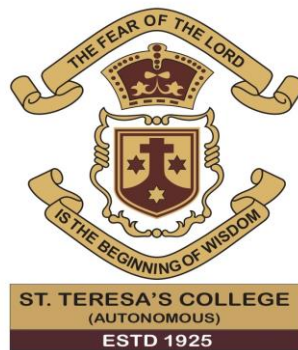


Examination Manual



**St. Teresa's College (Autonomous)
Ernakulam**

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CHAPTER 1

ORGANISATION OF THE COLLEGE

1.1 The College

St. Teresa's College was established in 1925 by the Carmelite Sisters of St. Teresa under the leadership of Mother Teresa of St. Rose of Lima the Foundress of the congregation. It is the first Women's College in Cochin and the second in the state of Kerala. It holds the honour of being the First Aided College for Women in the State. The College was first affiliated to Madras University, and later to Kerala University. With the establishment of Mahatma Gandhi University in 1983, it became one of its affiliated colleges.

St. Teresa's College was granted Autonomous status in 2014 as per the Government Gazette No.25487/Leg.G2/2013 Law dated 30.11.2013.

1.2 Authorities of the College

The following bodies shall be the authorities of the College, namely:-

- (i) The Governing Council
- (ii) The Academic Council and
- (iii) The Board of Studies

If there is any dispute whether any provision in any existing Statute, Regulation and Ordinances of the University is inconsistent with or has the effect of overriding or contradicting any provision in this Manual, the decision of Government shall be final.

1.2.1 Governing Council of the College

Constitution of the Governing Council (GC)

1. The Managing Council of the College shall constitute a Governing Council of the College under its management, to function as the executive body of the college.

2. The Governing Council of the College shall consist of the following members, namely

- a) One nominee of the Manager, who shall be a senior and eminent person of repute having sufficient experience in academic related matters, who shall be the Chairman of the Governing Council;
- b) Three senior teachers of the college from different departments not below the rank of an Associate Professor, to be nominated on rotation, by the Manager;
- c) One nominee of the University not below the rank of a Professor, to be nominated by the Vice-Chancellor;
- d) One nominee of the University Grants Commission;
- e) One nominee of the Kerala State Higher Education Council, to be nominated by the Government;
- f) Principal of the college, who shall be the ex-officio Secretary to the Governing Council.

Tenure of Office of the Governing Council:-

The term of office of the nominated members of the Governing Council shall be a period of two years and shall be eligible for re-nomination for another term of two years: provided that the same person shall not be eligible for nomination beyond a period of four years.

Meetings of the Governing Council:-

- 1) The Governing Council shall meet at least three times a year.
- 2) The interval between successive meetings shall in no case exceed four months.

3) Emergency meetings of the Governing Council may be convened with a notice of at least seven days, either on a written request of one-third of the members or on a direction from the Autonomy Approval Committee.

4) One-third of the members who have been nominated at any point of time shall constitute the quorum for the meeting.

Powers and Functions of the Governing Council:-

Subject to the provisions laid down by the bye-laws, if any, of the College and the rules made by the State Government and the University, the Governing Council shall have the following powers, namely:-

- a. To approve and submit to the University, the proposal for new programmes of study leading to the award of degrees and diplomas;
- b. To conduct examinations for each course and publish the results;
- c. To recommend, and forward the results of examinations, to the University for the award of degree or diploma, as the case may be;
- d. To approve the issue of mark lists to the students;
- e. To fix the fees and other charges payable by the students of the College with the concurrence of Government: Provided that in the case of aided courses or courses restructured from the Aided courses, the fees shall be as determined by the Government;
- f. To institute scholarships, fellowships, studentships, medals and certificates on the recommendations of the Academic Council of the College;
- g. To make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels:

h. To exercise such other powers and perform such other functions and to constitute such Committees as it deem necessary for the proper development of the College and to fulfill the objectives of autonomy.

1.2.2 Academic Council of the College:-

1. The Academic Council of the College shall consist of the following members, namely:-

- a. The Principal, who shall be the Chairman of the Academic Council of the College;
- b. All Heads of Departments of the College;
- c. Four teachers of the college representing different departments, not below the rank of an Associate Professor, to be nominated by the Manager;
- d. Not less than four experts from outside the college representing areas such as Industry, Commerce, Law, Education, Medicine, Engineering, Administration, Finance etc., to be nominated by the Governing Council of the College;
- e. Three nominees of the University who are academic experts not below the rank of an Associate Professor;
- f. One member from among the teachers of the college, nominated by the Principal, who shall be the Member Secretary of the Academic Council of the College.

2. A member of the Academic Council of the College shall hold office for a period of two years or when he is, at the time of nomination, a teacher of the college, till his date of retirement, whichever is later, and shall be eligible for renomination.

3. The Principal of the College shall convene a meeting of the Academic Council of the College at least twice a year.

Powers and functions of the Academic Council of the College:-

The Academic Council of the College shall have the following powers and functions, namely:-

To scrutinize the proposals of Boards of Studies of the College, with regard to the courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto and to approve the same with or without modifications, provided that if the Academic Council of the College differs on any proposal submitted by any Board of Studies of the College, it may either reject the proposal giving reasons for the same or return the same to the Board of Studies of the College with its remarks, for reconsideration: provided further that if the proposal is returned and the Board of Studies re-submits the proposal to the Academic Council of the college with or without the proposed modifications, the Academic Council shall approve the proposal;

- a) To make academic regulations regarding the admission of students to different programmes of study in the college subject to the criteria and conditions prescribed by the Autonomy Approval Committee;
- b) To make regulations for the conduct of examinations and initiate measures for improving quality of teaching, student evaluation and student advisory programmes in the college;
- c) To make and approve proposals for research and advancement, and dissemination of knowledge;
- d) To recommend to the Governing Council, any proposal for institution of new programmes of study;

- e) To recommend to the Governing Council, regarding the institution of scholarships, studentships, fellowships, prizes and medals and to make regulations for the award of the same;
- f) To advise the Governing, Council on the suggestions made by it with respect to academic affairs; and
- g) To perform such other academic functions as may be assigned to it by the Governing Council.

1.2.3 Board of Studies of the College

1. The College shall constitute a Board of Studies of its own for each subject of study or group of subjects in which the college conduct courses or intends to conduct courses. Provided that the Governing Council of the College shall, for this purpose, decide the subjects to be brought under Board of Studies of the College and the number of such Boards of Studies to be constituted.

2. The Board of Studies of the College shall consist of the following members, namely:-

- (a) Head of the Department not below the rank of an Associate Professor, if she has a Ph.D, on the basis of seniority from among the Heads of Departments whose subjects are covered by that Board of Studies, shall be the Chairman of the Board: Provided that in the absence of such a Head of Department, a teacher not below the rank of an Associate Professor with Ph.D in a subject covered by that.
- (b) The Principal shall be the Chairman of the Board: Provided further that the Principal shall, while nominating teachers give prime consideration to the quality of academic work including research and publications of such teachers.

(c) Not more than six teachers with Ph.D, nominated by the Principal in consultation with the Head of the Departments offering subjects covered by that Board of Studies, from different areas of specialization, as identified by the Principal, in subjects covered by that Board of Studies: Provided that the Principal shall, while nominating teachers, give prime consideration to the quality of academic work including research and publications of such teachers;

(d) Two experts in the subject from outside the college to be nominated by the Academic Council of the College;

(e) One expert to be nominated by the Vice-Chancellor from a panel of six experts recommended by the Principal;

(f) One representative each from industry, corporate sector or allied area relating to placement;

(g) One meritorious alumnus who has completed a Post Graduate Programme of the University, to be nominated by the Principal;

(h) The Chairman of the Board of Studies of the College may, with the approval of the Principal of the college, co-opt, from time to time, as special invitees to the meetings of the Board of Studies of the College, for the purpose of academic consultation from the following categories, namely:-

(i) Experts from outside the college whenever special courses of studies are to be designed;

(ii) Other teachers of the college who are experts in the related discipline.

3. The term of the members nominated to the Board of Studies of the College shall be two academic years provided that the same person shall not be eligible for nomination beyond a period of four academic years.

4. The Principal of the College shall draw up the schedule for meeting of the Board of Studies of the College for different departments.

5. The meeting may be held as and when necessary, but at least one such meeting shall be held in a year.

6. One-third of the members of the Board of Studies shall constitute the quorum.

7. In the temporary absence of the Chairman, the teacher next in seniority shall act as the Chairman and convene the meeting on the request of the Principal.

8. Where it is necessary to deal with any academic matter that affects more than one Board, the Principal may convene a joint meeting of two or more Board of Studies of the Autonomous College, as he deems necessary and such meeting shall be presided over by a Chairman elected in such joint meeting.

Powers & functions of Board of Studies of the College

The Board of Studies of the College shall have the following powers and functions, namely:-

a) To prepare curriculum for various academic programmes keeping in view the objectives of the college, interest of the stake holders and national requirement, with the approval of the Academic Council of the College: provided that the Board of Studies shall ensure that the proposal for the academic programme conforms substantially to the duration, number of credits, evaluation and grading system prescribed, if any, by the University for that academic

programme: provided further that the Board of Studies of the College shall ensure that the proposal will not have the effect of lowering the academic standards prescribed by the University

b) To recommend books wherein the prescribed subjects are suitably dealt with, for the reference of teachers and students and also to recommend text books as and when required;

c) To suggest methodologies for innovative teaching and evaluation techniques;

d) To suggest panel of names for the appointment of examiners to the Academic Council of the College

e) To co-ordinate research, teaching, extension and other academic activities in the department or College.

1.2.4 The College Principal

The Principal of the College shall be the chief Academic and Executive officer of the Autonomous college. The Principal shall be the chairman of the Academic Council and the Chief Controller of Examinations.

1. She shall be responsible for the preparation, scheduling and conduct of all examinations of the college. The execution of the same may be entrusted to the Controller of Examinations (CE) nominated by the Principal from among the permanent faculty members on the basis of potential of the person in accordance with the guidelines of the UGC and Government of Kerala.

2. It shall be the duty of the Principal to ensure that the provisions of this Act, and the statutes, ordinances and regulations are strictly adhered to and she shall have all powers necessary to ensure the same.

3. The Principal shall have the right to visit and inspect the examination section at any time.

4. She shall have the responsibility and power to provide enough human resource for the timely completion of works related to the conduct of examinations and the publication of results.

5. The Principal shall have the power to convene meetings of the Academic Council, Board of Studies and Examination Committee or any other authority of the college to discuss matters related to the conduct of examinations and the publication of results.

CHAPTER 2

EXAMINATION SYSTEM AND EXAMINATION CELL

2.1 Examination System

Both UG and PG examinations are planned according to the 'Regulations' designed separately for these programs by the Academic Council and approved by the Governing Council from time to time. Ph.D. programs will remain under the direct supervision and control of Mahatma Gandhi University and do not come under autonomy. Various modules in syllabi and model questions are designed on the basis of the said regulations.

The evaluation of all semester papers (courses), theory / practical and project /dissertation shall be carried out in two parts, viz. 1) Continuous session evaluation and 2) End semester final evaluation. For UG programmes, 20% of total marks will be set apart for the first component and 80% for the second. For PG programmes 25% of total marks is to be set for Sessional evaluation and 75% for the End Semester final evaluation. However, this proportion shall be reviewed by the Academic Council, if necessary, as and when MG University amends the ratio. The Examination cell will conduct all end semester examinations and issue mark lists with requisite security features. The Mahatma Gandhi University will issue the final degree certificate as per the directions contained in the Government gazette No. 25487/Leg.G2/2013/Law dated 30.11.2013.

Continuous internal evaluation shall be performed by the course teachers based on the regulations set by the Academic Council. There shall be provisions for grievance redressal at three levels:-

1. At the level of the course teacher concerned.
2. At the level of a Departmental committee consisting of the Head of the Department (HoD), a coordinator of internal assessment for each program nominated by the HoD and the course teacher concerned.
3. At the level of the College, a committee consisting of the Principal, the Controller of Examinations, Head of the department concerned and one member of the College Council nominated by the Principal each year.

The grievances regarding continuous session evaluation shall be filed at the first two levels within two working days of the publication of the consolidated results of the examination concerned and the decision shall be taken within the next two working days. The third level complaints, if the student is not satisfied with the decision of the first two bodies, shall be lodged within five working days after the publication of the consolidated results and the decision shall be taken within the next five working days as per the university pattern.

2.2 Examination Cell

The College shall constitute an Examination Cell headed by Controller of Examinations who will be appointed by the Principal in accordance with the guidelines of the UGC and Government to Autonomous Colleges. Teachers working in the college shall be nominated as members of the Examination Cell for tenure of two years. They will continue performing their regular teaching work as scheduled by the college. There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the Examination Cell.

2. 2.1 Powers and Duties of the Exam Cell

A. Controller of Examinations (CE)

The CE shall be responsible for the conduct of all end semester examinations of the college. It shall be her duty to arrange the preparation, scheduling and conduct of end semester examinations of the college and to take care of other incidental matters.

The CE, in the execution of her office, shall periodically report to the Principal in the performance of her duties.

The responsibilities of the CE include:-

1. The conduct of all end semester examinations and it shall be her duty to arrange the preparation, scheduling, marking and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with examinations.
2. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college.
4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates etc. by the officers under whom such documents are kept.
5. She shall convene meetings and issue notices to the Board of examinations and committees appointed by them and conduct official communications thereof.
6. She shall keep the minutes of the Board of Examiners and all committees appointed by the said boards.

7. Take special care to see that secrecy and confidentiality are maintained in connection with examinations.
8. Payment of remuneration and travelling allowances to question paper setters and examiners, as per the provisions of the Government of Kerala.
9. Take quick decisions as circumstances warrant with or without taking advice from subordinate officers.
10. Exercise control over the space allotted for the examination wing including that for centralized valuation. Further, She should ensure that the rooms, building, laboratories, stores etc. are properly maintained.

B) Office of the Examinations

In accordance with the guidelines of the University Grants Commission to autonomous Colleges, there will be an examination cell headed by the Controller of Examinations who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any. The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of the Assistant Controller of Examinations of each department and office assistants, computer programmers, data entry operators etc as per the requirement. The Assistant Controllers of Examinations will render all help to the Controller of Examinations for the smooth conduct the examination as per rules. Teachers working in the College shall be nominated for a tenure of 3 years. They will continue doing their teaching work as scheduled by the College. They shall carryout all the works assigned to them by the Controller of Examinations. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. Examination cell will have appropriate infrastructure for generating question papers and other relevant confidential materials.

C) Monitoring and Coordinating Section (Monitoring Cell)

There shall be a monitoring and coordinating section under the direct supervision of the Controller of Examinations to monitor the various branches of the Examination wing. It shall be the duty of this Section to closely watch the progress of the various activities connected with the conduct of the examinations according to the Calendar of Examinations prepared for each year.

As a part of the activity of monitoring the conduct of examinations, the Monitoring Cell shall attend to the following

1. Work relating to the conduct of C.V. Camps and Collection Camps
2. Work relating to formation and functioning of Malpractice Prevention Squads
3. Collection of data relating to examinations for the preparation of Annual Report of the College.
4. Collection and compilation of data relating to End Semester Examinations and communicating such data to the U.G.C., Central and State Government and to other statutory bodies and organizations, as and when required.

2.2.2 Examination Calendar

A Calendar of Examinations shall be prepared showing the schedule of various Examinations, conducted during a year. The Calendar shall contain the following details:

1. The names of all examinations conducted during the year
2. The dates of issue of notification of examinations
3. The dates of commencement of examinations

4. The probable dates of publication of the results
5. The detailed time table for all examinations
6. Instructions to Chief Superintendent of examinations
7. Rates of examination fee fixed for various examinations and for other services connected with the examinations
8. Important provisions in the rules and regulations relating to the conduct of examinations .

Chapter 3

Appointment of Question paper setters and Examiners

3.1 Appointment of Question paper Setters and Examiners

- i) Appointment of Question Paper Setters and Examiners for each subject or group of subjects (course) for which examinations are likely to be held shall be made by the Controller of Examinations from the panels approved by the Academic Council after considering the recommendations of the Boards of Studies concerned.
- ii) The panels for each examination shall consist of names of examiner not less than 3 numbers required for each subject (course).
- iii) Examiners shall be appointed for one year and shall be eligible for re-appointment in three successive years following the year of first appointment, provided further that this rule may be relaxed by the Academic Council in the case of Examinations in subject in which sufficient number of competent examiners are not available.

3.2 Cancellation of Appointments

It shall be competent for the Controller of Examinations with the approval of Academic Council to cancel the appointment of any Question Paper Setter or Examiner without assigning any reason thereof and the matter shall be reported to the Governing Council.

3.3 General Conditions for Appointment of Examiners

- i) Ordinarily persons with a minimum teaching experience of two years in a college or University Department are eligible for first appointment as Examiners. (In Law: - Seven years' practice at the Bar may be considered as equivalent to two years teaching experience for Examinations in law.)

ii) No person above the age of 70 shall be appointed or allowed to continue as an Examiner.

iii) No person who has ceased to be a teacher for three years or more shall be appointed or allowed to continue as an Examiner.

3.4 Question paper setting

Question papers will be generated using question bank software which uses randomness to generate question papers automatically to a prefixed pattern. Once the number of questions to create sufficient randomness is achieved, the Controller of Examinations will lock question bank of the subjects and generate 2 sets of question papers. Then the Controller of Examinations will randomly approve one set out of the generated sets.

3.5 Instructions for Question Paper Printing

→ Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper, the question paper code and special directions, if any.

→ Year of admission shall also be specified in the question paper of supplementary examinations of previous schemes. In the case of question papers, which are common to two or three examinations, mention shall be made of the fact in the heading itself.

→ The marks assigned to each question shall be noted against the concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper.

→ All the question papers shall be complete in respect of headings and directions to candidates, if any and in form.

→ All the pages shall be numbered.

- Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
- No question shall be set calling for a declaration of religious or political belief on the part of the candidate.
- Information regarding drawing sheets, squared paper, tables and charts if any to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay.
- Questions must be set with relation to the prescribed programme of study and the books recommended by the BOS.
- The questions shall be evenly distributed over the whole programme of study and the books prescribed.

3.6 Constitution of Boards of Examiners

Each Board shall have a Chairman, who shall be appointed by the Controller of Examinations from the panel of approved examiners. The Pass Board shall consist of the Controller of Examinations, Assistant Controller of Examinations, Chairman of the Board of Studies and two or three members of the Board of Examiners. The Chairman, Board of Examiners, if the situation warrants, reserves the right to review the script valued by the examiners and suggest ways and means to achieve the objectivity in valuation.

3.8 Pass Board

When the tabulation of an examination is completed, the CE shall convene a meeting of the Pass Board constituted by the CE for each subject.

3.8.1 There shall be a separate pass board for every subject for UG and PG for a semester. The board shall consist of the Chairman and two senior most Chief Examiners of the subject. The meeting of the Pass Board shall be held to finalize the results of PG and UG examinations.

3.8.2 The Chairman shall be given a consolidated statement of marks of all candidates by the CE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration. The board has the right to call for any answer script which they consider as requiring revaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes considerable disparity in the marks for the different papers of a candidate.

3.8.3 It shall be competent for the Pass Board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient

The minutes book shall be kept under safe custody of the CE. justification. The moderation shall be in accordance with the guidelines issued by the Academic Council on a case-by-case basis.

3.8.4 The minutes of the Board shall be put up for approval by the CE. The minutes shall be recorded and signed by the members present and the Chairman of the Board in the minutes book available with the office of the CE. The minutes of the meetings of the Pass Boards shall contain the following details:

1. Time, day, date, and venue of the meeting
2. Names and signatures of the members present
3. A brief statement regarding consideration and approval of the results
4. The percentage or marks of moderation, if any, recommended by the

Board

5. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded

6. Any other remarks relevant to the conduct and results of the examination

7. The concluding time of the meeting

8. Signature of the Chairman

The CE shall submit the results to the GC on time for approval before the same is published.

Chapter -4

Conduct of Examinations

1. Notification of Examination

The time table of End Semester Examination shall be notified at least 15 days in advance of commencement of examination on the notice board of the College, Controller of Examinations and also in the College web site with details such as date of various examinations including supplementary, last date for submitting filled in application after paying the necessary fee, the mode of payment of fee and mode of submission of form. The information regarding the same shall be communicated to Heads of all Departments. All examinations of the year / semester shall be conducted as per the examination calendar.

2. Registration of Examinations.

A copy of the Nominal Roll shall be sent to the ACE at least five days before the commencement of the examinations.

3. Preparation of Hall Tickets

The hall ticket of the eligible candidates shall be with name, register number and recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles for the concerned semesters.

4. Cancellation of Hall Tickets

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

5. Methods of Examinations

i) Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods:- a) Written b) Practical c) Oral / Viva

- ii) Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated therein.
- iii) Semester examinations shall be conducted as per the scheme prescribed for the programme concerned.
- iv) Special Mercy Chance Examination Candidates who have been registered for an examination and failed in that examination can register for the special supplementary examination subject to provisions of the regulations governing the programme (ie they can register for the supplementary examinations and the chances will be equal to the normal duration of the programme). Those who could not pass the supplementary examinations will be permitted to avail a special Mercy Chance to appear the examinations. Examination Manual Page 18 The candidates who are availing the special Mercy Chance examination for the first time shall remit a sum of Rs.5,000/- (Rupees five thousand), who are availing the same for the second time, a sum of Rs.7,000/- (Rupees seven thousand) and for the third time, a sum of Rs.10,000/- (Rupees ten thousand) towards special fee in addition to the prescribed examination fee and C.V. Camp fee.

6. Qualifying examination passed and verification of certificates

No candidate shall be given registration of examination if he/she does not possess the qualification prescribed by the regulation relating to the admission as per rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter shall be communicated to the candidate. In the case of candidate who apply for registration for the first year/semester of an Examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that:

- The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed for admission to the programme of study undergone by the candidates.
- The qualifying examinations passed by the candidates from Universities other than the Mahatma Gandhi University have to be recognized by the Mahatma Gandhi University as equivalent to the corresponding examinations of this University. (University order granting recognition of qualifying examination should be enclosed along with the application).
- Recognition of qualifying examination is to be obtained from the MG University by each candidate in respect of the qualifying examination passed by the candidate is from other Universities/Institutions.
- The name entered by the candidate in the application form shall be the same as the name entered in the certificate of 10th standard and qualifying examinations (The entry of name of a particular candidate shall be same as in the examinations of 10th, 12th and degree certificate). The candidate should ensure the same before the submission of certificates to the College office.
- In cases where minimum marks are prescribed for admission to a particular programme, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the programme.

CHAPTER 5

CONDUCT OF EXAMINATIONS - PART II

5.1 Appointment of Chief Superintendent and Additional Chief Superintendent

The Principal shall be the Chief Superintendent of all examinations conducted in the College. However, the Principal can officially hand over the charge to a senior teacher under special circumstances, taking into account her experience and efficiency in related matters. An additional Chief Superintendent and such other staff as required for the conduct of the examinations shall be appointed by the Principal.

5.2 Duties of Chief Superintendent and Additional Chief Superintendent

The Additional Chief Superintendent is responsible for the efficient conduct of examinations at the venue. The Additional Chief Superintendent shall be a senior teacher appointed by the Principal.

The following arrangements shall be made for the conduct of the examination.

- Seating arrangement for the candidates (register number to be written on the desk at the right upper corner). Examination room is clean, properly illuminated and that no writing or graffiti is there on the desks/walls or blackboard. Room-/ hall- wise seating plan for candidates is displayed at a visible and prominent place in the portico of the college. Selection of appropriate number of invigilators from among the faculty members, well in advance as per norms. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/additional chief superintendent appointed by the Principal. She should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.

- Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
- Keep utmost vigil throughout the examination process. The additional Chief Superintendent has to frequently visit examination halls and ascertain that the invigilators are performing their duties and are not engaged in talking, standing on the veranda, or reading/ writing inside the examination hall.
- A candidate shall not be allowed to write the examinations, if she does not have a valid hall ticket. However, if a student reports that his/her hall ticket is lost, the Additional Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the college to obtain a duplicate hall-ticket. Or else, if there is a system of downloading duplicate hall tickets from the college website, the additional Chief Superintendent may be permitted to issue a duplicate hall ticket to the candidate, after charging the required fees. This can be allowed only if his/ her name is included in the nominal roll issued by the college.
- Unused answer books shall be counted and kept in safe custody and a stock register should be maintained for this purpose.
- The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.
- The Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. This decision should be taken one hour prior to the commencement of the examination. A register should be maintained for recording the series of answer script used for various days.

- The Chief Superintendents are responsible for keeping proper accounts for the stock and use of the main answer books and additional books.
- The invigilators shall be provided with proforma of paper accounts along with the blank main answer books and shall return them to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.

5.3 Appointment of Assistant Superintendent [Invigilator]

(a) Assistant Superintendents may be appointed by the Chief Superintendent at the rate of one for every 30 candidates on an average in every room. Assistant Superintendents will be under the orders of and responsible to the Chief Superintendents.

(b) Assistant Superintendents shall report for duty at least 30 minutes before the actual time fixed for the commencement of examination on each day.

(c) The Chief Superintendents should take special care in posting required number of suitable persons for invigilation work. Posting outsiders for invigilation work must be avoided as far as possible. In no circumstances should members of the Non-Teaching Staff be appointed as Assistant Superintendents. Qualified Librarians can also be appointed as Assistant Superintendents.

5.3.1 Instructions to the Invigilators

Invigilation is a crucial task in an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators is given below:

1. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
2. Be present at the time of opening of the question paper cover.

3. Collect the required number of question papers and answer books from the Chief Superintendent and ensure that the question papers are for the examination scheduled for the day.
4. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Chief Superintendent for necessary guidelines.
5. Help the candidates locate their seats. If any candidates are in possession of mobile phones, calculators, or digital diary or any other electronic equipment, instruct them to keep them outside the examination hall.
6. Verify the identity of the candidate through the photograph on the hall ticket and mark their attendance.
7. Candidates shall be admitted to your hall, if his/ her register number is allotted to your seating plan. If the register number of a candidate does not appear in your seating plan, direct him/her to the control room for further verification and action.
8. Distribute the answer book 5 minutes before the commencement of the examination and direct the candidates to fill in the roll number and other entries in appropriate places. **The invigilator shall mark the sign on the answer book after verifying that the details filled in / barcode affixed by the candidate are correct.** Get their signature in the distribution sheet against their register number.
9. Distribute the question paper at the second bell and ask the candidates to start writing immediately.
10. Ten minutes before the end of examination, along with the warning bell, announce 'last ten minutes'. After the last bell ask the candidates to stop writing and put their pens down.
11. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the chief superintendent before leaving the examination premises.

5.3.2 Leaving the Examination Hall

- (a). The rule that candidates are not to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly enforced. The question papers from such candidates should be collected.
- (b). No candidate who leaves the room during the examination shall be allowed to return.
- (c). Candidates who leave the examination hall more than half an hour earlier than the scheduled time of the examination should surrender their question papers with their name and register number written on them to the Invigilator /Assistant Superintendent. The candidate(s) may collect them back after the examination, if they so desire.
- (d). Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to take the examination on subsequent days and the matter may be reported to the chief superintendent and CE.
- (e). Candidates shall be permitted to leave the examination hall only after her answer book is taken charge of by the invigilator.

Important Notes

1. No candidate without valid hall ticket is to be admitted into the hall.
2. Candidates shall be admitted to the examination hall 5 minutes before the scheduled time.
3. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. See to it that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
5. Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. If clarification is required, ask the candidate to give it in writing to the Chief Superintendent, who, in turn will forward the same to the CE.

6. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
7. Do not allow mobile phones or any electronic equipment in the examination hall.
8. Remain alert and vigilant, and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and submit a written report to the chief superintendent who, in turn, will forward the same to the CE.
9. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.

5.4 Instructions to Candidates

1. Every student shall register for the College examination of the relevant semester in which she has to obtain promotion to the next semester.
2. Every student who is eligible to write the examination should submit her application through the Principal / HoD within two weeks after the commencement of classes or as stipulated by the College.
3. Candidate should ensure that they receive their hall tickets at least two days prior to the examinations, provided they have adequate attendance and paid the required examination fees.
4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. The candidates should enter the examination room at least 15 minutes before the commencement of examination. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before 30 minutes after the commencement of examinations.

6. Candidates are permitted to use only blue or black ink pens for writing examinations. No other colored inked pens are allowed for writing the exam.
7. No materials except writing materials and Hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
8. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished.
9. The candidate should write their roll numbers / stick the bar code, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper.
10. They should not write anything on the question paper other than his/her name and register number. The last page of the main question booklet can be used for rough work.
11. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
12. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors. Candidates are not allowed to write anything except the register number and name on the question papers supplied to them.

13. Candidates shall take their places in the examination hall at least ten minutes before the time fixed for distributing the question papers. Candidates presenting themselves more than half an hour after the commencement of examination will not be admitted.

14. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination will be strictly followed.

15. Candidates shall be permitted to leave the examination hall only after her answer book is taken charge of by the Invigilator on duty. They should not be permitted to leave the hall after keeping their answer books in their seats.

5.5 Exclusion of candidates on account of disease

Any candidate shall be excluded by the Chief Superintendent from an examination on being satisfied that she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the CE.

5.6 Provisional Admission

No candidate shall be admitted to the examination hall without her hall ticket. However, the Chief Superintendent shall have power to admit a candidate provisionally who has lost her hall ticket or a candidate whose hall ticket has not been found among those issued / uploaded by the Exam Cell due to some mistake in transmission or in the registration/preparation of list of the candidates. Such candidates shall submit a written declaration to the effect that their applications have not been rejected by the College. The answer scripts of such candidates shall be separately forwarded on receipt of information regarding register number allotted to them. Such cases shall be reported to the CE forthwith whose office shall regularize it with sufficient proof, subject to the eligibility of the candidate to appear for the examination.

5.7 Exclusion of candidates for misbehavior

Candidates appearing for an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent or Invigilator or behaving insolently towards the Chief Superintendent or any Invigilator, without prejudice to any other action that may be taken against her, the candidate may be excluded from the day's examination and if she persists in misbehavior, she may be excluded from the rest of the examinations by the Chief Superintendent of the Centre. In all such cases, a full report of each case shall be sent to the CE and the GC, after granting an opportunity to present her case. According to the gravity of the offence, ratify the action taken by the Chief Superintendent or further punish the candidate by cancelling the examination taken by her either in whole or in part or debar her from appearing for any examination in the College for a specified period or permanently.

5.8 Debarring candidates and quashing results

If it is noted, at any time after the publication of results, that a candidate was not eligible for appearing for the examination as per the regulations/norms/orders issued by the College relating to the course concerned or that she has secured admission to the course or the examination by producing false information in the application form or that she has used unfair means in an examination, the GC shall have the power to quash the results of the examination and cancel the registration and / or debar her from appearing for any examination of the college either permanently or for a specified period considering the gravity of the offence committed by the candidate. In all such cases, before the final decision by the GC, the candidate shall be given an opportunity to present her case.

5.9 Bundling of Written Answer Books

a) The written answer books received in the section shall be verified and make sure that all answer books have been received in the section. If the total number of answer scripts and the total number of absentees do not agree with the total number of candidates registered, the Chief Superintendent of the Centre shall be contacted immediately to identify the cause of disparity. The Chief Superintendent shall inform the disparity/defect to the Controller of Examinations.

The Chief Superintendent and Additional Chief Superintendent shall make sure that the answer scripts are properly bundled immediately after the examination and are firmly sealed. The bundles shall be delivered to the CE'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 CE's office shall be noted in a register with the date of receipt.

5.10 Postponement of examinations under emergency circumstances

Normally the scheduled examinations dates shall not be postponed. If the date of an examination date is to be changed due to unavoidable reasons, the decision will be taken by the standing committee chaired by the Principal approved by the GC. The standing committee shall be constituted and chaired

by the Principal which contains the CE, member secretary, two members from GC, two members from AC and the IQAC coordinator.

5.11 Preparation of Tabulation Registers

Tabulation sheets are prepared according to the regulations of each course. Each assistant shall maintain one Tabulation Register for all the subjects of examination allotted to him/her. Adequate number of sheets required may be bound into volumes for use. The practice of maintaining Tabulation Registers on loose sheets shall not be resorted to. All details except marks can be entered in the registers and all the entries can be compared and checked and the sheets made ready for entering marks as soon as marks are received from the Examiners/Centralized Valuation [CV] Camp. In the case of newly introduced courses, the officer-in-charge of the tabulation of the examination of such courses shall initiate action to design and print the tabulation registers according to the scheme of examination prescribed for the course. The tabulation register is a permanent record. It shall contain the seal of the College, the details of examinations taken by the candidate, the marks awarded to the candidate and name of the section on each page. It shall also contain the signature of the Assistant who maintains the register and Section Officer concerned. A few blank pages should be left after the entries for writing the additional candidates and candidates who obtain notional registration.

Important guidelines for preparing and maintaining Tabulation Registers

The pages of the Tabulation Registers shall be numbered serially and a certificate regarding the number of pages of the Register shall be given on the first page of the Register and the certificate shall be attested by the assistant who prepared the register and by the Section Officer. If loose sheets are used for preparing the skeleton of the Register, i.e. entering the name and other

details of the candidates except marks, the loose sheets shall be bound together into a register before entering the marks.

Overwriting shall not be resorted to in any case. Use of correction fluids to mask the entries and entering the correct entry on top of such correcting medium is not permissible. Scraping/rubbing off of marks shall not be allowed. The number of corrections in the entries of marks, if any on each page of the register shall be certified at the end of each page. The number of corrections necessitated as a result of scrutiny and or revaluation shall also be mentioned on each page. When the benefit of moderation is given to one or more paper or papers, the moderation marks given to each paper or papers shall be written legibly near the top of the original mark preceded by a + sign and both the entries shall be enclosed in a circle drawn with red ink.

The details of moderation marks given to each subject shall be noted on the facing page under attestation of the Section Officer. The Section Officer shall verify all the entries; corrections and moderations effected and shall sign on all pages of the Tabulation Register. All corrections made are attested by the Section Officer. The Section Officer in charge of the tabulation section shall sign on the last page of each Tabulation Register in token of verification and approval of the entries.

The Tabulation Register shall never be taken out of a section unless ordered by the CE or other higher officials of the College under extraordinary circumstances.

The Tabulation Register shall not be produced at the meetings of Pass Boards. Access to Tabulation Registers shall be restricted to the persons authorized to maintain the registers and the CE.

CHAPTER 6

VALUATION OF ANSWER SCRIPTS

6.1 Valuation of Answer Scripts

□ Valuation of answer scripts of theory examinations shall be either in Centralized Valuation camps or Home Valuation and there shall be double valuation of the answer scripts of UG and PG, as determined by the AC from time to time, which is approved by the GC.

6.2 Conduct of Pre-Valuation Board meeting

The Controller of Examinations will convene a meeting of Chairman and members of the Board of examinations of each subject immediately after the examination. The Board shall discuss the question papers and formulate a scheme of valuation of the answer books. The copies of the Scheme of valuation shall be arranged to be given to all examiners and also to the revaluation camp. The Chairman shall also prepare a time table for conducting practical examinations in all the departments, where it is required

Complaints, if any, regarding out of syllabus questions and questions beyond the scope of the syllabus in question papers, received by the Controller of Examinations, shall be collected by the officer-in-charge and presented at the meeting of the board to take appropriate compensatory measures while preparing the Scheme of valuation.

6.3 Distribution of Answer Books for Centralized valuation

The Section shall maintain a register showing the details such as the Name of the Chairman, Chief Examiners and Additional Examiners, the number of papers allotted to each examiner and the total number of answer scripts for each subject/paper. For examinations having provision for second valuation, the name and address of the second examiner shall be shown in the register. The names of additional examiners shall be entered under the name of Chief

Examiner with whom they are attached. Any subsequent changes in the allotment of papers necessitated due to circumstances should be made only with the concurrence of the Chairman.

The following materials shall also be sent along with the answer books for valuation.

- (a) Sufficient number of mark books for preparing the original and the duplicate mark books.
- (b) Covers for original and duplicate mark books.
- (c) Scheme of valuation.
- (d) Copy of question paper.
- (e) Form for claiming remuneration and TA/DA as applicable

In the case of second or third valuation, the answer books to one examiner may be bundled in one or more bundles depending on the number of papers with cardboards on both sides and covered with brown paper. The name of examiner shall be written on the brown paper cover in bold letters so that it may be visible through a cambric cloth covering. The brown paper packets shall be covered with cambric cloth and sealed along the stitches. The name and address of the examiner shall be written legibly on the packet using indelible ink. If there are more than one packet addressed to one examiner the number of packets may be noted on the packet as $\frac{1}{2}$, $\frac{2}{2}$ etc. The sealed bundles shall be entrusted with the Section engaged for distribution work/special messenger /post office as directed from time to time and the acknowledgement from the agency dealing with delivery may be obtained and filed.

6.4 Centralized Valuation Camp

6.4.1 Objectives

The Centralized Valuation scheme envisage uniformity of valuation of answer scripts, maintenance of secrecy, nullification of external influence, adherence to a time schedule and early publication of results

6.4.2 Administration of the Camp

The Controller of Examinations will be the Camp Director. A Camp-Co-ordinator and a Camp Officer with four or five assistants shall help the director to conduct the valuation camp in an effective and successful manner. The strength of Assistant Camp Officers will vary depending on the number of papers to be evaluated.

6.4.3 The Camp Director

The Camp Director will be the Controller of Examinations. She shall be responsible for the disciplined conduct of the camp and achievement of the objectives of the centralized valuation schemes. She shall, have supervision and control over all the members of the camp like Chairman and the other examiners. The Camp Officer, Assistant Camp officers and Camp Assistants shall be under the control of the CE.

The mark sheets-original and duplicate shall be handed over by the Chief Examiner to the Chairman who shall entrust it to the Camp Director. The Camp Director shall be on duty at the valuation camp from the very first day of the valuation till the closure of the camp.

6.4.4 The Camp Co-ordinator

The Camp Co-ordinator shall be the Head of the Institution or her nominee from the institution. She shall work in close liaison with the Camp Director, Chairman as well as the other Administrative Staff of the camp. All help and

assistance needed for the smooth conduct of the camp shall be provided by the Camp Co-ordinator.

6.4.5 The Chairman

The Chairman of each subject shall ensure that proper discipline and secrecy is maintained throughout the valuation and the work is completed in time. The Chairman may appoint examiners, in case of emergency, with the concurrence of the CE, subject to approval by the Principal. The Chairman shall see that the attendance registers of examiners allotted to him, statement of distribution of answer scripts, etc are maintained up to date. The attendance registers of the examiners shall be verified and signed everyday by the Camp Director. TA/DA bills shall be presented through the Chairman.

6.4.6 The Camp Officer

The Camp Officer shall be a Section Officer/Senior Assistant of the College. He/She shall be on duty at the Centre along with the Camp Director. He/She will be responsible for the receipt, safe custody, and distribution of answer papers, collection and despatch of mark book to the College. She shall maintain perfect secrecy regarding the distribution of answer papers. The Chief examiners shall receive the answer scripts from the Camp Officer and return the valued answer scripts to her. The Camp Officer shall select a strong room for the safe custody of the answer books. No unauthorized person shall have access to the strong room.

6.4.7 Duties of Camp Officer

1) A stock register of answer papers shall be maintained stating clearly the name of Centre. Reg. Nos. Fromto....., total number of answer books received and Reg. Nos. of absentees.

- 2) The Camp Officer shall receive the mark sheets, both original and duplicate, everyday from the Camp Director/Chairman and deliver it to the CE. The exact number of original mark sheets thus forwarded (decoded or not, as the case may be) shall be superscripted on the envelopes/cover along with the subject and code number.
- 3) Separate account registers towards payment of TA/DA., remuneration and C.V. Camp contingencies shall be maintained. On no account shall the amount sanctioned for a specific purpose be diverted for any other purpose. As far as possible, the expenditure towards contingencies shall be limited to the amount sanctioned for the purpose.
- 4) The Camp Officer shall maintain the Attendance Register, Stock Register, Issue Register, Daily Valuation Record and Account Register in the format provided.
- 5) The Camp Officer shall also maintain the Attendance Register of the Administrative Staff and the examiners. He/She shall make sure that all the Administrative Staff posted in the camp are present in time in the C.V. Camp ,if not, the matter shall be reported to the Camp Co-ordinator.
- 6) The Revaluation Section usually find it difficult to collect question papers and scheme of valuation in time and this causes inordinate delay in the process of revaluation. Hence Camp Officers of the revaluation camps shall forward to the CE at least 5 copies of each question papers of each paper along with two copies of the scheme of valuation, properly arranged, subject wise and code wise as soon as the valuation is over.

7) The Camp Officer of the camp shall maintain a Daily Valuation Register (Attendance Register may be used) showing the number of papers valued by each examiner according to the distribution statement, which should tally with; the entries in the Issue Register of answer scripts.

8) All the absentee statements shall be forwarded to the tabulation sections concerned properly arranged as and when the answer scripts are unpacked.

9) The balance amount allotted for any purpose shall be remitted back to College immediately and the pay-in-slip shall be submitted along with TA/DA Bills/Vouchers/Attendance Register/Acquaintance, Audit Statements, etc. for regularization.

10) The valued answer scripts shall be bundled up subject wise, containing the following details

(a) The number, subject, Code No., Bundle No., Name of Examination with year and month and Name of the Camp Officer.

(b) The Camp Officer shall prepare a detailed list of bundles showing subject and page numbers from.....to.....and it shall be handed over to the officer in charge of the answer scripts. The answer books after valuation shall be shifted to the examination cell in the College and arranged properly in the presence of the officer in charge of the answer scripts.

11) The Camp Officer shall ensure that payments are made to the examiners on the last day of the valuation of each paper/subject. Accordingly, the Camp Officer shall arrange for auditing the bills sufficiently early.

12) The Camp Officer shall forward a daily report in the prescribed Performa showing the number of answer books valued/number of teachers present/name of the teachers who do not turn up, etc. to the CE.

13) The Camp Officer after closure of the camp shall forward to the CE a list of teachers who have not turned up for valuation, along with the duplicate copies of the daily report.

6.4.8 Process of Valuation in the C.V. Camps

Answer scripts on receipt from the section are entered in the Stock Register. The Chief Examiner receives the answer scripts from the Camp Officer and returns the valued answer scripts along with the mark sheets countersigned by the Chairman. The original and duplicate mark sheets countersigned by the Chairman are handed over to the Camp Officer of the C.V. Camp by the Chief Examiner after valuation. The mark sheets [original and duplicate] may be forwarded to the section officers concerned. It shall be made available on demand by the CE/Examination Cell.

6.4.9 Pre-Valuation Camp

A Pre-valuation Board is constituted for every subject with; all Chairmen and one or two senior Chief examiners for the preparation of scheme of valuation. The Board shall meet in the College office as directed by the Controller of Examinations immediately after the examination. A Camp officer and one or two Assistant Camp Officers shall be posted to the camp. Sufficient number of copies of scheme of valuation shall be made available to examiners and CE by the Camp Officer.

6.4.10 Assistant Camp Officer

The Assistant Camp Officer shall be an Assistant deputed from the College. He/She shall assist the Camp Officer in discharging her duties. Her duties shall be assigned by the Camp Officer.

6.5 Working Hours

There shall be six working days in a week. The camp shall be closed on Sundays and public holidays. Valuation shall be done in two sessions of three hour duration each. Regular work in the Camp shall commence at 9.30 a.m. and shall be over at 4.30 p.m. with an interval of one hour from 12.30 to 1.30 p.m. All public holidays shall be holidays for the camp. Attendance shall be marked twice a day, i.e., in the morning and in the afternoon. The attendance Register shall be withdrawn half an hour after the commencement of valuation in the forenoon and returned only half an hour before the closing of the afternoon session. Examiners who report for duty half an hour after the commencement of the work shall not be given work for that session.

6.6 Formation of Team for Valuation

The Chairman shall constitute teams for valuation consisting of four or five additional examiners under a Chief. The Chairman shall carry out valuation duty as Chief Examiner, in circumstances where there are three or less examiners are constituted. Chairman who shall discharge the duties of Chief Examiner, shall value 20% of the total number of papers to ensure uniformity in valuation.

6.7 Valuation of Answer Scripts

- 1) Centralized valuation shall be started immediately after the examination
- 2) The valuation must be based on the Scheme of Valuation prepared by the question paper setter.
- 3) The answer paper shall be distributed to the examiners with question paper, scheme of valuation, mark sheet and remuneration bill.
- 4) The examiners shall count the number of answer papers received and verify them with the entries in the accompanying statement.
- 5) The examiners should do their best to secure uniformity for marking. The additional examiner should use green ink for valuation.

- 6) No marking should be done anywhere near the answers. The marks shall only be entered in the facing sheet.
- 7) The Chief Examiner shall use red ink for revaluation if there is a change in the first valuation
- 8) Answers must be checked for a second time by both Additional and Chief Examiners to make sure that no answer to a question or a sub division has been left out.
- 9) Marks should be neatly and carefully entered in the mark sheets supplied by the College in the order of Register number of the candidates as given in the answer scripts.
- 10) The Additional Examiners shall submit the valued answer papers with properly prepared mark sheet to the Chief Examiner with signature.
- 11) Marks given in words and figures shall be the same; Mark sheets shall carry the name of the examiners as well as his/her signature.
- 12) The Chief examiners are expected to revalue not less than 20% of the total number of answer scripts valued by an additional examiner and the rest shall be scrutinized by them.
- 13) The answer scripts should be kept in the custody of the office of the CE for a period of one year after publication of results.
- 14) Practical examinations will be held at the College from time to time as prescribed in the scheme and syllabus of the programme. The work at practical examinations shall be prescribed by the Chairman of the Board of Examiners.
- 15) There will be no revaluation for answer scripts of practical examination. However there shall be a provision for scrutiny by the chairman.
- 16) There should not be any erasure, corrections or overwriting in the mark sheet. If corrections become necessary, it must be attested with full signature.

17) Marks should be written in words also. Fraction of marks in the total of each paper should be rounded off to the next higher figure, which alone should be entered in the mark sheet.

18) The Chairman shall scrutinize and approve the marks awarded by the examiner to each candidate in each paper and forward the mark list to the CE on or before the date fixed. If any corrections are not attested or there are disparities in the marks written in figures and words, the disparities may be rectified only under attestation by the Chairman of the Board.

6.7.1 Double Valuation of Answer Scripts

In the case of the answer books having double valuation, marking shall be done only on the facing sheet / separate sheet provided. For double evaluation, the first valuation shall be carried out by the internal examiner and the second by the external examiner.

If the difference in marks given by two examiners is **less than or equal to 10%** of the maximum marks/grade points of the course, **the better mark** shall be considered.

If the difference in marks/grade points on the first evaluation and second evaluation is greater than or equal to **10% but less than or equal to 20%** of the maximum marks/grade points of the course, **average of the two** shall be considered

If the difference in marks/grade points on the first evaluation and second evaluation is **greater than 20%** of the maximum marks/grade points of the course, **third valuation** shall be conducted and the average of the third evaluation mark and the mark closer to it shall be considered.

If the variation in marks exceeds 20%, it shall be sent to a senior internal/external examiner for a third evaluation. In such cases the final mark

will be calculated as the average of the third valuation mark and the one nearest to it from the two earlier evaluations.

In case the third evaluation score is equidistant between the first two evaluations, the third valuation mark will be retained as the final mark. There will be no further revaluation.

6.8 Rates of Remuneration to Examiners

The examiners appointed by the college for valuation of answer scripts, shall be paid remuneration at such rates as may be fixed by the Governing Council from time to time.

6.09 Additional Instructions

The C.V. Camp shall start functioning immediately after the examinations and shall remain functioning two more days after the completion of valuation for packing and dispatch of valued scripts, settling of accounts, etc, as directed in the standing orders issued by the College.

In extraordinary situations, taking into consideration the exigency of the situation, the CE may permit the examiners to take the answer scripts for home valuation with a view to get the answer scripts valued and revalued within a stipulated time to facilitate timely publication of results. In this case, the examiners need not mark their attendance in the C.V. Camps and they shall be paid their proportionate C.V. Camp D.A. as mentioned below:-

Additional Examiners - One C.V. Camp D.A. for every 20 or 25 or maximum papers to be valued per day, as per schedule, by an additional examiner for the particular subject.

Chief Examiner - One C.V. Camp D.A. for every 100 or 125 or five times of the maximum papers valued per day, as per schedule by an additional examiner for the particular subject.

It is mandatory that all the examiners deputed for duty in the C.V. Camp attend the valuation, failing which the matter shall be reported to the higher authorities for appropriate action.

6.15 Guidelines to be followed in Camp Audit

- 1) The C.O of each camp shall maintain a register showing the number of papers valued by each examiner on both sessions of the day according to the daily statement which shall tally with the Issue Register of answer books.
- 2) While preparing the Register the actual number of papers valued by each Additional Examiner shall be posted against their names on each day even if the valuation is done under another Chief Examiner.
- 3) The Chairman of each subject shall collect the TA/DA and remuneration bills of examiners under her and shall hand over the same to the CE on the day of closure of the subject. The valuation on the afternoon session shall also be calculated according to the number of examiners present in the forenoon session.
- 4) Examiners who fail to attend the camp after a few days are not eligible for TA for the return journey.
- 5) No TA shall be allowed to examiners who fail to attend the camp for less than 50% of the total working days of the camp for the particular subject.
- 6) If an examiner fails to value the full quota of the answer papers on a day proportionate deduction of DA shall be affected.
- 7) No DA is allowed for days of absence – DA for the full holidays shall be allowed only if the examiner is present for full the session during last working day and the full session of the first working day after holidays if any.
- 8) The Attendance Register shall be maintained team wise. Holidays, duty leaves/strikes, etc. shall be noted in red ink. The Chairman shall see that the Attendance Register of examiners is maintained properly.

9) In the case of absence of Chief/Chairman, the benefit of the Additional/Chief shall be limited to the number of days of actual duty. If a Chief Examiner is eligible for remuneration less than of any of his/her Additional, and if he/she is absent for a day or a few days his/her remuneration shall be fixed at the amount eligible to the maximum of his/her Additional less the amount eligible to the Additional on the day or days, on which the Chief is absent.

10) If an Additional acts as Chief or Chief acts as Chairman for a day or few days, proportionate benefit shall be given to that examiner for having acted as Chief/Chairman, and proportionate deductions shall be effected on the benefit given to the original Chief/Chairman for the days of absence.

11) If a Chief of a team is absent on any day, the senior most Additional Examiner of that team shall act as Chief on that day.

12) The papers that are valued in the camp alone shall be considered as camp valuation for the calculation of remuneration of C.V. Camps. However, if the examiners are permitted to take home answer scripts for valuation in C.V. Camps, proportionate DA on the basis of one DA for every 20/25 papers (as scheduled) valued by the Additional Examiner shall be granted. In this case there shall be no benefit of first day or second day valuation or DA on holidays and the examiners need not mark attendance in the camps.

13) Under a Chief examiner there shall be five Additional Examiners. If there is a balance of less than three Additional examiners, they may be attached to the Chairman/Deputy Chairman.

14) As far as possible first valuation of any paper may be started from the first working day of a week. Commencement of valuation of a subject prefixing holidays and closure of the camp by suffixing holidays shall be avoided. The number of papers to be valued may be kept confidential.

All advances received by the Camp Officer shall be settled within one month from the closure of the camp.

CHAPTER 7

TABULATION & PUBLICATION OF RESULTS

7.1 Tabulation Register

The entire process of calculating the final marks shall be automated using appropriate computer program.

Internal Assessment Marks

The statement of internal marks awarded to the students may be collected from the various departments before starting the tabulation of marks for the theory papers. The internal marks awarded to the students may be entered in the Tabulation Registers and the entries verified before entering marks for theory papers.

Marks for Practical Examination and Viva – Voce

Marks for Practical examinations and viva-voce wherever applicable when received from the Chairman of the Board of Examiners shall be recorded in the appropriate columns in the Tabulation Register and the entries checked. It shall be ensured that the mark lists are not retained by the Chairman/Examiners for more than a day after the last day of the Practical examinations.

Award of Grace Marks

The list of candidate's eligibility for award of grace marks as approved by the College may be checked and if any candidate is eligible for the award of grace marks, the marks may be added to the marks secured by the candidate according to the norms fixed by the College.

- 1) Grace marks will be given for eligible NSS and NCC students and for the prize winners of cultural and sports events as per Govt. /University rules.
- 2) Maximum grace marks awarded to a candidate in a particular year for all the activities together should not exceed 25%.

3) Options for grace marks distribution (Choose any one of the following)

a) **Option 1:** The candidate can submit an application before starting the even semester examination. In this case the eligible grace marks will be equally distributed for all written courses in the performing year.

b) **Option 2:** The candidate can submit an application within two months after publishing of the even semester results. In this case, the eligible grace marks can be distributed for courses for which the candidate has failed. The remaining marks if any, shall be equally distributed for all courses in the performing year.

4) Grace marks need not be awarded to a student if she secures less than 5% of the maximum marks for the final examination of that theory course.

5) Candidates who are visual or hearing impaired with disability of 40% or above are eligible for grace marks on production of a medical certificate obtained from a Medical Board.

6) Eligible grace marks shall be given for regular examination of the performing year only.

7) The grace marks provided for a course shall be carried over to its reappearance/improvement in the immediate next chance.

8) Grace marks awarded shall not be considered for ranking.

9) The candidate shall submit the application to the CE through the Head of the Department in the prescribed format along with relevant documents in original and a photocopy after verification by the following officers:

- | | |
|--|-------------------------------|
| * Sports and Games | - HoD Physical Education |
| * NCC | - NCC officer of the college |
| * NSS | - NSS Programme Officer |
| * Cultural/Visual and Hearing Impaired | - Student Dean of the college |

Entry of Marks in Tabulation Registers

The marks are entered in the appropriate columns in the Tabulation Register. The entries are verified by another assistant. Marks of the Practical examinations, Viva-Voce and Internal assessment as applicable are also entered in the register. If any carryover of marks from the previous year/semester is necessary, this shall also be done before calculating the marks scored by the candidates.

Total for each part and grand total of marks as required are calculated and entered in the register. Another assistant shall again verify the total marks.

The results shall be printed department-wise for analysis by the Pass Board. Score sheet is printed in the College. The Section Officer shall check all entries, grace marks awarded and classification of results and put his signature on all pages of the Tabulation Register.

7.2 Statistics of Results

Each section dealing with an examination shall prepare a statistics of the results with the details as given below:

- a) The name of the examination with year.
- b) Number of candidates registered for the examination.
- c) Number of candidates who appeared for the examination
- d) Number of A+ Grade
- e) Number of A Grade
- f) Number of B Grade
- g) Number of C Grade
- h) Total number of pass
- i) Compartmental pass. If any
- j) Percentage of pass

This statistics is to be furnished to the Pass Board for finalizing the results. Care shall be taken to present accurate figures in the statistics prepared by the

sections. The Section Officer shall consolidate the statistics received from all the sections and prepare a consolidated statistics of the results for consideration by the Board. These statistics shall be furnished to the Pass Board for finalizing the results.

7.3 Pass Board

The CE shall convene Pass Board immediately after the tabulation work is over. The statistics of the results shall be presented to the Board for consideration. The Board may pass the results as such or with modification as it may decide. The minutes of the Board shall be put up for approval by the CE. The Controller shall submit the results to the Governing Council for approval or shall issue orders to publish the results subject to approval by the GC. The latter course of action is resorted to, when it is found that waiting for a routine meeting of the GC may cause undue delay in the publication of the results. The results are announced only after circulating a note to the GC with the details of the results and requesting approval of the GC for publishing the results.

The minutes of the meeting of the Pass Board shall contain the following details:

- 1) Time, day, date, venue and place of the meeting
- 2) Names and signatures of the members present
- 3) A brief statement regarding consideration and approval of the results
- 4) The percentage or marks of moderation, if any, recommended by the Board
- 5) Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of

marks, in case of marginal deficiencies, etc. should be unambiguously recorded.

- 6) Any other remarks relevant to the conduct of the examination
- 7) The concluding time of the meeting
- 8) Signature of the Chairman

The minutes shall be recorded and signed at the end, by members present and the Chairman of the Board, in the minutes book available with the Section Officer and shall be handed back to the officer immediately after the meeting. The Section Officer shall submit the minutes to the CE for approval. The minute's book shall be kept under safe custody by the CE.

7.4 Publication of Results

The modifications, if any, recommended by the Board and approved by the GC shall be affected in the marks tabulated. The Section Officer shall thoroughly check the moderation effected in the marks of candidates eligible for the same. Final checking of totals of the revised marks is done and the list of Register Numbers of successful candidates grouped into different grades is prepared for publication. Register Numbers of successful candidates who have passed a part of an examination should also be included in the results under appropriate headings. A copy of the results shall also be displayed on the Notice Board in the College Office.

Register Numbers of candidates whose results are withheld for various reasons should also be published specifying the reasons for withholding the results.

Copies of results may also be sent for publication in the website of the College. Copies of the results shall be sent to the University immediately after publication of results.

A list of candidates, who have secured the higher Grade Point Average [GPA] in each branch of the examination with total marks secured by each, shall also be published along with the results.

7.5 Issue of Mark List

All candidates who have appeared for an examination conducted by the College shall be issued a statement of marks irrespective of the result of the examination taken by the candidate. The fee for the mark list is collected along with the examination fee.

The mark list shall be issued by the CE under the seal of the College. The mark list shall set forth the name of the examination, the year and month of the examination, name and register number of the candidate, the name of the subject, including optional/elective taken by the candidate.

Immediately after publication of results of an examination, mark lists of all candidates who appeared for the examination shall be prepared. Care shall be taken not to prepare the mark lists of candidates whose results are withheld for various reasons. The Superintendent of the examination section shall enter the detail of the marks in a register maintained for the purpose and issue the mark lists to the candidate on production of their Hall Ticket for the examination, issued by the College. The mark lists thus prepared shall be issued to the candidates by an officer authorized by the CE.

7.6 General Guidelines for preparation of Mark Lists

- a) Mark lists shall be prepared legibly.
- b) The name of the candidate shall be written exactly as given in the qualifying certificate and the tabulation sheet.
- c) The register number, month and year of examination shall be prepared legibly
- d) The date of the Mark list of an examination shall be the date of publication of the results of the examination. The date of Mark lists

issued to candidates whose results have been withheld at the time of publication of result and which were released subsequently shall be the date of release of the results. Additional Marks Lists shall be dated with the date of issue of the Mark list.

e) There shall be no corrections or overwriting in the Mark list.

f) If any error occurs in the preparation of a Mark list, the sheet may be cancelled and retained in the Mark list book without detaching it from the counterfoil and a fresh sheet may be used.

g) The Assistant who is allotted the tabulation work of the candidates concerned shall prepare their Mark lists in the normal course. But under special circumstances the Section Officer may entrust the work to other assistants in the section.

h) The Mark list prepared by one assistant shall be compared by another assistant with the marks allotted to the student as recorded in the tabulation sheet.

i) The Mark lists shall be put up for verification and attestation by the Section Officer without detaching them from the counterfoils.

j) The Mark lists shall be approved by the Section Officer. The Section Officer shall also arrange to affix the rubber stamp of the signature of the CE and the seal of the College on all mark sheets approved by her.

k) The Mark lists returned to the sections shall be carefully detached from the counterfoils checking each sheet simultaneously to ensure that all the officers have signed in the appropriate places and all the seals mentioned above have been properly affixed on them.

l) Mark lists shall not be prepared in respect of candidates who were absent for all parts of an examination.

7.7 Additional Mark lists

Additional Mark lists can be issued to candidates after issue of the original Mark lists to a candidate in special case as ordered by the CE. Application for additional mark lists is submitted in the prescribed form remitting the prescribed fee in force at the time of application. The guidelines given for preparation of mark lists shall be followed for issuing additional mark lists also. The superscript 'Additional Mark list' shall be written in red ink on all additional mark lists.

7.8 Detailed Mark lists

If a candidate wishes to have detailed statement of marks for a particular part/semester of an examination, and applies for the same in the prescribed format with the required fee, the same shall be issued after issuing the original mark list.

CHAPTER 8

SCRUTINY/REVALUATION OF ANSWER SCRIPTS

8.1 Scope of Scrutiny

- a) To give an opportunity to the candidates to identify their valued answer scripts of examinations.
- b) To arrange a checking of the correctness of the addition of marks awarded to the various answers in the answer scripts.
- c) To check whether marks have been awarded to all or parts of the answers in the answer scripts.
- d) No dispute regarding marks already awarded for answers shall be entertained during scrutiny.

8.2 Scrutiny of Marks

The College has made a provision for scrutiny of answer scripts of candidates who have appeared for the examinations and who wish to avail of this facility subject to the following conditions:

- 1) Applications for scrutiny shall be submitted to the CE in the prescribed format.
- 2) Candidates can submit applications for scrutiny of any one paper or more than one paper of an examination.
- 3) Prescribed fees for scrutiny shall be remitted for considering the applications. This fee is only for scrutiny and not for revaluation of the paper. A candidate shall not be entitled to a refund of the fee, remitted by her.
- 4) Applications for scrutiny shall be submitted on or before the last date prescribed by the College. Every such application shall be submitted within 15 days from the date of publication of result . Last date for receipt of applications for scrutiny of answer scripts of an examination shall be notified by the College at the time of publication of the results of the examination. The College may extend the last date for receipt of applications from students for valid reasons.

5) The College shall strive to publish the results of scrutiny within 30 days from the last date fixed for receipt of applications. Even though a time limit is set, the college shall take every effort to publish the result of scrutiny at the earliest in case where the candidate has applied for both scrutiny and revaluation.

6) The result of the scrutiny and the marks obtained for the paper/subject shall be communicated to the candidate and in case the result is affected by such scrutiny the corrected results shall be published in the College office and such other manner as the GC, may decide.

8.3 Procedure for Scrutiny of Answer Scripts

8.3.1. For Examinations with provision for double valuation (PG Programmes)

Applications for scrutiny of answer scripts in respect to examinations with provision for double valuation shall be processed in the concerned Tabulation Sections. The details of all applications for scrutiny received in a section shall be posted in a Process Register. The Revaluation Process Register prescribed for use in the Revaluation Section can be used for this purpose.

Action for the processing of applications shall be started immediately on receipt of the applications without waiting for the last date fixed. The request for answer scripts from the examiners can be sent immediately after the last date fixed for receipt of applications.

The details of marks awarded for each paper, by the first, second and the third evaluators (as applicable) are entered in a register from the mark lists available in the section. The addition of marks by the different evaluators shall be checked and mistakes noted may be recorded.

On completion of the scrutiny of answer scripts, the applicant shall be summoned and allowed to identify the answer scripts. She shall check the award of marks for the different answers and verify the correctness of the

addition of mark in the last page of the answer scripts. The candidate shall make an endorsement to the effect that she has seen the answer scripts.

IN NO CASE SHALL THE ORIGINAL STATEMENT (S) OF MARKS RECEIVED FROM THE EXAMINER(S) BE SHOWN TO THE APPLICANT(S), WHICH MAY RESULT IN REVEALING THE IDENTITY OF THE EXAMINERS.

The results of scrutiny may be communicated to the candidates.

8.3.2. Examinations for which Single Valuation is done (UG Programmes)

Applications for scrutiny shall be processed in the Tabulation Sections. The procedure for processing shall be the same as that prescribed for examinations with double valuation as detailed above. The answer scripts of those candidates who have also applied for revaluation shall be retained in the Section after communication of the results of scrutiny.

8.4 Results of Scrutiny

If the answer script presented at the time of scrutiny happens to be not of the answer script of the applicant, immediate steps shall be taken to identify the answer script by the applicant by summoning from the examiner concerned all the answer scripts of students for the subject for the examination and to rectify the mistake.

If any mistake in the addition of marks is found, necessary correction in the addition of marks shall be effected as directed by the CE.

If any answer, answers or part/parts of answer/answers was/were not evaluated and not given marks by the examiner, the examiner shall be summoned and she shall be directed to evaluate the answer/answers. If any candidate secures more marks after such valuation, necessary alteration in the records and results already announced may be effected after obtaining the necessary orders from the CE. The mark

lists/certificates issued to the candidate may be called back and cancelled before issuing fresh mark lists/certificates incorporating the benefit gained in the scrutiny.

If an applicant is unable to detect any of the defects mentioned above, she shall be informed in writing that there is no change in the marks awarded to the paper/papers concerned or in the results of the examination taken by her.

8.5 Revaluation of Answer Scripts of End Semester Examinations

- 1) The CE shall announce the last date for receipt of application for scrutiny and revaluation along with notification publishing the results of the examination concerned.
- 2) Every application for revaluation shall be submitted to the CE within 15 days from the date of publication of results of the examinations concerned. The examination fee rates can be in such manner and subject to such conditions as the College may, from time to time, specify.

Revaluation is not allowed for PG programmes since it has double valuation. Revaluation is possible for UG programmes excluding Diploma and Certificate courses.

Finalizing the results of Revaluation

1. The original marks/grade points awarded to a candidate will be modified to that extent, in case where the marks /grade points awarded after first revaluation is below 15% of the maximum marks/grade point.
2. If the increase in marks /grade points on the first revaluation is greater than or equal to 15% of the maximum marks/grade points of the paper/course, a second revaluation shall be conducted. After the second revaluation, the average of the

nearest two marks/grade points from the three valuations i.e., the original valuation, first revaluation and second revaluation, shall be awarded to the candidate.

If the difference between any two marks/grade points of the above three valuations happens to be the same, the average of the highest two marks/grade points shall be awarded to the candidate.

3. The marks /grade points after first revaluation or the average after second revaluation happens to be less than the original marks; the original score will remain the same.

8.6 Guidelines for Revaluation of Answer Scripts of End Semester Examinations.

- 1) Applications for revaluation of answer scripts shall be considered only for examinations other than Practical examinations and examinations for which there is provision for double valuation.
- 2) There shall be no provision for revaluation of answer scripts of Diploma and Certificate examinations.
- 3) Application for revaluation shall be made in the prescribed form available from the College.
- 4) A candidate shall remit the prescribed fee for revaluation of answer scripts. If different sections of questions in a question paper are answered in different answer books all such answer books shall be treated together as a single unit/paper.

8.7 Challenge Valuation

The students who intend to apply for Challenge Valuation should submit their applications within 15 days from the date of declaration of Recounting/Revaluation results by paying Rs.10,000 (Rupees Ten Thousand

only) per subject, in the form of Demand Draft, drawn in favor of The Principal, St. Teresa's College, Ernakulam.

- 1) On receipt of the DD, the photocopy of the answer booklet shall be given to the student.
- 2) The paper will be evaluated in the presence of the student by the senior faculty appointed by the Examination Branch of the College.
- 3) If there is any change in marks (equal or above 15% of the Maximum marks) the new marks will be awarded to the student. Otherwise, there will be no change in the old marks.
- 4) If the change in marks (equal or above 15% of the Maximum marks) occurs, an amount of Rs.9,000/- will be refunded to the student. Otherwise, the student will forfeit the total amount which she has paid.

Challenge Valuation

1. The request for Challenge Valuation has to be given by the candidate to the college Principal along with the required fees (Payable in the form of DD for Rs.10, 000/- per subject, drawn in favor of the Principal, St.Teresa's College, Ernakulam).
2. The Student has to produce a photostat copy of Recounting/Revaluation result for the exam to which she is applying for Challenge Valuation. If it is based on a result from the website, the same has to be downloaded and handed over to the Examination cell or Principal.
3. The College Exam Cell staff (or) Principal will verify & will forward the application for further perusal
4. The date of Challenge valuation will be notified to the student. Then student has to go the College and be present during the process of evaluation.
5. There shall be no Challenge Valuation for marks of Practical examinations.

8.8 SAY (Save A Year) Examination

There shall be provision for SAY examination at fifth semester for UG and third semester for PG on payment of separate fee for papers. This examination will be conducted just after the publication of the corresponding End Semester results. The examination dates will be fixed along with the actual time table.

8.9 Supplementary Examination/Mercy Chance

Student who fails in annual examination or do not appear in annual examination due to any reason may be permitted to appear for the supplementary examination. UG students shall be given chances for supplementary examination within six years from the date of first enrolment for the UG programme and the corresponding number of years for a PG student shall be of four years. Candidates can write the supplementary examination conducted by the College along with regular examination by submitting examination registration form after paying separate examination fees.

Academic council has decided to grant two mercy chances to both UG & PG Students on special request. This is a special chance for students who enrolled themselves for UG & PG programmes from the sessions 2014 onwards and could not clear the degree within the admissible chances.

Candidates who are availing the mercy chance for the first time shall remit a sum of Rs.5000/ and those who are availing the mercy chance for the second time a sum of Rs.7000/ towards special fee in addition to the prescribed examination fee and CV camp fee.

Examination form along with fee shall be filled up through online mode at the time of notification of Mercy Chance examination. No application will be entertained after the cutoff date announced by the college.

CHAPTER 9

ISSUE OF CERTIFICATES

The results of the students will be forwarded to the University and the University will issue the Degree or Diplomas within 45 working days of the receipt of recommendations from the Autonomous College. The guide lines are as follows:-

9.1 Provisional Certificates

A Provisional Certificate is issued to a candidate during the period after the publication of the result of the examination taken by the candidate and before the issue of the Original Degree/Diploma Certificate.

Application for provisional certificate has to be submitted in the prescribed form and it shall be accompanied by the document proving remittance of the prescribed fee. All applications for provisional certificates shall be addressed to the CE.

All applications for provisional certificate shall be processed and can be issued, as far as possible, on the date of receipt of applications itself. Those who want to get their certificates by post shall enclose adequately stamped self-addressed envelope along with the application.

Provisional Certificates shall be prepared in the approved printed format available in book forms with counterfoils, with the pages machine numbered serially. The details entered on the certificates shall be carefully noted on the counterfoils also.

The CE and Principal concerned shall sign the Provisional Certificates. The seal of the College shall be affixed on the certificates in such a way that half of the impression of the seal is on the counterfoil of the certificate.

The number and date of issue of the Provisional Certificate issued shall be noted in the remark column of the Tabulation Register.

There shall be no provision for issue of duplicate provisional certificates. However, additional provisional certificates can be issued in deserving cases as decided by the CE after levying the prescribed fee.

A Stock Register of Provisional Certificates shall be maintained in the section and the details of the books received from the store and the number issued for use and balance available in the section shall be noted in the Stock Register. The counterfoils of used books shall be kept under safe custody for a prescribed period. The details of fee remitted by the candidate shall be entered in a Fee Register maintained in the section.

9.2 Diplomas and Degree Certificates

The GC can recommend to the University to grant Degrees, Diplomas, Titles, Certificates and other academic distinctions to persons who shall have passed a prescribed course of study in the college or who shall have carried on research under prescribed conditions. The College shall maintain a record of Degree/Diploma Certificates issued by the University.

9.3 Rank Certificates

The College publishes a Rank list for each examination conducted every year, Candidates shall be ranked in the order of merit based on the total marks scored by them. Ranks shall be awarded subject to the provisions in the regulation if any, and norms fixed by the College from time to time.

Ranking of an examination shall be done only after the revaluation process in respect of all the applications for the particular examination have been completed.

9.4 Position Certificates

Candidates who secure positions from fourth to tenth in the rank list shall be issued Position Certificates indicating their position in the rank list.

Applications for Rank Certificates and Position Certificates shall be submitted in the prescribed format after remitting the prescribed fee. The rates of fee shall be the same for both Rank Certificate and Position Certificates.

Rank Certificates and Position Certificates shall be signed by the CE. The section dealing with the concerned examinations shall prepare the certificates. Rank Certificates and Positions Certificates shall be prepared in the prescribed printed format and shall be put up for signature of the CE along with the approved Rank list of the examinations.

9.5 Migration Certificates

Candidates who have undergone a course of study in this College and secure admissions to the course in other Institution/Universities shall be issued of Migration Certificate if they apply for the same with the prescribed fee. In the case of candidate who has appeared for any examination a true copy of the mark list of the examination last appeared shall also be attached along with the application.

9.6 Confidential Reporting of Marks

The College has made a provision for confidentially reporting the marks secured by a candidate at the End Semester examination of a course to other Universities or Institutions for purposes of applying for admission to other courses or employment purposes, before the official publication of results. Candidates who wish to avail the benefit of this provision shall apply to the Controller of Examinations in the prescribed application form remitting the prescribed fee. The applicant shall state the purpose and the details of the

Person/ Institution to which the marks are to be reported. The application shall be countersigned by the Principal. A stamped envelope with the address of the Person/ Institution to whom the marks are to be reported shall also be enclosed with the application. The marks shall be communicated to the Person/ Institution concerned with a request to keep the marks confidential till the official publication of results by the College.

9.7 Corrections in Certificates and Mark lists

Correction in the Mark lists will be done for disparity in the Name of the Candidate or Course, when compared to that entered in the previous year's mark lists. The Candidate shall apply to the CE in the prescribed form along with the mark list that requires correction. In the case of change of name in College registers and records, the candidate shall notify the name change in the Kerala Gazette and apply to the College along with a copy of the Gazette notification and the prescribed fee to the CE.

Corrections in the entries in the Certificates and Mark lists issued by the College are not permissible except in the case of corrections necessitated as a result of disparity with the name entered in the qualifying certificate of the previous examination passed by the Candidate, allowed by the College subsequent to the issue of the Certificate/Mark list. The Candidate shall submit an application along with the Certificates, which need correction.

9.7.1 Method

An asterisk may be marked boldly on the top of the first letter of the Name of the candidate written in the Mark list. On the bottom margin of the Mark list an entry *Name since corrected as (correct name).....” Shall be made and signed by the Principal with date and official seal. The section

concerned shall also prepare a brief note signed by the Assistant and Section Officer showing the reason for correction along with the Mark list so corrected.

In the case of change of Name sanctioned by the College, the entry on the bottom margin of the mark list shall be * Name since changed as[changed name] sanctioned vide U.O. No.....dated.....”

In the case of Certificates, the corrections shall be attested by the CE with signature and seal.

The corrections so effected shall also be made in all the records in the Section pertaining to the Candidate and be attested by the Section Officer.

9.8 Cancellation of Mark Lists

If the Mark list issued to a Candidate is later found /reported to be defective either in the entries of marks or in the details of subjects recorded in the Mark list, the defective Mark list shall be cancelled and a fresh mark list shall be issued to the Candidates.

If the mistake is detected by the staff in the section, the Candidate may be directed to surrender the Mark list for correction. If the defect is reported by the Candidate or by the Head of the institution, the records in the section may be checked and if any correction in the records becomes necessary to rectify the defects, immediate action may be taken to rectify it and to issue a fresh Mark list to the candidate.

A brief note shall be put up explaining the reason for the defect and requesting sanction of the Section Officer for effecting the correction in the records for cancelling the Mark list issued already and for issuing a revised one. The Section Officer shall issue orders for cancellation of Mark lists. If the Section Officer considers that the nature of the defect as serious, and if the number of cancellations is abnormally high, the matter may be reported to the CE before issuing orders for the disposal of the case. If correction of entries in the Tabulation Register is necessary, it shall also be attested by the Section Officer

concerned. In no case shall cancellation of mark list once issued, be made without the orders of the higher officers as mentioned above.

9.9 Attestation of Certificates and Mark lists

The Principal is the authority to attest the documents issued by the College, Candidates have to pay the prescribed fee and apply in the prescribed format for attestation of documents. In the case of Certificates and Mark lists, verification has to be done by the concerned Tabulation section in the Examination Branch. The document received in a section for attestation shall be thoroughly scrutinized by the concerned Assistant to ensure that all the entries in the documents are exactly the same as those in the records maintained in the Section. If the entries are the same as those in the records, the Assistant shall write in her own handwriting the word “Attested”, near the lower left hand corner of the document, without obliterating the entries in the documents and put her initials below it. The Section Officer shall verify the documents with reference to the original records and put her initials in token of her verification. The documents and the note shall thereafter be sent to the CE and the Principal who are also to initial the documents through the concerned section for transmission to the applicant. The documents after attestation by the Principal shall be returned to the concerned section.

9.10 Verification of genuineness of Certificates and Mark lists

The CE is the authorized officer to ensure genuineness of Certificates and Mark lists issued by the College. If the request for verifications is from other Universities, Foreign Embassies, Educational Agencies or other Professional agencies, no fee shall be levied for issuing certificates of genuineness. The documents received shall be verified and the Administrative Officer is authorized to sign the verification report on behalf of the CE.

If the application for genuineness of Certificate is submitted by the Candidate or by her representative, the prescribed fee shall be levied for issuing the Certificate.

In processing the applications received for attestation of documents or verification of genuineness, care shall be taken to ensure that they are disposed off within a week from the date of receipt of the applications. If the documents produced are found to be fake or with manipulations, the fact shall also be communicated to the concerned authorities immediately. The officers concerned shall ensure that communications with Foreign Universities and Embassies are carefully drafted without mistakes and printed/typed on good quality paper.

The College has the provision for direct verification through www.teresas.directverify.in

CHAPTER 10

CONDONATION OF SHORTAGE OF ATTENDANCE

The Principal/Heads of the Departments shall publish a list of Candidates who are short of attendance immediately after the close of regular classes and forward a copy of the list to the CE. The list shall contain the details of total number of working days, the attendance earned by the candidates and the shortage of attendance in days. The list received in the office of the CE shall be sent to the section dealing with the Condonation of shortage of attendance.

Applications for Condonation of shortage of attendance shall be made by each Candidate in the prescribed format. The applications shall be recommended and forwarded by the Heads of the Departments concerned. The applications shall reach the office of the CE ten days before the date of commencement of the examination. Late applications shall be accepted on payment of late fee at the rate in force at the time of application. The applications for Condonation of shortage of attendance received in the office shall be scrutinized with reference to the following requirements:

1. The application shall be forwarded with the forwarding letter of the Head of the Department.
2. The application shall be filled in correctly with corrections, if any, attested by the Head of the Department.
3. The total number of working days shall be shown in days only.
4. The statement of total absence showing the reason for each day's absence shall be forwarded separately. (The prescribed form is shown on the reverse of the application). Absence exceeding continuous 5 days shall be accompanied by Medical Certificate, if the absence is on medical grounds. The Head of Department shall also state against each period of absence, whether timely application for leave has been made and leave that was granted at that time.

5. The application and the statements of absence shall be attested by the Head of the Department concerned with her Designation seal and also the Office seal.
6. The prescribed fee has been remitted at the rates in force and the receipt attached with the application.

The student shall earn required attendance for registration of examination as provided in the regulation relating to each course. No candidate is eligible to appear for the examination unless she has earned 75% attendance of the total working days for regular courses. The Condonation shall not be granted for more than one academic year (within a course period) for any course of study for shortage exceeding 20 Days in an academic year. For semester courses Condonation will be allowed twice .

Applications not conforming to the above rules shall be rejected.

The section dealing with the processing of applications for Condonation of shortage of attendance shall ensure that the applications received in the section are processed immediately on receipt. A copy of the order sanctioning Condonation of shortage of attendance shall also be sent to the Tabulation Section dealing with the examination concerned so that the section is able to ascertain the eligibility of the student for registration to the examination. In no case shall decision in an application be delayed beyond the last date fixed for dispatch of Hall Tickets for the examinations.

CHAPTER 11

MALPRACTICES IN THE EXAMINATIONS

11.1 Malpractices in the End Semester Examinations

Malpractices in the End Semester Examinations include any act or acts by a Candidate or by her agents performed with the intention of gaining undue advantage in the evaluation resorting to unfair means during the examination or afterwards. Causing obstruction of the smooth conduct of examination, preventing others from appearing for the examination, causing interruption in their performance at the examination and tampering with the records of the examination are also included within the purview of malpractice. The Chief Superintendent or Additional Superintendent or Invigilator as the case may be, shall inform the Police if there is malpractice of criminal nature is noticed inside or outside the examination hall.

11.2 Procedure for investigation in case of malpractices

- The allegation of suspected Malpractice identified by examiners, invigilators/moderators and external verifiers in an examination or assessment must report to the Chief Superintendent immediately.
- Candidate shall not be allowed to continue the examination and should be asked to leave the examination hall. The invigilator/moderator should collect her hall ticket, answer script, supporting evidence and a statement showing confession, if necessary.
- A full account of the incident must be submitted together with supporting evidence and an indication of which regulation or specification requirement has been broken.

- It will normally be expected that investigations into allegations of malpractice will be carried out by the Enquiry Committee constituted by the College under a senior teacher of the institution.
- The involvement of Legal advisors is not necessary, at least where there is no allegation of Criminal behavior.
- The Chief Superintendent will request the Enquiry Committee to conduct a full investigation into the alleged Malpractice and submit a written report.
- The Candidate may be served a show cause notice and made aware of the charges /allegations reported against her to prepare her defense at the time of her appearance before the Inquiry Committee where it assures a disciplinary enquiry in accordance with the Institution's policy.
- The reply received by the Committee from the candidate when she appears before it, will be considered by the Committee and the final recommendation in the matter will be made.
- The College Enquiry Committee is a recommended body. The Principal has to exercise her power and issue the final orders.

Regardless of whether the allegation of Malpractice is proven or not, in order to ensure the integrity of, and public confidence in, future examinations/assessments, the Controller of Examination may undertake additional inspections and/or monitoring, and/or undertake additional action.

11.3 Types of Malpractices and Punishments

Different types of malpractices and the punishments for them are given below:

Sl. No.	Types of Malpractice	Punishment
1.	Introduction of any material relevant to the examination, inadvertently	Debarring for one or two chances

2.	Introduction of any material relevant to the examination willfully, with the intention of copying and possession of the same	Debarring for three chances
2(a)	Resisting to hand over the material to the invigilator	
3.	Introduction of any material and copying from it or attaching the same, as part of the answer scripts	Debarring for six chances
4.	Copying from the neighbor's answer scripts, depending on the gravity and extent as reported by the examiners	Debarring for six chances
5.	Copying from the neighbor and disobeying the invigilator or resistance to instruction from authority	Debarring for two to three chances
6.	Using filthy language in the answer scripts depending on the extent and gravity	Debarring for four to six chances
7.	Copying from any material and resisting the instruction of invigilator	Debarring for three to six chances
8.	Manhandling or threatening the invigilator/Officers or any authority of the University	Debarring for six to eight chances
9.	Impersonization	*Permanent debarring *Inform to Police *Permanent debarring *Report to the Police
	<u>Hampering the conduct of Examinations</u>	
	Disturbance outside the Hall reported by Head of the Institution depending on the gravity and extent of disturbance	*Registration shall be suspended or cancelled Debarring for 2 chances to permanent debarring *Reference to Police

	<u>Tampering with the arrangement such as</u>	
(a)	Sitting in the wrong seat	Debarring for one chance
(b)	Erasing Reg. Numbers	Debarring for one chance
(c)	Threatening the neighbor to show the answer script	Debarring for two chances
(d)	Threatening the Invigilator, Peons, Lab Attenders	Debarring for three to six chances
(e)	Shouting answers from outside	*Registration as student shall be cancelled *Report to the police
(f)	Stealing answer books, additional sheets smuggling question papers outside the Examination Halls	*Debarring for two chances *Registration as student shall be cancelled *Report to the Police
(g)	Breaking open the closed examination halls	* Debarring for two or four chances *Registration as student shall be cancelled *Report to the Police
(h)	Disturbing the candidate from outside	* Debarring for two or four chances *Registration as student shall be cancelled *Report to the Police
(i)		* Debarring for two

(j)	<p>Helping neighbours to answer questions in the examination hall</p> <p>Tampering with answer books of neighbours</p> <p>1.</p> <p><u>Tampering University Records</u></p> <p>Willful tampering of mark list to promote own interests such as getting admission, etc.</p> <p>2.</p> <p>3.</p> <p>Inadvertent tampering of Mark list which cannot be used for procuring admission.</p> <p>Forgery in the Hall ticket</p>	<p>chances</p> <p>* Debarring for two or four chances</p> <p>* Debarring for six chances to permanent debarring</p> <p>*Report to the Police</p> <p>*Permanent debarring and withdrawal of Pass certificate/Degree/Diploma already awarded</p> <p>*Report to the Police</p> <p>Fine or cancelling the particular chance only</p> <p>Debarring for six chances</p>
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11.4 Instructions to tabulation section for dealing with malpractice cases

All reports relating to malpractice cases received in the College office shall first be handed over to the Tabulation Section dealing with the particular examination of the student/students involved in the reported cases. The Section officer shall, immediately on receipt of the report record the details of the case in the Register of Malpractice Cases maintained in the section.

In the Tabulation Register, a circle in red ink shall be made around the name of the candidate/candidates concerned and the entry 'Reported case of Malpractice' shall be made in the Remarks column of the Tabulation Register. Similar entries shall be made in the office copy of the Nominal Roll in the Section.

Tabulation sections are directed to be vigilant that the candidates who have cases pending against them are not allowed to write subsequent examinations.

While reporting malpractice cases to the Examination Cell, the Name, Register Number, Year, full Home Address and the details of examinations taken by candidate shall be furnished. Malpractice case files of different departments shall not be clubbed together. Each malpractice case file shall be properly tagged so as to keep the documents intact.

The malpractice case files are returned to the concerned Tabulation Section soon after the

process of the Enquiry Committee. The tabulation sections shall take utmost care to note down the decision of the Committee in the tabulation sheet and also in the Malpractice Case Register maintained in the Section. The final decision of the Examination Cell shall be promptly communicated to the Candidates.

Care shall be taken to keep malpractice case files in safe custody for future reference, if needed. The Section Officer shall be responsible for the safe custody of all the documents relating to malpractice cases.

11.5 Guidelines for the Conduct of Court Cases

Unless otherwise explicitly instructed, the following guidelines shall be observed by the tabulation sections in the matter of preparation of Statement of Facts and Compliance of Court direction.

1. Each paragraph of the complaint/petition received from the Court shall be carefully read and answered paragraph wise by the tabulation sections.

2. The allegations contained in the petition shall be refuted based on the relevant provisions in the University act, Statute, Ordinance, Regulations and Rules, Byelaws and University Orders.
3. Any allegation/contention, left unanswered shall be treated by the Court as having been admitted by the College.
4. In case any allegation is found to be true, that fact may be brought to the notice of the Vice-Chancellor for further direction.
5. The time frame stipulated by the Court/Legal Section shall be strictly adhered to.
6. The Section Officers shall be held primarily responsible for any kind of laxity on their part in the conduct of cases.
7. The Section Officers are expected to be conversant with the relevant laws in their field of activity and are bound to encourage the assistants in their sections also to be conversant with the same.
8. While defending the action of the College, the section concerned shall see that those actions are well supported by the relevant rules and all the supporting documents shall be produced and marked as annexure/exhibits
9. The Section Officers shall in each section maintain a separate Register for Court cases and shall hand over the same to his/her successor in office when relieved of the charge of the section. The Register shall contain the Case number, Name of the Petitioner, Subject matter of the case, Reliefs sought for against the College, Interim orders passed, if any, and status of the cases, viz. pending, disposed, closed, dismissed, etc. and implementation of the directions contained in the Judgment etc.
10. The case number and details of the interim order, if any, shall be recorded in the remarks column of the Tabulation Registers against the relevant entries in the Tabulation Register. If the examination taken by a Candidate is subject to disposal of the case filed by or on behalf of her, that fact shall also be recorded

in the Tabulation Register without fail. The details of the disposal of the case shall also be recorded in the Tabulation Register.

11. The draft statement shall be submitted to the CE. The Administrative Officer shall verify the statement and the same may be returned to examination Legal Section for further modification, if necessary. Issue of Hall Ticket, taking part in the examinations, publication of results releasing of Mark lists, Provisional Certificate, Degree certificate, etc of the Candidate referred to in paragraph 10 shall be strictly in accordance with the directions of the Court. Any doubt in this regard shall be taken up with the Legal section, for clarification.

12 The Exam Legal Section shall forward a copy of the statement of facts furnished to the Governing Council and to the concerned section. The Section concerned shall examine the same diligently and any mistake of law or fact forthwith be brought to the notice of the Legal Section, for remedial measures.

13 In case, the Court calls for any record from the Examination Branch, the same shall be forwarded to the Legal Section. The section shall keep photocopies or the

originals of the document, as the case may be, under safe custody, till the disposal of the case and the same shall be handed over by the Section Officer to her successor in the event of his/her relief from the office.

14. The Examination Legal Section shall forward to the Examination Branch, copies of the Interim Orders, Judgments and letters from the Standing Counsel, etc. It shall be the duty of the Section Officer concerned to ensure that the direction contained in the Order/Judgment etc. are complied with within the time limit specified, if no appeal/review is preferred or filed. In case any outside party brings a copy of the Order/Judgment etc. directly to the Examination Branch, the same shall be sent to the Legal Section for verification of its

genuineness/authenticity and only on confirmation from the Legal Section, further action be taken on the same.

15. All Directions/Orders/Judgments received from the Court shall be submitted to the officers of the College for information and orders for compliance. In case those directions/orders/Judgments are against the best interests of the College, or against any regulation/rule/College orders that fact shall also be brought to the notice of the officers of the College requesting specific orders as to whether the same have to be challenged through Writ Appeal /Revision or Review or Special Leave Petition etc. and intimate the same to the Legal Section for further action in the matter.

CHAPTER 12

CANCELLATION OF REGISTRATION FOR EXAMINATION

12.1 Cancellation of Registration

Cancellation of Registration for Examinations is limited for the following purposes only:

- a. For securing admission in other Colleges/Universities which insist on producing Certificate of cancellation of registration to examinations in this College.
- b. For purposes of joining other courses in this College.

Cancellation of registration is permitted for both UG and PG programmes. No time limit is prescribed for applying for cancellation of registration. Applications along with the prescribed fee shall be submitted to the CE. The concerned tabulation sections shall process the applications and issue cancellation orders signed by the Principal, with the approval of the CE. Necessary entries shall also be made in the Tabulation Registers and the Register of Candidates to avoid the possibility of registering the candidate for the same examination subsequently.

12.2. Cancellation of Examination

The benefits of classification of results and ranking, based on the marks scored by candidates appearing for the examinations conducted by the College are limited to the candidates who pass the examination at their first appearance. Moreover, there shall be no chance of improvement of marks for the part/parts/semester/semesters for which a candidate has passed scoring less marks than what she had expected. In order to extend the benefit of classification and ranking to students who could not appear for examination for reasons beyond their control and to those who could not answer questions to their satisfaction, the College has introduced a provision for cancellation of

examinations. Appearance after Cancellation of Examinations will be treated as first appearance for all purposes.

General Conditions

Degree Courses

1 Cancellation pertains to examinations in respect of which results are announced for the whole of the examination consisting of all the papers or for each part/parts, semester/ semesters, separately.

2 Application for cancellation shall be submitted to the College within a fortnight from the date on which the candidate has taken the last examination i.e. the last paper, written or practical, taken by the candidate for the whole examination.

3 Application for cancellation shall be forwarded through the Principal of the College together with the hall ticket.

4 Cancellation shall be allowed at the first appearance only and candidates who cancel the examination taken by them shall get only four more chances to take the examination (and not four more chances to cancel the examination).

5 The different parts of an examination will be treated as separate units and a candidate will be allowed to cancel each part of the examination independently. In the case of B.Sc Degree Examination main and complementary subjects may be taken as separate units as examinations are conducted in different years.

6 Student of B.A/ B.Sc. / B.Com./Vocational can cancel the whole examination of any semester, only on the basis of the existing rules for cancellation of other conventional B.Sc. Examinations.

7 If cancellation involves a part of the examination for which there are more than one paper with examinations conducted in different years, the cancellation of the examination of one paper or more papers held in a subsequent year shall result in the cancellation of the examination of the paper/papers she had appeared in the previous year/years irrespective of the fact whether she had

scored higher marks or not for the paper/papers. For example, if a candidate secures high marks for Paper I and Paper II English of the B.A./ B.Sc. examination held at the end of the first year of the course and desires to cancel the examination in Paper III English held at the end of the Second year of the course, the examination Paper I and II taken by him at the end of the first year shall also be cancelled.

8 For B.Com Degree examination, cancellation of the examination of Part III Papers at the end of third year results in the cancellation of all the papers of Part III appeared at the end of the first year and second year of the course.

9 The rules for cancellation of examinations given above are not applicable in case where the GC imposes cancellation of examination as a punishment to students who are found guilty of malpractice. Cancellation of examination in such case shall be effected according to the decision of the GC.

A. Restructured P.G. Programmes

The cancellation of examination (within 14 days of last examination) with a view to improve the marks by appearing again for the examination is not permitted.

For cancellation of examinations where specific norm are prescribed in the regulations, the same shall be followed

12.3 Rules regarding Examination taken by the Debarred Candidates

It shall be primarily noted that the punishment of cancellation of an examination taken by a candidate on charges of malpractice does not imply the cancellation of registration granted to him for the said examination.

Case I – Reports of malpractice at the First Year Examination

1. Candidates are eligible to continue their second year studies
2. Such candidates, if debarred, and are not eligible to register for the second year examinations in due time, shall obtain Notional Registration for Second

Year examinations so as to make them eligible for being promoted to continue their studies at the third year classes without any break in her studies.

3. The same has to be done even if the disposal of the malpractice case is pending at the time notified for submitting applications for Notional Registration. Failure to obtain Notional Registration to Second Year Examinations shall render them ineligible for promotion to the higher class.

4. Such candidates after the debarred period shall take the Final Year Examinations as a regular candidate with provision to appear for both Paper I and II of Main Subject with the same Register Number allotted for the Final Year Examinations and shall take the Second Year Examinations (Part I, Part II & Part III, subsidiaries) as a subsequent appearance candidate.

5. However, if the duration of the punishment period is beyond the actual course period of the candidate, such candidates shall also obtain re-admission to the Third Year Class during the academic year corresponding to the annual examinations which they are permitted to appear after the period of debar.

Case II –Reports of Malpractice at the Second Year Exam

1. Candidates are eligible to continue their Final Year Studies

2. Such candidates after the debarred period can take the Final Year Examinations as regular candidates with provision to appear for Paper II and Paper I (Optional) of the Main subject with the Register Number allotted for the Final Examinations and shall also take the Second Year examinations (Part I, Part II & Part III, subsidiaries) as subsequent appearance candidate with provision to improve I Year Papers as all the marks they obtained for the First Year examinations stand valid and have to be carried over for reckoning the better marks.

CHAPTER 13

MISCELLANEOUS

13.1 Concessions to Physically/Mentally Challenged Candidates

Physically Challenged Candidates who appear for examinations are allowed the following concessions such as services of scribes at the examination, extra time to complete the examination, grace marks etc. depending on the degree and nature of disability of the Candidates subject to such norms as prescribed by the College from time to time.

13.2 Concessions to Visually Impaired Candidates

Visually Impaired candidates who appear for the End Semester Examinations are allowed concessions subject to the norms fixed by the College from time to time.

13.3 Special Instructions for packing Answer Scripts of Visually Impaired Candidates

The Custodian shall write Visually Impaired Candidate in bold letters on the top of the facing sheet of the answer scripts of visually impaired students at the commencement of each examination and shall forward the answer scripts of such candidates in separate covers with the superscription 'VISUALLY IMPAIRED CANDIDATE', after each day's examination.

13.4 Appointment of Scribes

Candidates who are eligible to avail of the services of the scribes, the Custodian of the examination centers are authorized to appoint scribes according to the following conditions:

1. The person appointed as scribe shall not be an employee of the college where the examination is conducted.
2. She shall not be a relative of the candidate who is appearing for the examination.
3. The educational qualifications of the scribe shall be less than those of the candidate.
4. A Proforma with declaration in the format given below shall be obtained from the scribe.
5. The Proforma signed by the scribe shall be forwarded to the College along with the voucher for payment, obtained from the scribes.
6. She shall be paid remuneration at the rates fixed by the College, from the amount of advance sanctioned for the conduct of examinations.

Proforma Showing Details of Scribes

1. Name and Address of the Scribe.
2. Age and Date of Birth (with copy of the relevant page of SSLC Book)
3. Educational Qualifications
4. Details of course for which she is studying /studied
5. Specimen Signature of the Scribe
6. Two copies of the passport size photograph of the Scribe attested by the Principal of the College in which she is studying or by a Gazetted Officer, in the case of Scribes not studying in the college at present.
7. Name and address of the Candidate and the examination for which the candidate is appearing.

8. Centre of Examination & Register No. of the Candidate.

DECLARATION

I hereby declare that the information furnished above is true and that I have not Qualified/appeared for any examination other than those mentioned in clause (4) above.

Signature of the

Scribe

13.5 Hearing and Speech Impaired Candidates

Granting additional marks: Subject to the norms fixed by the College the hearing and speech impaired candidates having disability of 40% or more appearing for the End semester examination shall be awarded 25% of the total marks for the theory papers of all End Semester examination as they are considered to be backward in language ability.

The additional marks eligible for hearing and speech impaired candidates shall be awarded by the Tabulation sections as in the case of award of grace marks to other eligible category of students.

13.6 Method of application

Candidates eligible for concession under any one of the above categories shall apply to the College, on plain paper for claiming the concessions for which they are eligible according to the prescribed rules.

Applications for granting concessions for physically challenged students shall reach the Office of the CE not later than 2 months before the date of commencement of the examination concerned.

The applications shall be accompanied by a Medical Certificate issued by a competent specialist Medical Officer in Government Service duly affixed with a recent photograph of the candidate. The photograph must show the actual disability of the candidate and it shall be attested by the doctor. Attested copy of the Medical certificate shall not be accepted.

13.7 Other Conditions

Applications for Concessions shall be submitted for each year's examination of a course.

Previous year's sanction shall not be taken as a precedent for granting the concessions in the subsequent years.

Except in the case of permanent disabilities fresh Medical Certificates shall have to be produced for each year's examination.

The original Medical Certificate shall be returned to the candidate after the examination if a copy of the Medical Certificate is also enclosed along with the application.

Grace marks may be awarded by the Tabulation Section and shall not be considered for ranking.

The application for special concession along with original & copy of Medical Certificate and a photograph of the candidate certified by the specialist doctor shall be submitted two months before the commencement of the Examination.

13.8 Processing of applications

The applications for concessions to physically challenged students shall be processed and their eligibility ascertained after verification of each application with reference to the rules. A brief note with the list of candidates eligible under each category shall be prepared and submitted to the CE for approval. After obtaining the approval of the C E, separate orders for each candidate shall be prepared and signed by the competent officer authorized by the CE. Copies of the orders shall be sent to the candidates, to the Tabulation Sections concerned, and other sections dealing with payments of remuneration to the Scribes, etc.

13.9 Notional Registration

Subject to the regulations of each course and norms fixed by the College from time to time, Notional Registration may be granted. The students, who could not apply for registration to the examination before the prescribed last date for examination for reasons beyond their control, may apply for Notional Registration for continuing their studies in the next higher class.

The Academic Council periodically reviews such situations and may decide to extend the benefit of promotion of such students undergoing specified courses subject to the following conditions by granting them a chance to register for the examinations, notionally.

1. The students shall have earned the required minimum attendance prescribed for the year/ semester.
2. They shall apply for Notional Registration in the prescribed format and remit the fee for notional registration, as fixed by the Academic Council from time to time, in addition to the normal fee prescribed for the examination.
3. The applications shall reach the office of the CE before the last date for receipt of applications prescribed by the Academic Council.

4. The application shall be countersigned and forwarded by the Head of the Department concerned.
5. The Provision of Notional Registration is applicable to students who are punished for malpractice and are attending regular classes so as to enable them to complete their courses. However, they shall not be allowed to appear for the End Semester Examinations till a final decision is taken in their malpractice cases.
6. Application for Notional Registration shall be entertained only against the College order communicating the decision of the Academic Council in this regard.

13.10 Processing of applications in the Tabulations Sections

The applications for Notional Registration received in a section shall be verified as in the case of verification of applications for examinations received from the regular candidates.

In addition to this, it shall be verified that all the conditions prescribed by the GC for granting Notional Registration are satisfied by the candidates.

A list of students who are eligible for Notional Registration shall be prepared with all the relevant details and submitted for the approval of the CE along with the applications.

On approval of Notional Registration, the names of students are entered in the Nominal Roll of the Examination and in the Tabulation Registers concerned under a separate heading 'Notional Registration'.

The Hall tickets of the candidates are also prepared as in the case of regular candidates with the marking 'NOTIONAL REGISTRATION' in red ink, and issued to the students through the Head of the Department concerned.

13.11 Promotion to the next Higher Semester

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

- a) She has secured a minimum 75 % attendance and registered for End Semester Examination in which she is studying
- b) Her progresses of study and conduct are satisfactory during the Semester completed.

13.12 Graduation Ceremony

The College shall arrange a Graduation Ceremony after the publication of the final results in each year. The final mark list / grade card and provisional certificate / course completed certificate shall be issued to students at the ceremony.

13.13 Award of Degrees

The University shall award Degrees, Diplomas, Titles, Certificates and other academic distinctions to the students evaluated and recommended by the College after levying a reasonable fee for the same: Provided that such Degree, Diploma, Title or Certificates shall be in a common format.

The University shall issue the Degree, Diploma, Title or Certificates within forty five working days of the receipt of recommendations from the College.

13.14 Communications

All correspondence between the Academic Council or Board of Studies or the Autonomy Approval Committee with the College shall be made with the Principal of the College.

13.15 Visit of outsiders

Visitors are allowed entry only in the reception. Time for visit can be regulated by the Principal.

13.16 Adoption of Helpful Attitude

Towards the students and their representatives the Officials/teachers shall adopt a helpful attitude with a view to understanding their problems and help them in whatever manner they can, in accordance with the rules.

13.17 Visiting Time

Visiting time in the Examination Branch shall be from 2.15 p.m. to 3.15pm. Visitors will be allowed to meet the CE only, in the first instance. If the Controller decides that the enquiry should be referred to the higher officials, she may refer the visitor to the Principal.

In no case shall the services of students, other visitors or unauthorized persons be utilized for transferring files/papers from, one section/officer to other sections/officers.

CHAPTER 14

IMPORTANT REGISTERS TO BE MAINTAINED

14.1 Important Registers to be kept in the Tabulation Sections

1. Inward Register
2. Register of Answer Books
3. Register of False Numbers/Key Book
4. Register of Revaluation/Scrutiny of Answer Scripts
5. Register of Degree Certificates
6. Register of Malpractices
7. Fee Fund Register
8. Personal Register/Work Diary
9. Tabulation Registers
10. Register of Publication of Results
11. Register of Notification of Examinations
12. Register of Candidates
13. Dispatch Register
14. Stock Register
15. Other Registers specifically directed to be maintained according to the nature of work allotted to each section.

14.2 Guidelines for the maintenance of Registers

1. All registers shall have their pages numbered serially
2. No pages shall be torn off or removed from a register. If cancellation of the entries on a page becomes necessary, the cancelled page may be retained in the register with the cancelled entries attested by the Section Officer.
3. A Page certificate shall be furnished on all registers of examination results and financial transactions.

4. The entries in the registers shall be neat and legible.
5. For correction of entries in a register, over writing, erasing or use of correction fluid shall not be resorted to. If any correction becomes necessary it may be effected by scoring off the original entry with a single line and making the correct entry above the scored off entry with the attestation of the person who makes the correction and by the Section Officer.
6. In the Tabulation Registers and other registers relating to the results and marks of candidates, all such corrected entries shall be attested by the person who checks the entries and by the Section Officer.
7. The Section Officer and the Assistants shall sign on all the pages of the registers wherever such a procedure is insisted.
8. All the registers shall be put up periodically for inspection by the Superior Officers.
9. All the registers shall be preserved for the prescribed period and shall be arranged systematically for facilitating easy reference.

14.3 Personal Register/Work Diary

Personal Register/Work Diary shall be maintained in bound volumes. It shall not be maintained in loose sheets or in the form of improvised notebooks. The names of the Section Head and the Subject Assistant maintaining the register shall be prominently written on the fly leaf of each volume.

Method of entering various columns in the Personal Register/Work Diary

Papers shall be registered in the order of the number stamped on them as these are called Current Numbers or briefly C. Nos.

As the Personal Register/Work Diary is a valuable document to trace out the receipts, and to watch the progress of disposal of cases and to check

delays, the dealing Assistant shall take particular care to maintain it in the proper form

The currents received in each section shall be registered in the Personal Register/Work Diary. A new Personal Register/Work Diary shall be opened for every calendar year. A few opening pages shall be reserved for carrying over the entries of files not disposed of at the end of the previous calendar year.

A simplified format of Personal Register/Work Diary for the Examination Branch is appended. See Appendix 1

Papers received by an Assistant shall be recorded in the register on the day of receipt itself and shall be entered in the order of the current number stamped on it or according to the order in which they are received. *Processing shall be done in the order in which the papers are entered in the register unless specifically ordered otherwise by the Superior Officer/Officers. When applications are received in bulk like applications for Provisional Certificates, the details of applicants may be limited to their Register Numbers.*

Section officers shall periodically check the Personal Register/Work Diary of the assistants and ensure that all papers received by them are not kept pending without valid reasons. The Administrative Officer shall check the Personal Register/ Work Diary once in a fortnight and shall take necessary steps to deal with any irregularity noticed. The CE shall also examine the personal registers/work diary periodically.

14.4 Register of Publication of Results

The office of the CE shall maintain a Register showing the details of results of examinations published every year in the format given below.

Sl. No.	Name of Examinations	Date of Commencement of Exam	Date of last Exam	Date of Publication of results	Initial of the C.E.

Before approving the results of an examination, the necessary details shall be entered in the Register and the Register along with the results shall be put up to the CE for approval of the results. It is desirable to have separate registers for each faculty for easy accessibility of details.

14.5 Register of Notification of Examinations

A Register of Notification of Examinations shall be maintained in the office of the CE in the format given below.

Sl. No.	Name of Examinations	Date of Notification	Date of receipt of application without fine	Date of receipt of application with fine	Initials

The details of all notifications regarding conduct of examinations shall be entered in the Register and shall be submitted to the CE along with the

draft of the notification for approval. Separate volumes of the register shall be maintained for each faculty for easy reference.

14.6 Preservation of Documents

Each section of the examination branch shall preserve the following documents for the specified period hereinafter provided. The other documents and register shall be preserved for such time as may be directed by the Syndicate from time to time.

Sl. No.	Name of Document	Period of Preservation
1.	Tabulation Register	Permanent
2.	Register of Candidates	Permanent
3.	Register of Degree	Permanent
4.	Register related to valuation	Five years
5	Register of publication of results	Permanent
6	Calendar of examinations	Permanent
7	Minutes book of Exam. Board Meetings	Permanent
8		Five years
9	Register of Malpractices	Ten years
10	Stock registers- relating Question Paper setting	Permanent
11	Revaluation Register	Permanent
12	Register of Scrutiny of answer books	Ten years

13	Inward/Dispatch Registers	Three years
14	Register of received papers	Two years
15	Applications of examinations	Two years
16	Mark lists received from examiners	Two years
17	Application for recognition of qualifying exams	Two years
18	Counterfoils of Mark list	One year
19	Applications for Provisional Certificates, Mark list, duplicates of	One year
20	mark lists, etc. Counterfoils of Provisional Certificates Closed files	As provided in the rules of office procedure applicable to the College

When there is a pending case before a court of law or a complaint before any of the officers of the college or the Academic council or other authorities or Government, the documents, registers or files which are not in permanent nature as provided in clause 14.6 shall be preserved and taken into safe custody of the section officer is concerned for such period as may be directed by the CE

