



SACRED HEART COLLEGE (AUTONOMOUS)

(Affiliated to Thiruvalluvar University, Vellore)

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31/4 at 'A+' Grade, Affiliated to Thiruvalluvar University

EXAMINATION POLICY AND GUIDELINES

OFFICE OF THE CONTROLLER OF EXAMINATIONS

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FOREWORD

“A journey of thousand miles begins with a single step”. In accordance to this saying, it is imperative that the first step for student in his/her career is their examination. It is thus our responsibility to ensure that this first step becomes a joyous and tension-free experience and lays a sturdy foundation for our students' future. At Sacred Heart College (SHC), it is therefore essential that examinations are conducted with the utmost precision, fairness, and objectivity. We make certain that our system is understood by everyone involved in the process, be it any discipline whatsoever. I am putting this edition of the Examination Manual in your hands with this goal in mind as it addresses the several steps that must be taken at all stages affiliated to the examinations. To ensure that nothing is left to chance, I honestly believe that all the guidelines and measures pertaining to the examinations should be clearly outlined. Our efforts in that direction are simplified by this Manual as this document covers topics from the perspectives of students, the university, examination centres, and the staff working on various examination-related operations.

Suggestions for improvement in the system are always welcome.

Place: Tirupattur

Date:

Rev. Dr. S. John Borg

Controller of Examinations



BACKGROUND

Sacred Heart College (SHC) is an Autonomous college which adopts Choice Based Credit System (CBCS) for providing unique learning experience to the students. Assessments of the students are carried out continuously using formative modes as well as summative assessment, incorporating innovative methods like snap tests, individualized assignments, mini-projects, term papers and evaluating learning outcomes in terms of the domains of cognition, affection and psychomotor. The above parameters, along with teaching, have become an essential part of student learning at SHC. Thus, the evaluation process includes continuous integral evaluation, examination administration, evaluation of answer scripts, and indicating performance through grading rather than marking. The evaluation practices are chosen and introduced in this context.

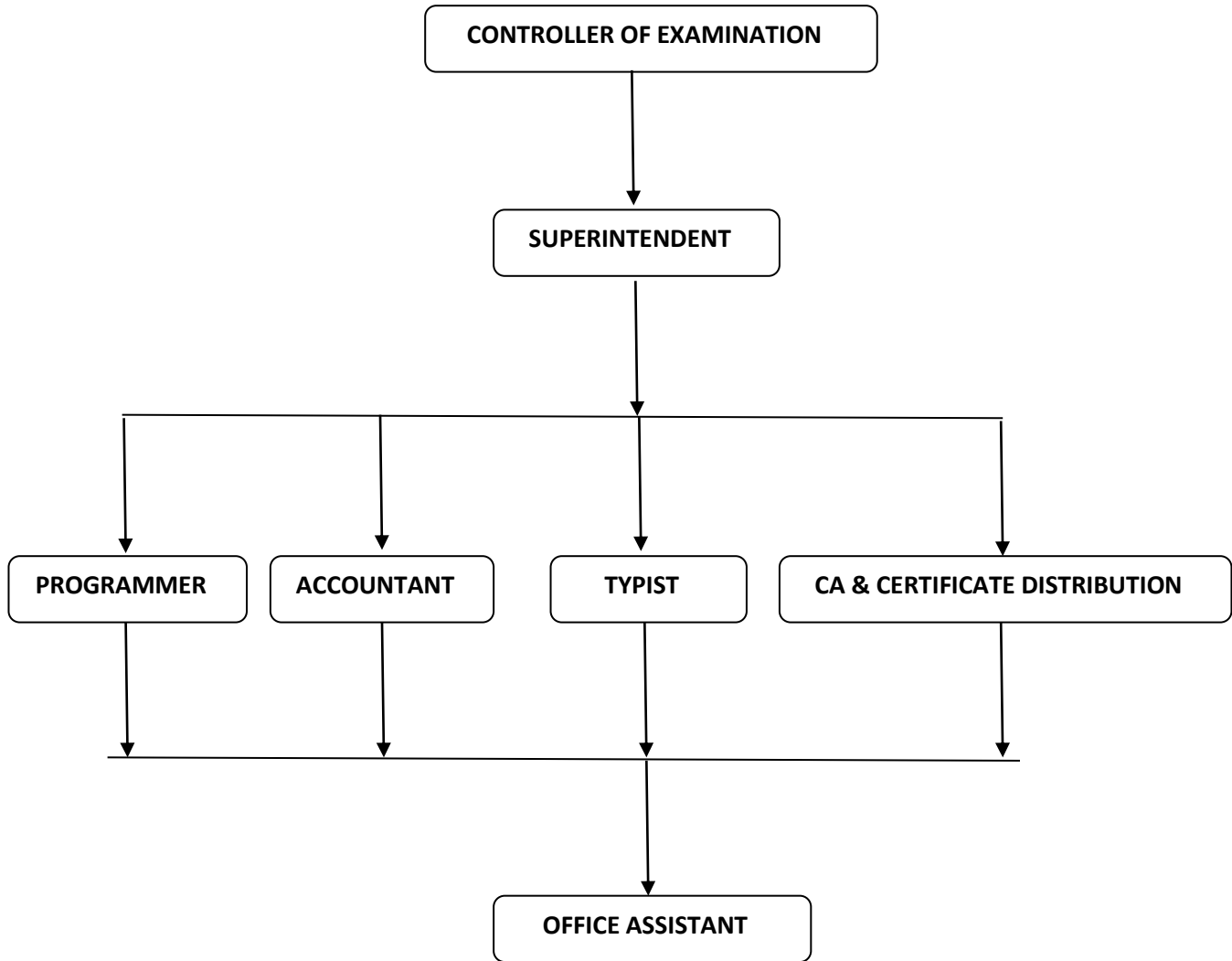
OBJECTIVES

At SHC, examination reform is not just a tool for enhancing the evaluation system; it is also intended to improve the education process itself. The following objectives have been developed with the policy's purpose in mind.

- To instil confidence and trust in stakeholders (Management, Teachers, Students, Parents, University, Government & Public).
- To carry out all examinations in accordance with the calendar.
- To prevent examination malpractice and unfair practices.
- To maintain the examination system's confidentiality and reliability.
- To improve examination system transparency.
- To evaluate answer books as quickly as possible using the Central Valuation Program.
- To declare results as soon as possible in the shortest span of time.
- To carry out verification, provide photocopies of the assessed answer books to students, and, if necessary, revalue the assessed answer books.



ORGANISATIONAL CHART





LIST OF COE'S DOWN THE LINE

S. NO.	NAME OF THE CONTROLLER OF EXAMINATIONS	PERIOD	
		FROM	TO
1	Prof. T. Raghavan, M.A., M.Phil.	15/06/1987	23/05/1992
2	Rev. Bro. Joseph Dass, SDB., M.A. M.Ed.	24/05/1992	23/05/1997
3	Prof. G. Chandrasekaran, M.Sc., M.Phil.	24/05/1997	23/05/2003
4	Rev. Dr. C. Antony Raj, SDB., M.A., M.Phil., Ph.D.	24/05/2003	23/05/2006
5	Rev. Dr. A. T. Thomas, SDB., M.A., M.Ed., M.Phil. Ph. D.	24/05/2006	23/05/2010
6	Rev. Dr. D. Maria Antony Raj, SDB., M.Com.,M.Phil., Ph.D.	24/05/2010	23/05/2015
7	Rev. Dr. Praveen Peter, SDB., M.Sc., M.Phil., Ph.D	24/05/2015	23/05/2022
8	Rev. Dr. S. John Borg, SDB., M.Sc., M.Phil., Ph.D	24/05/2022	



MILESTONE OF COE

S.No.	Year	Autonomy Granted
1	1987 - 1988	M.A. Social Work , M.Sc. Mathematics
2	1988 - 1989	M.A. Economics, B.A. Economics, B.Com., B.Sc. Maths, B.Sc. Physics, B.Sc. Chemistry, B.Sc. Computer Science.
3	2007 - 2008	B.Com., B.Sc. Maths, B.Sc. Physics, B.Sc. Computer Science, B.B.A., B.Sc. Biochemistry.
		M.Com., M.Sc. Physics, M.Sc. Chemistry, M.Sc. Computer Science, M.A. Tamil , M.C.A., M.Phil (Economic, Commerce, Maths, Physics, Chemistry , Computer Science, Social Work)
4	2009 - 2010	B.A. English
5	2011 - 2012	M.B.A.,B.C.A., M.A. English, PGMLT
6	2013 - 2014	B.Com (CA), M.Phil. English,. MCA (Lateral Entry)
7	2014 - 2015	B.A.Tamil, B.Sc. Chemistry, M.Sc. Software Technology, M.Sc. Biochemistry, M.Sc. Counselling Psychology, M.Phil Management and M.Phil. Computer Applications
8	2017 - 2018	PGDHRM, PGDIEM,PGDLM, B,Sc. Microbiogy
9	2019 - 2020	B.A. History
10	2020 - 2021	MCA (2 Years Program)
11	2021 - 2022	B.Sc Psychology, M.Sc.Applied Microbiology, PGDDS (Data Science), PGDCS (Cyber Security)



UNDER GRADUATE PROGRAMMES

Programmes	Major	Allied Courses	Mode
B.A.	Tamil	jkpoftuyhWk; gz;ghLk; & gad;ghl;Lj; jkpo; kw;Wk; fzpdpf;fiy	Self-financing
B.A.	English	The History of English Literature & The Social History of England	Self-financing
B.A.	Economics	History, Politics & Accountancy	Aided
B.A.	History	Principles of Tourism & Principles of Public Administration	Self-financing
B.Com.	Commerce	Economics & Business Mathematics	Aided / Self-financing
B.Com (CA)	Computer Applications	Entrepreneurial Development & Elements of Insurance	Self-financing
B.B.A.	Business Administration	Accounting for Management Business Statistics & Operations Research	Self-financing
B.Sc.	Mathematics	Physics & Chemistry	Aided / Self-financing
B.Sc.	Physics	Mathematics & Chemistry	Aided / Self-financing
B.Sc.	Chemistry	Mathematics & Physics	Aided / Self-financing
B.Sc.	Computer Science	Mathematics & Physics	Aided / Self-financing
B.Sc.	Biochemistry	Chemistry & Biostatistics	Self-financing
B.Sc.	Microbiology	Biochemistry & Biostatistics	Self-financing
B.C.A.	Computer Applications	Mathematical Foundations & Financial Accounting	Self-financing
B.Sc.	Psychology	Business Management & Statistics	Self-financing
		Others to be included	



POST GRADUATE PROGRAMMES

Programmes	Major	Mode
M.A.	Tamil	Self-financing
M.A.	English	Self-financing
M.A.	Economics	Aided
M.Com.	Commerce	Self-financing
M.S.W.	Human Resource Management	Aided
	Community Development	
	Youth Development	
M.B.A.	Business Administration	Self-financing
M.Sc.	Mathematics	Aided / Self-financing
M.Sc.	Physics	Self-financing
M.Sc.	Chemistry	Self-financing
M.Sc.	Computer Science	Self-financing
M.Sc.	Biochemistry	Self-financing
M.Sc.	Counselling Psychology	Self-financing
M.C.A.	Computer Applications	Self-financing
M.Sc.	Applied Microbiology	Self-financing
Others to be included		

PG DIPLOMA PROGRAMMES

- Diploma in Computer Software Applications (PGDCSA)
- Diploma in Medical Laboratory Technology (PGDMLT)
- Diploma in Human Resources Management (PGDHRM)
- Diploma in Import and Export Management (PGDIEM)
- Diploma in Logistics Management (PGDLM)
- Diploma in Data Science (PGDDS)
- Diploma in Cyber Security (PGDCS)
- **Others to be included**

RESEARCH PROGRAMMES

Programmes	Major
M.Phil.	Tamil, English, Economics, Commerce, Social Work, Management, Mathematics, Physics, Chemistry, Computer Science, Biochemistry, Computer Applications
Ph.D.	Tamil, English, Economics, Commerce, Social Work, Management, Mathematics, Physics, Chemistry, Computer Science, Biochemistry, Counselling Psychology



CHAPTER - 1

EXAMINATIONS - IMPORTANT PROVISIONS (EXCERPTS)

AT SHC (AUTONOMOUS)

1.1 Powers of the Governing Body

Sacred Heart College (Autonomous) is a minority college established and administered by Salesians of Don Bosco in conformity with the laws of the South India Salesian Society. The Board of Management, which serves as the college's executive body, determines and constitutes the Governing Body (GB) at SHC. The GB is in charge of establishing academic standards, issuing orders or directions for the smooth operation of examinations, and preserving the integrity of the examination process.

The powers of the GB include:-

1. Conducting examinations for each programme and releasing the results.
2. Recommending and sending the results of the examinations to Thiruvalluvar University, Vellore for the appropriate award of degree, diploma, or other qualification.
3. Authorizing student mark lists
4. Establishing scholarships, fellowships, studentships, medals, and diplomas on the Academic Council's recommendations.

1.2 Powers of the Academic Council

The Academic Council (AC) shall be the principal academic body of the autonomous college. It is entrusted, subject to the provision of this Act with the statutes and ordinances, with the task of coordinating and exercising general supervision of the academic programmes and policies of the college. It shall be responsible for the maintenance of standard of intramural instruction, research, education, examinations, evaluation and related activities. It shall also exercise such powers and perform such other duties as may be conferred on it by the rules and regulations in accordance with the directions of the GB.



The following are the AC's authority, accountability, and duties in relation to the administration of exams:-

1. To provide guidance on all academic issues to the GB/Controller of Examinations (COE)
2. To make regulations and amend existing policies with the approval of the GB/COE on the following matters:

- Preparation/ amending policies pertaining to examinations
- Designing/Creating a course of study and scheme of examination
- Defining the requirements and standards for accepting students into various programmes and examinations, as well as the parameters under which an exemption may be granted.
- Outlining the standards for evaluating students' performance and classifying them in accordance with the way they performed in their respective examinations.
- Conducting examinations and administering diplomas, degrees, and certificates from other colleges, organizations and boards.
- Establishing plans for conducting examinations and further determining the remuneration, if any, for those involved in the examinations

1.3 Powers of the College Principal

1. The Chief of Examinations shall be the Principal of the College.
2. It shall be the Principal's responsibility to ensure that the provisions of this Act, as well as the statutes, ordinances, and regulations, are strictly followed, and he/she shall have all necessary powers to do so.
3. The Principal is responsible and empowered to provide sufficient human resources to ensure the timely completion of work related to the conduct of examinations and the publication of results.
4. The Principal shall have the authority to call meetings of the AC, Board of Studies, and Examination Committee, as well as any other college authority, to discuss examination-related issues.



1.4 Powers and Functions of the Controller of Examinations (CoE)

1. The COE is to be the primary officer in-charge of the college's examinations and the announcement of results. He/she will be a full-time officer of the College & will report directly to the Principal.

2. COE is responsible for all the work that must be done by the Controller of Examinations' office.

3. Controller of Examinations is in-charge of keeping records, maintaining mark lists, and valuing response scripts. He/she will also be responsible for the secure disposal/destruction of the answer scripts through tenders, with the exception of scripts involving which legal issues are pending.

1. At the start of each academic year, he or she must create and distribute a calendar of activities for various examinations. The Controller of Examinations is responsible for ensuring that the Events in the Calendar year are followed.
2. He/She must make plans for the prompt tabulation and release of results, as well as the delivery of Marks statements and Certificates to the department.
3. In the beginning of each academic year, he or she shall create and distribute a Calendar of Events for various examinations. The COE must ensure that the Events in the calendar year are followed.
4. He/she is responsible for expediting the tabulation and announcement of results, as well as the distribution of marks statements and certificates to the respective departments.
5. He/she is responsible for preparing the eligibility list of applicants and presenting the lists for convocation, as well as arranging the distribution of the Degree Certificates to be conferred at the time of convocation.
6. He/she is responsible for the effective custody and preservation of the section's mark registers and other valuable and permanent records.
7. He/she must approve the DA & TA bills, as well as other remuneration bills created for the examination activity, in accordance with the guidelines.
8. He/she is responsible for arranging photocopies of valued response scripts, retotalling in the event of any reported totalling errors, re-valuation, and resolving student issues.



9. He/she shall arrange for relevant committees to conduct investigations into all forms of malpractices committed during examination, valuation, revaluation, and result processing, among other things.

10. The COE will take disciplinary action against candidates, paper setters, examiners, scrutinizers, or any other exam-related personnel found to have committed malpractice in connection with the examinations, as warranted.

11. The COE shall keep a record of those individuals who have failed to discharge the examination-related tasks entrusted to them and ensure that the principal is informed of the same for appropriate action.

12. He/she is responsible for arranging for the printing of question papers and delivering them to the chief superintendent.

13. He/she is responsible for issuing marks statements, duplicate marks statements, consolidated marks statements, transcripts, rank certificates, and duplicate Degree Certificates.

14. He/she may make structural changes to the examination administration as needed.

15. He/she shall execute all of these powers under the overall guidance and supervision of the principal.



CHAPTER - 2

EXAMINATION SYSTEM

2.1 Examination Committee (EC)

The examination committee will be constituted of the Principal, the Controller of Examinations, the Chief Superintendent, and any faculty members that the Principal nominates. The COE will form his own team with the approval of the principal. College faculty members will be chosen by the Examination Committee for a three-year term. Administrative assistants, computer programmers, data entry operators, and other assistants will all be part of the Examination Section.

The Composition of Examination Committee and Present members:-

Controller of Examinations	:	Dr. S. John Borg
Vice Principal (Academics Shift-I)	:	Dr. S.R. Xavier Rajarathinam
Vice Principal (Academics Shift-II)	:	Mrs.A.Josephine Sahaya Mala
Staff Rep. - Science (Shift-I)	:	Dr. A. Albert Irudayaraj
Staff Rep. - Science (Shift-II)	:	Dr. A.C. Gomathi
Staff Rep. - Arts (Shift-I)	:	Dr. P. Selvakumar
Staff Rep. - Arts (Shift-II)	:	Dr. S. Sasikumar
Rep. from Controller's Office	:	Mr. R. Srinivasan

The duties of the examination committee are as follows:-

- i. To put into practise the policies governing all examinations and evaluation procedures.
- ii. To serve as an advisory committee on the issues pertaining to the administration of examinations
- iii. To build approaches and further plan for strategic evaluation methods.
- iv. To provide a list of possible candidates to the COE for the role of question paper setters and examiners.

All the full-time & part-time employees of the Examination Cell shall receive honorarium for their extra duties. The Finance Committee shall recommend this honorarium, and the Governing Body and COE may approve it.



2.2 COE Office Staff, Roles and Responsibilities

All of the college's end-of-semester exams will be administered by the COE in collaboration with the EC. They will be responsible for planning, scheduling, and conducting the college's end-of-semester exams as well as handling other incidental issues. The EC is required to report to the COE on a regular basis as it carries out their obligations. The following are some of the duties of the EC:

The administration of all end-of-semester exams. It is the responsibility of the EC, in conjunction with the COE, to organise the preparation, scheduling, marking, and reporting of all examinations, as well as the remuneration to question paper setters and examiners and all other examination-related concerns.

Establishing necessary procedures for the secure keeping of office files related to the conduct of college examinations, documents, certificates, and so on by the personnel in charge of such materials.

The COE office is responsible for convening meetings, issuing notices to the board of examinations and committees appointed by them, and conducting official communications on their behalf.

The EC is responsible for maintaining the minutes of the Board of Examiners and other committees appointed by the respective bodies.

It takes extra precautions to ensure that examinations are kept private and confidential.

The examination committee makes payment of compensation and travel allowances to question paper setters and examiners in accordance with Tamil Nadu government regulations.

It make significant decisions as needed, with or without consulting lower officers.

It exercises control over the examination wing's designated space, including the area used for centralised valuation. Additionally, he/she is responsible for making sure that the rooms, building, labs, supplies, etc. are kept in good condition for the conduct of exams.



2.3 Chief Superintendents' (CS) Duties and Responsibilities:

1. The Principal shall designate the Chief Superintendent(s) and announce the order of their appointment before the commencement of the exams. Based on the number of students and hall for examinations, each examination centre would have one or even more Additional Chief Superintendents.
2. The Chief Superintendent (CS), in the event that he or she is unable to perform the aforementioned duties of work, shall submit the appropriate form to the COE specifying the circumstances and the specifics of an alternative arrangement (a professor agreeing to serve as Chief Superintendent), with sufficient time prior to the assigned time of duty.
3. The Chief Superintendent (CS) is in charge of overseeing the efficient process of exams at his or her/their centre. He or she must take all required steps before, during, and after the examination to ensure its flawless operation and the quick delivery of answer booklets to the COE office.
4. The Chief Superintendent (CS) is in charge of seeing to it that students taking up their examinations are seated adequately and that any unforeseen problems with seating arrangements are dealt with. It is his/her duty to see that everyone is treated impartially and equitably.
5. The CS must assign necessary number of invigilators and hall assistants (HS) to each examination hall. As far as possible, one HS shall be assigned to every 30 students or a portion thereof.
6. Chief Superintendent (CS) shall ensure that invigilators are assigned Halls at random as much as possible and that no Hall Invigilator has prior knowledge of the Hall to which he/ she will be assigned.
7. Before the start of the examination, the Chief Superintendent (CS) shall address all invigilators briefly and notify them of their responsibilities and duties. He/she will emphasize the importance of preventing malpractice by adhering to the rules and regulations. Additionally, he or she must explain to the supervisory personnel how to report misconduct when it is discovered.



8. Without the prior authorization of the COE, the CS is not entitled to leave the Centre of Examinations during the examination period. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of the faculty, and report the arrangements made to the COE and obtain approval, before leaving the centres of examination.
9. Before handing the question paper packets to the invigilator for each examination session, the CS must ensure that they are intact and sealed for each hall. This must be completed at least 30 minutes before the start of the exam in the allocated examination hall.
10. Chief Superintendent (CS) will make arrangements to retrieve any unclaimed question papers and answer scripts from the examination room after the examination session comes to an end.
11. Chief Superintendent (CS) is intended to take every step possible to resolve any major errors, incorrect coding, or 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/her 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 and the issue resolved according to his instructions.
12. Chief Superintendent (CS) is required to ensure that only applicants who have valid hall tickets issued by the College are allowed to take the examination. If a candidate has lost his or her hall ticket, the Chief Superintendent shall arrange for an ad hoc one-session conditional permission hall ticket to be issued after verification of his or her identity card, fine for negligence of receipt (loss of hall ticket), and credentials in the candidates list. The same is duly verified with an undertaking from the candidate.
13. If the subject or paper is incorrectly indicated on the hall ticket, the Chief Superintendent (CS), with the candidate's assurance, will provisionally indicate the right subject or examination. Such provisional permission is subject to the approval of the COE. The student shall be made aware that incase the contention of the candidate 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 COE



14. The Chief Superintendent (CS) is required make sure that no candidate is permitted to the exam hall within 30 minutes of the start of examinations and that no candidate is permitted to exit the examination room within 30 minutes of the commencement of the examinations. To indicate the start of the examinations, the Chief Superintendent shall schedule for ringing of a bell.
15. An examinee who engages in unprofessional conduct or malpractice or attempts to use duplicitous means as described in the examination hall or on the premises of the examination centre will be dealt with by the Chief Superintendent. All malpractices should be reported and treated in accordance with the guidelines provided in the rules for handling examination malpractice. Only during the last 30 minutes of the exam's allotted time students are permitted to leave the examination room.
16. All the answer booklets that were seized during the exam period due to cases of malpractice should be packaged separately and labelled "Malpractice Case." It is prohibited to mix these answer booklets with the ordered answer booklets.
17. Chief Superintendent (CS) is intended to sign all pertinent proceedings/ records/documents relating to the examination session, such as the attendance sheet for the invigilators, the utilisation of the answer book during the session, the summary of attendance by programme, subject for the session and the acknowledgment sheet for reimbursement, etc.
18. The Chief Superintendent (CS) may dismiss an student from examinations on consequent examination days for any of the following reasons:
 - a) That the student has caused a nuisance or substantial disturbance at the examination centre.
 - b) The examinee exhibited an ominously aggressive attitude towards an invigilator or a staff member who was in charge of the examination.
 - c) If required, the Superintendent may seek the assistance of a security guard. When a candidate is removed from the test hall, the COE must be notified immediately.



2.7 Examination Components

Continuous Assessment (CA) & Semester Examination (SE) are the two components of a student's evaluation and assessment. The CA will be held throughout the semester, and the Semester Examination will be held at the end of each semester, i.e., the ODD Semester in October/November and the Even Semester in April/May. Each UG programme has six semesters. Each PG programme is divided into four semesters. Each Post Graduate Diploma programme is divided into two semesters.

- **Examination Schedules**

The academic calendar for the upcoming year shall be created two weeks before classes begin and distributed to all students and faculty members. It must include information on when classes will resume after breaks, the dates of formative and summative tests and examinations, as well as other significant institutional events and international day(s)/celebrations.

- **Conduct of Examination**

Schedule for the Tests (Continuous Assessment) and the End Semester Examinations is published 3 weeks before the beginning of the Examinations and communicated to all the students and the respective departments through circular, e-mail, and SHC Website. Arrangements of the venues for conducting the tests and examinations are arranged at least 5 working days prior to the conduct of the tests and circulated to both students and members of the faculty through Notice and e-mail. In the case of tests and examinations, the students are expected to occupy their respective places at least 10 minutes prior to the start and shall not leave the venue before 30 minutes. In the case of end-semester examinations, a printed / digital hall tickets along with the instructions are issued to the students, showing the details of various courses registered for the examination.

2.8 Continuous Assessment (CA) – Theory

1. Departments with the proper approval of the Academic Council/COE are given the responsibility for framing the components for CA marks.
2. For both UG and PG, the highest CA mark is 50.
3. Retest requests can be entertained only for valid grounds on recommendations from the Department Head. During CA Test - I, the request should be submitted to the Vice Principal (Academics Shift-I, II).
4. There will be no required minimum mark for CA.
5. There will be no provision for improvement of CA.



- Attendance marks are given for each course for UG. The marks for the attendance shall be awarded for each course as follows:

Percentage	Marks
76 to 80	1 Mark
81 to 85	2 Marks
86 to 90	3 Marks
91 to 95	4 Marks
96 to 100	5 Marks

- Re-CA is allowed in case of University sports and unexpected events. Vice Principals (Academics Shift-I & II) are in-charge for the conduct of Re-CA tests as per the dates in the college calendar. Usually there is no Re-CA for II CA tests.
- The fraction of CA marks shall be rounded off to the nearest integer.
- No student should be allowed to enter the examination room 15 or 30 minutes after the examination has begun.
- Any instances of malpractice, including the use of incriminating materials in the exam room, such as cellphones, and copying while taking the test, will be punished, up including the suspension of the tests. Repeated instances of malpractice will result in the suspension of all CA Tests.
- Sports Persons shall have only one CA tests.

2.9 Semester Examinations (SE)

- There will be "single valuation" for both the undergraduate and post graduate programmes.
- All the course exams are made available both in Odd and Even Semesters.
- When the syllabus is revised, the student having arrear/arrears is allowed to complete the arrears, writing the examinations in the syllabus studied by the student. If the course papers are changed, the department will assign alternative course papers to fulfil the arrears.
- All the communications / notices including semester exam results will be displayed in the college website only.
- Photocopy of the answer scripts can be obtained on payment of prescribed fee, within the due date.
- There will be revaluation of the answer scripts with / without photocopy on payment of prescribed fees, within the due date.



7. For outgoing students (UG 3rd year, PG 2nd year) supplementary exams will be conducted after the every Even semester examinations. Students having one arrear in theory paper alone will be eligible for this exam.

2.10 Practical Examinations

- For Continuous Assessment (CA), the maximum mark is 50. There shall be no passing minimum for Continuous Assessment (CA).
- Improvement in Continuous Assessment (CA), is not acceptable.
- 75% attendance is required for a student to take up the Semester Examinations (SE). The maximum mark for the Semester Examinations (SE) is 50. Arrears will follow the pattern of Semester Examinations (Theory).

2.11 Choice Based Credit System (CBCS)

SHC is one of several institutions that has established a credit based system as per the student preferences since the Indian Higher Education System has changed from the old yearly system to the semester system. The semester system accelerates the teaching-learning process and promotes more learning mobility on both the horizontal and vertical dimensions. With the choice-based credit system, students can choose their courses, study at their own speed, enrol in additional courses, earn more credits than they need, and engage in cross-disciplinary learning.



UG Programme

PART - I	Language 1: Tamil / Hindi / French/ Urdu
PART - II	Language 2: English
PART - III	Main, Allied & Non-Major Electives
PART - IV	Life Skills, Religion / Ethics, Value Education, Human Rights, Environment Studies, Communicative English.
PART - V	Social Education and Services and Groups & Movements
PART - VI	Extra Credits (Optional)

- **PG Programme**

PART - III Main

PART - VI Optional Courses

- **M.PHIL Programme**

PART - III Course - I: Theory Papers

 Course - II: Dissertation

- **PART - VI**

Examinations will be conducted for self-study papers but there won't be examinations for certificate courses.

It will not be included for CGPA



**CBCS - COMMON PROGRAMME STRUCTURE
B.A., B.SC., PROGRAMMES: HOURS PER WEEK / CREDITS**

Subject	No. Courses	Credits	Semester I/Hours	Semester II/Hours	Semester III/Hours	Semester IV/Hours	Semester V/Hours	Semester VI/Hours	Hours / Week	Credits
Part-I Tamil	4	3	5	5	5	5	-	-	20	12
Part-II English	4	3	5	5	5	5	-	-	20	12
Part-III Core Theory & Practical	13-15	3/4/5	10	10	10	10	23	23	86	86
Allied	4	4	6	6	6	6	-	-	24	16
Electives	2	3	-	-	-	-	5	5	10	6
NME	2	1	-	-	-	-	2	2	4	2
Part-IV (Life Edu) Life Skills	4	1	2	2	2	2	-	-	8	4
Value Edu/Reli	2	1	2	2	-	-	-	-	4	2
EVS/HR	2	1	-	-	2	2	-	-	4	2
Com.Eng	2	-	-	-	-	-	-	-	-	2
Part-V Social Edu. & Groups Movements	-	-	-	-	-	1	-	-	-	2
	-	-	-	-	-	1	-	-	-	2
Part-VI (Optional) SSP Certificate	2	-	-	-	-	-	-	-	-	2
	4	-	-	-	-	-	-	-	-	4
Overall Total Hours / Credits			30	30	30	30	30	30	180	148+2+4



CBCS - COMMON PROGRAMME STRUCTURE
B.COM., B.COM (CA), BBA, BCA PROGRAMMES:
HOURS PER WEEK / CREDITS

Subject	No. Courses	Credits	Semester I/Hours	Semester II/Hours	Semester III/Hours	Semester IV/Hours	Semester V/Hours	Semester VI/Hours	Hours/Week	Credits
Part – I Tamil	2	3	5	5	-	-	-	-	10	6
Part – II English	2	3	5	5	-	-	-	-	10	6
Part – III Core Theory & Practical	28	45	10	10	16	20	28	24	108	98
Allied	4	4	6	6	6	6	-	-	24	16
Electives	2	3	-	-	4	-	-	4	8	6
NME	2	1	-	-	-	-	2	2	4	2
Part – IV (Life Edu) LifeSkills	4	1	2	2	2	2	-	-	8	4
Value Edu / Reli	2	1	2	2	-	-	-	-	4	2
EVS/HR	2	1	-	-	2	2	-	-	4	2
Com.Eng	2	-	-	-	-	-	-	-	-	2
Part – V Social Edu Groups & Movements	-	-	-	-	-	1	-	-	-	2
	-	-	-	-	-	1	-	-	-	2
Part – VI (optional) SSP	2	-	-	-	-	-	-	-	-	2
Certificate	4	-	-	-	-	-	-	-	-	4
Overall Total Hours Credits	/		30	30	30	30	30	30	180	148+2+4



2.12 Passing Minimum

- **UG Programme**

A student should secure 40% & above in the semester examination and 40% & above in the aggregate of CA and semester examinations to pass that paper. Candidates failing in this have to repeat the semester examination in that paper.

- **PG Programme**

A student should secure 50% & above in the semester examination and 50% & above in the aggregate of CA and semester examinations to pass that paper. Candidates failing in this have to repeat the semester examination in that paper.

2.13 Classification of Successful Candidates

- **Subject wise Grade**

A letter denoting the grade will be allotted to each subject based on the marks obtained. Each letter has a corresponding Grade Point (GP).

Range of Marks	Grade Point	Grade	Description
90 - 100	9.0 - 10.0	O	OUTSTANDING
80 - 89	8.0 - 8.9	D+	EXCELLENT
75 - 79	7.5 - 7.9	D	DISTINCTION
70 - 74	7.0 - 7.4	A+	VERY GOOD
60 - 69	6.0 - 6.9	A	GOOD
50 - 59	5.0 - 5.9	B	AVERAGE
40 - 49	4.0 - 4.9	C	SATISFACTORY

- **Cumulative Grade Point Average (CGPA)**

The Cumulative Grade Point Average (CGPA) is calculated as

$$CGPA = \frac{\sum(GP \times C)}{\sum C}$$

where,

C is the Credit of the subject

GP is Grade Point of the subject



- **The Final Classification**

A student is awarded a class for each part of the course on the basis of percentage of aggregate marks obtained in the respective part. Ranking will be based on CGPA. Candidate who passed in all the examinations prescribed for the course in the first appearance only are eligible for ranking

CGPA	Grade	Class
9.5 - 10.0	O+	First Class - Exemplary*
9.0 - 9.49	O	
8.5 - 8.99	D++	First Class with Distinction*
8.0 - 8.49	D+	
7.5 - 7.99	D	
7.0 - 7.49	A++	First Class
6.5 - 6.99	A+	
6.0 - 6.49	A	
5.5 - 5.99	B+	Second Class
5.0 - 5.49	B	
4.5 - 4.99	C+	Third Class
4.0 - 4.49	C	

* Passed in the first appearance & applicable to PART III Only



CHAPTER - 3

THE EXAMINATIONS' PREPARATION

3.1 Constitution of Various Boards

For each examination, the COE should form the following boards with the agreement of the Principal. The following boards are designed to ensure that the examinations are systematically and effectively carried-out.

1. Scrutiny Board
2. Board of Examiners
3. Viva-Voce Board, if required
4. Pass Board

3.1.1 Board of Question Paper Setters [HOD's]

A board of question paper setters will be chosen by the COE, with the Principal's approval, from a list provided by the relevant BoS/HoD for each semester. Each subject or set of subjects for which examinations are scheduled to be held may have the necessary number of question paper setters and a chairman may be appointed by the COE. For undergraduate and graduate programmes, separate boards will be in charge of creating the examination questions. The UG and PG boards can both be held by the same person.

The responsibilities of the Board of Question Paper Setters' include establishing the subject's question papers, along with the answer key and scheme of valuation, and ensuring that the requisite standards are met as well as the questions' scope is within the prescribed syllabus. They also must carry out any additional responsibilities that the academic council may from time to time impose. The question paper setter may get a sample question paper along with the relevant curriculum and blue print, both of which have been accepted by the academic council as rules for question creation.

The denoted guidelines are intended to be adhered to in constitution of the Board of Question paper setters if question papers are framed by external personnel:-

- For various PG & UG programmes, there will be distinct panels of question paper setters for each subject.
- HoD/BoS of the relevant subject is required to prepare the panels of question paper setters in accordance with the COE, and they are to submit the same to the COE's office at the beginning of the semester.
- The panel prepared by the HoD is to be kept confidential, and its inclusion in the department's or the BoS's meeting minutes is prohibited.



- At the commencement of the semester, the HoD shall personally deliver the panel of question paper setters' email addresses, phone numbers, and complete postal addresses to the COE in a sealed envelope bearing the Controller's official name & address and ear-marking it as "CONFIDENTIAL."
- Every 2 years, the designated current panel available with the COE is subject for revision as per the direction of the COE
- From the given panel, the COE shall choose the necessary number of individuals for consideration for employment as question paper setters. All of these people are contacted in order to get their permission to create questions for exams in accordance with the SHC's rules and regulations. If any nominee rejects, the COE addresses a different panel member they've chosen and asks for their approval.
- The COE, with the Principal's consent, shall appoint the question paper setters during the initial month of each semester.
- Question Paper Setters are appointed for a year and are eligible for re-appointment the year after their first appointment.
- The appointment time for all paper setters should be restricted to the date of the release of the examination results for which he or she is assigned. They may, however, be taken into account for reappointment in later exams. The COE office must save copies of any communications from the examination cell that are relevant to the way exams are conducted.

3.1.2 Instructions to Question Paper Setters

It is expected that question papers are prepared to assess the programme outcomes in terms of the student's learning in cognitive domains, problem solving and ability to use novel tools and methods with respect to theory and laboratory courses enrolled. Scope of the questions shall encompass mapping of Course Outcomes against each question, Cognitive Domains (Remember, Understand, Apply, Analyze, Evaluate & Create) as well as Knowledge Dimensions (Factual, Conceptual, Procedural & Meta Cognitive) and Learning Levels (1-Average, 2-Medium, 3-High). Question paper may comprise of Multiple-choice Questions, Fill-in the blanks, Short answers, Long answers and Case study analysis etc. Question paper setters are intended to rigorously comply with the following instructions.

- Every faculty who sets exam questions is obligated to keep all information about their appointments strictly confidential.
- Question papers are required to be sent to the COE's Office. The paper setters should preferably send the same by an email (Encrypt document) or in a compact disc.
- In case of Tamil papers, Tamil Bamini Font Script is to be used. If the person is providing a CD, the same font ought to be enclosed in it.



- All question papers should be completed thereby, including any applicable headings and guidance to candidates, in form suitable for printing.
- Every page should be numbered. The overall number of pages must be included.
- Questions must always be typed only on onside of the blank sheet of paper.
- The paper setter is not allowed to sign his or her name or add his or her initials to any part of the sheets on which the questions are printed.
- Any "Special instruction to students" and instructions about the completion of various answer book parts, the number of questions to be answered, or the choice between them, must be precise, unambiguous, and clear-cut.
- No question shall be included that requires the applicant to state their political or religious affiliation. The College's standards and syllabi must be followed, and questions must be related to the said prescribed curriculum & the books suggested by the Academic Council/BoS of the College . Drafts or copies of question papers should be treated with the same care and secrecy as the actual question papers . Question paper setters are required to maintain the strictest confidentiality with respect to the said copies of text books, notes, or excerpts used in setting the questions.
- Once the final exam materials are prepared & delivered to the COE, these papers should be deleted. After submitting the drafts and question papers to the COE, Board of Question Paper Setters, all electronic copies shall be removed from the computer.
- The language used in all questions must be precise and unambiguous. In terms of the format and type of the expected responses, they ought to make sense. The degree of scholastic expectation of the learner should not be exceeded by the questions. According to the curriculum, questions must be fairly dispersed across the whole course and must cover all required readings.
- Question papers must be written in a way that a candidate who is familiar with the subject may realistically finish it in the allocated time & secure full marks.
- Question paper setters should pay close attention to the instruction that asks them to set the questions so that students can choose optional ones.
- Information regarding drawing sheets, squared paper, tables and charts, if any ,to be supplied to the candidates maybe given in the question paper itself to avoid wastage and delay . Such information may also be furnished to the COE separately.
- Question papers of the previous year will be supplied to the question paper setters . If an examination is taking place for the first time; model question paper shall be furnished instead . Comments, if included on such papers will also be sent with the papers for information & guidance.



- Questions shall be original & not just copies of those found in textbooks or other question papers used in previous exams at SHC or other universities or autonomous colleges.
- No paper setter should provide or have provided private tuition in the topic of his or her paper to any applicant who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he or she accepts appointment.
- Question paper setters must submit their completed work to the COE as soon as possible, together with a memorandum detailing their work and their pay bills. The payment will be provided upon the successful completion of the chairman's/board of question paper setters' inspection .

3.1.3 Appointment of Question Paper Setters and Their Duties

Nomination of question paper setters & the disclosure of the procedure are regarded as the college's most important responsibilities . Examiners for conducting examinations are appointed by the COE from time to time, in consultation with the Principal and Heads of Departments, from the approved list of examiners maintained in the Office (by the respective Academic Council).

- The COE shall send a notification to the paper setters including their names, residence addresses, mobile/phone numbers, and email. Likewise, the members shall also be informed of the name and address of the COE . Members are also provided a list of courses on which questions are to be set, as well as an answer key/scheme of valuation, are asked to notify the COE of their preferred courses for setting questions .
- The COE is intended to delegate the task to the setters based on their preferences. However, under exceptional instances, the COE may, at his discretion, provide exceptions to the norm.
- If the COE requires, a meeting of the Board of Question Paper Setters may be arranged to address any ambiguities or clarifications . External members pertaining to the boards of question paper setters shall be awarded travel & lodging allowances for attending meetings of the boards constituted for passing question papers in accordance with SHC TA/DA norms. No allowances will be paid for more than one such meeting .
- On receipt of the distribution statement from the COE, communications are to be sent to the setters requesting them to undertake the question paper setting work . The paper setters are required to set at least one set of question papers along with answer key & scheme of valuation for each course, one for use in the ensuing examination and the other for the next session (if applicable) . They may be advised to avoid repetition



of questions in these two question papers . The following materials are to be sent along with the request .

- a. Copy of the guidelines for question paper setters
 - b. Syllabus of the concerned course /courses
 - c. Model question papers
 - d. Text Books prescribed, if language papers are to be set
 - e. Facing sheet and additional sheets for writing questions
 - f. Bill forms for remuneration and TA/DA as applicable
 - g. Covers required for sending question papers/ answer key properly labelled
 - h. Any other items to suit particular requirements, if necessary
- Question paper setters must submit the respective question papers, with the answer key/valuation scheme, to the COE's Office on or before the deadline. Question paper setters shall submit the questions to the COE only if specific direction is provided otherwise under unusual circumstances.
 - Copies of examination cell communications, duly signed registers and files for monitoring the schedule of meetings of the various boards of question paper setters, duly signed minutes of such meetings, and other documents, if any, relevant to the conduct of examinations shall be kept in the COE's office .
 - Remuneration will be determined by COE in accordance with university policies.

3.2 Scrutiny Board

In consultation with the principal, the COE will form a Scrutiny Board comprising of a Chairman and faculty from several departments as needed. The board will confidentially and methodically evaluate the question papers received from the question paper setters in the location designated by the COE.

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

- In conformity with the prescribed syllabi and schemes of examinations
- Of the required standard
- Free of typo graphical and grammatical errors
- In conformity with marks allotted, are in accordance with the direction issued in the scheme and as per the model question paper supplied
- Prepared with the right answer key and correct mark distribution

To fulfil the above-mentioned goals, the scrutiny board may amend the question papers/answer key as needed. After the scrutiny, the HOD shall personally hand over to the COE all question papers and answer keys in properly labelled and securely sealed separate envelops. The COE office will supply envelopes and necessary stationery for this task.



In the event of there being any major flaw or inconsistency or if the set question paper does not match the standards of the syllabus, the HoD should report the matter to the controller of examinations. The corrections made to the question paper and the reasons for rejection should be duly mentioned.

3.3 Board of Examiners

3.3.1 Constitution of Board of Examiners for Theory and Practical

The categories of examiners and their duties shall be decided by the COE and the respective HOD's from time to time. The panel of external and internal examiners for theory paper valuation for each course shall be prepared by the COE, in consultation with the HOD's and the same shall be forwarded to the COE's office in the prescribed format. It shall consist of names of no less than 20% excess of the probable numbers required for each subject for a period of three years .

The COE will be the competent authority to constitute committees / boards consisting of the Chief Examiners in the same or different subjects. These bodies form part of the examination for the purpose of consolidating the marks obtained by candidates in different parts of the examination .

3.3.2 Term of Appointment of Examiners

Examiners included for conducting examinations are appointed by the COE in consultation with the Principal, time-to-time, from the approved list (by respective Academic Council) of examiners maintained in the COE Office. Faculty members are also appointed as the examiners for project viva voce / conducting laboratory / practical examinations and preparation of the question papers for summative (end- semester examination) by the COE.

Examiners who have already been appointed for even or odd semesters may be reappointed.

3.3.3 General Conditions for the Appointment of Examiners

1. "Generally, a person with a minimum teaching experience of three years in a college or university department or research institute is eligible for appointment as examiner . However, this may be waived by the COE, as recommend by Principal in special cases. In the case of internal examiners, the minimum teaching experience shall be one year.
2. For selecting new examiners, the first preference shall be given to those with three years or more years of teaching experience and who have not been appointed so far .
3. Persons who are in service shall be appointed or allowed to continue as an examiner . However this can be waived by the COE, as recommended by the Principal in special cases.



3.3.4 Duties of the Board of Examiners

1. For all theory and practical disciplines, the examiners for each semester must be chosen and confirmed within 30 days of the exam's starting date.
2. Only individuals with the necessary credentials and at least three years of relevant teaching or research experience will be taken into consideration for admission on the panel.
3. The panel of examiners will be evaluated by the COE after three years. The Principal may bar persons from working as an examiner or paper setter in the future if the COE reports a particular examiner as being ineffective or participating in misconduct, malpractice, negligence, or disobedience.
4. Each examiner's or paper setter's appointment is limited to the day on which the results of the examinations for which they are appointed are published. However, they are still qualified for re-appointment in subsequent exams.
5. For the odd and even semesters, the COE will establish a Board of Examiners for each course. Evaluation of the answer scripts will be the responsibility of the Board of Examiners.
6. Any meetings organized by the college must be attended by all examiners. A member may be terminated from the panel of examiners by the COE if he or she is unable to attend the meeting(s) for any reason.
7. The COE is in charge of delegating responsibilities to members of the various boards and issuing any instructions necessary for the effective completion of tasks related to that board.
8. The COE/Chairperson of the Board of Examiners reserves the right, if the circumstances call for it, to evaluate the scripts that the examiners have valued and to provide suggestions for improving objectivity in valuation.

3.3.5 Memorandum of Instructions to Examiners

The Examiners shall comply with the following instructions.

1. Correspondence for all periodic examination should be addressed to the COE, Sacred Heart College (Autonomous), Tirupattur - 635601 by designation instead of name. In all correspondence, whether by letter or email, the examiner's full name and contact information must be included. This allows for easy identification of the examiner and it facilitates rapid action. Urgent matters, if any, may be communicated via email, mobile phone, or phone number as indicated in the communication .
2. (a) For any session, COE assigns examiners to conduct viva-voces, practical exams, and/or evaluate answer scripts at the college. Examiners are only appointed to administer examinations during their designated session.



(b) Examiners who acknowledge their appointment and then reject to work without providing the college with the necessary reasons (causing the college difficulty and upsetting the timetable) will be barred from the panel for a period of two years.

3. All examiners must keep their appointments and the marks/grades they award strictly confidential.

4. (a) The appointment of examiners is made with the clear understanding that these individuals had no affiliation with any tutorial college or coaching institution during the two years prior to their appointment and that they will not establish one during their time serving as an examiner in the college . They also agree not to engage in any private tutoring or coaching work during that time.

(b) If any member of the examiner's family or a close relative appears for the examination for which he/she is an examiner, the fact must be promptly reported to the COE, along with the candidate's name and register number.

(c) Examiners are required to attend meetings called for by the COE. Failure to do so may result in the situation being reported to the Governing Body/Academic Council and the person in question being removed or substituted.

5. (a) Every examiner involved in the evaluation of answer scripts must provide information in the appropriate form, which is delivered to him/her along with the answer books. After valuation, the correct number of answer books received for valuation may be returned to the COE.

(b) He/she is accountable for the answer books that are sent to him/her. On receipt, he or she should count them and compare them to the entries in the accompanying statement. Any inconsistency must be notified to the COE as soon as possible.

6.(a) All examiners in a topic should make every effort to maintain consistency in marking. Answers to questions and sub divisions of questions should be marked separately, and the marks awarded to each question should be displayed only on the cover page of the answer book . If the Chief Examiner revalues the answer scripts and there is a variation in score from the initial valuation, the adjustment must be expressly shown in red ink and signed in full.

(b) If there are glaring mistakes in the valuation, totalling/entering of marks, or inefficiency in the discharge of duties entrusted to them, action may be taken against him/her, and they will not be eligible for full remuneration, as well as being removed from the panel for a period to be determined by the college.

(c)All valued answer scripts shall be sent by the examiners to the COE. The answer scripts should be kept in the safe custody of the office of the COE for a period of two years after publication of the results.



(d) After the publication of result, photocopy of the answer books shall be supplied to the candidate on request after paying a fee decided by the AC/COE's office from time to time.

7. The scheme of valuation along with answers shall be provided by the question paper setters for facilitating the valuation process.

8.(a) Practical examinations will be held at the college from time to time as decided by the HOD duly approved by the COE. The work at practical examinations will be prescribed by the HOD. Science subjects shall have the same board for the evaluation for theory and practical examinations.

(b) Answer scripts and mark sheets for practical examinations must be submitted to the COE immediately after all practical examinations are completed.

(c) In the case of answer scripts of practical, there will be no re-evaluation; however, there shall be provision for scrutiny if required by the COE.

9(a) Marks should be neatly and meticulously entered in the mark sheets provided by the college in the serial sequence of the candidates' register numbers as listed in the answer scripts. Fractions of marks in the total of each paper should be rounded off to the nearest integer and put separately in the mark books. In no case may a candidate be given more than the maximum number of marks.

(b) Examiners shall take greater precautions to ensure that there is no erasing, correction, or overwriting of marking in the mark sheets. If a correction is required, it must be attested by a full signature.

(c) On the facing sheet of each mark book, each examiner must include all required information. To avoid ambiguity, both the name of the examination and the name of the subject should be noted.

11. Examiners who have sufficient evidence to prove that a candidate or candidates have committed misconduct, should perform all appropriate preliminary investigations and get in touch with the COE right away through the Chief Superintendent, providing any relevant information they may have. The type of penalty and its probability will be heavily influenced by the facts presented.

12. Attempts by candidates or other interested parties to influence the examiners about the valuation of any of the answer books must be reported to the COE immediately. In such circumstances, severe penalties will be imposed.



3.3.6. Panel of Examiners

1. With the consent of the Board of Studies of each Department, a Panel of Examiners shall be enrolled for each field of study. All faculty members having at least three years of teaching experience in a college, university, or research centre will automatically become examiners on the corresponding department board.

2. Every three years, the Chairman of the Board of Studies shall request a list of all eligible examiners from various Colleges/Institutions/Universities departments, in addition to faculty members, which shall be promptly sent to the COE office by the respective Head of the Departments.

3. All such eligible list of examiners shall be placed in the respective Board of Studies for enrolment of the eligible examiners into the Panel of Examiners as per the University norms after due approval

3.4 Passing Board

3.4.1 Formation of the Passing Board

The Results Passing Board will be formed in accordance with the UGC & affiliating University guidelines. In general, the composition shall include the College Secretary, Principal (Chairperson), Vice Principals, Controller of Examinations, Department Heads (Or) Chairpersons.

If a Head of Department is unable to attend the meeting, he or she must submit a written request to the COE, and the other members must be notified at the meeting. Before declaring the results, the Board will meet to review the course- and department-specific results with relevant statistics. Minutes of the meeting must be taken, and acknowledgement from the External Members and Chief Superintendent of Examinations must be received immediately following the meeting.

3.5.2. Meeting of the Passing Board

1. On the designated day, the Passing Board and each Board of Examiners shall meet on the college campus.



2. The members will take into account any moderating problems brought in by incorrect or off-topic questions, intractable problems, etc. as well as the number of marks to be given to the candidates who are impacted.

3. The members will examine the shortfall in marks of unsuccessful candidates for each subject and determine the standards for providing grace marks so that marginally failed candidates can pass the course/subject.

4. In exceptional or unusual situations, such as out-of-syllabus questions, incorrect questions, etc., marking may be moderated in order to benefit all students in a subject or paper of the examination, regardless of the marks each applicant individually receives.

5. The moderation of marks may be carried out on the basis of a representation made by the concerned examinees or on the basis of a unanimous decision made by the relevant Board of Examiners for good grounds that must be supported in the minutes.

8. No grace marks/grades shall be granted in the case of failure for other than theory examination(s).



CHAPTER - 4

CONDUCT OF EXAMINATIONS – PART I

The COE shall create the examination calendar for each academic year/semester in advance, in cooperation with the college administration, and post it on the college website. The information will be distributed to the Heads of Departments (HoDs). All examinations for the year / semester is therefore held in accordance with the examination calendar. There will be no separate notification in this regard.

4.1 Issue of Timetable of the Examinations

The COE shall notify the timetable for various examinations in each semester one month before the onset of the end semester examinations.

4.2 Registration to the Examination

- a. Every student admitted to a programme (UG & PG) who is necessitated to attend the examination can pay the prescribed fee on or before the due date. Only then will students be eligible to sit for the upcoming semester exams, including practicals. He/she will be awarded a hall ticket only if he/she meets the required minimum attendance for the entire period of the course and meets the other minimum standards specified in the regulations for each course. The Principal may give fee concessions to qualified candidates in accordance with current government statutes and regulations. A provision for electronically generating hall tickets is also devised.
- b. No student will be qualified for the semester exam unless he or she has met the minimum attendance requirements and paid the relevant fees.
- c. Only online transfers will be accepted for fee payment.

4.3 Preparation of Notional Roll

A notional roll with the exam's name, month, and year, as well as the name and registration number allocated, must be provided for each examination. On the last page of the roll, information such as the total number of candidates registered, the number of regular students, the number of supplementary/improvement candidates, and so forth may be given for easy reference whenever required. The names and register numbers shall be given under separate categories such as regular/supplementary/old scheme, etc.



4.4 Preparation of Hall Tickets

The COE's office will generate hall tickets that include the candidate's name and register number. The course details and titles for the semester examination shall be included on the hall ticket. The candidate must download the hall tickets from the college's website. The register number assigned to a candidate is indicated on the application form in the column designated for it. To avoid manipulation, no column on the hall ticket should be left blank. When the hall ticket is downloaded, the seal and signature of the Principal and COE will be digitally created.

4.5 Cancellation of Hall Tickets

After giving the candidate an opportunity to state his/her case, the Principal may withdraw the hall ticket given in the name of any candidate for misconduct or if it is discovered that he/she is unfit to sit for the examination.

4.6 Preparation of Answer Books

The main answer books & extra answer books, which are the same for UG and PG examinations, must be available well in advance, with a certain format, separate colour code/serial codes, and the Chief Superintendents Seal . After verifying the entries made by students, invigilators should be allowed to sign on the face sheet. The remaining number of blank answer books must be returned to the chief superintendent of examinations.

4.7 Question Paper Bundles

The essential question papers must be packaged in sealed covers with the name of the exam, the month and year of the examination, the subject name, the exam day and time, and the number of question paper copies therein. The name of the examination, the month and year of the exam, the subject or course code, the number of question papers requested, as well as the number of question paper packets generated must all be included in a question paper statement in the required format. The entries on the question paper covers must match up with the statement, and they must be accurate.

4.8 Question Paper Bundles

1. Personal delivery of the parcels containing question papers as well as the documentation of the contents of the sealed covers in the parcels shall be made to the Chief Superintendent of Examinations.
2. The Chief Superintendent should ensure that the packages' seals and closures are intact, and that the descriptions on the cover of each sealed cover correspond to those in the memorandum of material received.



3. The chief superintendent shall be responsible for the safekeeping of the question paper packets and answer books provided by the COE's office for the semester examination.
4. Question papers should be safeguarded in the chief superintendent's personal custody until they are given to the invigilators.

4.9 Dispatch of Exam Related Documents to Chief Superintendent

Timetable, capacity list, nominal roll, as well as attendance copy and instructions to candidates must be given to the chief superintendent of examinations well before the start of the examination.



CHAPTER - 5

CONDUCT OF EXAMINATIONS – PART II

5.1 Methods of Examinations

- i. Unless otherwise specifically notified, examinations shall be conducted by one or more of the following methods:-
 - a) Written
 - b) Practical
 - c) Oral
 - d) Computer Assisted Testing
- ii. Candidates must answer question papers, (except in the case of languages other than English), in English, unless otherwise stated.

5.2 Prohibition of Religious Belief or Profession or Political Views

Special care should be taken to ensure that no question unfairly criticizes, disparages, or offends the candidates' religious beliefs, ideological moorings, or political positions. In contrast, no candidate's response shall be objected to because it expresses any particular form of religion, politics, or ideology.

5.3 Appointment of Chief Superintendent.

The Principal, in consultation with the COE, appoints the Chief Superintendent/Additional Chief Superintendent. The portfolio for the aforementioned position is based on experience, qualifications, and academic credentials.

With the permission of the Department Heads, the Vice Principal (Academics) of the College may be unanimously designated as the chief superintendent of examinations. This Council will be made up of the College Secretary, Principal, Controller of Examinations, and all Department Heads (from both shifts).

5.4 Instructions to Chief Superintendent

Examination Venue

The Chief Superintendent is in charge of ensuring that examinations are run smoothly at the location. The following guidelines must be adhered to ensure a smooth examination process:

1. The Chief Superintendent ensures that (a) the list of students appearing for the examination, (b) the required number of answer books, and (c) the stationery required for packing answer books arrive at the location at least five days before the examinations begin .



2. He/she shall guarantee that the question papers are obtained from the COE office at least one day before the examination.
3. He/she before opening the outer packets of the question papers, verify and ensure that it is the right one for the day/session.
4. The staff of Chief-Superintendent shall make ready of the following arrangements for the conduct of the examination.
 - a. Seating arrangement for the candidates as found in the Hall ticket.
 - b. Examination room is clean, properly illuminated and that no writing or graffiti is there on the desks/walls or blackboard.
 - c. Room-/ hall- wise seating plan for candidates is displayed at a visible and prominent place in the college.
 - d. Selection of appropriate number of invigilators from among the faculty members, well in advance as per the norms, in this regard.
9. The question booklet cover must be opened no more than 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the Principal's selected observer/additional chief superintendent. He or she must check that the question paper cover's seal is intact. They must sign in the space allotted for this purpose.
10. The Chief Superintendent should ensure that the invigilator for each room gathers the question and answer booklets 15 minutes prior to the start of the examination and that they make their way to the examination room.
11. Mobile phones, programmable calculators, smart watches, and other electronic devices, even when turned off, shall not be permitted in the examination room. If a student brings such items into the examination room, they must be retrieved by the invigilator and turned over to the Chief Superintendent as soon as possible.
12. In the examination room, only a hall ticket, a pen, a pencil, an eraser, and a standard calculator are permitted. Handbags should not be allowed in examination rooms.
13. Throughout the examination process, utmost caution should be exercised. The Chief Superintendent must visit test halls on a regular basis to ensure that the invigilators are executing their duties and are not conversing, standing on the veranda, or reading/writing inside the examination hall, etc.
14. A candidate will be denied entry to the examinations if he or she does not have a valid hall ticket. However, if a student reports that his/her hall ticket has been misplaced, the Chief Superintendent, upon receiving a written request from him/her along with the requisite fees, shall transmit it to the college in order to obtain a replacement hall ticket. Alternatively, if the college website has a facility for downloading duplicate hall



tickets, the Chief Superintendent may be authorized to issue a duplicate hall ticket to the candidate.

15. Within 30 minutes of the exam's conclusion, all used answer booklets for undergraduate exams must be packed. Brown paper should be used to cover them before being sealed. A sketch pen should be used to write the subject name, question paper code, exam date, quantity of response scripts, and candidate roll numbers on each packet.
16. All packets should be sealed using the plastic seal.
17. The Chief Superintendent should examine the "Instructions for the Invigilators" and provide additional specific guidelines. The numerous answer scripts that were utilised on various days must be maintained in a register.
18. The Chief Superintendent is in charge of keeping accurate records on the stock, use, and distribution of the main answer books and extra sheets.
19. Candidates cannot utilize extra sheets in the exam room to perform computations or for any other purpose except answering questions.
20. Under no circumstances may anybody other than the Chief Superintendent maintain an empty main sheet and additional book. It is his or her duty to make sure of this.
21. At the conclusion of the session, the invigilators are to hand over the scripts and any unused response books to the Chief Superintendent together with the Performa of paper accounts and the blank main as well as additional sheets.
22. No further use shall be made of the empty main sheets or extra book.
23. In accordance with the written instructions, a daily compilation of the combined list of absentees must be made and reported to the COE's office. On the conclusion of each category of examinations, they should be sent to the Controller of Examinations.

5.5 Duties and Responsibilities of the Invigilators

1. The Controller of Examinations appoints Invigilators to do invigilation duties during the stipulated sessions of theory examinations held by the college.
2. The invigilators must report to the Chief Superintendent (CS) in the Chief room at least 30 minutes prior to the beginning of the examination the very first day and 20 to 30 minutes prior to the exam on subsequent days/sessions. The invigilators should sign the session's duty attendance form and then wait for the assignment of the exam room and the distribution of the question paper package for the session.



3. Once the examination hall is allocated by the control room, the invigilators must reach there with the necessary exam materials at least 10 minutes before the examination to make sure that there are no incriminating or other materials present.
4. Throughout the whole of the examination, all invigilators are required to stay in the respective examination room. He or she is recommended to keep a close eye on the examinees.
5. Students shall be admitted into the exam hall 15 minutes before the start of the examination. The Invigilators shall announce to the candidates to leave their books, papers and other reference materials etc., outside the examination hall.
6. The Invigilators may give appropriate instruction when/if need be: "You should follow the instructions printed on the hall ticket and on the facing and first sheet of the answer-booklet. You should search your pockets, desks and tables and handover to the Invigilators any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and in the close surroundings, before receiving the question paper in hand".
7. It is the responsibility of the invigilators to make sure that any unwanted materials brought by the students are placed outside the classroom at their own risk.
8. Candidates should be warned not to bring in any electronic devices other than a basic wristwatch, including mobile phones, smart devices, digital equipment, and other electronic devices. If candidates unintentionally bring something into the exam room, they should be instructed to give it to the invigilators.
9. If a student forgets to bring his/her identification card and hall ticket, the chief superintendent should be notified so that he or she can grant a student's request for a temporary permission in special cases after verifying the applicant's identity and checking the candidate list.
10. Before the exam starts, the invigilators must make sure that students are seated. After the first 30 minutes, for whatever reason, no student is permitted to enter the exam room.



11. Ten minutes before the start of the exam, the invigilators shall give out the answer booklets only to those applicants who are sitting in the examination room and the same should not to be placed on an empty seat.
12. When students seek explanation on a topic in a question paper that cannot be dealt with by the Invigilators in the Examination Hall. The invigilator 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 Controller of Examinations Office must be informed immediately to resolve the issue
13. The Invigilator must sign the first page of the Answer Booklet in the space provided in the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the Candidate has written the correct Register number, Programme, Subject of examination, date of exam etc in relevant fields of the First page of the Answer Booklet. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.
14. Only after the first 30 minutes of the commencement of any exam the invigilator shall mark the list of students absent. It is necessary to compile a statement that includes the total number of candidates who are present, those who are absent, including their register numbers.
15. Any student who comes more than 30 minutes late should NOT be admitted to the examination room by the invigilator. The examination will not be extended at the end to accommodate applicants who arrived beyond the allotted initial 30 minutes.
16. Within the first half hour of the exam's commencement, the invigilator shall NOT let any candidates to leave the examination room for any reason.
17. Extra Answer Sheets and the Consolidated Attendance Report must be returned to the CS office after 30 minutes from the start of the test.
18. The invigilator shall NOT accept the Answer Booklet of any examinee unless it contains the examinee's Register number, the additional information requested on the Answer Booklet title page, and blank pages that have been crossed out in pen by the examinee.



19. The invigilator must stay vigilant in the exam hall and respond to students' requests for graph sheets and other pertinent materials through the hall assistant.
20. During the exam, all the invigilators are required to remain in the examination room. A minimum of one invigilator must be available in the hall in case the invigilator needs to leave the room to answer a question or deal with an emergency. Such absences must be kept to a minimum.
21. Student should be adequately monitored when using the restroom, although repeated trips should be avoided. In the first 30 minutes and during the last 30 minutes, no student will be permitted to use the restroom.
22. The invigilator shall inform the students of the remaining time for the examination session each time the warning bell is sounded.
23. The Invigilator shall ensure that, there is no communication among the candidates in the examination hall. The Invigilator shall not allow the candidate 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.
24. The invigilator shall notify the Chief Superintendent of any instances of students acting arrogantly, indecently, negligently, or disrespectfully.
25. While supervising in the exam room, if the invigilator notices that a candidate is engaging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on a calculator, geometry box, or scale, he or she must immediately take the candidate's Answer Booklet, question paper, and the materials that he or she has used or intended to use for copying and report to the Chief Superintendent. Until the Chief Superintendent arrives and assumes control, he should not permit the applicant to leave the examination room.
26. For whatever reason, the invigilator must not tamper with the answer booklets provided to the students. In the presence of the Chief Superintendent, violations are documented on the relevant form with a statement from the student. If a student is requested to submit a statement in relation to suspected or confirmed malpractice or use of unfair means but declines, CS should make sure that she or he is not coerced into doing so. The CS must write down or report that the person declined to give a



statement either at the time the event occurred or was discovered or as soon as possible after in the presence of the on-duty invigilators.

27. The invigilator must organize the written Answer Books that the candidates submit at the conclusion of the examination in the correct sequence for each subject and course, and then verify those results with the candidates' attendance. He or she is in charge of keeping all Answer Booklets secure until they are turned over to the Control Room's Answer Booklets receiving team. After proper verification and attendance tally, the receiving staff will get the answer booklets.
28. The invigilator is not permitted to leave the examination center until he or she has personally given the appropriate personnel in the Control Room the Answer Booklets and returned all of the exam-related documents that were in his/her possession.
29. It should be made clear to all the students that they must cease writing during an emergency alert, leave all documents, question books, and bags, and quietly leave the room. It should be made plain to students that exam conditions will remain in effect unless otherwise instructed.
30. The Invigilator may ask the Chief Superintendent to arrange for escorting of a sick candidate to the hospital with the assistance of the supporting personnel in the control room. This is done when a candidate is feeling particularly ill or disturbed.
31. Answer booklets that have been confiscated as a result of unfair practices by students must be sent separately and not so with regular answer booklets.
32. If any neglect of duty on the part of the invigilator is noted, the CS should take appropriate measures in accordance with the requirements of the examination regulations and immediately notify the COE of the incident.

5.7 Duties of Examinee on the Point of Examination

1. Thoroughly review the examination schedule. Know the right exam date, time, and location.



2. When taking the exam, students should have carry their ID cards and examination hall tickets. The examination area will not be accessible to students failing to produce the aforesaid documents.
3. Students must be present outside the examination room exactly 15 minutes before the exam begins. Only ten minutes before the exam is scheduled to start, the students will be permitted to enter the examination room.
4. Students should not bring any unapproved materials, including written notes, dictionary notes, paper, adhesive tape erasers, calculators, memory aids, books, laptops, mobile phones, or other electronic devices or recording devices. These should be seized and dealt with as misconduct. It is urged that students refrain from bringing the aforementioned things into the campus of the examination locations. (The Examination Venues are not liable if the aforementioned goods are missing)
5. Students shall get their answer sheets 10 minutes before the test begins so that they may check them for errors and properly fill out the front page with information like their Register number, Subject Code, and subject name etc.
6. Thirty minutes after the exam begins, students are not allowed to enter the examination hall/room.
7. Typically, students must use blue or black ink the answer to questions in their answer booklet.
8. No student is permitted to take any material from another person within the exam room, particularly calculators, logbooks, scales, and erasers.
9. Students must make sure that they have signed the attendance sheet.
10. As soon as the invigilator signals that the examination is over, students should cease writing.
11. During the final half-hour of the exam, students are permitted to exit the examination hall.
12. Once the allotted time has passed, students should deliver their answer scripts to the appropriate invigilator and promptly and silently exit the examination hall.



5.8 Exclusion of Candidates with Disease

Any student who has an infectious or contagious illness will be excluded from an examination by the Chief Superintendent. Such instances must be reported to the COE.

5.9 Provisional Admission

Without a hall ticket, no student will be allowed to sit inside the examination room. However, if a student's hall ticket is lost or cannot be found among those issued or uploaded by the Exam Cell owing to a transmission fault or an error in the registration or production of the candidate list, the Chief Superintendent has the right to provisionally admit that candidate. Such applicants are required to submit a written affirmation that the college did not reject their applications.

As soon as information on the register number assigned to such applicants is received, the answer scripts of those candidates must be sent individually. Such situations must be immediately notified to the COE, whose office will regularise it after receiving proper documentation, provided the individual is qualified to take the examination.

5.10 Exclusion of Candidates for Misbehaviour

Students taking an exam are subject to the Chief Superintendent's disciplinary authority and are required to abide by his or her directions. A student who disobeys the Chief Superintendent of the Exams or any invigilator or acts impolitely toward the Chief Superintendent of the Exams or any invigilator may be excluded from the day's examination, and if he/she persists in misbehaviour, the Chief Superintendent of the Exams may exclude him/her from the remaining examinations. This is done without prejudice to any other action that may be taken against him/her. In all of these situations, a thorough report on each case must be sent to the COE, who may, after giving a candidate the opportunity to defend their case, ratify the Chief Superintendent's decision or penalise a candidate further by cancelling the examination he/she took, in whole or in part, or by banning him/her from taking any exams in the college for a set amount of time or permanently.

5.11 Debarring Candidates and Quashing Results

The COE shall have the authority to invalidate the exam results. If it is determined, at any time following the publication of the results, that a candidate was ineligible to take the examination in accordance with the college's rules, norms, or orders pertaining to the course in question, that he/she was admitted to the course or the examination by providing false information on the application form, or that she/he used unfair means in an examination. In each of these situations, the applicant will have the chance to argue their position before the COE and Principal make a final decision.



5.12 Penalty for Malpractice

The Examination Committee may penalize a student in the following ways, independently for theoretical and practical, if the Examination Board is satisfied following an investigation that there have been irregularities in the conduct of the individual student's examinations.

- Theory Papers: For that semester, all theory papers will be cancelled.
- Practical Papers: For that semester, all practical papers will be cancelled.

The student will not be allowed to take exams if he/she repeats indulging in malpractice in the next exam or semester.

Note: The examination committee reserves the right to amend the decision.

5.13 Leaving the Examination Hall

Students should not be permitted to leave the exam hall until 30 minutes have passed since the exam started, and this restriction should be carefully enforced.

1. Students are not permitted to leave the examination room until 30 minutes after the question paper has been distributed, and they are not permitted to enter the room during the time specified for the paper.
2. Students who leave the examination room more than 30 minutes before the exam's planned finish time should give the invigilator their question papers, which should be marked with their name and register number. If they want, the candidates may then pick them up after the test.
3. Students who refuse to turn in their test papers as described above and exit the examination room will not be permitted to take the exam the next day, and the incident should be reported to the chief superintendent and the COE.
4. Students won't be allowed to leave the exam hall until their answer book has been turned in to the invigilator in charge of the room.

5.14 Bundling of Written Answer Books

The Chief Superintendent & Additional Chief Superintendent are responsible for making sure that the answer sheets are neatly wrapped and securely sealed as soon as the exam comes to an end. The examination answer-scripts/bundles shall be delivered to the COE's office on the same day of the examination. The bundles should have the following details:

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



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

5.15 Postponement of Examinations under Emergency Circumstances

The dates of the exams would not typically be changed. The standing committee, which is presided over by the principal, shall make the decision if changing an exam date is necessary due to unforeseen circumstances. The Principal, the College Secretary, and the COE will form and serve as the chair of the standing committee.



CHAPTER - 6

SEMESTER EVALUATION PROCESS

Assessment and evaluation practices adopted by the Institution are upgraded on need-basis, based on the changes in the curriculum, nature of the courses offered, guidelines received from the Thiruvalluvar University or UGC. Office of the CoE strives to assess the outcome of the courses effectively (to identify the gaps to be bridged in the learning process) and efficiently (to publish the results immediately after the evaluation) so as to provide a quick means for corrective action by the students.

6.1 Venues and Procedure for Evaluation

Venues for conducting Continuous Assessment Tests, Laboratory Examinations and End Semester Examinations, along with the date, time and duration are announced to all the students, at least two weeks in advance, via the college website and notice boards. Test papers of the continuous assessments are evaluated in the respective places of the faculty members and marks are posted in the web portal within the stipulated time. In the case of End Semester Laboratory Examinations, answer scripts are valued in the venue allocated by the COE's Office, jointly by the Internal and External Examiners (sourced internally or from other institutions/industry) and the results are submitted to the Office of the COE on the same day.

Venues for paper valuations for the End Semester Examinations are announced at least one week in advance to all the examiners through respective Heads of the Departments. Answer scripts are given to the examiners as per the allotment, not exceeding 20 papers for PG and 25 papers for UG within the said half of a day.

6.2 Appointment, Duties and Responsibility of Examiners

1. No one has the right to claim an appointment as an examiner or any other examination task.
2. Depending on the requirements of each paper, the COE shall select examiners for each examination from the list of qualified examiners approved by the HOD. No one shall be appointed whose name is not on the authorized list. Nevertheless, exceptions may be made in exceptional cases with the Principal's approval.



3. Since examination duty is regarded as an essential duty, internal examiners should generally not refuse the assignment of examination work, barring exceptional circumstances.
4. External examiners must confirm their approval. The offer may also be accepted and notified over the phone. The work will be assumed to have been rejected by the examiner if no response is received within the allotted time frame.
5. If any examiner accidentally receives a wrong subject, h/she must mention this and refuse the offer.
6. Examiners must keep all information pertaining to their appointment and any tasks assigned in connection with the exams very confidentially.
7. Examiners are not allowed to evaluate answer sheets that have nothing to do with their subjects.
8. Examiners must verify that the quantity of answer scripts in the packet matches the claim on the packet by counting them. The Examiners must verify that the Dummy Number written on the response script and foils sheet match, failing which they shall not value the packets. Any discrepancies should be brought to the COE's attention right away.
9. All examiners must rigorously follow the methodology of valuation provided by the paper setters, if any, while valuing the scripts.
10. An examiner should evaluate the marks granted to the questions that are helpful to the candidate and round off those that are not taken into consideration while valuing each response and considering only the maximum needed or authorized questions.
11. Wherever an answer is unworthy of marks, the examiner shall write "ZERO." The examiner shall total up the marks.
12. Examiners must make sure that no response or component of a response is missed when valuing it. Examiners should carefully study and assess the answer scripts.



13. On the mark-table in the front page of the answer booklet, the marks given for each question must be put in the relevant row and column. The overall mark must be entered in both words and numbers along with his or her signature.
14. Under no circumstances may the examiner take away the answer scripts from the valuation centre.
15. The examiner must notify the COE if he or she suspects misconduct when evaluating the scripts. He or she must submit the suspicious script along with his or her report after properly evaluating it, and that person will then transmit it to the COE. He or she must record these references next to the register number or code number in the marks list.
16. The examiner must notify the COE of any instances in which a candidate or any person acting on their behalf approaches the examiner for a favour or writes a letter to the examiner mentioning the applicant's name, register number or code number, topic or paper, etc.
17. Examiners are only allowed to value a maximum of 50/40 UG/PG scripts every day, respectively.
18. Examiners must compile the marks lists on the designated Foil Sheet that has been made available.
19. Examiners will receive compensation, TA, and DA in accordance with university norms.

6.3 Remuneration/ Honorarium/ Allowances

1. On completion of the assigned tasks and upon receipt of the necessary documentation, at the COE, compensation for TA/DA, honoraria, allowances, and other components will be paid to the Chairman and Members of the BoE (if permitted), Paper-setters, Examiners, Chief Superintendents, Hall Superintendents, Observers, and others who have contributed to the conduct of examinations.



2. Compensation for the assigned personnel (apart from examiners) must be aggregated and claimed from the COE office using the designated forms and approved rates.
3. In situations where practical or viva-voce exams are administered, the Examiners must submit their pay claims in the proper form to the COE together with the students' attendance records, answer scripts, and mark sheets.
4. The claims of assistants in practical/viva-voce examinations must be written by the assistants themselves on a separate specified Form, and they must be countersigned by the relevant examiners and department directors.

6.4 General Moderation Policy

The competent Board of Passing, Controller of Examinations, and Principal take the final decisions about the moderation of the results for specific topics of the current and supplementary examinations. Students who failed in the exam for which moderation is used are given marks. A student will only be given a maximum of 2 marks for each subject if passing the examination is necessary. However, if desired, special moderation may also be taken into account for a given issue. (The Controller of Examinations may make such decisions after consulting the passing board.)

6.4.1 Special Moderation for Sports persons.

Athletes & team members who advance to the interdivisions in any sport as well as individuals who compete at the university, state, or national levels are eligible for special moderation. For each subject, a maximum of 15/10 marks out of 75/50 will be awarded.

6.5 Publication of the Results

The results of the relevant exams may typically be released within 15 days following the final examination. The results will be made available on the college website.

1. If there is any discrepancy between the subjects listed on the examination form and the examination that the student actually has taken, the results of that examinee will be withheld and will only be made public after due confirmation of the term that he or she had kept with the Controller of Examination's approval.



2. In accordance with the decision taken by the Examination Malpractice Enquiry Committee, the results of the candidates who have been placed on hold due to exam fraud and/or omissions, shall be later announced.
3. The student who selected the incorrect subject on the exam but showed up for the correct subject will not be given the results. After receiving confirmation from the COE office and paying the required penalties, the results of such candidate will be released.
4. Upon receipt of payment of the aforementioned dues, the results reserved for COE and/or College dues will be announced.

6.6 Photo Copy / Revaluation of Answer Scripts

1. Appealing for Photo/Xerox copy of the answer book & attempting to apply for Revaluation are two different processes..
2. The student may individually submit an application for reevaluation, Photo/Xerox, or both at once.
3. Whether or not the examinee has requested photocopies or Xerox copies of the results, he or she may independently ask for revaluation in the specified form within the timeframe and in the manner prescribed if the examinee is dissatisfied with the marks granted.
4. Only theory papers are eligible for this reassessment service.
5. The marks given to the scripts of practical examinations, term works, research work, project work, dissertations, internal assessments and viva voce/oral/practical examinations may not be reevaluated.
6. Student are permitted to request for the reevaluation of as many answer books for as many subjects as they want.



7. The initial marks shall be kept if the marks after the second examination are lower than the result given during the first evaluation.

6.7. Supplementary Examinations Procedures

1. The supplementary examinations will be conducted every year in the month of June and results shall be declared before the start of the following academic term.
2. Supplementary examination is an opportunity to reappear for End Term Examination only.
3. Any students having only one arrear can register for appearing in supplementary examination.
4. Student wanting to write/take up the supplementary examination has to pay a consolidated fee
5. Only the current final year students are eligible to appear for supplementary examination.
6. A separate grade sheet will be issued for these supplementary examinations.
7. No pass board meeting will be conducted for publishing the revaluation results

6.8 Decisions on Malpractice Issues and Any Other Relevant Issues

Any student, indulging in malpractice during the examination is referred to the Chief Superintendent of Examination & COE. Student who has involved in any malpractice will be booked and the same action will be recorded in writing by the chief superintendent with the consent of the invigilator who has found the student involving in any malpractice.

Based on the assessment, penal actions are taken as per SHC norms on par with guidelines of the Thiruvalluvar University.



- If a student copies in any theory subject, all examinations for the other theory subject taken by him/her during that time period shall be cancelled.
- If a student copies in any Practical/Project subject, than all Practical/Project subjects exam taken by him/her during that time period shall be cancelled.
- If a student repeats the malpractice, all Theory/Practical examinations taken by him/her in that particular examination will be cancelled and he/she won't be allowed to write the examinations in the forthcoming two semesters.
- If a student indulges in malpractice during the conduct of the CA Examination, that subject alone will be cancelled.

6.8.1 Acts of Malpractice in Examinations

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

1. Having printed, Xeroxed, or written materials that are related to or unrelated to the day's examination, or that are related to the examination that the candidate has previously appeared for in the form of a book or loose sheets that have been used or not used in the examination.
2. Possession of smart gadgets/devices such as programmable calculators, cell phones, pagers, digital memory pads, etc., whether or not they are loaded with information relevant to the day's test and whether or not they are used during the exam.
3. Writing/making notes on the candidate's body, clothes, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket, etc. that have been either used or not in the test, such as formulas, definitions, or sketches that have had anything to do with the day's examination.
4. Writing any appeal to the examiner that includes money or other irrelevant information, attaching money to the answer book, and providing contact information (such as an address and phone number), etc.
5. Posting the register number anywhere other than the fly slip in the answer book or other sheets.
6. Attending the examination without a valid hall ticket.
7. Before leaving the examination hall, writing down the solutions to the questions in his or her exam paper.
8. Snipping pages out of the answer book
9. Bringing with them items that the COE has forbidden for the day's examination and using them or refusing to use them in the examination.
10. Engaging in conversation with neighbours and communicating with others in the hallway or verandah.



11. Copying from printed, xeroxed, handwritten, or programmable calculators, organisers, digital memory pads, or other sources during the test
12. Trading examination-related items with neighbours, such as test tickets, question papers, calculators, instrument boxes, scales, and question sheets with formulas, answers, and tips scribbled on them.
13. Allowing neighbours to copy or view the answer book or supplementary sheet.
14. Giving or receiving the main answer book or an extra sheet from a neighbour for the purpose of copying.
15. Making irrelevant entries in the answer book or supplementary sheet, such as writing film songs, stories, poetry, or making drawings.
16. Writing the examination after the final bell has rung & disobeying the directions of the hall superintendent.
17. When found guilty of any malpractice, striking out all the pages in the answer book, including the right answers they had written.
18. Sharing with others taking the same test, the solution or formula for any question.
19. Inserting pre-written supplementary sheets with information on the subject of the exam of that day into the main answer book.
20. Substituting a prepared answer book that the candidate brought with them or obtained from outside sources for the answer book provided in the exam room.
21. Writing answers in the primary answer book or on supplementary sheets brought in from outside the examination room and giving them to any applicant taking the test as a replacement or attachment.
22. Running away from the exam room when detected cheating, refusing to provide a written statement, ignoring show cause notices, skipping investigations, and attempting to obliterate evidence by ripping, ingesting, erasing, throwing away, etc.
23. Writing filthy, indecent, or vulgar language in the answer book or any additional papers that are attached, or drawing obscene figures, etc.
24. Threatening or violent behaviour, causing disturbances within or outside the exam halls, blocking other applicants from entering, misbehaving around the employees in charge, etc.
25. Repeated academic misconduct over the course of his or her studies, either at the same sitting or at various sittings.
26. Removing the written answer book without giving it to the hall superintendent.
27. Attempting to steal or tamper with another candidate's answer book.
28. Disobeying any other specific rules or guidelines immediately set out by the Board of Examinations.



29. Impersonation - Getting another person to participate in the examination in place of the candidate (or) making an effort to take the exam in someone else's place.
30. **Physically assaulting or trying to physically assault any exam personnel when being discovered or reported for any misconduct.**
31. **Attempting to damage/causing damage to the exam records**
32. **Arranging outside persons** to terrorize the examination staff
33. **Leaving the exam hall with the question paper from the day's exam before the time allotted by the Board of Examinations (about 30 minutes after the exam starts)**
34. As a form of retaliation, damaging the Examiners' possessions
35. Any further misconduct/malpractice not specifically stated.

6.8.2 Punishments Awarded for Malpractice in Examinations

According to the type and severity of the malpractice, the Disciplinary Action Committee established by the Chairman will determine what punitive measures are to be imposed on the candidates who has been accused of any of the aforementioned violations. An inquiry committee led by the chief superintendent will look into the cases of the alleged candidates. Such students are subject to the following sanctions:

1. All of the student's papers from the current semester, including any practical exams, will be cancelled.
2. All of the candidate's papers from that session, including all of the semester's papers and practical exams, will not be taken into account.
3. All of the candidate's papers from that sitting, including all semester papers and practical papers, will be cancelled, and the candidate will be prevented from taking two or four additional semester examinations, depending on the context of the malpractice.
4. The college will take legal or disciplinary action against the candidate in addition to cancelling all of the candidate's papers from that sitting, including all semester papers and practicals. The candidate will also be prevented from taking six future Examinations.
5. If a theory paper is written using fraudulent measures, all theory papers written in that sitting must be rejected.



CHAPTER- 7

QUALITY ASPECTS AND INNOVATIONS

7.1 AUDIT ON EXAMINATION AND VALUATION SYSTEM

Once in every five years auditing of the examination process will be conducted.

The audit procedure is as follows:

- ❖ The semester valuation is completed according to the norms approved by the Academic Council of Higher Education Institution.
- ❖ After completing the valuation, the audit on the EVS shall be initiated.
- ❖ 20% of the answer scripts for each course will be picked at random. One answer script is randomly picked for every five scripts that come after it. This includes all UG and PG programme courses.
- ❖ Reevaluation is done for the answer scripts that have been chosen at random. At this moment, the valuation is entirely external. If an external expert for a specific subject is not accessible, the department's knowledge can be utilized by appointing a faculty member who was not involved in the initial appraisal of the response scripts or in the course's teaching..
- ❖ The Controller of Examinations, in agreement with the Head of the Department for the relevant subject, may choose the external examiner in that respective field.
- ❖ The first valuation score and the second valuation score are compared when the second valuation for 20% of the response scripts is complete. When the highest external score is 75/70/60/50 and there is a discrepancy of 12/11/9/8 marks, the value is deemed to be inadequate. The complete bundle is submitted for third valuation if all the response scripts (4 out of 20 and 3 out of 15) randomly chosen from a bundle have a difference of 12/11/9/8 marks in cases where the maximum external score is 75/70/60/50 marks, respectively.



- ❖ When answer scripts are subjected to two valuations, the final marks are intended to reflect the average of the first and second values. In this case, the average final marks should be provided along with the average question-wise mark if a student requests a hardcopy of any response script. The pupil shouldn't be handed the first and second valuation marks.
- ❖ If the answer scripts have three different values, the closest mark out of the two is picked, and the average is computed to get the final score. In this situation, if a student requests a hardcopy of any response script, the average mark for each question should be provided, along with the average final marks calculated using the closest of the two values. The candidate should not be handed the first, second, or third valuations marks.
- ❖ Only when the self-audit procedure is complete the results are to be released.
- ❖ It is necessary to offer the IQAC with the results of the study of the EVS process in order to encourage the addition of more high-quality metrics, measurements, and procedures.

7.2 Orientation Programme for New Faculties

It will be conducted in begging of every academic year. The main purposes of this programme are to make new faculty to understand the examination roles and function in the college like Invigilation, Question Paper Setting and Evaluation.

7.3 Security feature of the Certificates

- | | |
|-------------------------------------|--------------------------------|
| 1. Logo in Gold Hot Stamping Foil | 9. Mirror Image Scanned Letter |
| 2. Students Photo | 10. Nono Text |
| 3. Rainbow Colour | 11. Guilloche Design |
| 4. Fugitive Screen | 12. Silver Metallic Seal |
| 5. Border | 13. "COPY" Hidden Design |
| 6. Micro Line | 14. Dynamic QR Code |
| 7. Scanning Security Letters | 15. Hologram |
| 8. UV Invisible Ink (Red and Green) | |



CHAPTER - 8

TABULATION & PUBLICATION OF RESULTS

8.1 Tabulation Register/ Result Copy

Using the necessary computer programmes, the entire process of determining the final scores must be automated. Department-by-department printing of the findings is required for Pass Board analysis which is published by the college. The section officer must verify all entries, classify results, give any applicable grace marks, and sign each page of the tabulation register.

8.2 Preparation of Grade Score Sheet

After a semester has been successfully completed, computerised grade cards must be given with the digital signature of the COE and properly enclosed by two section officers who have been designated by the COE after the results have been verified. The Principal and the COE will both sign the cumulative grade score sheet.

8.3 Publication of Results

The examination's complete result, as determined by the pass board, must be made public. The final course results will also include a list of the applicants who received the top three scores in each branch of the test. The college website will publish the results that have been accepted by the GB. The semester mark sheet would be available for downloading on the college website for students.

8.4 Issue of Cumulative on only Mark Sheet or both Statement of Marks

All the students who have qualified for the award of the degree through for an examination conducted by the college shall be issued a computerized consolidated statement of marks. The fee for the mark sheet shall be collected along with the examination fee.

8.5 Break-Of-Study

A Student who wishes to avail the break-of-study shall follow the guidelines given in the Regulation that is in force. Procedure to be followed by a student who wishes to rejoin the course after a break are as follows,

- Student must get a written permission from the Principal and visit Thiruvalluvar University.
- University will be granting permission and that permission letter should be submitted to the principal's office.



- Candidate will be allowed to rejoin the course only if there is any vacancy in that particular department in that academic year.
- Exams for those candidates will be as per the semester which they have studied.
- At the time of re-joining, such students shall follow the then or existing current regulations, with credit normalization as specified in the previous section.



CHAPTER - 9

MISCELLANEOUS

9.1 Condonation of Shortage of Attendance

Candidate can seek condonation of shortage of attendance only once in a 2/3-year course.

Following are the rules regarding attendance requirement:-

1. Each student must maintain 75% of the required course attendance.
2. A student with a 10% shortage may provide a legitimate justification for the condonation of the deficiency in the approved form. A waiver for shortage of attendance must be requested at least 10 working days before the exam's start time.
3. The student is ineligible to take the exam unless the minimal attendance is approved.

9.2 Cancellation of Examination

1. It is not allowed to cancel an examination with the intention of retaking it to get better results.
2. The same procedure must be followed for the cancellation of exams if certain standards are outlined in the rules.
3. Students must submit their requests to cancel end-of-semester exams in plain paper, together with the required fee, to the COE's office, which will then transmit them along with recommendations from the HoD and Principal.
4. No student may request an exam cancellation more than once during their programme.
5. The student's registration for all of the exams for which they have enrolled will be cancelled.
6. Within three days after the final test date, the application and the required money must be submitted to the COE via the HoD and Principal.
7. The applicant who is requesting a cancellation will not be ranked.
8. Marks from internal assessments must be carried over to the final exam of the next semester.

9.3 Certificates

1. Degree and diploma certificates are issued by Thiruvalluvar University, Vellore, as per the acts and statutes of the University on the submission of the consolidated mark / score cards of the students by the college.
2. Following the release of the results of the candidate's final semester examination, a consolidated mark/score card will be sent to the candidate.



3. Students will receive a course completion certificate with a classification which will be valid until the university issues the provisional certificate.

9.4 Register of Candidates

The COE's office maintains a Register of Candidates in respect to all examinations.

The register shall contain the following details:

Register number, name of the candidate & date of birth, programme & year of admission, religion/community, fee remitted, particulars of examination taken, results, and remarks, if any.

9.5 Guidelines for Persons with Disabilities Using a Scribe

Subject to the restrictions in (ii) and (iii) below, students who are visually challenged or whose writing speed is permanently impaired may utilize scribe provided by the college. The following guidelines will be followed in all instances where a scribe is employed:

- a. The scribe arranged by the by the college should not be a candidate for the same examination. If, violation of the above is detected at any stage of the process candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- b. Any individual with a disability of 40% or more may be granted the Scribe/Reader/Lab Assistant facility if they so wish. For a three-hour exam, these candidates may receive a 30-minute compensatory period.
- c. The scribe for one candidate cannot also serve as the scribe for another candidate.
- d. The candidate and the scribe must both sign a document that ensures the scribe meets the above-mentioned requirements for qualifying as a scribe. Furthermore, regardless of the outcome of the online test, the applicant's candidacy will be revoked if it is found out later that they have not met all requirements for eligibility or hidden important information.



- e. Candidates who utilize scribes are entitled to 30 minutes of compensatory time throughout the exam's three hours, unless otherwise instructed.
- f. Scribe must not respond on their own. Any such conduct will result in the cancellation of the application.
- g. Due to the fact that candidates' eligibility for compensatory time will depend on their level of disability, only those candidates who have registered for it will be granted these concessions. If a candidate is not registered for compensatory time, the test administering organisation will not be able to grant them. Such allowances must not be granted to candidates who have not applied for compensatory time. Any individual with a handicap of 40% or more may be given the opportunity to work as a scribe, reader, or lab assistant if they so want. For a three-hour exam, these candidates may receive a 30-minute compensatory period.

(ii) Guidelines for Candidates with Locomotor Disability and Cerebral Palsy

Students with locomotor disability and cerebral palsy whose dominant (writing) extremity is afflicted to the level of delaying the performance of function (minimum of 40% impairment) should be allowed a compensatory time of twenty minutes per hour unless otherwise recommended.

(iii) Guidelines for Visually Impaired Candidates

- Candidates who are visually impaired and have at least a 40% impairment may choose to see the test materials in enlarged type, and all such candidates are entitled to a 30-minute break throughout the three-hour exam unless otherwise instructed.
- Candidates who are blind or visually impaired and utilize a scribe for the exam will not be able to view the test's contents in magnifying font.
- These guidelines are subject to change in terms of State Govt. guidelines/clarifications, if any, from time to time.



9.6 Procedure for Applying Duplicate Grade Sheet / Consolidated Grade Sheet

Only when it is lost or irreparably damaged can a duplicate or consolidated mark sheet be supplied. Then the student may submit an application, which must be in the format specified and delivered directly to the Controller of Examinations. Applications submitted on the candidate's behalf will not be accepted.

The application should be accompanied with the following papers.

- A photocopy of the grade sheet or consolidated grade sheet that has to be duplicated (if available)
- Fees as directed.
- The police department's certificate of non-traceability.

Under no circumstances will fees that have already been paid be reimbursed or changed to a different certificate. If the Original Grade Sheet or Consolidated Grade Sheet is found, the Duplicate Grade Sheet or Consolidated Grade Sheet must be immediately turned over to the COE office. The duplicate grade sheet will be supplied within 15 working days of the submission date once the aforementioned papers have been delivered in person together with a letter of request.

9.7 Procedure for Transcript Certificate.

Students must use the official application form, which is accessible at no charge at the Transcript Section of the Office of the Controller of Examinations, to make a request for transcripts.

The applicant must deliver the properly completed application form to the Transcript Section of the Office of the Controller of Examinations in person or through a representative designated by the applicant (along with an authorization letter and a photocopy of the authorised person's government-issued identification).

The applicant who submits the transcript application form is responsible for picking up the transcripts. If they are unable to pick up the transcripts in person, they may



be picked up at the Office of the Controller of Examinations by an Authorized Person (who must also bring the authorization letter to collect the transcript and a photocopy of the government-approved proof of identity of the person collecting the transcripts). The student should have determined the need for transcripts. On the official envelope for transcripts that will be provided at the time when the Application form is submitted, the names and addresses of the Universities/Institutions should be recorded.

1. The charge for issuing transcripts complies with college standards.
2. The students should have Photocopies of (both front and back) Degree Certificate / Provisional Certificate (in case of student not awarded the degree), Consolidated Statement of Marks/Grades (if the programme is completed and passed), Statement of Marks/Grades (All the completed Semesters), One Passport Size Photo, One Proof of Identity, One Proof of Date of Birth (SSLC/HSC) of the above mentioned certificates in a suitable size envelope. One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations.
3. Students will be issued the required number of Transcripts with marks/grades of all the completed semesters printed on a single sheet duly signed by the Attesting Officers.
4. Only the photocopy of the Degree Certificate / Provisional Certificate (in case of student not awarded the degree) issued by the University will be Attested by the Attesting Officers.
5. Students should have their latest photocopy of the statement of Grades/Marks (if Grades/Marks printed from the first semester till the latest semester) or individual semester statement of Grades/Marks (only if semester wise statement of Grades / Marks issued) or Consolidated Statement of Grades/Marks, Degree Certificate / Provisional Certificate (in case of student not awarded the degree) along with the required number plus one set of good quality photocopies in a suitable size envelope. One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations.
6. Time for the Issue of the Transcripts is 10 – 15 Working Days



9.9 Procedure for Applying Genuineness Certificate

- An employer of State or Central Government Services, Public Enterprises, the Private Sector, Foreign or Indian Embassy may receive a Genuineness Certificate.
- The individual will not receive the Genuineness certificate. Only institutions, organisations, agencies, etc. will get it.
- The Controller of Examinations shall receive a letter of request from the head of the academic institutions, organisations, agencies, etc. where the applicant is currently enrolled in or employed.
- The request letter must include the contact information, including the phone number with STD code, mobile number, and email address.

9.10 Name Change of the Candidate during Study

- By submitting a proper application and the required accompanying documentation evidence to COE, a student who is presently enrolled may modify or update his or her complete, legal name on the permanent academic record.
- Any of the following grounds, such as marriage, adoption, or assuming a new name by a person who has been informed by an order of the Central Government or a State Government, may be used to approve a name change in the university's records.
- A female student who wants to stop using her married name and start using her maiden name or another name must submit a copy of the divorce decree or a court order that has been signed which demonstrates the court's restoration of the maiden name or other name.
- His/her name will not be changed in the University's records.
- The department chair and dean of the faculty should receive this application on behalf of the student.
- The candidate should submit his/her application together with an authenticated copy of his/her latest qualifying exam (on which the individual's eligibility is decided) and/or his/her 12th standard.



- The following documents, must be submitted with the application for a name change:
Affidavit (Women) (Original copy)
Marriage Certificate (Women) (Original copy)
Government Gazette (Original copy)
A photocopy of the most recent examination's statement of results
- Upon payment of the required fees at the time, revised copies of the statement(s) of the marks and other certificates will be issued following the necessary adjustments in permanent documents.

9.12 Preservation of Documents

For the precise time frame outlined below, the Controller of Examinations' office shall keep the following records. The additional documents and registration are therefore kept for as long as the Controller of Examinations may from time to time specify.

1. Tabulation Register of Results Copy - Permanent
2. University Report /Convocation List - Permanent
3. Minutes Book of Exam Committee/Pass Board Meetings - Permanent
4. Valuation of Answer Scripts - Three Years
5. Register of Malpractices - Five Years
6. Examination Timetable - Permanent
7. Revaluation Register - Ten Years
8. Counter Foils of answer Scripts - Three Years
9. Applications of Examinations - Three Years
10. QP/Examiners Appointment order – Five Years

The pages of all the registers must be serially numbered.

Overwriting, rubbing, or the use of correction fluid are not permitted for correcting entries in a register. If a correction is required, it may be made by scoring off the original item with a single line, adding the correction above it, and attesting to the adjustment with the authorized signature.



9.13 Conditions for conduct of Re-CA

- In order to apply for the Re-CA, prior approval from the respective course teacher and department head should have been sought.
- Students applying for their Re-CA should have filed a letter of absence or leave that has been properly approved by their respective course teacher and department head
- Conditions for applying for Re-CA only hold true in instances of accidents, illness, or the death of a parent or legal guardian, as well as for any other relevant reason that has been formally acknowledged in the examination manual.
- In the event of a medical emergency/illness, a government doctor's certificate must be provided.
- Re-CA is available for students who registered late in a graduate or post-graduate programme, but this must be approved by the principal and controller of examinations. This applies exclusively to the specified Odd-Semester.
- For reasons not mentioned, the concerned course teacher and the head of the department reserves the rights to accept or reject the stated cause.

9.13 Conditions for conduct of Practical Examinations

The constitution of the panel of examiners for the conduct of the practical examination would consists of:

- Controller of Examination
- Head of the Department
- Examiners (External&Internal)
- Skilled assistant (If required)
- Hall superintendent
- Lab assistants

General guidelines and order of the events for the conduct of practical examination:

1. The Board of Studies (BOS) Prepares list of External Examiners (University approved Faculty who have enough experience to conduct the practical from any college and university) and the list is regularly updated and sent to the COE.
2. The COE sends the notification to the HOD for the conduct of practical examination with List of students registered and the list of examiners.



3. The COE issue Provisional Hall ticket for the eligible candidates for practical.
4. After receiving the notification, the HOD prepares the time table based on the availability of laboratory and the list of examiners for conducting each practical and sends it to the controller for approval and publication..
5. The COE sends the appointment orders to the examiners
6. After receiving appointment order, the internal examiner sets the question paper for each batch and sends it to the COE.
7. The COE sends the following documents to the HOD to enable the department to conduct the practical examination
 - a. Time table
 - b. Question papers
 - c. Guidelines for conducting practicals
 - d. Covers and foil sheets
 - e. Malpractice booking form
 - f. Answer scripts
 - g. Stationeries
 - h. Advance money for lunch
8. The HOD hands over the question paper and other necessary documents to the examiners a day before to enable the examiners to prepare for the examination.
9. The internal examiner and external examiners prepare the unknown solution/substance (wherever required) and distribute to the students.
10. The examiners are requested to strictly adhere to the experiment and the scheme of evaluation while conducting the practical. However, if unable to conduct the prescribed experiment due to unavailability of the equipment or chemicals, the examiners may change the experiment after consulting the HOD, and the decision is communicated to the COE along with answer scripts.
11. The Lab assistants prepare the other required reagents in consultation with the examiners.
12. After the completion of the practical, the examiners are asked to submit the answer scripts, attendance, mark statement and other documents such as distribution, etc. to the COE within 24 hours through HOD.
13. Malpractice: In case of malpractice, the examiner informs the HOD, and the HOD book the malpractice following the protocol given by the COE. (The details,



answer scripts, confiscated materials were sealed in a separate cover and submitted to the COE. (Refer: Examination Policy and Guidelines)

14. Internal Examiner is the university approved faculty from the department who have enough experience in conducting the experiments. In case of unavailability of approved faculty, the HOD may suggest other faculty who have minimum three years of experience in the practical.

15. Skilled assistants and hall superintendents are appointed by the HOD who is the faculty in the department.

Roles and Functions:

a) COE:

- Receive application from the eligible candidates (above 75% attendance)
- Issue provisional hall ticket to students for practical.
- Send the list of eligible candidates to the HOD to conduct the practical examination.
- Send appointment order to the examiners (External and internal)
- Publish the time table for practical examination.
- Receive the answer scripts and statement of marks from the HOD.
- Take action against malpractice
- Publish the results
- Monitor the whole process of examination and give directions whenever there is ambiguity or clarification needed, in such cases the decision of the COE is final.

b) HOD

- Prepare the time table for practical
- Suggest the internal and external examiners for the practical to the COE.
- Receive the question paper from the COE and handover to the examiner, collect the answer scripts and submit to the COE.
- Facilitate and supervise the overall conduct of the practical on time and ensure the guidelines are followed.
- Immediately respond to difficult situation (such as absence of examiner, malpractice or any other arises during the course of conduct of the practical)



and make necessary arrangement so that the practical is conducted smoothly.

- Consolidate and approve the remuneration to be given to the internal examiner and other assistants.

c) Examiners:

- Both internal and external examiners are equally responsible in conducting the practical.
- Receive the question paper from the HOD and prepare the required unknown solution/substance to be given to the students.
- With the help of skilled assistant and lab assistant prepare other required reagents.
- Make sure all the arrangements are ready before fifteen minutes from the commencement of the examination.
- Conduct the practical as per guidelines and the scheme of evaluation. Consult the HOD incase of difficulties in conducting the prescribed experiment.
- The students may be allowed inside the lab ten minutes before the scheduled time to enable them to get ready with apparatus required for the practicals.
- Evaluate the answer scripts according to the scheme in consultation with the other examiner.
- Prepare a mark list and submit to HOD with answer script.
- Maintain all the evaluation procedures and documents confidentially.
- **The internal examiner or the course teacher send the question paper to the COE (Two per batch) *new suggestion**

d) Skilled Assistant:

- Prepare the reagents (Except unknown) for the practical with the help of lab assistants.
- Perform the experiment wherever standardization or skilled value is required.
- Assist the examiner as and when required. Like cross checking experiment, preparation of document, etc as requested by the examiners.



e) Hall Superintendent:

- Maintain discipline inside the lab
- Check the hall ticket, Identity card and record note book, then allow the students inside the lab.
- Allot lot number to the students and make sure all the students are placed in a right place.
- Address the requirements of the students and direct them to the right person.
- Get the attendance signed by the students
- Invigilate the students throughout the entire experiment and book if there is any malpractice.
- Collect the answer scripts and verify whether the required fields are filled by the students and handover to the examiners for evaluation.

f) Lab assistants

- Prepare the laboratory for the conduct of the examination (Reagents, gas, water, instruments, etc.)
- Be available and extend support to the examiners and to the students as and when required.

10. Examination Depot

In order to safeguard the study materials, gadgets and valuable items brought into campus during examination days, the management of Sacred Heart College (Autonomous) has established an Examination Depot in the ground floor of main building where students can secure their valuables. This facility is totally optional.

Guidelines to the avail the facility

- Students can place all their study materials, gadgets and valuable items in their respective bags and deposit it in the depot.

Forenoon Session

Deposit: 08:45 AM to 9:20 AM

Collection: 12:00 Noon to 12:45 PM

**Afternoon Session****Deposit:** 01:15 PM to 01:50 PM**Collection:** 04:30 PM to 05:00 PM

- Students will be issued a token at the time of deposit which he/she should produce it to the attenders responsible at the time of collection of bags.
- The management is not responsible for the loss of any articles or bags kept outside the depot.
- For each deposit, the students should pay Rs. 5/-

DISCLAIMER

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