

PREFACE

A. V. P. College of Arts and Science has been started in the year 2015 with a view to provide quality education to young and aspiring students. The College was started with 04 UG Programmes and 144 students and is now catering to 2100+ students with 14 UG Programmes, 04 PG Programmes and 04 Research Programmes. It is approved by the State Government of Tamil Nadu, affiliated to Bharathiar University, Coimbatore and accredited with 'A' Grade in its first cycle by National Assessment and Accreditation Council in July 2024. The College has been conferred with Autonomous status by UGC from 15.09.2025 for a period of ten years. The College is pioneer in rendering the Higher Education Service to Southern part of Tirupur District.

INTRODUCTION

The Examination Manual provides a comprehensive framework for conducting, evaluating, and declaring examinations in an autonomous college. It is designed to ensure transparency, fairness, and compliance with autonomous college regulations while maintaining high academic standards.

Objectives:

- Ensure uniform procedures in the conduct of examinations.
- Provide clear guidelines for evaluation, grading, and results processing.
- Facilitate timely and accurate publication of results.
- Define roles and responsibilities of examination personnel.

PART 1

EXAMINATION GOVERNANCE AND ADMINISTRATION

1.1 Framework of the Examination System

All Undergraduate (UG) and Postgraduate (PG) examinations are conducted in accordance with Programme-specific Regulations formulated by the Academic Council and approved by the Governing Council. The curriculum structure, course modules, and model question papers are aligned with these Regulations.

Each course - Theory, Practical, Internship or Project - comprises two assessment components: Continuous Internal Assessment (CIA) (Theory: 25%, Practical, Project, Internship: 40%) and End Semester Examination (ESE) (Theory: 75%, Practical, Project, Internship: 60%).

The Office of Controller of Examination is responsible for conducting all End Semester Examinations and issuing Mark sheets with required security features. The final degree certificate is awarded by Bharathiar University.

Continuous Internal Assessment is carried out by course instructors based on norms set by the Academic Council. End Semester Examinations including theory, practical, project evaluation, and viva voce shall be conducted based on the guidelines approved by the Academic Council.

1.2 Structure of the Examination Section

As per UGC guidelines for Autonomous Colleges, the College maintains an Examination Section headed by the Controller of Examinations (CoE), appointed by the Principal on the basis of professional competence. A Deputy Controller of Examinations (DCoE) may also be appointed, if needed.

The CoE, with Principal's approval, may create a team consisting of:

- Deputy Controller(s)
- Office Assistants
- Computer Programmers
- Data Entry Operators
- Additional support personnel as needed

The Examination Section is equipped with a secure printing unit for preparing question papers and confidential materials. The College follows a continuous and comprehensive evaluation system combining internal and external assessments.

1.3 Roles and Responsibilities within the Examination Section

1.3.1 Controller of Examinations (CoE)

The Controller of Examinations is the chief authority responsible for the administration, coordination, and execution of all End Semester Examinations. The CoE reports periodically to the Principal regarding the performance and functioning of the Examination Section.

The responsibilities of Controller of Examinations include:

1. **Conduct of All Examinations:** Planning, scheduling, administering, and monitoring all examinations of the College, including coordinating preparation, evaluation, reporting, and remuneration.
2. **Supervisory Control:** Exercising supervisory authority over all subunits of the Examination Section - confidential wing, stores, computer section, valuation areas, and records.
3. **Decision-Making:** Taking decisions on examination matters that fall outside the jurisdiction of statutory bodies of the College.
4. **Custody of Records:** Ensuring secure maintenance and protection of all exam-related confidential documents, files, certificates, and records.
5. **Board Meetings:** Convening meetings of the Board of Examinations and associated committees, issuing notices, and ensuring proper documentation.
6. **Coordination with Board of Studies:** Discussing examination-related academic matters and course development with Boards of Studies, wherever applicable.
7. **Record Keeping:** Maintaining official minutes of all meetings of Examiners and associated committees.
8. **Confidentiality:** Ensuring secrecy and confidentiality in every stage of examination administration.
9. **Payments:** Making arrangements for payment of remuneration, TA, and other entitlements for paper setters, external examiners, and all examination personnel.
10. **Emergency Decisions:** Taking immediate decisions in urgent situations when circumstances demand.

11. **Infrastructure Management:** Maintaining control over examination spaces including halls, centralized valuation centres, laboratories, and stores, ensuring they are maintained appropriately.

1.3.2 Deputy Controller of Examinations (DCoE)

The Deputy Controller assists the CoE in executing examination-related responsibilities. The DCoE performs duties assigned by the Principal and the CoE and acts as the immediate supervisor for the examination office staff.

Key responsibilities include:

1. Serving as a member of the Examination Committee.
2. Supervising office staff, casual labourers, and personnel assigned to examination work.
3. Preparing the examination schedule and examination calendar
4. Coordinating processes from examination application to convocation.
5. Managing communications related to planning, preparation, execution, valuation, tabulation, printing, and distribution of mark sheets.
6. Overseeing the printing and supply of answer booklets.
7. Ensuring question papers are prepared and finalized well before the examinations.
8. Assisting the CoE in identifying paper setters, examiners, and coordinating all procedural components.
9. Ensuring timely availability of all exam-related forms such as applications, hall tickets, challans, etc.
10. Managing logistical arrangements and hospitality needs during valuation and examination processes.

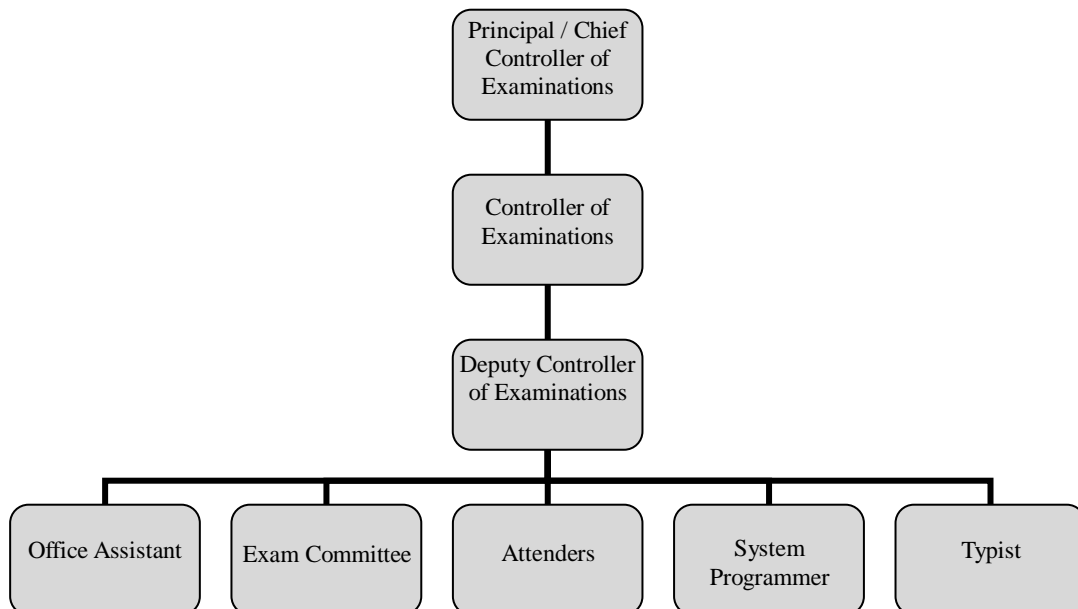
1.3.3 Examination Assistants

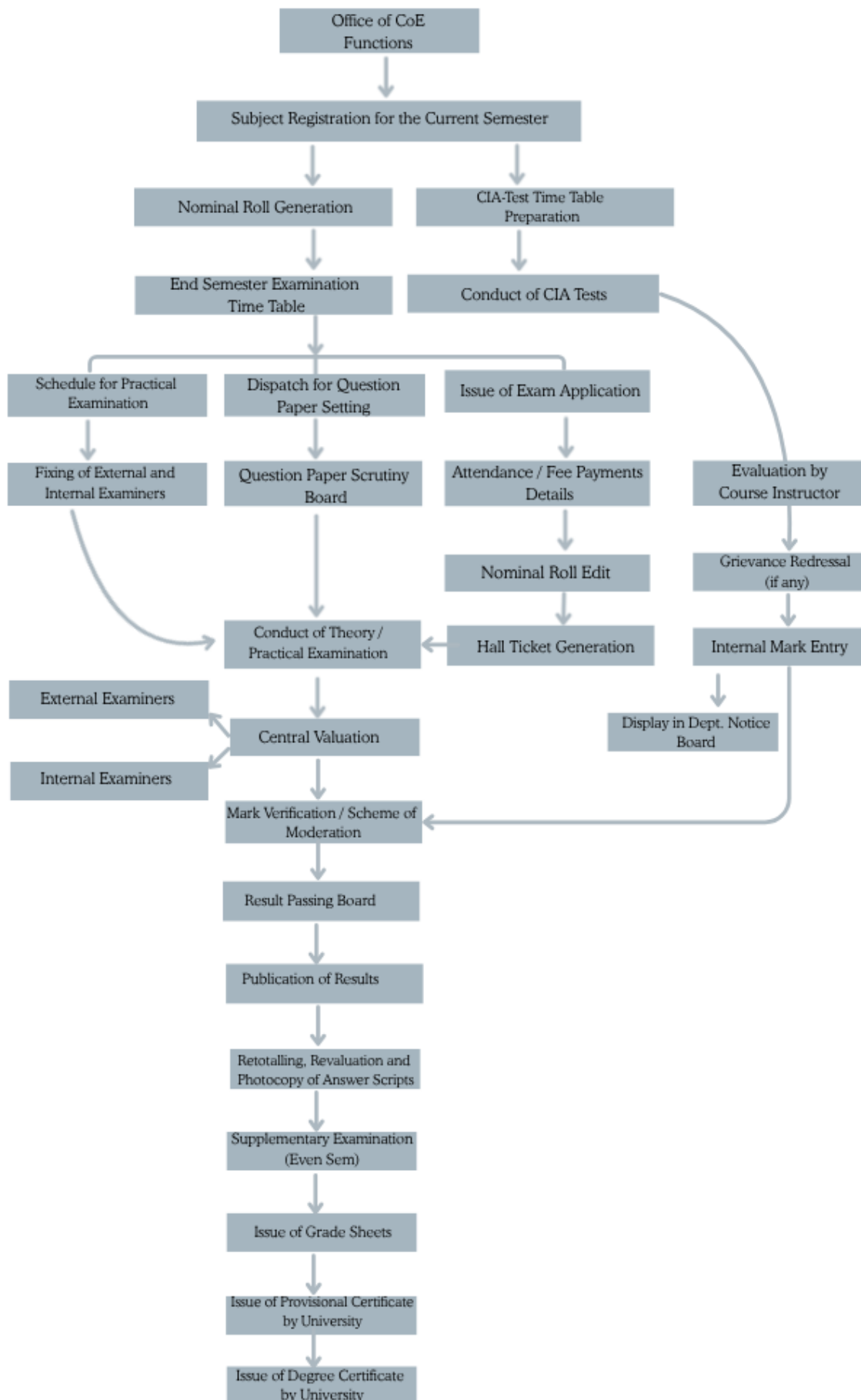
Examination Assistants support the operational functioning of the Examination Section. They must be familiar with examination rules, procedures, and confidentiality requirements. Their duties must be performed efficiently and responsibly.

Primary Responsibilities:

1. Assisting in the preparation of answer booklets for all examinations.
2. Assisting in preparing documents related to question paper setting, scrutiny, examiners, valuation, mark lists, and tabulation registers.

3. Receiving question papers submitted and recording them in the designated register.
4. Managing the typing pool attached to the Examination Wing and ensuring timely completion of all typing work.
5. Comparing typed question papers with drafts, making corrections, and preparing files for approval.
6. Preparing all forms required for examinations (applications, hall tickets, etc.).
7. Processing examination applications.
8. Preparing nominal rolls and dispatching hall tickets.
9. Preparing question papers for examination days.
10. Arranging Board of Examiner meetings and recording minutes.
11. Entering marks, performing tabulation, and assisting with mark processing.
12. Assisting with internal file movement, communication, and stationery management.
13. Maintaining cleanliness and order within the Examination Office and computer area.
14. Ensuring safe custody and confidentiality of exam-related records.
15. Performing additional duties assigned by superior officers.
16. Restricting unauthorized entry into the examination section.





Timeframe of functions in the Office of Controller of Examinations

| S. No. | Particulars | Timeframe |
|--------|--|--|
| 1. | Student and Course Registration | 2 nd week from commencement of semester |
| 2. | Purchase of Confidential Items and Stationery | 3 rd week from commencement of academic year |
| 3. | Conduct of CIA Tests Test 1 Test 2 Model Examination | 35 th working day 65 th working day 80 th working day |
| 4. | Payment of Exam Fee – Notification & Issue of Exam Application Form | 6 weeks before the commencement of the examination |
| 5. | Appointment of Question paper setters & requisition of Question paper / Dispatch of Question Paper setting | 4 th week from commencement of semester |
| 6. | Preparation of End Semester Timetable – Practical & Theory | 1 month before the commencement of the examination |
| 7. | Preparation of Nominal Roll | 3 weeks before the commencement of the examination |
| 8. | Appointment of External Examiners for Practical Examination | 1 week before the commencement of the examination |
| 9. | Question Paper Scrutiny Board | 1 month before the commencement of the examination |
| 10. | Issue of Hall Ticket | 1 week before the commencement of the examination |
| 11. | Appointment of Hall Invigilators | 1 week before the commencement of the examination |
| 12. | Preparation of Exam Materials for conduct ESE | 2 weeks before the commencement of the examination |
| 13. | Appointment of Chief Examiner & External Examiner - Central Valuation | During first week of examination |
| 14. | Result Passing Board | Within 15 days after the completion of the examination |
| 15. | Publication of Results | Within 15 days after the completion of the examination |
| 16. | Retotaling, Revaluation and Photocopies of Answer Scripts | Within 7 days after Publication of Results |
| 17. | Supplementary Examination | 2 nd week of June |
| 18. | Supplementary Examination – Result Publication | 3 rd week of June |
| 19. | Issue of Grade Sheets | Within one month after Publication of Results |
| 20. | Applying to University for Provisional and Degree Certificates | Within one month after Publication of Results |

PART 2

PREPARATORY PROCEDURES FOR EXAMINATIONS

2.1 Establishment of Boards

For each semester examination, the Controller of Examinations (CoE) shall constitute the following Boards with the approval of the Principal to ensure the orderly and efficient conduct of examinations:

1. Board of Question Paper Setters
2. Scrutiny Board
3. Board of Examiners
4. Passing Board

These Boards operate according to the norms prescribed by the Academic Council and the Governing Council. Each Board functions independently and is assigned specific responsibilities related to the preparation of question papers, scrutiny, valuation, moderation, and the final approval of examination results.

2.2 Panel for Question Paper Preparation

The CoE forms a Board of Question Paper Setters each semester from the panel submitted by the respective Board of Studies (BoS). The Board is responsible for preparing question papers, preparing valuation schemes, maintaining prescribed academic standards, and ensuring strict adherence to the approved syllabus. Each paper setter receives order along the approved syllabus, blueprint, and model question papers well in advance from the CoE. Setters must prepare two sets of question papers with valuation schemes for each course and ensure no unnecessary repetition occurs.

A Question Bank is maintained for each course and continually updated by internal faculty based on their inputs and student feedback. Question papers may also be generated through examination software using the Question Bank as reference.

The Chairman of the BoS prepares a confidential panel of eligible paper setters annually. This panel, sealed and marked *CONFIDENTIAL*, is handed personally to the CoE. The panel must contain a minimum of three eligible paper setters for each course, and it is valid for one academic year. At the start of each year, the existing panel is forwarded to the BoS for

revision. After receiving consent from selected panel members, the CoE issues official appointment orders with the Principal's approval. Appointments are made in the first month of the semester and may be renewed. All proceedings remain confidential

2.2.1 Eligibility Criteria for Question Paper Setters

- A faculty member of the same College is not eligible to serve as a Question Paper setter.
- A paper setter must have at least eight years of teaching experience in the concerned course at a University, Research Institute, or affiliated College, excluding Bharathiar University.
- The Principal may relax these criteria in exceptional cases and report such decisions to the Academic Council.

2.2.2 Guidelines for Question Paper Preparation

All question paper setters must follow the instructions issued by the CoE:

- Maintain strict confidentiality regarding the appointment and all materials handled.
- Submit question papers preferably through password-protected, encrypted email. CD or typed hard copies may also be submitted.
- Use handwritten copies only in exceptional cases. Handwriting must be neat without overwriting.
- Include all mandatory details:
 - Name of the examination
 - Course name
 - Duration
 - Maximum marks
 - Special instructions
- Clearly indicate mark distribution for all questions and sub-parts.
- Number pages using the format 1/3, 2/3, 3/3, etc.
- Set questions strictly from the prescribed syllabus and recommended texts.
- Avoid questions requiring political or religious declarations.
- Ensure questions are clear, unambiguous, and evenly distributed across the syllabus.
- Design Question papers so that a well-prepared student can answer in the allotted time and score full marks.

- Clearly state if any special materials (graph sheets, calculators, tables, etc.) are needed.
- Avoid reproducing questions verbatim from textbooks or previous examinations.
- Destroy drafts, notes, and soft copies after submission of Question Paper.
- Do not undertake private tuition for candidates who appear for the same course.
- Prepare two sets of question papers and valuation schemes with minimal repetition.
- Submit remuneration bills along with completed work. as per the College norms.

Essential Verification Points for Paper Setters

Question Paper setters must verify the following before submitting their question papers:

- The question paper strictly follows the syllabus.
- No mismatch exists between the appointment letter and the syllabus received.
- The entire syllabus is covered and no question is outside the prescribed content.
- All questions are typed or written neatly, without overwriting.
- Answers to all questions are available in the prescribed textbooks.
- Mark distribution is complete and clearly indicated.
- Special instructions (use of calculators, graph sheets, etc.) are included if required.

2.3 Scrutiny Board for Verification and Approval of Question Papers

A Scrutiny Board comprising senior external subject experts from other colleges is constituted to verify question papers submitted by setters. Their responsibility is to ensure that each paper aligns with the syllabus, follows the correct examination scheme, is free from typographical or grammatical errors, and carries a proper valuation scheme. When necessary, the Board modifies the question papers or answer keys to ensure compliance. After scrutiny, papers are sealed and returned to the CoE. The Office of Controller of Examinations records all details and forwards the papers for printing. Remuneration claims are processed accordingly.

PART III

PRE-EXAMINATION PROCEDURES AND EXAMINATION PREPARATION

The Internal Quality Assurance Cell (IQAC) and Examination Committee, in collaboration with the Controller of Examinations (CoE), prepares the Examination Calendar for each academic year or semester well in advance. This calendar includes schedules for theory examinations, practical assessments, internal evaluations, valuation sessions, and result publication. Once finalized, the calendar is published on the College website and communicated to all Heads of Departments. All examination-related activities must strictly follow this calendar, and additional notifications will be issued only under exceptional circumstances.

3.1 Procedure for Examination Registration

- Students enrolled in UG and PG programs who fulfill the minimum attendance requirement must pay the prescribed examination fee on or before the specified deadline.
- Payment of the fee is mandatory to become eligible for the upcoming semester examinations, including practical exams.
- Students must submit a completed application form signed by the Class Tutor and forwarded by the Head of the Department.
- Language and Elective options must be verified before the submission of the application.
- Rejoin / Readmission / Transfer candidates should register for the non-equivalent courses as decided by the Chairperson of the concerned board.
- Hall tickets will be issued only if the student has secured the minimum attendance prescribed for the entire course and meets any other minimum qualifications as specified in the course regulations.
- The Head of the Department shall submit a list of students who have met the attendance and fee requirements before the registration deadline for each examination.

3.2 Attendance Requirement for End Semester Examinations

- Minimum 75% attendance per semester is mandatory to write current semester courses and arrears, if any.

- 65%–75%: Eligible to write current semester courses and arrears, if any, with condonation fee and Principal's approval.
- 55%–65%: Eligible to write arrear courses only. Can write current semester courses in the next semester after compensating attendance shortage.
- Below 50%: Must redo the semester.

The Principal will provide an official list of such students to Office of Controller of Examinations so that hall tickets and nominal rolls can be updated accordingly.

3.3 Verification of Application

The Examination Section shall carefully verify each application to ensure accuracy and compliance with academic regulations. Applications lacking proper proof of fee remittance shall not be processed and will remain pending until corrected. Applications of candidates for registration during first semester are verified for:

- The authenticity of the qualifying examination shall be verified for every candidate. Qualifications from other boards / universities are checked for equivalence with Bharathiar University.
- The candidate's name on the application form must match the name on the qualifying certificate.
- The qualifying mark sheet shall be examined to verify eligibility.
- Language opted in Part I.

After verification, applications shall be arranged Programme wise. Defective applications may be provisionally accepted if the candidate is notified of the defect and rectifies the issue before the examination. Failure to rectify defects within the stipulated time shall result in cancellation of provisional registration.

3.4 Release of Examination Timetable

The CoE shall publish the End Semester Examination timetable at least one month prior to the commencement of Examinations. Before publication, the timetable is internally scrutinized to avoid course clashes within Programmes, to ensure appropriate gaps between major examinations, and to align with college events and public holidays. Once approved, the Chief Superintendent displays the timetable prominently across the College campus, including major notice boards and departmental boards, ensuring that candidates can easily access the information. In addition, the Timetable is published in the College website also.

3.5 Preparation of Candidate Nominal Roll

A nominal roll shall be prepared containing the name of the examination, month and year, candidate names, and register numbers. Candidates are categorized as regular, supplementary, or improvement. A summary sheet presenting the total number of candidates under each category is provided for administrative convenience.

3.6 Generation of Hall Tickets

The Office of Controller of Examinations shall generate hall tickets containing the candidate's name, register number, photograph, the list of courses registered, date of examination for the semester. Each hall ticket is thoroughly checked for accuracy and sealed with the College stamp to prevent tampering. A duplicate hall ticket may be issued, if misplaced or damaged, upon payment of the stipulated fee and submission of a declaration endorsed by the Head of the Department and the Principal.

3.7 Printing of Confidential items

Annual estimate of answer booklets, marksheets and stationery requirements is prepared by CoE and submitted to the Management through the Principal for approval. Purchase order is prepared and send through the Office / Finance Section to the concerned vendor.

3.7.1 Printing of Answer Booklet

Serial numbers and Code are printed on the top of the Answer Booklet for easy verification and stock maintenance. Answer booklets are stored in bulk in the secured strong room and issued to Chief Superintendent after recording the details in Answer Booklet Issue Register. The details of spoiled booklets are maintained in Destruction Register and are destroyed in the presence of the Principal and CoE

3.7.2 Printing of Question Papers

Question Papers are printed in the presence of CoE/ Deputy CoE after verifying Course code, Title of the Course, Page sequence, Marks and Typographical errors. The printed question paper is given to the staff mentioning the number of photocopies needed. Only dedicated printers / copiers inside the confidential room shall be used for printing. USB ports and internet access will be disabled. A Register containing the details of Question paper printed

and meter reading of the Copier machine will be maintained. Spoiled or test prints will be counted and destroyed immediately using a paper shredder.

On completion of printing a Question paper, it will be sealed in tamper-evident covers. The packet will be labeled with Exam Date & Session, Course Code, Title of the Course, Number of Copies and Signature of CoE. The packets will be stored in two-key metal cabinet in strong room. The packets will be issued to Chief Superintendent only one hour before the commencement of the examination.

3.7.3 Printing of Statement of Marks

Mark sheets will be printed only after result approval by competent authorities. Marksheet will be pre-printed with background security features and certificate numbers. Template for printing the marksheet will be accessible only to CoE and DCoE. Register number, name, courses and grades are cross verified before printing. Mark Sheet Stock Register containing the details of Programme name, Semester, Number of students, Starting number of certificate, Ending number of certificate, Date of printing, Personnel involved will be maintained. No duplicate print is done unless approved by CoE. Misprinted mark sheets must be stamped “CANCELLED”, signed by CoE, and shredded. Marksheet will be stored in a metal cabinet inside strong room. The Marksheet will be issued to the students after acknowledgement through Mark Sheet Issue Register.

General Guidelines for staff involved in printing of confidential items:

- Access to confidential printing rooms shall be strictly restricted.
- Only authorized staff (approved by CoE) may handle confidential materials.
- Carrying mobile phones, bags, electronic devices, or storage media inside the confidential section is prohibited.
- All staff must sign an Annual Confidentiality & Non-Disclosure Agreement.
- CCTV must be active (if permitted), excluding areas where sensitive content is visible on screens.

3.7.4 Record Maintenance

The following registers are maintained

- Question Paper Receipt Register
- Question Paper Issue Register

- Confidential Room Entry Register
- Answer Booklet Stock Register
- Answer Booklet Issue Register
- Mark Sheet Printing Register
- Destruction Register
- Confidentiality Agreement File

All registers are preserved as per the college's record retention policy (typically 5–10 years).

3.8 Preparation and Distribution of Answer Booklets

Answer books for UG and PG examinations shall be printed well in advance along with serial codes, spaces for invigilator signatures and evaluation. The office of Controller of Examinations shall ensure that a sufficient number of answer books are supplied to the Chief Superintendent before the examination period. Main answer books coded A, B, C, D, and E shall be supplied by the CoE. The Chief Superintendent may select a single code for any given session; however, using different codes for the same session is strictly prohibited. A record indicating the date, session (forenoon/afternoon), and code used shall be maintained for documentation and future audits. The facsimile signature of the Chief Superintendent shall be affixed on the specified location of the main answer book. Invigilators shall verify the presence of this facsimile before issuing answer books to candidates. Any book lacking the facsimile must not be used under any circumstances.

3.9 Preparation and Distribution of Question Paper Packs

Question papers for each course shall be placed in sealed packets clearly labeled with the examination name, month and year, course title, course code, examination date and time, and the number of copies enclosed.

All sealed question paper packets shall be delivered personally to the Chief Superintendent on the day of Examination, who must verify the integrity of the seals and confirm the details on the packets. Any shortage or discrepancy in the received materials must be immediately brought to the notice of the Controller of Examinations to avoid examination disruptions.

3.10 Distribution of Hall Tickets to Students

Hall tickets issued by the Controller of Examinations and attested by the Principal shall be distributed directly to candidates after they verify their registered courses in the nominal roll. Any discrepancy must be reported immediately to the Office of CoE for correction within two days. In cases where candidates share similar names, the Chief Superintendent must verify identities using initials, course choices, and, if necessary, date of birth to ensure that the correct hall ticket is issued.

3.11 Cancellation of Hall Tickets

The Principal has the authority to cancel a hall ticket if a candidate is found guilty of misconduct or determined to be ineligible. Before cancellation, the student shall be given an opportunity to present an explanation.

PART 4

CONDUCT OF EXAMINATIONS

4.1 Modes of Examination

Examinations in the College shall be administered using one or more approved modes based on the nature of the program and individual course requirements. These include written examinations, practical assessments, viva-voce evaluations, and computer-based testing. Unless specifically permitted, all written responses must be produced in English.

4.2 Neutrality in Beliefs and Political Opinions

All examination content must remain strictly neutral. Questions should never critique or undermine any religious, ideological, or political belief system. Likewise, candidates shall not be penalized for expressing personal view points, provided the code of conduct and academic requirements are met.

4.3 Appointment of Chief Superintendent and Supporting Staff

Chief Superintendent: The Principal serves as the Chief Superintendent for all examinations conducted on campus. When the Principal is unavailable, the Controller of Examinations (CoE) shall obtain a panel of three senior faculty members - each with a minimum of 15 years of service - and appoint one as Acting Chief Superintendent. Any faculty member whose close relative appears for the examination shall not be appointed as Chief Superintendent.

Reserve Superintendent: One Reserve Superintendent shall be appointed for every 300 candidates.

Hall Superintendents: Faculty members will be appointed as Hall Superintendents at a ratio of one per 30 candidates.

During End Semester Practical examination, the Head of the Department assumes responsibility for receiving question papers, conducting examinations, collecting mark lists, and forwarding sealed packets to the Office of Controller of Examinations. All personnel

assigned to examination duty must adhere strictly to examination regulations. External Examiner with minimum of 5 years of experience shall be appointed by the CoE for Practical Evaluation. Internal Examiners shall be appointed by the concerned Head of the Department and approved by CoE.

4.4 Responsibilities and Guidelines for the Chief Superintendent

The Chief Superintendent is responsible for the orderly, secure, and transparent conduct of each examination session. Duties include planning, supervision, verification, and final dispatch of materials.

(a) Pre-Examination Preparations

- Ensure the availability of the candidate list, answer books, and packing materials five days prior to the examination.
- Receive question paper packets from the CoE each day and confirm that the seal and labeling correspond to the scheduled examination.
- Arrange a clean, well-lit examination environment free from writing on desks, walls, or boards.
- Prepare seating plans and display them in accessible locations.
- Assign Hall Superintendents and invigilators well in advance based on prescribed norms.

(b) Opening and Distribution of Question Papers

- The outer cover of the question paper packet shall be opened 30 minutes before the start time, in the presence of an invigilator and official squad.
- The seal must be verified as intact. All present must sign the packet before opening.
- Invigilators should collect the required number of Question paper and answer scripts 15 minutes before the start of the exam.

(c) Control of Unauthorized Items

- No mobile phones, programmable calculators, or electronic devices are allowed inside the examination hall, even if switched off.
- Only essential writing materials and non-programmable calculators (if permitted) are allowed.
- Handbags or unauthorized items must not enter the hall.

(d) Surveillance within Examination Halls

- The Chief Superintendent and the squad must maintain constant vigilance by periodically visiting halls.
- Hall Superintendents shall actively patrol rather than sit stationary.
- Under no circumstance may non-teaching staff serve as invigilators.
- Candidates may not enter without a valid Hall Ticket. Hall Tickets misplaced or damaged may be reissued upon written request and verification through the nominal roll.

(e) Collection and Secure Handling of Answer Scripts

- All used answer books must be submitted to the CoE office within 30 minutes after the examination ends.
- Unused answer books must be counted and stored securely.
- A register of answer book series used for each session must be maintained.

(f) Maintenance of Exam Register:

The Examination Register prepared by the CoE shall include:

- List of all courses offered for the examination
- Number of candidates registered for each course
- Number of absentees and their register numbers
- Number of candidates present for each course

The register shall be updated daily by the Chief Superintendent and submitted to the CoE upon completion of all examinations.

(g) Additional Operational Duties

- Proper preparation of day-wise candidate lists.
- Strict adherence to seating norms, ensuring no hall exceeds 50% capacity for a single course when mixed seating is feasible.
- Documentation of invigilation duties in structured reports.
- Verification and signing of all question paper packets before opening.
- Safe transit of question papers between buildings as required.
- Preservation and return of all unused question paper packets.

(h) Special Cases

For sessions with very few candidates, packets must be opened only after confirming the candidate's presence. Arrear and regular candidates receiving different question papers must be separated when possible, and strict distribution control must be implemented.

4.5 Instructions for Invigilators

Invigilators play a vital role in maintaining fairness and discipline. They shall report 30 minutes before the commencement of examination and comply with all supervisory protocols.

General Duties

- Report to Examination Cell before 30 minutes of commencement of Examination
- Be present during the opening of the question paper packet.
- Collect and verify correct question papers and answer books.
- Arrive at the examination hall 15 minutes before the start time.
- Admit candidates only upon verifying the Hall Ticket and photograph.
- Ensure unauthorized electronic devices are removed and stored outside.
- Candidates shall be admitted to the hall, if his / her register number is allotted in the seating plan. If the register number of a candidate does not appear in the seating plan, direct him / her to the Examination Cell for further verification and action.

Examination Duties

- Distribute question papers and answer books 5 minutes before the exam begins.
- Sign each answer book after verifying candidate entries.
- Close attendance 30 minutes after commencement; mark absentees clearly in red ink. Ensure that all the candidate present have signed in the attendance sheet.
- Maintain strict silence and prevent any form of communication among candidates.
- Ensure no candidate leaves the hall within one hour.
- Announce "last 10 minutes" and ensure the candidate stops writing at the final bell.
- Collect answer books in register-number order.

Restrictions

Invigilators shall **NOT**:

- Permit entry of students after 30 minutes of commencement of Examination.
- Clarify doubts about question papers.

- Allow mobile phones or unauthorized materials.
- Permit candidates to write on question papers.
- Modify candidate register numbers.
- Permit early exit without surrendering answer scripts.
- Permit the candidate who left early to return back to the hall.
- Allow refreshments for the candidates in the examination hall.

Any suspected malpractice must be reported immediately with written documentation.

4.6 Guidelines for Candidates appearing for End-Semester Examinations

A. Practical Examination

- Candidates must report 10 minutes before the start and cannot enter after 30 minutes.
- No candidate may leave the hall within one hour.
- Carrying notes or communication devices is strictly prohibited.
- Record notebooks must be submitted. Non-submission of record results in zero marks for the record.
- Arrear students must submit original record books for fresh valuation.
- Students missing an examination for genuine reasons may take it in the next batch with Principal's approval on the same day of the examination.

B. End-Semester Examination

- Hall Tickets must be collected at least two days before the exam. No candidate is permitted to enter the examination hall without hall ticket and identity card.
- Duplicate Hall ticket can be obtained upon payment of the stipulated fee and submission of a declaration endorsed by the Head of the Department and Principal.
- Candidates must be seated by 9:45 AM or 1:45 PM depending on the session.
- Entry closes at 10:30 AM / 2:30 PM.
- Strict silence must be maintained in the examination hall.
- Proper dress code is mandatory.
- Only blue or black ink may be used.
- No unauthorized materials or devices permitted.
- Register number must be written only in designated spaces.
- No identification marks such as writing names / register number in other than prescribed location are allowed.
- Rough work must be neatly struck off.

- Candidates must verify the question paper code and course title immediately upon receiving the question paper.
- Only Register Number can be written in the Question Paper. Marking of answers or any other writing is not allowed and will be considered as malpractice.
- Candidates must read the instructions carefully before answering.
- Announcements in the Examination Hall should be viewed seriously.
- Candidates cannot leave until answer books are collected by the Invigilator. They cannot leave the hall keeping their answer books in their seats.
- Any malpractice will result in disciplinary action as per the College Norms.
- Candidates must follow invigilator instructions without exception.
- Candidates cannot leave the hall without the permission of the invigilator during the course of examination.
- Candidates who do not have examination must not crowd near examination halls.

4.7 Exclusion due to Illness and Special Permissions

- Candidates with visible infectious illness shall not be permitted inside the hall.
- Candidates whose registrations do not appear in the nominal roll may write the examination only after submitting a written declaration that they are appearing at their own risk. If discrepancies remain unresolved, their answer scripts will not be valued.
- Candidates must not write beyond the prescribed time unless delays were caused by procedural issues beyond their control.
- Blind or disabled candidates may request a scribe, subject to CoE and Principal approval. Students must request a scribe to the Office of Controller of Examination well in advance along with a medical certificate stating the nature of the disability from Government recognized practitioner

Scribe duties:

The scribe cannot be a relative of the student and his / her educational qualification must be lower than the candidate. They will be supervised separately.

- The scribe will only read questions and write answers as dictated by the candidate.
- The scribe must be punctual and act as directed by the candidate without wasting time.
- The scribe cannot accept any payment from the candidate; the honorarium is paid by the college.
- The scribe must not create any stress or exploit the candidate.

4.8 Exclusion for Misbehavior

- Candidates must obey all instructions of the Chief Superintendent and invigilators.
- Insolent, disruptive, or aggressive behavior may lead to:
 - Expulsion from that day's exam
 - Expulsion from remaining exams
 - Cancellation of scripts
 - Debarment from future examinations

A detailed report of the incident must be submitted to the CoE for further action.

4.9 Absentee Statement

Thirty minutes after commencement, absentee lists must be collected from each hall along with unused papers. Counts of absentees, unused question papers, and answer books must match. A consolidated absentee report, marked on the nominal roll, must be submitted on the day of the examination itself to the office of CoE. Absentees are marked as AB in red ink without scoring off the entry.

4.10 Handling and Dispatch of Answer Scripts

- Absentee register numbers must be written on the cover. The number of scripts and absentees must equal the number of registered candidates.
- Invigilators must collect answer books individually, verifying register numbers and ensuring candidates stand until scripts are received.
- Scripts should be arranged based on Degree and Course in numerical order.
- Different languages / courses must be packed separately.
- Covers must be sealed in the presence of the Chief Superintendent, who must sign across the seal.
- Delivery slips must be prepared in duplicate (one for exam section and one for office of CoE). Covers must be dispatched daily to the Office of Controller of Examinations. Any script with a candidate's name written inside must be packed separately.

4.11 Examination Postponement

Examinations scheduled must be conducted on the stipulated date and time. Cancellation and Postponement of an examination is permitted only under exceptional circumstances and

requires approval from the Principal. Updated information shall be communicated to the candidates through Head of the Department and displayed in the College website.

4.12 Malpractice and confiscation of Hall Tickets

Candidates indulging in malpractice must be immediately reported to Chief Superintendent with complete documentation for disciplinary action. Hall tickets of such candidates will be confiscated. Discipline committee consisting of Principal as Chairman, a senior member and concerned Head of the Department shall conduct an enquiry and take action based on the rules mentioned.

4.13 Penalties for Malpractice

Rule 1: Candidates writing his / her sessional marks in the answer script and requesting for a pass

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

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

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

Rule 3: Candidates found in possession of material / copying from any incriminating materials owned or written in the form of printed, photocopied / cyclostyled / hand written or in any other means, i.e. written on paper, hand, cloth, cell phone, scale, furniture, etc. or answer book of another candidate.

The particular examination taken by the candidate will be cancelled and the candidate will be debarred from writing the rest of the examinations, if any, in that semester excluding arrears courses. However, the results of the examination taken by the candidate prior to the date of malpractice will be published.

Rule 4 : Candidates being abetted by another candidate but not in possession of any incriminating materials/and not made use of in the examinations.

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

Rule 5: Inserting previously written answer sheets brought from outside, aiding or assisting for copying from additional book pilfered already or passing on written bits for copying

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

Rule 6: Candidates refusing to accompany the Hall Superintendent to the Chief Superintendent or the Principal on account of his / her malpractice or exhibiting verbal resistance inside or outside the Examination Hall or running out of the Examination Hall with or without the answer script

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

Rule 7: Candidates leaving the Examination Hall within 1 hour from the time of commencement of examination with Answer Script

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

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

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

Rule 9: Candidates knocking away the question papers or answer papers from the Chief Superintendent / Hall Superintendent or any other Officials who carries them

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

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

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

Rule 11: Candidates employing some outside person or old student to write examination in his / her place (a case of impersonation)

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

A police complaint may also be preferred, if it is recommended by the Examination Discipline Committee.

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

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

Rule 13: Candidates manhandling / causing physical injury to the Chief Superintendent / Hall Superintendent / any other officials connected with the examinations

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

A police complaint may also be preferred, if it is recommended by the Examination Discipline Committee.

Rule 14: Candidates committing forgery either prior or during the examination

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

A police complaint may also be preferred, if it is recommended by the Examination Discipline Committee.

Rule 15: In case of any form of malpractice as detailed above during the CIA Tests and Model Examination

The particular examination shall be cancelled and the answer script will not be valued. Re-examination for the particular course will be not be conducted. Permission for writing the

subsequent Tests / Examinations of the concerned Internal test / Model Examination shall be at the discretion of the Principal.

All cases should be reviewed by the Examination Discipline Committee. If the committee recommends cancellation of the written examination, that particular answer script will not be evaluated and the marks will be awarded as zero.

The documentation by Discipline Committee should contain:

- Invigilator's report
- Candidate's explanation
- Chief Superintendent's report
- Seized materials
- Seating plan (if needed)

4.14 Expenditure and Material Control

Chief Superintendents must submit closing stock statements for all stationery and materials. A detailed record of answer books, graph sheets, tables, covers, and other supplies must be maintained and forwarded to the CoE for replenishment. Applications for advances must be submitted 7 days before examinations and used only for written examination expenses. A complete account—including vouchers, bills, and supporting documentation—must be submitted through the CoE after examinations conclude.

PART 5

VALUATION OF ANSWER SCRIPTS

5.1 Panel for Valuation of Answer Scripts

5.1.1 Formation of Theory Examination Boards

The CoE prepares the panel of examiners for each course in consultation with the Chief Controller of Examinations. Each Board includes a Chief Examiner, appointed based on experience and suitability.

5.1.2 Duration and Conditions of Examiner Appointment

Examiners are appointed for either the odd or even semester. They are eligible for reappointment. A minimum of five years of teaching experience is required to become an examiner, although this may be waived by the Academic Council. Preference is given to faculty members with at least five years of experience and who have not served as examiners previously. Generally, no person above the age of 60 is appointed as Examiner.

5.1.3 Process for Selecting and Appointing Examiners

Examiners are appointed confidentially by the CoE from the approved panel. Appointment letters, marked *CONFIDENTIAL*, are mailed to examiners, and their acceptance is required. A copy of the *Instructions to Examiners* is provided to each member for compliance.

The Chief Examiner allocates answer scripts according to the norms decided by the Academic Council. For centralized valuation, examiner lists and distributions are prepared and forwarded to the concerned section. Substitute examiners are appointed when required. Remuneration for internal and external examiners are paid as per College norms.

5.1.4 Operational Guidelines for Examiners

Examiners must adhere to the following guidelines:

- Report promptly at 10:00 AM for valuation.
- Follow session timings:
 - 10:00 AM–1:00 PM (Forenoon)
 - 2:00 PM–5:00 PM (Afternoon)

- Value answer scripts strictly using the valuation scheme.
- Follow instructions issued by the Chief Examiner.
- Enter marks neatly in the designated boxes on the answer scripts.
- Sign the cover page of every valued script.
- Avoid alterations, overwriting, or use of correction fluid.
- Ensure no answer or sub-answer is left unvalued.
- Value all answers if a student has attempted extra questions, then discard the lowest marks as excess.
- Verify totals and mark transfers thoroughly.
- Submit valued scripts to the Chief Examiner for scrutiny.
- Maintain confidentiality regarding all marks and related information.

5.1.5 Roles and Responsibilities of Chief Examiners

The Chief Examiner shall:

- Ensure fairness, accuracy, and consistency in the valuation process.
- Follow all directives from the CoE and communicate them to examiners.
- Provide written instructions and clarifications using the valuation scheme.
- Instruct each examiner to value an initial set of 25 scripts for preliminary review.
- Examine these scripts and provide standardization instructions.
- Validate at least 50% of the scripts evaluated by each examiner.
- Report cases of poor or inconsistent valuation to the CoE.
- Verify in each script that:
 - All questions are valued
 - Totals are correct
 - Marks are transferred accurately
 - Examiner signatures are present
- Sign scripts or mark sheets where the examiner has failed to sign, after verification.
- Prepare and forward consolidated mark sheets and scrutiny certificates to the CoE.
- Ensure valuation is completed within the prescribed timeframe.

5.2 Answer Script Valuation Procedure

- To ensure confidentiality, each answer script will be assigned a dummy number, and the student's register number will be removed.

- Scripts will be organized into bundles, with each bundle containing a maximum of 25 answer scripts.
- Theory answer scripts shall be evaluated through centralized valuation camps.
- Centralized valuation may begin within five days following the examination, and all scripts will be assessed exclusively by external examiners.
- Evaluation must strictly adhere to the marking scheme provided by the question paper setter.
- Single Valuation System is followed for UG and PG answer scripts.
- Examiners are required to prepare and submit properly formatted mark sheets, countersigned by the Chairman.
- Marks will be entered for all the candidates using designated computer software.
- The Controller of Examinations (CoE) section will oversee the entire valuation process, ensuring proper conduct of the camp and maintaining all related registers, records, and accounts.

PART 6

PUBLICATION OF RESULTS

6.1 Preparation of Result Copy

The final calculation of marks for each candidate shall be fully automated using appropriate computer software to ensure accuracy and efficiency. Once the results are computed, they shall be printed Programme-wise to facilitate detailed analysis by the Passing Board. The College will print the score sheets internally, and the Controller of Examinations (CoE) is responsible for thoroughly verifying all entries. This includes ensuring that any applicable grace marks are correctly applied, confirming the classification of results, and validating all information before approval. The CoE / Chairman of the Board shall sign all pages of the result copy to certify its authenticity and accuracy.

6.2 Result Passing Board

The Examination Section shall prepare detailed statistical reports of each examination. These statistics shall include the name and date of the examination, the total number of registered candidates, the number of candidates who appeared, and the number of candidates who achieved the minimum pass marks. In addition, the aggregate marks for passing and the number of candidates in each classification (such as First Class, Second Class, etc.) will be documented, along with the overall pass percentage.

The compiled statistics shall be submitted to the Result Passing Board for review and finalization of the results. The Result Passing Board, constituted by the Principal for each examination, may approve the results as presented or apply moderation if necessary. All approved decisions taken by the Passing Board are recorded in minutes, which are subsequently submitted to the CoE. The CoE then authorizes the formal publication of results.

6.3 Publication of Results

The final results, once approved by the Passing Board, shall be officially published in the College Website enabling candidates to access and download their semester-wise marks digitally. This ensures transparency and timely availability of examination outcomes for all candidates.

6.4 Grievance Redressal Mechanism

A structured grievance redressal mechanism is available for candidates who may be dissatisfied with the grades awarded. Such candidates may submit a written appeal to the Grievance Cell, providing all relevant documentation, including evaluated assignments, test papers, and other supporting evidence. Appeals must be submitted before the commencement of the End-Semester Examination for the concerned semester.

A three-level mechanism is available for addressing student grievances related to CIA:

1. Course Instructor Level
2. Departmental Review Committee
 - Head of Department (HoD)
 - Internal Assessment Coordinator (nominated by HoD)
 - Concerned course instructor
3. College-Level Grievance Committee
 - Principal
 - Controller of Examinations (CoE)
 - Concerned HoD
 - One Senior member of the College (nominated by the Principal)

Grievances at Levels 1 and 2 must be submitted within two working days of result publication. Decisions must be issued within the next two working days. Appeals to Level 3 must be filed within five working days, and the final decision shall be taken within the following five working days, in adherence to norms of the College.

6.5 Revaluation of Answer Scripts

Candidates have the right to request a revaluation for answer scripts evaluated under the Single Valuation System. Revaluation is conducted by a different examiner, and the higher of the original and revalued marks shall be considered final. Applications for revaluation must be submitted within seven days of the official result publication, along with the prescribed fee. This ensures fairness and accuracy in the assessment process while maintaining transparency in evaluation.

6.6 Photocopy of Valued Answer Scripts

Students of both UG and PG programs may obtain a photocopy of their evaluated answer scripts in courses where Single Valuation is applied. To do so, candidates must submit a

formal application to the CoE Section within seven days of receiving their mark sheet, accompanied by a copy of the mark sheet and the prescribed fee.

On the designated day, students will be provided with photocopies in a specified examination hall. Subject experts will be present to clarify any doubts. If, after reviewing the scripts, a student wishes to apply for revaluation, they must do so within seven days of accessing the photocopy. This process ensures transparency, allows students to verify the evaluation, and provides a mechanism for fair reassessment.

6.7 Re-Totaling of Marks

All candidates are eligible to apply for re-totaling of marks for any course. Application forms are available from the Controller of Examinations Section. The completed application, along with a copy of the mark sheet and the required fee, must be submitted within one week of result publication. Re-totaling ensures that all arithmetic calculations in the mark sheets are accurate. The revised totals will be communicated to the respective Heads of Departments within seven days.

Guidelines for Revaluation / Photocopy / Re-totaling:

- Revaluation / Photocopy / Re-totaling is permitted only for Theory Courses.
- Students wishing to apply must submit the application along with the prescribed fee within 7 days from the date of publication of results.
- Applications must be submitted separately for each course through the Principal in prescribed format along with Receipt of the fee remitted.
- Incomplete or incorrectly filled applications will be rejected.
- If the marks obtained after revaluation / re-totaling is higher than the original marks, the Office of the Controller of Examinations will consider the revised Mark.
- If the marks obtained are less than or equal to the original marks, the previous marks and results will remain valid.
- Student failing in one or more Course/s and wish to apply for Revaluation and Supplementary Examination are advised to appear for Supplementary Examination, without waiting for Revaluation results
- Fees paid for Revaluation / Photocopy / Re-totaling are non-refundable and cannot be adjusted against any current or future fees

6.8 Improvement of Marks

Candidates who wish to improve their marks in a course they have already passed may reappear for that course in the subsequent semester. The improved marks will be used for classification purposes but will not be considered for ranking. If no improvement is achieved, the original marks shall remain unchanged. This policy provides students an opportunity to enhance their academic performance without affecting previously awarded results.

6.9 Supplementary Examinations

Supplementary examinations are offered for UG (6th semester) and PG (4th semester) programs for students who have a maximum of one course as backlogs. A separate fee is applicable for each paper. These examinations are conducted immediately after the publication of the normal End-Semester results, and the dates are scheduled in conjunction with the regular examination timetable. This provision helps students to clear arrears without delaying their academic progress.

6.10 Post-evaluation Custody and Disposal of Answer-scripts

The evaluated Answer-scripts shall be preserved safely in their original packets bundled together till the batch of candidates complete their course of study. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area should be fumigated and aired periodically so that they are preserved without any damage. Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till safe disposal. 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. The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

6.11 Issue of Statement of Marks

After evaluation and upon recommendation of the Result Passing Board, semester-wise mark sheets shall be issued. The Academic Council approves or ratifies these results, and the mark sheets are signed and released by the Controller of Examinations. Each Statement of mark sheet is considered an official document reflecting the academic achievements of the student for that semester. The Mark Sheets shall be signed and issued by the Controller of Examinations.

6.12 Issue of Consolidated Statement of Marks

A computerized consolidated statement of marks shall be issued to all candidates who have cleared all the courses of the Programme. This comprehensive statement serves as an official record of academic performance. Fees for issuing consolidated statements will be collected along with the examination fee to ensure smooth processing. However, Consolidated Statement of Marks (CSM) will not be issued to Lateral / Transfer / Readmission candidates.

6.13 Corrections in Statement of Marks

Candidates can apply if a certificate contains incorrect information or spelling mistakes through Head of the Department and Principal along with supporting documents (if needed). The candidate must return the original certificate along with a written request for rectification to the Office of the Controller of Examinations within 10 days of receiving the certificate. Late submissions may require the payment of a penalty fee.

6.14 Duplicate Statement of Marks

Students may apply for a duplicate statement of marks if original statement of marks is lost / Original damaged or mutilated / Theft (with police FIR / Nontraceable Document) / Natural calamity / fire damage. They should submit an application to the Office of Controller of Examinations along with an Affidavit stating loss of the mark sheet, Copy of Police FIR / CSR (mandatory in loss / theft cases), Damaged Statement of Marks (if applicable), ID Proof (Aadhaar / College ID / Driver's License) and Fee Receipt. Duplicate statement of marks is printed after the approval of CoE. "Duplicate" is mentioned clearly on the top in red / uppercase. A maximum of three duplicate statement of marks may be issued during a student's lifetime. Duplicate statement of marks will not be couriered and student must ensure accuracy before leaving the office; post-issue corrections will be treated as a fresh application.

6.15 Conferment of Degree

The Office of Controller of Examinations conducts all End Semester Examinations and issues Statement of Marks with requisite security features to ensure authenticity. Upon successful completion of all academic requirements, Bharathiar University will issue the final degree certificate.