept to a minimum.

10.22 The student visiting the rest room should be properly escorted; however frequent visits to the rest room by the student should be discouraged. No student will be allowed to go to the rest room in the first half an hour.

10.23 Whenever the warning bell sounds every half an hour, the HS shall alert the examinees about the time remaining for the examination session.

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10.24 The HS shall ensure that, there is no communication among the students in the examination hall. The Hall Superintendent shall not allow the student to use unfair means in the examination hall. Smoking, chewing tobacco/ paan etc. is strictly prohibited in the examination hall while the examination is in progress.

10.25 The invigilator should report to the Chief Superintendent the cases of insolent, indecent, undisciplined and undignified behavior of students.

10.26 While making rounds of the examination hall, if the HS notices that any student is indulging in copying or possessing a manuscript or Answer Booklet other than that of the student, any written material on calculator/ geometry box / scale, he/ she shall immediately take in his/ her possession the student's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the Chief Superintendent. He should not allow the student to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over charge.

10.27 The HS should not tamper with the Answer Booklets issued to the students for any reason whatsoever. Malpractices are recorded in the appropriate form along with a statement from the student in the presence of the Chief Superintendent. CS should ensure that if a student is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the CS in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.

10.28 The Hall Superintendent shall arrange the written Answer Booklets returned by the students at the end of the examination in proper order for each subject and programme and tally the same with the attendance of the students. He/ she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.

10.29 The HS shall not leave the Examination Centre premises until he/ she personally hands over the Answer Booklets at the Control Room to the designated staff and return the examination relevant materials of the examination session in his possession.

10.30 In the event of an emergency alert, all students should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise.

10.31 When any student feels extremely sick/ distressed, the HS may request the Chief Superintendent to make arrangements to escort the sick Student to the Institution Hospital with necessary transport arrangement with the help of the supporting staff in the control room.

10.32 Answer Booklets Confiscated due to unfair and malpractice of the students shall be handed over separately without mixing them with the regular answer booklets.

10.33 Any dereliction of duty on the part of the HS is recorded and the CS shall initiate necessary action as per the provisions of the examination regulations and report the same to the COE immediately.



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### 11 Examination Session Timings and Bell Alerts

11.1 Unless otherwise notified, the forenoon session of theory examination shall be between 9:30 AM to 12:30 PM for all on-campus examinations.

11.2 Unless otherwise notified, the afternoon session of theory examination shall be between 2:00 PM to 5:00 PM for all on-campus examinations.

11.3 The schedules for practical examinations to be conducted in the specified laboratories of the departments shall be notified in the examination notice boards of the respective departments at least a week in advance.

11.4 In an examination session there will be a total of 9 Bell alerts. The scheme of ringing of the bell during the examination session and the operations linked with it are given below:

11.4.1 First Long Bell 10 minutes before the commencement of the Examination

- Students enter the examination hall and take their respective seats.
- Answer-booklets are distributed.

11.4.2 Second Long Bell at the Scheduled start-time of the examination of the session.

Start of Examination.

- Question papers are distributed.
- No Student should be allowed to leave the examination hall until the next bell.
- HS shall check the identity and hall tickets, verify the First page entries of Answer-booklets and affix the signature on the Answer-booklet Front page at the appropriate place.
- HS shall mark the attendance in the attendance sheet/ register of the Hall.

11.4.3 Third Bell – One Stroke at the end of the first 30 minutes of examination.

- HS shall also make the consolidated attendance sheet of the Hall.
- All the absentees should be marked “ABSENT” using RED ink pen in the attendance sheet/ register.
- No Student should be allowed to enter the examination hall.

11.4.4 Fourth Bell – Two Strokes at the end of 60 minutes of examination.

11.4.5 Fifth Bell – Three Strokes at the end of 90 minutes of examination.

11.4.6 Sixth Bell – Four Strokes at the end of 120 minutes of examination.

11.4.7 Seventh Bell – Five Strokes at the end of 150 minutes of examination.



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11.4.8 Eighth Bell – One Short Stroke bell at the end of 170 minutes of examination.

- Warning 10 minutes before the end of the examination.
- Students are alerted about the remaining time.
- Students are reminded to enter the total pages written and strike off the unwritten blank pages in the answer booklet.

11.4.9 Ninth Bell – One Long Bell at the end of 180 minutes of examination.

- End of Examination.
- Answer papers are collected.

11.5 The ringing of bells will be according to the time indicated by the watch/clock in the Control/ Services Room. Different watches may show different times but, for the purpose of the examination, the watch/clock of the Control/ Services Room will be treated as authentic.

## **12 Control Room & Services Room at the Examination Centre**

The control room and service room shall function as office at the Examination centre. The rooms shall be adjacent to each other and easily accessible from all the examination halls and at the same time secure and safe.

### **12.1 Examinations Control Room/Service Staff**

During the examinations period, staff of various ranks from the Office of Controller of Examinations shall be deputed to attend to the duties related to the conduct of examinations for the entire duration of Examinations. They work from an Examination Services Room adjacent to the Control Room. The Hall Assistants may be drawn from the non-teaching staff of appropriate rank of various departments of the Institution.

12.2 Summary of functions of the Control/ Services Room for each day of examination:

12.2.1 Seating Chart be exhibited on the Notice Board.

12.2.2 Instructions to students/examinees are exhibited on the Notice Board.

12.2.3 Students are assigned to Examination Halls.

12.2.4 Signature of Hall Superintendents, who report on duty, be taken in the relevant Form.

12.2.5 Outer Packet containing the Question paper packets for the session is open, 15 minutes before the commencement of the examination.

12.2.6 The Question Papers be taken out of the envelopes. The subject printed on the Question Paper should agree with the subject mentioned in the Time Table.

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12.2.7 Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.

12.2.8 The Control Room will collect the following items from the invigilators after half an hour of the commencement of the Examination:

- Attendance sheets of students. These should be signed by students as well as the Hall Superintendent.
- Remaining Main Answer Books.
- Remaining Question Papers.

12.2.9 A record of the usage of Answer-booklets shall be maintained for each session. Session-wise consumption records shall be updated in the Answer-booklets Stock Register at the end of each session with signature of the person concerned.

12.2.10 Account of Question Papers is prepared. Entries are made in the concerned Stock Register. Envelopes are retained in safe custody.

12.2.11 Seating arrangement of the next day is prepared.

12.2.12 Packets of Main Answer Books, Supplementary Answer Books, and different proforma are kept ready, for the next day.

12.2.13 Superintendent should take rounds to ascertain the performance of duties by the invigilators.

12.2.14 Water should be served to students in the Examination Room.

12.2.15 After three hours, the Control Room should collect the Answer Books, check them, count them and send them to the COE office in sealed covers as per the prescribed instructions.

12.2.16 Session report is to be prepared and signed for each session of Examination.

12.2.17 Various examination related Forms filled and signed by invigilators, be placed immediately in the corresponding file covers.

12.2.18 Packet of Answer-booklets caught in Misconduct/ Malpractice/ Unfair-means is sent to the COE separately with the incriminating evidence along with the student's statement, HS report and CS report.

12.2.19 Perform any other relevant work/ activity that may be necessary.

12.3 Answer-booklets

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12.3.1 Answer-booklets shall in no case be stamped in larger quantity than required for each session/ day's use so that any misuses/ malpractices are prevented.

12.3.2 Only Institution seal shall be used on all the answer.

12.3.3 The Answer booklet stock register should be made available for Inspection by the Observer or Chief Superintendent or any other authority concerned with the Examinations.

### **12.4 Hall Arrangements & Seating Arrangement in the Examination**

12.4.1 The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz desk, chairs, tables, benches should be provided to the students. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.

12.4.2 The examination section shall prepare well in advance, the statement regarding seating arrangements for the students.

12.4.3 Each student shall be allotted a definite seat for each paper of the examination. The seat allocation for arrear student may vary for each of the arrear paper due to logistics and administrative constraints.

12.4.4 Sufficient space is given between two examinees so that the neighboring students may not peep into each others' Answer booklets. As far as possible, two adjacent students shall not be writing the same subject/ paper. If necessary, a student of a different subject or paper shall be seated between two students of the same paper.

12.4.5 Dynamic Seating charts(Rotation based) should be displayed prominently showing the position of students (according to their register number) in each room for each day accessible place for the examinees (inside/ outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.

12.4.6 On all day of Examination, the Examination Hall(s) should be opened 20 minutes before the commencement time in order to enable students locate their allotted seat.

12.4.7 Special care may be taken in providing a seat to a student who suffers from any infectious disease so as not cause an adverse effect on the other students. Students who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a Hall in the Ground floor.

### **12.5 Packing of Answer-booklets after the examination.**

12.5.1 Immediately after every session the answer scripts of each paper collected from the students will be arranged in the serial order of Register Number and after counting them and checking the number of answer scripts with the number of students appeared, the same shall be packed in covers of suitable size. The answer scripts must be packed as below:

12.5.2 Answer books of only one course and one examination must be packed in sealed packet(s).

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12.5.3 Several such packets of answer scripts shall be bundled and wrapped in appropriate material (cloth/ paper).

12.5.4 The answer scripts related to Malpractice/ Misconduct shall NOT be mixed or packed with the regular answer scripts. In each case of malpractice, the answer scripts shall be packed along with the confiscated incriminating material (duly signed by the examinee), report of the Hall Superintendent and statement of the errant examinee.

12.5.5 The consolidated report of the CS on all cases of reported malpractices/ misconduct shall be placed in the outer cover which shall contain all individual covers of reported malpractice cases.

### 12.6 Documentation of Reports of the Examination Session

The following records are consolidated, packed and sent to the Office of the COE after each session/ day of the examination.

12.6.1 Attendance Statements of Students sorted programme-wise/ course-wise, Attendance statement of Superintendents and all Staff on Examination duty.

12.6.2 Attendance Summary Statement programme-wise/ subject-wise be prepared and sent to the Office of COE.

12.6.3 Answer scripts packing list for each bundle/ bag/ box.

12.6.4 Record of the instances of Malpractice/ Misconduct and the related materials such as Answer-scripts, incriminating materials and reports of HS & CS.

### 12.7 Transportation of Answer-Scripts from Examination Centre to the Office of the COE

12.7.1 All the Answer-scripts and Reports/ Records of the examination held on the session/ day shall be packed safely and dispatched to the Office of the COE in the University vehicle securely.

12.7.2 The person in-charge of the receipt and safe-keeping of answer scripts after the examination shall receive those bundles from examination centre(s), check for the integrity of the packing. He/ She shall then arrange to keep them safely and securely till taken up for further processing.

## 13 Misconduct and Malpractices in Examination by Students

In the Examination Hall the student shall be under the disciplinary control of the Hall Superintendent(HS) and he/ she shall obey the instructions of HS. No student shall use unfair-means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

13.1. Misconduct : A student indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.

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13.1.1 Student blatantly disobeying the instructions of the Chief Superintendent (CS)/ Hall Superintendent (HS)/ Vigilance squad member or any other university appointed officials on examination duty.

13.1.2 Student exhibiting insolent/ violent behaviour with the HS or other examination staff or other examinees. Unruly behavior in or near the examination hall.

13.1.3 Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other students from entering the hall, misbehaviour with the supervising staff etc.

13.1.4 Bringing dangerous weapons/ articles into the examination centre/ hall on any pretext.

13.1.5 Any acts by students that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.

13.1.6 Tearing off or mutilating an answer booklet or any part thereof.

13.1.7 Talking with neighbours, showing signs or signals to others in the hall/ verandah.

13.1.8 Writing the examination even after the final bell despite several calls to stop writing.

13.1.9 Causing damage to the belongings of Examiners, as an act of vengeance.

13.1.10 Arranging outside persons to terrorise the examination staff.

13.1.11 Causing damage to examination material/ records

13.1.12 Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.

13.1.13 Writing filthy/ indecent/ vulgar words or sketching obscene figures etc in the answer-booklet or black board or walls or furniture at the examination centre.

13.1.14 Tampering with the particulars, including register number, written on another student's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.

13.1.15 Refusing to be searched by the HS/ CS/ any other member of the Supervisory Staff, or obstructing or hindering such search in the Examination Hall, Verandah, etc.

### 13.2. Malpractices:

A Student indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:

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13.2.16 Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination hall.

13.2.17 Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.

13.2.18 Possession of Programmable Calculators, Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the day's examination stored in them.

13.2.19 Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.

13.2.20 Writing any matter, formula, definitions, sketches in any part of the Student's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.

13.2.21 Exchanging of hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighbouring student.

13.2.22 Showing the answer-booklet/ question paper to the neighbours or allowing them to copy.

13.2.23 Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbour for copying.

13.2.24 Copying from any printed or hand-written material or answer-booklet of another student.

13.2.25 Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.

13.2.26 Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the Institution with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.

13.2.27 Communicating or attempting to communicate with the staff of the Institution or any person connected with the conduct of examination or with any paper-setter, with the object of finding out the name and address of the paper setter or finding out the questions.

13.2.28 Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent in the Examination Hall or to the Examiner in the answer script.

13.2.29 Approaching directly or indirectly the staff, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.

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13.2.30 Writing the register number anywhere in the answer-booklet other than in the fly slip of the Front Page

13.2.31 Revealing identity in any form in the answer written or in any other part of the answer-booklet by the examinee at the University examination

13.2.32 Writing the examination without valid hall ticket or obtaining admission to the examination on a false representation.

13.2.33 Striking off all the pages including the correct answers written by him/ her in the answer-booklet, when being caught for any act of malpractice.

13.2.34 Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.

13.2.35 Smuggling-in blank or written answer-booklet and forging signature of the Supervisor thereon

13.2.36 Replacing the answer-booklet supplied in the hall by pre-prepared answer-booklet brought by the student himself/ herself or got from external sources.

13.2.37 Presenting to the examiner a practical or class-work-notebook which does not belong to him/ her.

13.2.38 Forging the signature of the teacher anywhere in the Practical Record book.

13.2.39 Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.

13.2.40 Helping another student in answering any question orally or by transmission of material or information.

13.2.41 Giving or receiving assistance in answering the question papers to or from any other student/ person in the examination hall or outside during the examination hours.

13.2.42 Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.

13.2.43 Mutual/ Mass copying by students in the examination hall.

13.2.44 Impersonation - Arranging some other person to write the examination for the student (or) attempting to write the examination for somebody else.

13.2.45 Taking away with him/her the Answer script, without handing over the same to the Hall Superintendent or trying to take away or damage another student's answer-booklet/ script.



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13.2.46 Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing/ swallowing/ erasing/ throwing away the bits, materials etc.

13.2.47 Destroying or attempting to destroy a note or paper or any other material, or causing disappearance or destruction of any such material either by himself or with the assistance of any other person etc. during the examination hours.

13.2.48 Interfering with or counterfeiting of University/ Institution seal, or answer-booklets or office stationery used in the examinations.

13.2.49 Making a false representation pertaining to the eligibility of the student to appear in the examination

13.2.50 Committing any act(s) intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the Institution.

13.2.51 Forging another person's signature in any of the examination documents.

13.2.52 Any other similar act(s) of commission and/ or omission(s) which may be considered as Malpractice by the competent authority

### **13.3. Handling and Reporting Misconduct, Malpractice at Examinations**

The following shall be the procedure for dealing with the cases of students found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

13.3.1 Where a student is suspected of using unfair means as defined above, the HS or the centre superintendent or any other member of the supervisory staff or observer shall search the student and/ or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the Chief Superintendent of Examination centre. The student's answer booklet shall be confiscated along with the material recovered.

13.3.2 The Chief Superintendent shall hold a preliminary enquiry, record the report of the Hall Superintendent, the statement of the student in the presence of a teacher other than the HS concerned. On sufficient grounds, the Chief Superintendent shall forthwith suspend the student from writing the examination and withdraw the admission ticket.

13.3.3 The Chief Superintendent shall thereafter obtain a statement/ undertaking of the student. The HS shall provide his/ her report. CS shall countersign both the report and the statement. The student shall be made to affix his/ her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are packed separately.

13.3.4 If the student refuses to give a statement, he/she should be asked to record in writing his/her refusal to give a statement. If he/she refuses to give a statement, the facts shall be noted duly witnessed by two members of the supervisory staff.

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13.3.5 If the student refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and the matter reported to the Chief Superintendent immediately.

13.3.6 In case of Misconduct/ insolent behaviour (i.e. verbal or nonverbal e.g. gestures), the Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations.

13.3.7 The answer scripts, relevant question paper(s), statement of the errant-examinee and the incriminating materials confiscated shall be packed in a cover and labeled. This packet in turn shall be placed in an outer cover along with the HS Report(s) of all such cases along with the consolidated report of the CS on cases of malpractices for the session. It is reiterated that these Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of the Centre's Chief Superintendent to ensure that the malpractice related bundle is securely despatched to the COE with appropriate labeling.

13.3.8 A record of such malpractice shall be maintained at the examination centre in order to prevent such students from appearing in subsequent examinations by pretending to have lost the Hall ticket.

13.3.9 The Office of the COE shall open only the outer cover containing the reports of HS/ CS and the inner cover/ packet containing the malpractice related answer scripts, statement of the errant-examinee and the incriminating materials confiscated shall not be opened. Based on the reports of HS/ CS, the COE shall place such cases before the Examination Malpractices Enquiry Committee (EMEC) along with all the materials and records received by him/ her.

13.3.10 Post-Examination, if the examiner at the time of assessment of answer-booklet(s) suspects that there is a *prime facie* evidence that the examinee(s) whose answer script(s) the examiner is assessing appears to have resorted to malpractice, he/ she shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/ her name and signature to the Chairman of the Board in separate confidential sealed envelope marked as "Suspected Malpractice case". The Chairman shall forward the same to the COE along with his/ her remarks and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the marks list along with other students but enter them in a separate list and hand over to the custodian who in turn shall forward the same to the COE in a sealed cover.

### 13.4. Punishments for Malpractice

A student found guilty of Misconduct/ Malpractice at, or in connection with an examination shall be subjected to due enquiry by the Examinations Malpractices Enquiry Committee (EMEC) appointed for the purpose. If the student is found guilty, he/ she may be awarded one or more punishment(s) and/ or monetary penalty based on the norms of punishments prescribed in this regulations and the Committee's assessment on the nature and severity of the malpractice. This may even be in addition to the punishment that may have been already awarded by the Chief Superintendent during the examination. The

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punishment(s) and/ or monetary penalty shall be subject to review and/ or moderation by the Vice-Chancellor.

### 13.5. Examination Malpractices Enquiry Committee - Constitution, Powers and Functions

13.5.1 The EMEC constituted by the University shall be the competent authority to enquire the act of misconduct/ malpractice and recommend appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing unfair means at the examination conducted by the University.

13.5.2 The Examination Malpractices Enquiry Committee (EMEC) shall be appointed by the COE.

13.5.3 The EMEC shall function as a recommendatory body and submit its recommendations in the form of a report to COE. The Competent Authority COE may impose a fine and/or punishment on the student /person concerned declared guilty taking into account the recommendation of the Examination Malpractices Enquiry Committee (EMEC).

13.5.4 The EMEC shall have all the powers to issue notice, summon the student and witness, record their statements and recommend appropriate punishment/ penalty as per the norms provided in the regulations.

13.5.5 A prime facie case of Misconduct/ Malpractice in examinations reported to the Institution by the Chief Superintendent/ or Examiners shall be enquired into by the EMEC.

13.5.6 The Dean of faculty/ Head of the Department shall be the competent authority to implement appropriate disciplinary action recommended against the Student.

### 13.6. The Protocol and Procedure for Enquiry of Errant Examinee/ Student during Examinations:

13.6.1 The Controller of Examinations of the Institution/Dean/ Head of the Department, or the Officer authorized by them, as the case may be, shall inform the concerned examinee in writing of the act of malpractice alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge(s) leveled against him/her should not be held as proved and why the stipulated punishment should not be imposed.

13.6.2 The EMEC shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said student shall be allowed to be present, and heard in the same. The errant examinee may appear before the EMEC on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/ her case before the Committee and no other person shall be permitted to represent his case.

13.6.3 In no case the student shall be allowed to be represented by a lawyer or any other person. Also no adjournment of the hearing will be granted to the student unless deemed necessary by the committee.

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13.6.4 After serving a show cause notice, if the implicated concerned examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the concerned examinee may be given

one more opportunity to appear before the Committee in his/her defence. If even after offering two chances, the concerned examinee fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absentia, on the basis of the available evidence/documents, which shall be binding on the examinee concerned.

13.6.5 The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the concerned examinee should be shown to him/ her by the EMEC, if the concerned examinee presents himself/herself before the Committee.

13.6.6 The EMEC shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its findings about the commission of guilt by the student or otherwise prepare a report along with its recommendations.

13.6.7 The EMEC should follow the above procedure in the spirit of the principles of natural justice in dealing with the cases of malpractice.

13.6.8 The EMEC shall submit its report to the COE along with its recommendations regarding punishment and quantum of penalty if any to be imposed upon the errant examinee or otherwise. The Committee shall follow the norms for award of punishment in Section 13.7 hereunder as far as possible.

13.6.9 Except the punishment and action taken by the Chief Superintendent/ Examiner on the examination day, no other penalty may be imposed on a student except after an enquiry held, as far as may be, in the manner hereinafter provided.

13.6.10 The Controller of Examinations in turn shall, place the report before the Vice-Chancellor/the Executive council which shall consider and impose the penalty as recommended by the Malpractices Enquiry Committee or moderate the punishment or exonerate the student, as the case may be.

13.7 The malpractices in the examinations / tests and punishments to be imposed for such malpractices are listed below:

Sl.No.	Nature of Malpractice	Punishment
<b>LEVEL I</b>		
1.	Appeal by the student in the answer script to show mercy by way of awarding more than the deserving marks	

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2.	The student causing suspicious movement of his /her body with the intention of getting help from others or providing help to others	Warn the student for the first time.  If the student repeats the malpractice, then the answer script of the Examination in which malpractice was committed shall be invalidated by awarding zero mark.  The student shall not be eligible for substitute examination for that Test / Examination
3.	The student communicating with neighboring student(s) orally or non-verbally with the intention of getting help from others or providing help to others	The answer script of that Test / Examination in which malpractice was committed shall be invalidated, by awarding zero mark.  The student shall not be eligible for substitute examination for that Test / Examination

LEVEL II		
1.	The student facilitating the other student(s) to copy from his / her answer script.	The answer script of that Test / Examination in which malpractice was committed shall be invalidated, by awarding zero mark. The student shall not be eligible for substitute examination for that Test / Examination.  In addition to this the student will have to pay a fine of Rs 2000/-
2.	The student possessing any Incriminating material(s). For example: written or printed materials, bits of papers containing writings information, writings on scale, calculator, hand kerchief, dress, part of the body Hall Tickets etc.	
3.	The student possessing cell phone(s)/ programmable calculator(s) / any other electronic storage device(s) in the test/examination hall.	
4.	The student possessing his/her question paper with additional writing on it.	
5.	Appeal by the student in the answer script coupled with a promise of any form of consideration.	
6	Not appearing before the enquiry committee, when	If the student does not appear before the enquiry committee, constituted for the

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	summoned.	purpose, ex-parte decision will be taken on the issue of 'malpractice'. In addition to this a fine of Rs 2000/- shall be imposed on the student.
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LEVEL III		
1.	The student possessing  (i) the question paper of another student with additional writing on it or  (ii) answer script of another student	The Test / Examination of all the theory and practical courses registered for examination by the student for that semester shall be invalidated
2.	The student passing  (i) his/her question paper with additional writing on it to another student or  (ii) his/her answer script to another student.	
3.	The student passing on incriminating materials brought into the Test/ Examination Hall in any medium (hard/ soft) to other student(s).	
4.	The student copying from neighboring student or copying from any incriminating material(s).	
5.	Vulgar / offensive writings by the student in the answer script	
6.	Misbehavior in the Test/ Examination Hall (unruly conduct in the Hall, threatening the Test / Examination officials)	
7.	The student repeating for the second time any one or more of the malpractices listed in Level II	
LEVEL IV		
1.	The student repeating any one or more of the malpractices listed in Level III	The Test / Examination of all the theory and practical courses registered for examination by the student shall be invalidated and the student shall be expelled from the Degree programme by issuing T.C.

### 13.7.1 Other Recommendations:



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Sl.No.	Nature of Malpractice	Punishment
1	Smuggling-out or smuggling-in of answer-booklet as copying material	Debar the student from current examination of the student and an additional TWO academic years.
2.	Counterfeiting of Institution/ COE seal, or answer-booklets or office stationary used in the examination.	Debar the student from the current examination and additional TWO academic years.
3.	Any insertion in answer-booklet including currency notes/ bank cheques/ other material in an attempt to bribe any of the person(s) connected with the conduct of examinations	Debar the student from the current examination and an additional period of TWO.
4.	Using obscene language/ violence/ threat at the Examination/ Evaluation Centre by a student before/ during/ after the examination toward HS/ CS/ Examiner/ person(s) concerned with Examinations	Debar the student from current examination and an additional period of TWO academic years.
5.	Impersonation at the University examination.	<p>Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent.</p> <p>If a student of this Institution is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his / her studies and writing the examinations permanently. He / She is not eligible for any further admission to any programme of the college.</p> <p>Debarring the 'bonafide student' for whom the impersonation was done from continuing his / her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the Institution</p>
6.	Revealing identity in any form in the answer written or in any other part of the answer-booklet by the student at the University examination.	Cancellation of the current examination of the student in full along.
7.	Tearing off the answer-booklet/ page(s) of the Answer Book	Cancellation of the current examination of the student in full.

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8.	Student involved in malpractice at Practical examination/ Dissertation/ Thesis/ Project Report at UG/PG level	The punishment shall be as per the punishment provided for the theory examination depending upon the gravity of the case
9.	Student involved in malpractice in Dissertation/ Thesis at M. Phil. or Ph. D.	The punishment shall be withdrawal of the Degree/ and three years to permanent disqualification for re-registration based on the gravity of offence
10.	All other malpractice(s)/ misconduct not covered in any of the above clauses.	Warning/ Cancellation / Expulsion / or any other severe punishment and/or fine depending upon the gravity of the lapse.
11.	Malpractice/ Misconduct by the student who was caught in an earlier instance and warned or punished for the offence	Severe additional punishment can be imposed on such students. This punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination. In grave instances, the student may be expelled from the University permanently.
12.	A student on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah/toilet, etc.	Cancellation of that particular paper of the student's examination.
13.	If a student carries into the examination hall/ centre any weapon and does not hand over the same to the HS or any other authorized member of the supervisory staff.	The student shall be disqualified from appearing/ passing in any university examination for up to two years including the present one depending upon the nature and gravity of the offence.
14.	If a student on being caught by an HS or any other authorized member of the supervisory staff, runs away from the examination hall along with the piece of paper/ material in his possession or destroys any piece of paper believed to be of doubtful nature either by swallowing/ throwing it away, or by any other means	The student shall be debarred from the programme and from appearing/ passing in any examination for a period up to two academic years including the present.
15.	If a student leaves the examination hall without handing over his answer-booklet to the HS concerned and takes it away with him, or tears it off, or	The student shall be disqualified/ debarred from appearing or passing in any University examination for one to three academic years including the present year of examination, depending upon the nature and gravity of the offence. In addition a fine

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	otherwise disposes of his answer-book any part thereof inside or outside the examination hall.	of 20 MPU may be imposed.
16.	If a student incites/ compels any other student to leave the examination hall, or attempts to disturb, the conduct of examination or indulges in any kind of activity in the campus of the Examination Centre.	The student shall be disqualified/ debarred from appearing or passing in any Institution examination for one to three academic years including the present year of examination, depending upon the nature and gravity of the offence. In addition a fine may be imposed.
17.		Cancellation of a particular paper will mean award of zero mark in the paper and the cancellation of the entire examination will be treated as failure in the entire (all papers) examination.
18.		If a student appearing in failed subject(s)/ paper(s) of a lower examination along with the current examination is found guilty of use of unfair means in a subject/ paper of the lower or the current examination, either of the examinations or both the examinations (lower and current) may be cancelled.
19.		If any examiner reports any case of use of malpractice which he/ she detected during the course of evaluation of answer-booklet the same shall also be decided by the EMEC after getting the answer booklets checked and giving the student a reasonable opportunity to defend himself.
20.		The disqualification under misconduct/ malpractice will be treated as a failure in the examination and consequences of failure will follow. If a student is also disqualified from appearing at the next one or more examinations he shall not be admitted to any course of study, or allowed to appear at any examination of this Institution, during the period of such disqualification.
21.		Whenever entire examination of the semester is cancelled, it applies only to all the theory and practical papers of that semester and does NOT include any dissertation/ thesis/ fieldwork/ project work that the student might have appeared. However, debarring the student for one or more semesters/ annual examinations also debars him from submitting his dissertation/ project work etc. during that period.

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### 13.8. Malpractices/ Misconduct- Some general policies

13.8.1 If the Vice-Chancellor receives complaints to the effect that the integrity of a Semester examination has been violated at the examination centre as a consequence of mass copying or other use of unfair-means, he may after enquiry, order re-examination in one or more papers.

13.8.2 Ordinarily, the Institute shall conclude the issues/ matters related to malpractices and the processes thereof within a period of three months or in any case before the commencement of the next examination.

13.8.3 The Vice-Chancellor shall have the power at any time to institute an enquiry and to punish such malpractice/ misconduct or breach of rules by exclusion of such student(s) from any Semester examination or from any programme in the Department /School or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the Semester examination for which the student appeared or by deprivation of any Institution Scholarship held by him/her or by cancellation of the award of any Institution prize or medal to him/ her or by imposition of fine or in multiple of the aforesaid ways within a period of six months.

13.8.4 Examination Result(s) of the concerned examinee(s) involved in such misconduct/ malpractice cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee(s) and the Department/School to which he/she belongs to, shall be informed accordingly.

### 14 Post-Examination Work/ Activities

#### 14.1. Pre-Evaluation Processing of Theory Answer scripts

14.2 On the day of commencement of Central Valuation, the Answer-script packets shall be transferred to Valuation Centre and Custody Transfer to Chairman of the respective BoE. In the case of the valuation done by the course teacher himself/herself, he/she has to collect the answer scripts from the examination section after verifying the number of papers.

### 15 Central Evaluation of Theory Answer scripts

15.1 A period of Central valuation of answer scripts is finalized by the COE in consultation with the respective Chairman of the Board of Examiners.

15.2 The examiners to evaluate the answer-scripts of the examination along with a form in which they shall express their acceptance/ decline of the offer within the stipulated period.

15.3 All theory answer scripts shall be sent securely to the central valuation center (CVC)

15.3.1 Only examiners duly appointed by COE/ the Chairman, Board of Examiners, approved by the Institution should be assigned valuation work and none else.

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15.3.2 The Chairman of the Board shall ensure that the Registers pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.

15.3.3 Only one packet of answer-scripts shall be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 40-60 answer-scripts should be issued for evaluation to each examiner in a day.

15.3.4 The Chairman of the Board shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are not valued in a hurry.

15.3.5 Daily account to be maintained regarding the number of answer packets valued and sent to the COE from time to time with acknowledgement.

### **16 Appointment, Duties and Responsibility of Examiners**

16.1 No one can claim appointment as examiner or any other examination work as a matter of right.

16.2 The COE shall appoint examiners for each examination from among the list of eligible examiners approved by the Vice-Chancellor depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor, exceptions may be made. Under no circumstances can the Chairman of the BoE issue appointment orders on his/ her own. All Examiners will be required to submit their acceptance of the offer or otherwise.

16.3 The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University.

16.4 The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the Institution or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.

16.5 If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.

16.6 The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.

16.7 On the day of commencement of valuation, if applicable sufficient time shall be utilized for discussion with regard to valuation guidelines and regulations concerning the Examination.

16.8 The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.

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16.9 The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. Discrepancies, if any, should be brought to the notice of the Chairman, BoE immediately.

16.10 The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.

16.11 The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the student and round off those not considered.

16.12 The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.

16.13 The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.

16.14 The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature.

16.15 The examiner shall not take the answer scripts out of the valuation center under any circumstances.

16.16 If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Chairman of BoE through the Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the Chairman of BoE, who in turn shall forward the same to the COE. He/she shall enter such references in the marks list against the register number / code number.

16.17 The examiner shall report to the COE, cases of any students of other person on his/ her behalf approaching him/ her for any favor or writing letters to him/her indicating the name of the person, the register number/ code number of the student, subject/paper etc.

16.18 The examiners shall value not less than 40 scripts if there are no Parts and 60 scripts if only a Part (Part-A/ Part-B etc.) of the answer-booklet is to be valued.

16.19 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose. Sufficient care should be taken while preparing marks lists.

## **17 Practical/ Clinical/ Viva-voce Examinations**

17.1 The Institution shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the Chairman, BoE, wherever necessary.



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17.2 The Institution shall appoint Examiners (preferably Internal) for Practical examinations for different courses/ subjects from the panel of examiners submitted by the respective Boards of studies. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department/ Chairman of BoE shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments.

17.3 The required number of answer booklets and other material shall be demanded and obtained from the University by the Chairman, BoE/ HOD well in time for practical examinations.

17.4 Students shall be in possession of Hall Tickets on all the days of Practical examinations. In the event of non possession or loss of Hall Tickets the HOD is empowered to permit the student to appear in the examination in exceptional circumstances and after verifying the identity of the student.

17.5 Practical answer scripts after the practical examination shall be packed in separate covers and sent to the University after completion of all the Practical examinations.

17.6 Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.

## **18 Remuneration/ Honorarium/ Allowances**

18.1 Remuneration/ Honorarium/Allowances etc., shall be paid to the Chairman and the Members of the BoE (if permissible), Paper-setters, Examiners, Chief Superintendents, Hall Superintendents, Observers and others who have put in work in connection with the conduct of examinations, as per the rates fixed by the University authorities from time to time., after completion of the assigned duties and after necessary documentation, at the University, along with TA/DA, remuneration for valuation, as applicable.

18.2 Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the University on the prescribed form at approved rates.

18.3 In cases of practical/ viva-voce examinations, the Examiners shall submit their remuneration claims in appropriate Form along with the marks-sheets, Answer-scripts, attendance statement of students to the COE.

18.4 The claims of assistants at practical/ viva-voce examinations shall be prepared by the assistants themselves on separate prescribed Form, countersigned by the examiners concerned and the Chairman of the BoE.

## **19 Post-Evaluation Data Processing/ Tabulation**

19.1 There shall be restricted/ classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.



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19.2 All the data processing relevant to the marks shall be done in these restricted/ classified zones.

### 19.3. Marks Tabulation and Validation

19.3.1 The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks-Tabulators.

19.3.2 Marks-Tabulator(s) shall be appointed by COE with the approval of Vice-Chancellor. Marks-Tabulator(s) shall be staff members of the University working in the office of COE. They shall possess sufficient computer programming and database (SQL & RDBMS) skill and experience.

19.3.3 The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE. Validator(s) shall be drawn from the teaching faculty of the Institution.

19.3.4 The Validator shall:

- Check the posting made by the Marks-tabulators from the original statement submitted by the examiner
- Check totals/aggregates posted by Marks-tabulator;
- Check the implementation of the resolutions of the Passing BoE;
- Check the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc.
- Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the students in examination.
- Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

## 20 Grade Finalization Meeting

### 20.1 General Guidelines

20.1.1 The Grade finalization meeting shall be conducted at the Department Level on the assigned day with Examiners as members for finalizing the Grade/Results. After finalization of the grade the results will be duly signed and sent to the COE through TCS ion and hard copy.

20.1.2 The members bring out any moderation issues arising out of wrong/ out-of-syllabus questions/ unsolvable problems, etc. and the amount of marks to be awarded to the students affected by such issues.

20.1.3 The members shall review the shortfall in marks of failed students for each subject and arrive at the criteria for awarding grace marks in such a manner that marginally failed students may clear the course/subject. The award of grace marks shall be subject to the conditions given in Section 20.2

### 20.2. Award of Grace Mark/ Moderation of Marks

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20.2.1 Moderation of marks may be carried out in special/ unique circumstances such as, out-of-syllabus question, wrong question etc., so as to benefit all the students in a paper/ subject of the examination irrespective of the marks secured by students individually.

20.2.2 The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners concerned for valid reasons that have to be substantiated in the minutes of the BoE meeting.

### **21 Result Finalization and Publication**

The results of the concerned examinations shall ordinarily be declared within 15 days of the last examination and the Institution shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the Departments for distributing the same to the concerned students. The results shall be published on the Institution's website.

#### **21.1 Results Withheld and their Declaration**

21.1.1 If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the student, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Chairman & Controller of Examinations.

21.1.2 The results of those students held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Malpractice Enquiry Committee.

21.1.3 The result of the student writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such student will be declared after confirming from the Chairman of BoE regarding the subject and payment of a prescribed fine.

21.1.4 The results reserved for dues payable to University and/or College shall be declared on confirmation of payment of the said dues.

### **22 Grievances in Examinations**

**22.1 The examination system of the Institution shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Students. All such matters shall be resolved subject to the Institution rules and regulations.**

#### **22.2 Photocopy of Answer-script(s)**

22.2.1 After declaration of the examination results with marks, if any student wishes to apply for Photocopy/ photocopies of theory answer-scripts (subject to a maximum of 3 scripts/ student), he/she shall apply to the

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COE by paying the prescribed fees notified by the Institution from time to time within 10 days from the date of announcement of results of the respective course.

### 22.3 Re-evaluation

22.3.1 Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.

22.3.2 Every application for revaluation should be submitted by the student in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.

22.3.3 Re-evaluation of answer-scripts can be sought only with at least one affirmation by a faculty relevant to the subject as mentioned below and that any of the criteria below are satisfied:

- Finds that any answer(s) to question(s) that has/ have not been evaluated
- Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for reevaluation.

22.3.4 The application for revaluation shall be submitted to the Controller of Examinations through the Dean/ HOD of the concerned School/Department of study.

22.3.5 The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. If there is a difference of more than 25% of maximum marks between the first valuation and Re-evaluation, the average of the original and re-evaluated marks shall be awarded to the student. Otherwise the student is entitled to the marks advantageous to him/ her.

22.3.6 The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.

22.3.7 In cases of Re-evaluation(s), the Institution may provide two Answer-scripts of students who have secured high marks in the concerned paper/ subject to serve as bench-mark for re-evaluation.

22.4 In all cases of Re-evaluation, Fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the Institution shall take steps to get the answer-scripts re-evaluated.

22.5 The result of the revaluation shall ordinarily be made known to the student through the Head of the School/Department within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the Institution can never set in any case a time limit for the issue of the results of revaluation. The Institution will also therefore, not be liable for loss of any kind sustained by students concerned on account of the delay, if any, in issuing the results of revaluation.

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22.6 Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.

### **22.7 Name Change of the Student during study**

22.7.1 A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the COE.

22.7.2 The change of name in the records of the Institution may be sanctioned on any one of the grounds such as Marriage (Ladies), Adoption, Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.

22.7.3 A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.

22.7.4 No change in his/her name will be made in the past records of the Institution.

22.7.5 Students should send this application through the Head of the Department and Dean of the School.

22.7.6 The student should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which student's eligibility is finalized).

22.7.7 Documents required for change in name are as follows and must accompany the application for change in name:

- Govt. Gazette (Original copy)
- Affidavit (Ladies) (Original copy)
- Marriage Certificate (Ladies) (Original copy)
- Photocopy of the Statement of Marks of last examination

22.7.8 After the necessary changes in permanent documents, corrected copy/ copies of the statement(s) of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

### **22.8 Error Correction in Name**

22.8.1 To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.

22.8.2 Any errors in the Name of students printed in the Marks statement/ Certificate/ Hall Ticket may be brought to the notice of COE for necessary correction with appropriate evidence.

## **Reforms in Examinations**

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**Substitute Examinations:**

**Supplementary Examinations:**

**Online fee payments (Regular/arrear/substitute/supplementary/convocation):**

### **23 Miscellaneous**

#### **23.1. Internal Assessment Marks**

23.1.1 The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.

23.1.2 The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the Semester End Examinations in the prescribed form provided by the COE.

#### **23.2. Post-evaluation Custody and Disposal of Answer-scripts**

23.2.1 The evaluated Answer-scripts shall be preserved safely for a period of at least three years from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.

23.2.2 Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the COE for safe disposal.

23.2.3 Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.

23.2.4 Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.

23.2.5 The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE

#### **23.3 Scribes for Disabled Students**

23.3.1 The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such students may be given compensatory time of one hour for examination of 3 hours duration.

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### 23.4. Examination Audit

23.4.1 Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from the senior faculty of B.S.Abdur Rahman Crescent Institute of Science and Technology and other Organizations.

23.4.2 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 external audit is conducted by external examiners who shall not be from the same institute as the original examiner evaluating the Answer-scripts.

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