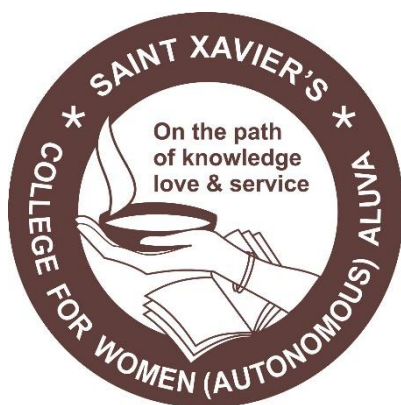


EXAMINATION MANUAL



CONTROLLER OF EXAMINATIONS

ST. XAVIER'S COLLEGE FOR WOMEN (AUTONOMOUS), ALUVA

2024-2025

For clarification contact:

Controller of Examination,

St.Xavier's College for Women (Autonomous) Aluva,
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Published by

St.Xavier's College for Women (Autonomous), Aluva
and first edition 2024

***“Striving for success without hard work is like trying to
harvest where you have not planted.”***

David Bly



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)
बहादुर शाह जफर मार्ग, नई दिल्ली-110 002
Bahadur Shah Zaffar Marg,
New Delhi - 110002

No.F. 2-10/2023(AC-Policy)

November, 2023

**The Registrar,
Mahatma Gandhi University,
Kottayam-686 560, Kerala**

13 NOV 2023

Sub:- Conferment of Autonomous Status to St. Xavier's College for Women, Aluva, Munnar Highway, Periyar Nagar, Aluva, Kerala 683101 affiliated to Mahatma Gandhi University, Kottayam

Sir/Madam,


This has reference to the proposal submitted by St. Xavier's College for Women, Aluva, Munnar Highway, Periyar Nagar, Aluva, Kerala 683101 affiliated to Mahatma Gandhi University, Kottayam for conferment of autonomous status.

The Commission at its meeting held on 03.11.2023 has approved the recommendation of the Standing Committee on Autonomous Colleges to confer the autonomous status to **St. Xavier's College for Women, Aluva, Munnar Highway, Periyar Nagar, Aluva, Kerala 683101 affiliated to Mahatma Gandhi University, Kottayam** for a period of 10 years from the academic year 2024-2025 to 2033-2034 as per clause 7.5 of the UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023.

The University, is therefore, requested to issue necessary notification within 30 days regarding the grant of autonomous status to the College as per UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023.

The autonomous college is required to abide by all the provisions of the UGC Regulations for Autonomous Colleges. The Regulations are available on the UGC website, www.ugc.gov.in. Noncompliance of the requirements and conditions prescribed in the said Regulations shall attract action as per Clause -13 of the UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023. The college should apply to University Grants Commission for extension of autonomous status at least three months before the completion of autonomy period.

Yours faithfully,


(Dr. Gopi Chand Merugu)
Deputy Secretary

Cont..



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Granting of Autonomous status to St Xavier's College for Women, Aluva- Sanctioned - Orders issued.

ACADEMIC B 7 SECTION

No. 6843/AC B 7/2024/MGU

Priyadarsini Hills, Dated: 26.07.2024

- Read:-* 1. Letter No. F.2-10/2023 (AC-Policy) dated 13/11/2023 received from the Deputy Secretary UGC.
2. University Order No: 996/ACB7/2024/MGU dated 02.02.2024.

ORDER

St Xavier 's College for Women, Aluva affiliated with the University submitted an application through the Autonomous College Portal of UGC for the conferment of Autonomous status based on the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023. The University Grants Commission, vide the document read as (1) above, communicated its decision to grant autonomous status to St Xavier 's College for Women, Aluva , Munnar Highway , Periyar Nagar, Aluva, Kerala - 683101, affiliated with Mahatma Gandhi University, for a period of ten (10) years from the session 2024-2025 to 2033-2034 and requested the University to issue the necessary Notification regarding the conferment of Autonomous status to the College.

The College also fulfilled all the criteria prescribed by the University vide the Order read as (2) above. Considering the same, the Vice-Chancellor deliberated over the matter and decided to issue a Notification in pursuance of the decision of the University Grants Commission to grant Autonomous status to St Xavier 's College for Women, Aluva for a period of 10 years from the Academic year 2024-25 to 2033-34.

Orders are issued accordingly.

SREEJITH R

ASSISTANT REGISTRAR I (ACADEMIC)
For REGISTRAR

Copy To

1. Secretary, UGC, New Delhi
2. The Principal Secretary, Higher Education Department.
3. The Director, Collegiate Education, Thiruvananthapuram
4. The Deputy Director, Collegiate Education, Ernakulam/Kottayam
5. PS to VC
6. PA to Registrar/CE/FO
7. The Principal/ Manager, St Xavier 's College for Women, Aluva
8. JR/DR/AR (Acad/Exam)
9. IQAC/Stock File
10. Stock file/file copy

Forwarded / By Order

Section Officer

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PREFACE

St. Xavier's College for Women (Autonomous), Aluva, stands distinguished among minority educational institutions in Kerala through its steadfast commitment to social upliftment via education. Guided by our motto, "On the path of knowledge, love, and service," we are dedicated to nurturing empowered and morally upright women who are committed to serving the nation and society, with a particular focus on uplifting marginalized communities.

Established on July 6, 1964, and affiliated with Mahatma Gandhi University, Kottayam, our college operates under the management of the Congregation of Teresian Carmelites (CTC). We offer a diverse range of undergraduate and postgraduate academic programs, along with research facilities in selected departments. In recognition of our sustained excellence in both academic and extracurricular fields, the National Assessment and Accreditation Council (NAAC) awarded us an A++ grade with a CGPA of 3.68 on a four-point scale in its fifth cycle in 2022. Further affirming our standing, the University Grants Commission granted Academic Autonomy to St. Xavier's College for Women, Aluva in 2023.

In accordance with Para 106(3) of the Mahatma Gandhi University (Amendment Act) 2013, which mandates that "the Academic Council of an autonomous college shall frame a manual of Examinations within three months from the grant of Autonomy or six months before the conduct of the first set of examinations, whichever is earlier," we have meticulously developed this Examination Manual. This manual encompasses all necessary provisions for the planning, conduct, evaluation, and declaration of results for both internal and external assessments of undergraduate and postgraduate students admitted in the 2024-2025 academic year under the autonomous stream. Ph.D. programs will remain under the direct oversight of Mahatma Gandhi University.

Our objective is to streamline and enhance the examination process, ensuring timely result declaration to support our students in pursuing higher studies or securing employment promptly.

1. Examinations-Important Provisions (Excerpts)

This chapter lists important excerpts from the Ordinances on Autonomous colleges (University Grants Commission - Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges, Regulations, 2023 & Act 12 of the Mahatma Gandhi University Act, 1985)

1.1 Powers of the Governing Council

The Governing Council (GC) of the College serves as its executive body and is responsible for overseeing the management of the College. Its powers include:

1. Conducting examinations for each program and publishing the results.
2. Recommending and submitting examination results to the University for the award of degrees or diplomas.
3. Approving the issuance of student mark lists/grade sheets.
4. Setting fees and other charges payable by students to the College with the government's approval.

1.2 Powers of Academic Council

The Academic Council of the College is the principal academic body of the Autonomous College. It is subject to the provisions of the Third Amendment in the Mahatma Gandhi University Act, 1985, the statutes, ordinance, and regulations made thereunder. The council coordinates and exercises general supervision of the academic programs and policies of the College. It is responsible for maintaining standards of instruction, research, education, and examinations within the College and performs duties conferred on it by the rules and regulations in accordance with the directions of the Governing Council. The Academic Council has the following powers, duties, and functions related to the conduct of the examination:

1. Advising the Governing Council on all academic matters
2. Making regulations and amending or repealing the same, with the approval of the Governing Council, on the following matters:

- a. Prescribing courses of studies and scheme of examinations
- b. Prescribing qualifications for admission of students to various courses and examinations and the conditions under which exemptions may be granted
- c. Making regulations for the conduct of examinations
- d. Prescribing the standards of evaluation of the performance of students and classification of students based on their performance in the examination
- e. Making arrangements for conducting the examinations and fixing the remunerations, if any, for all persons engaged for work in connection with the examinations
- f. Prescribing equivalence of examinations, degrees, diplomas, and certificates with other universities, institutes, and boards

1.3 Functions of the Boards of Studies

1. To suggest methodologies for innovative evaluation techniques.
2. To suggest a panel of names to the Chief Controller of Examinations of the College for appointment of question paper setters and examiners.

1.4 Powers of the College Principal

The College Principal serves as the Chief Academic and Executive Officer of the Autonomous College. The Principal acts as the Chairman of the Academic Council and the Chief Controller of Examinations.

1. The Principal shall be responsible for preparing, scheduling, and conducting all examinations of the College. The execution of these tasks may be assigned to the Controller of Examinations, who is nominated and appointed by the Principal/Manager from the permanent faculty members based on their potential, in accordance with the guidelines of the University Grants Commission and the state government.
2. It shall be the duty of the Principal to ensure that the provisions of the Acts, statutes, ordinances, and regulations issued by the government of Kerala are observed, and the Principal has all necessary powers for this purpose.
3. The Principal shall have the right to visit and inspect the examination section at any time.

4. The Principal shall have the responsibility and authority to provide sufficient manpower for the timely completion of work related to the conduct of examinations and publication of results.
5. The Principal has the authority to convene meetings of the Academic Council, Boards of Studies, Examination Committee, or any other relevant college authority to discuss matters related to the conduct of examinations and publication of results.

1.5 Examination Committee

The examination committee shall consist of the Chief Controller of Examinations, Controller of Examinations, Deputy Controller of Examinations, Additional Chief Superintendent, Academic Deans, IQAC Coordinator and other faculty nominated by the Principal. The following are the functions of the examination committee.

1. To formulate the policies for the examination and evaluation
2. To act as an advisory body of matters relating to the conduct of examinations.

2 Examination System and Examination Cell

The examination system described below will apply to all courses for which admissions were made from the academic year **2024-25**.

2.1 Examination System

Both UG and PG examinations are planned according to the 'Regulations' designed separately for these programs by the BoS and Academic Council duly approved by the GC 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.

2.2 Under Graduate Programme (FYUGP Scheme) - Evaluation & Grading

The evaluation of all courses (Papers), both theory and practical, as well as projects or dissertations will be conducted as two components i.e Continuous Comprehensive Assessment (CCA) and the End Semester Examination (ESE). For UG, 30% of the total marks will be allocated for the CCA, and remaining 70% for the ESE (FYUGP system) or as per the recommendations of BoS. The teacher-specific content will be evaluated under CCA.

CCA will have two sub components - Formative Assessment (FA) and Summative Assessment(SA). Each of these components will have equal weightage and to be conducted by the course faculty/course coordinator.

Formative Assessment (FA) refers to wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs and academic progress during the in the course of delivery of the curriculum. Suggestive methods of F A (any one or in combination) are - Practical assignment, Observation of practical skills, Viva voce, Quiz, Interview, Oral presentations, Computerized adaptive testing, In-class discussions, Group tutorial work, Reflection writing assignments, Home assignments, Self and peer assessments or any other method suitable for the course as decided by the course faculty/course coordinator with the approval of BoS.

Summative Assessment (S A) is used to assess student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period - at the end of a project, module, unit, course or semester. The SA shall be conducted systematically and evidence should be kept in record by course faculty/course coordinator and the marks should be displayed on the college notice board/ other official digital platforms of the college. Some suggestive methods of SA are - Written test, Open book test, Laboratory report, Problem based assignments, Individual project report, Case study report, Team project report, Literature survey, standardized test or any other method desirable for the course (any one as decided by the course faculty/course coordinator).

- The course faculty/course coordinator shall be responsible for evaluating all the components of CCA. However, college can involve any other faculty member for evaluation of any or all the components of CCA as decided by the Principal from time to time in case of any serious grievances.
- A student may repeat SA only if for any compulsive reason due to which the student could not attend the assessment.
- There shall be theory and practical examinations at the end of each semester
- Regarding evaluation, one credit may be evaluated for 25marks in a semester. Hence, a course having 4 credits will be evaluated for 100 marks in a semester, 2 credits for 50 marks.
- All examinations will be conducted at college level.
- Individual learning plans (ILPs) and / or specific assessment arrangements may be made for differently abled students.

Practical Examinations

The end semester practical examination will be conducted and evaluated by the institution. There shall be a CCA of practical courses conducted by course faculty/course coordinator.

Scheme of valuation for Practical Examinations will be as follows;

Components for Evaluation of Practical courses	Weightage
CCA of practical/practicum	30%
ESE conducted under the supervision of internal examiner	70%

Those who have completed CCA alone will be permitted to appear for the ESE

Duration of Examination

The BoS can recommend Time & Mode (Time & Mode) from the following list-

Mode	Time (Hours)	
	Minimum	Maximum
Written examination	1	2
Multiple Choice	1	1.5
Open book	1	2
Any other Mode	1	2

Evaluation of Project/Dissertation

Proportion of marks - CCA -30% and ESE - 70%

The scheme of valuation-

Project Type	Maximum Marks	CCA	ESE
Research Project of Honours With Research (12 credits)	200	60	140
Project of Honours (8 credits)	100	30	70

Evaluation of Internship

Evaluation of internship shall be done by a committee constituted by the Department council.

Scheme of Valuation

Components of Evaluation	Weightage	Marks for Internship
		2 Credits/50 Marks
CCA	30%	15
ESE	70%	35

Grading System (FYUGP)

Letter Grades and Grade Points

Mark system is followed for evaluation of each question. For each course in the semester, letter grade and grade points are introduced in 10-point indirect grading system as per guidelines given below.

The Semester Grade Point Average (SGPA) is computed from the grade as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while Cumulative Grade Point Average (CGPA) is based on the grades in all courses taken after joining the Programme of study. Based on the marks obtained, the weighted grade point will be mentioned in the student's grade cards.

Letter Grade	Grade Point	Percentage of Marks (CCA + ESE)	Class
O (Outstanding)	10	95% and above	First Class with Distinction
A+ (Excellent)	9	Above 85% and below 95%	
A (Very good)	8	Above 75% and below 85%	
B+ (Good)	7	Above 65% and below 75%	First Class
B (Above average)	6	Above 55% and below 65%	
C (Average)	5	Above 45% and below 55%	Second Class
P (Pass)	4	Above 35% and below 45% Aggregate (external and internal Put together with a minimum of 30% in external	Third Class
F (Fail)	0	Below an aggregate of 35% or below 30% in external evaluation	Fail
Ab (Absent)	0		Fail

Computation of SGPA and CGPA

The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be determined using the following method:

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses undergone by a student in the semester, i.e.

$$\text{SGPA} (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where S_i = SGPA in the i^{th} semester, C_i = Number of credits, G_i = Grade point scored by the student in the i^{th} semester.

SGPA = Sum of the credit points of all the courses in a semester / Total credits in that semester

Illustration - Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade Point	Credit Point (Credit x Grade)
1	DSC A	4	A	8	4 x 8 = 32
1	DSC B	4	B+	7	4 x 7 = 28
1	DSC C	4	B	6	4 x 6 = 24
1	MDC	3	B	6	3 x 6 = 18
1	AEC 1	3	O	10	3 x 10 = 30
1	AEC 2	3	C	5	3 x 5 = 15
	Total	21			147
SGPA					147/21 = 7

The CGPA is also calculated in the same manner considering all the courses undergone by a student over all the semesters of a programme i. e

$$\text{CGPA} = \sum (C_i \times S_i) / \sum C_i$$

Where S_i is the SGPA in semester and C_i is the total number of credits in the i^{th} semester

CGPA = sum of the credits points of all the courses in six/eight semesters / Total credits in Six (133) / Eight (177) semesters.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

2.3 Post Graduate Programme - Evaluation & Grading

There shall be institutional level examinations (both theory and practicals) at the end of each semester as prescribed in the syllabus of PG programme. Duration of examinations will be three hours.

Pattern of questions and their weightage shall be decided by BoS and Academic council.

In the case of all PG programs a ratio of 25: 75 shall be maintained for Continuous Internal Assessment (CIA) and End Semester Examination (ESE) respectively. However, the Academic Council may review this proportion under certain circumstances. The continuous internal assessment will be carried out by the course teachers based on guidelines provided by the BoS and Academic Council. Each semester will include at least two Internal examinations and one End Semester Examination.

Internal evaluation shall be based on predetermined transparent system invoking periodic Written tests, Assignments, Seminars, Lab skills, Records, Viva voce etc.

There shall be no separate minimum grade point for internal evaluation. A minimum C grade is required for pass in a course.

All grade point average shall be rounded to two digits

There shall not be any chance for improvement for internal grade.

A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch

Following are the models of components and their weightage for continuous evaluation (CE) and End Semester Evaluation (ESE)-

a) Theory - Internal (CE)

Sl. No	Components	Weightage
I	Assignment	1
II	Seminar	2
III	Best two Test Papers	2 (1 each)
Total		5

(For test papers all questions can be set in such a way that their answers can be awarded as A+, A, B, C, D, E grade)

b) Theory external (ESE) answers can be graded as A+, A, B, C, D, E grade

c) For Practical (CE) - Internal

Components	Weightage
Written/Lab Test	2
Lab Involvement and Record	1
Viva	2
Total	5

d) For Practical (ESE) - External

Components	Weightage
Written/Lab Test	7
Lab Involvement and Record	3
Viva	5
Total	15

(The components and the weightage of components of both internal and external practicals can be modified by the concerned BoS without changing the total weightages)

e) For Project (CE) - Internal

Components	Weightage
Relevance of the topic and Analysis	2
Project content and presentation	2
Project Viva	1
Total	5

f) For Project (ESE) - External

Components	Weightage
Relevance of the topic and Analysis	3
Project content and presentation	7
Project Viva	5
Total	15

(The components and the weightage of components of the project (both internal and external) can be modified by the concerned BoS without changing the total weightage)

g) Comprehensive Viva voce - (CE) - Internal

Components	Weightage
Comprehensive Viva voce (all courses from First semester to fourth semester)	5
Total	5

h) Comprehensive Viva voce - (ESE) - External

Components	Weightage
Comprehensive Viva voce (all courses from First semester to fourth semester)	15
Total	15

Grading of Post Graduate programme - (Direct Grading)

A direct grading system based on a 6-point scale is used to evaluate the internal and external examinations taken by the students for various courses of study

Grade	Grade Points	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

Grade point Average (GPA): Internal and external components are separately graded and the combined grade point with weightage 1 for internal and weightage 3 for external shall be applied to calculate the GPA of each course.

Performance grading

Students are graded based on their performance (GPA/SGPA/CGPA) at the examination on a 7-point scale as detailed below:

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very Good
3.00 to 3.49	B	Good (Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal
Up to 1.99	D	Deficient

Computation of SGPA and CGPA

The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be determined using the following method:

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses undergone by a student in the semester, i.e.

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where S_i = SGPA in the i th semester, C_i = Number of credits, G_i = Grade point scored by the student in the i th semester.

$$SGPA = \text{Sum of the credit points of all the courses in a semester} / \text{Total credits in that semester}$$

The CGPA is also calculated in the same manner considering all the courses undergone by a student over all the semesters of a programme i. e

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

Where S_i is the SGPA in semester and C_i is the total number of credits in the i^{th} semester

$$CGPA = \text{sum of the credits points of all the courses in four semesters} / \text{Total credits in four semesters.}$$

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

2.4 Grievance Redressal system

There will be provisions for grievance redressal at three levels:

1. At the level of the course teacher concerned.
2. At the departmental level, a committee consisting of the Head of the Department, a coordinator of internal assessment for each program nominated by the HoD, and the course teacher concerned.
3. At the college level, a committee consisting of the Principal, CE, Head of the concerned Department, and one member of the College council nominated by the Principal every year.

The grievances regarding continuous internal assessment (CCA/CIA) should be filed at the first and second levels within two working days of the publication of the consolidated results of the concerned examination, and the decision should be made within the next two working days. Third-level complaints should be made within five working days after the publication of the consolidated results, and the decision should be made within the next five working days. The End Semester Examination (ESE) conducted for theory/practical papers (courses) should be conducted according to the requirements of the program. Evaluation of project/dissertation and viva voce examination should also be conducted according to the provisions made in the syllabi.

2.5 Examination Cell

St. Xavier's College for Women (Autonomous) Aluva will have an examination cell in compliance with the guidelines of the University Grants Commission for autonomous Colleges. The cell will be headed by the Controller of Examinations, a permanent faculty member appointed by the Manager based on their potential and in accordance with statutory stipulations. The Principal of the College will act as the Chief Controller of Examinations. The Controller of Examinations will form a team with the approval of the Principal, consisting of deputy controllers/assistant controllers nominated based on the workload in the examination cell. Teachers from the College will be nominated to the examination cell for a tenure of 3 years while continuing their teaching responsibilities. The examination cell will also include a team of office assistants, computer programmers, data entry operators, and other support staff. It will be equipped with appropriate infrastructure for generating question papers and other confidential materials.

Exam Cell - Duties and Powers

A. Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling and conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar and end semester examinations are completed before 31st March and results published before 30th April. The responsibilities of the Controller of Examinations shall include: -

1. Responsibility for organizing, scheduling, evaluating, and reporting on all examinations, including arranging payment for question paper setters and examiners, and managing all related matters.
2. Direct oversight of the examination wing, including examination sections, confidential wing, stores, computer section, and records.
3. Making decisions on examination matters not within the authority of college statutory officers.
4. Ensuring the safekeeping of office files, documents, and certificates related to examinations.
5. Convening meetings, issuing notices to Boards of Examiners, and handling official communications.
6. Keeping minutes of the Boards of Examiners and committees.
7. Ensuring confidentiality and secrecy regarding all examinations.
8. Processing remuneration and allowances for question paper setters and examiners.
9. Taking quick decisions as circumstances warrant with or without taking advice from examination cell.
10. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc. are well in order / prepared to conduct the examinations.

B. Deputy Controller of Examinations

The deputy Controller of Examinations is responsible for managing the sections assigned by the Controller of Examinations / Principal. His / Her duties include:

1. Membership in examination committee
2. Supervise the office staff of CE's office and manage the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.
3. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
4. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
5. Preparation and printing of answer booklets for various examinations
6. Make sure that the question papers are ready before the examinations are scheduled.
7. Helping CE in all his activities (finding question paper setters, examiners, actual organization and implementation of examination system)
8. Make sure that the forms relating to examinations are ready on time (applications, hall tickets, challans etc.)
9. Make sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.
10. All other tasks required for the conduct of the evaluation process.

C. Assistant Controller of Examinations

The Assistant Controller of Examinations shall exercise control over sections allotted to him/her by the Controller of Examinations from time to time. He/She shall-

1. Devote his/her time for the speedy disposal of all matters connected with examination.
2. See that all the officers in the examination cell are attending their duties punctually and discharging them properly.
3. Report lapses in the performance of duty, if any, on the part of officers under their control to the Controller of Examinations.

Assistant Controller of Examinations I (Registration & Tabulation)

His/her duties include

1. Preparation of examination notifications.
2. Inviting and processing of applications.
3. Issue of hall tickets.
4. Grant of provisional admission to examinations.
5. Making arrangements for tabulation.
6. Making arrangements for passing board
7. Publication of results.

Assistant Controller of Examinations II (Examinations)

His/her duties include

1. Question paper setting/ Question bank development
2. Preparation of nominal rolls, timely preparation of question paper covers/packets.
3. He/she shall supervise the distribution of answer books and question paper packet for conducting examination.
4. Arrangement of preparation of schemes of valuation.
5. Maintain a stock register to record the particulars of answer books/question papers issued to the invigilators.
6. Appointing the invigilators.
7. Supervising the arrangements made for the conduct of examination.
8. Receipt of answer books after the completion of examinations.

Assistant Controller of Examinations III (Valuation)

The Assistant Controller of Examination in charge of valuation shall exercise overall control of the camp and will be responsible for the proper conduct of valuation and maintenance of appropriate registers, records and accounts relating to the camp.

His/Her duties include:

1. Arrangement of venue for valuation and adequate number of security personnel.
2. Arrangement of accommodation to examiners, if required.

3. Arrangement of board meetings of examiners, safe custody of minutes of such meetings.
4. Receiving answer books from the concerned section for valuation ensuring its safe custody until the camp is over and returning them to the section after the results are finalized.
5. He/She shall supervise the distribution of answer books by the officials under his/her command and maintain an issue register to record the particulars of answer scripts issued to the examiners.
6. Entrusting the cover containing original marks received from the Chairman to the Controller of Examinations after it is properly packed and sealed.
7. Supervising the packing of answer books after valuation in sealed covers, with superscripts: name and date of examination, date of camp, subject and paper, number of answer scripts in each cover.
8. Arrangements for revaluation.

Assistant Controller of Examinations IV (IT)

The Assistant Controller of Examination in charge of IT shall be responsible for the management of software in connection with the examinations:

This includes

1. Registration of student for the examination (along with ACE in charge of Registration & tabulation)
2. Hall ticket generation.
3. Question paper generation.
4. Class room allocation.
5. Assignment of invigilators.
6. Mark list / Certificate generation.
7. Preparation of tabulation Register

2.6 Disciplinary Regulations in Exam Cell

Maintenance of confidentiality

All the employees shall maintain strict secrecy about the working of the office. They are precluded from divulging any information to outsiders or to other members of the establishment, confidential or non-confidential which they come to possess in their official capacity. They shall always bear in mind that whatever information they get to know in the office is confidential and is not to be disclosed to others. Employees shall communicate only with the persons with whom they have to communicate in their official discharge of duties observing strictly the approved channels of communication.

Movement of office Files

Office files or other documents shall not be taken out of the exam cell without the proper consent of the Controller of Examinations.

Use of Telephone

Use of mobile phones in confidential section(s) is not permitted. Storage devices like pen-drive, compact disks, hard disks etc. are not permitted in examination sections, other than for strictly official purposes. Under no circumstance, should such devices be brought into the sections or taken out of the sections, without prior written orders from the higher authorities. Internet connection also is not permitted in examination sections except for the Controller of Examinations.

Visiting time

Visiting time in the office of the Controller of Examinations is restricted. Visitors are allowed only at the prescribed time subject to conditions. Visitors will be allowed to meet the office assistant in the first instance. The enquiry should be referred to the higher officials only if it is necessary. All other inquiries should be disposed of by office assistants.

3. Preparation for the Examinations

3.1 Constitution of Various Boards

The following boards shall be established by the Controller of Examination (CE) with the principal's approval to ensure the smooth conduct of examinations.

1. Board of Question Paper Setters
2. Scrutiny Board
3. Board of Examiners
4. Viva Voce Board, if necessary
5. Pass Board

3.2 Board of Question Paper /Question bank Setters

The CE shall, with the approval of the principal, constitute the Board of question paper/question bank setters for each semester. The Board will consist of the necessary number of question paper setters and a Chairman, appointed for each subject or group of subjects for which examinations are likely to be held. However, no person should usually be appointed to more than one Board. Separate Boards of question paper setters will be established for PG and UG programs. The Board of Question Paper Setters is responsible for preparing question papers for the subjects/courses in the semester. They must ensure that the questions meet the required standard and are within the prescribed syllabus. A question bank for each course will be created by the Board of question paper setters, comprising of both internal and external experts. The following guidelines shall be followed in the constitution of the Board of Question Paper setters-

1. There shall be a separate panel of question paper/ question bank setters for each subject of various programme.

2. The panels of question paper/ question bank setters are to be prepared by the Chairman, Board of Studies (BOS) of the concerned subject in consultation with two senior members of the department and shall be forwarded to the CE.
3. The panel prepared by the Chairman, BoS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS or the department. He/she shall hand over the panel to the CE personally in a sealed envelope in the personal name and address of the controller and marked "confidential" or shall be sent by registered post.
4. There shall be a minimum of five members in the panel of question setters for each course (paper) and the tenure of the panel shall be for two years.
5. Every two/three years, the existing panel available with the CE shall be forwarded to the Chairman of the BoS for revision.
6. The CE shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CE from the panel is addressed and his/her consent is obtained. When an adequate number of persons is available for a subject, a formal order of appointment is issued to them with the approval of the principal.
7. The appointment of Question Paper Setters shall be made by the CE in the first month of each semester with the approval of the principal.
8. Question Paper / question bank Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.
9. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
10. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.

Qualifications of Question Paper/ question bank Setters

1. Persons with a minimum of three years of teaching experience in the relevant subject at any University, Research Institute, or College affiliated with Universities can be appointed to set

- question papers.
2. If question paper setters are not available as mentioned in the above clause, for special subjects such as Fine Arts, Media & Communication, Technology, Engineering etc., persons with seven years of practical experience in relevant areas, could be considered. For courses related to Law, seven years of practice as an advocate shall be considered.
 3. St Xavier's College (Autonomous), Aluva can appoint internal question setters to generate a question bank for each course. The CE will generate question papers for the examinations from the question bank using appropriate software.
 4. The principal shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

1. All Question Paper Setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the Chairman, Board of Question Paper Setters preferably by password-protected email. Handwritten questions shall be submitted in exceptional cases where the questions must be legibly written in the Paper Setters' own handwriting and shall contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see those words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
3. In the case of Sanskrit papers, only the Devanagiri script shall be used.
4. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. A proforma shall be forwarded from the CE's office. 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 question concerned 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. Marks for sub-divisions of questions shall also be indicated.
5. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for transmission to press.
 6. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1, 2 etc. refers to the numbers of pages and 3 the total number of pages.
 7. 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.
 8. No question shall be set calling for a declaration of religious or political belief on the part of the candidate.
 9. Questions must be set with relation to the prescribed course of study and the reference books recommended by the Academic Council of the College and must conform to the standards and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of textbooks or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the Chairman, Board of Question Paper Setters. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the Chairman, Board of Question Paper Setters/CE.
 10. Please ensure that every question is clear and specific in language and that it clearly states the form and nature of the expected answer. Questions should not be vague or difficult to understand and should be evenly distributed across the entire course of study and the prescribed books.
 11. The question papers should be designed in such a way that a well-prepared candidate can fully answer the questions within the allocated time and achieve full marks.
 12. The special attention of Question Paper Setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer so as to permit choice of questions.

13. 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. These details may also be furnished to the CE separately.
14. The question papers of the previous year (in the case of examinations conducted during the previous year) shall be supplied to the question Paper Setters. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
15. Questions shall not be a mere reproduction from standard textbooks or other question papers set for earlier examinations in this institution or other Universities.
16. No Paper Setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts the appointment.
17. Question Paper Setters after finishing the work of setting question papers shall send to the CE the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the examination.

Appointment of Question Paper Setters and their Duties

Appointment of Question Paper Setters is considered as the most important responsibility of the College, so also its confidentiality.

1. The Controller of Examinations shall issue a communication to the Chairman, Board of Question Paper/ Question bank Setters regarding the constitution of the Board of Question Paper Setters which shall contain the names, residential addresses, mobile numbers and e-mail IDs of the members of the Board. Similarly, the members shall also be informed of the name and address of the Chairman of the Board. Members are also given a list of courses on which questions are to be set, with the request to inform the Chairman of the preference of their courses for setting questions.
2. Chairman will distribute the work among the setters based on their preferences. No member will normally be assigned more than three question papers at a time.

3. It is the responsibility of the Chairman of the Board of question paper setters to assign duties to the members of the respective Boards and provide necessary instructions for efficient work. The Chairman is also responsible for providing information, assistance, and advice to Question Paper Setters to help determine the specific content of question papers needed for each subject.
4. Members of the Board of question paper setters are responsible for setting the question papers for the subjects assigned to them by the Chairman.
5. The Chairman will prepare a statement detailing the allotment of paper-setting work among the setters and forward it to the CE.
6. A meeting of the Board of Question Paper Setters may be held to address any doubts or concerns. Travel and accommodation allowances will be provided to the external members of the Boards of Question Paper Setters for attending meetings related to approving question papers, in accordance with the TA/DA rules of St. Xavier's College for Women (Autonomous), Aluva. These allowances will not be provided for more than one meeting.
7. Upon receiving the distribution statement from the Chairman, communications should be sent to the setters asking them to begin work on setting the question papers. The paper setters should prepare 2/3 sets of question papers for each course - one for the upcoming examination and one for the following session if applicable. The following materials should be sent along with the request.
 - a. Copy of the guidelines for question paper setters.
 - b. Syllabus of the concerned course /courses
 - c. Model question papers
 - d. Textbooks prescribed, if language papers are to be set
 - e. Facing sheet and additional sheets for writing questions
 - f. Bill forms for remuneration and TA/DA as applicable
 - g. Covers required for sending question papers
 - h. Any other items to suit particular requirements, if necessary.
8. The Question paper setters shall send the question papers to the Chairman before the last date intimated. The questions shall be sent to the CE only if specific direction is issued to do so under special circumstances.
9. The Chairman of the Boards shall forward all the question papers allotted to the Board in one lot to the CE. He/she shall be responsible for the safe transmission of the question papers to the CE.

10. The CE shall, if required, request Question Paper Setters or Chairman to correct proofs of papers set by the Boards, in which case, they shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.
11. The proceedings of the Boards of Question Paper Setters shall be treated as strictly confidential.
12. Copies of the communications from the examination cell, registers and files for monitoring the schedule of meetings of the various Boards of question paper setters, minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.

3.3 Scrutiny Board

The CE shall establish a Scrutiny Board, comprising the Chairman and a senior member of the Board of Question Setters for each subject, to review the questions in the question banks and question papers created by the question setters. The questions in the question bank and question papers submitted by the setters will be reviewed by the Scrutiny Board confidentially at the Controller's office. The main goals of the review are to ensure that the questions are:

- In conformity with the prescribed syllabus and scheme of examinations
- Have maintained the required standard
- Free of typographical and grammatical errors and
- Marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.

The scrutiny Board shall make any necessary changes to the question papers to meet the objectives mentioned above. After the review, the Chairman will personally hand over all the sealed question papers to the Chief Examiner in an envelope provided by the College for this purpose. Any bills for remuneration and travel allowances received from the question paper/question bank setters will be forwarded to the financial officer.

Preparation of Question Bank and Question Paper Generation

A question bank for each course shall be prepared by the Internal Board of question paper setters, which may be continuously updated with the help of concerned faculty members. Every department has to entrust the duty of preparing a question bank for a particular Course to a team of faculty members under the leadership of a faculty in charge for the same purpose. Questions should be prepared according to the guidelines given in the OBE system. Questions in the question bank shall be scrutinized by the internal/external question paper setters (included in the panel) of each course. Question banks should be thoroughly vetted by concerned faculty members to make it perfect technically and grammatically. The CE shall generate a question paper of the prescribed format for each course from the corresponding Question Bank using appropriate computer software.

3.4 Board of Examiners

Constitution of Board of Examiners

The categories of examiners and their duties shall be decided by the Academic Council from time to time. The panel of examiners, both internal and external as per requirement for each course shall be prepared by the HoD in consultation with two senior most members of the Department and shall be forwarded to the CE in the prescribed format. It shall consist of names of not less than 20% in excess of the probable numbers required for each subject for three years. The CE is competent to constitute Committees of the Board consisting of the Chairman and Chief Examiners in the same or different subjects, which form part of the Examination to consolidate the marks obtained by candidates in different parts of the Examination.

Term of Appointment of Examiners

Examiners shall be appointed for odd or even semesters and shall be eligible for reappointment. This may be waived in special cases by the Academic Council, provided that the number of new examiners appointed in any semester who have not previously been examiners shall not exceed one-half of the total number appointed to a Board.

General Conditions for Appointment of Examiners

Ordinarily, a person with a minimum teaching experience of five years in a college or University Department is eligible for a first appointment as an examiner. However, this may be waived by the Academic Council in special cases. Seven years of practice as an advocate will be considered as equivalent to five years of teaching experience for appointment as examiner under the Faculty of Law. Persons having seven years of practical experience in industries shall be considered for appointment as examiner in areas such as Fine Arts, Media & Communication, Technology, Engineering etc. For selecting new examiners, the first preference shall be given to those who have had five years or more of teaching experience and who have not been appointed so far. No person above the age of 70 shall be appointed or allowed to continue as an Examiner. However, this can be waived by the Academic Council in special cases.

Duties of the Board of Examiners

1. The appointment of examiners for each semester shall be made and confirmed before 30 days of the commencement of the examination for both theory and practical.
2. The HoD as per clause 3.4.1 above shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CE shall report the names of such persons to the Principal who may disqualify such persons from being examiner/ paper setter in future.
3. The appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which they are appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
4. The CE shall establish a Board of Examiners for each subject for both odd and even semesters. All examiners appointed to evaluate the answer books for the examinations under the Board will be members of the Board. Each Board established should have a Chairman appointed by the CE. All examiners are required to attend any meetings convened by the College. If a member fails to attend the meetings without valid reasons, the CE may remove them from the panel of examiners.

5. It is the responsibility of the Chairman of the Board of Examiners to assign duties to the members of the respective Boards and provide necessary instructions for the efficient conduct of work related to that Board.
6. The Chairman of the Board of Examiners, when necessary, can review the scripts assessed by the examiners and suggest methods to achieve objectivity in evaluation. The Chairman will also review the work carried out by the examiners and submit all necessary documents to the CE, such as evaluated answer sheets, mark books, and members' remuneration bills, as required, before the specified dates set by the College. If the number of Chief examiners is less than three, the most senior Chief examiner shall serve as the Chairman. One Chief examiner is assigned for a group of 1-5 examiners.

Appointment of Examiners

1. Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the Academic Council. The appointment of examiners shall be made by the CE from the panel of examiners prepared by the BOS and approved by the principal.
2. Each Board, together for theory and practical examinations, will have a Chairman from among the Board of Examiners. The appointment of Chairman need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners.
3. Separate Boards may be constituted for Undergraduate and Postgraduate examinations. The Board of Examiners for Postgraduate examinations shall be teachers who are experienced in teaching the subject at postgraduate level.
4. The appointment of the Chairman and members of the Board of Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly, all communications from the examiners shall be addressed to the Controller of Examinations in his/her personal name in covers marked "Examination Confidential". The appointment as Chairman shall first be communicated to obtain his/her consent to act as Chairman of the Board so that the name of the Chairman can be communicated to all examiners.
5. The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers and conduct of practical examinations. A Copy of the "Instruction

to the Examiners" shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form.

6. The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forthwith be asked to furnish their explanation in writing for doing so and the matter may be reported to the Governing Council for appropriate action.

Allotment of Work.

The Chairman of the Board of Examiners will be given the approximate number of candidates who will be taking the examination, so that the valuation work can be distributed according to the norms set by the Academic Council. The statement showing the distribution of work as provided by the Chairman will be forwarded to the CE's office for necessary action. All examiners will receive communications regarding the details of the answer scripts assigned to them for valuation. The covering letter sent to Additional Examiners will include the name of the Chief Examiner. For examinations where centralized valuation camps are held, a list of examiners and the distribution of work will be prepared and handed over to the section responsible for conducting centralized valuation. Additionally, arrangements will be made to appoint substitutes for examiners who do not appear for examination duty without notice. Following the publication of examination results, a copy of the list of examiners will be sent to the section responsible for the payment of remuneration to examiners.

Memorandum of Instructions to Examiners

1. All routine correspondence relating to examinations shall be addressed to the CE, St. Xavier's College for women (Autonomous), Aluva by designation and not by name. In all correspondence, by letter or by e-mail, full details of the examiner ship shall be given below the examiner's name to enable easy identification of the examiner and also for prompt action to be taken. Urgent matters, if any, may be communicated over the mobile or telephone as shown in the communication.

2. a) Examiners are appointed by the Autonomous College for valuing answer books and/or for conducting Viva-voce and/or practical examinations at the College held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
b) Examiners who having accepted the appointment and declined the work later without assigning reasons acceptable to the Autonomous College and thus cause inconvenience to the College and dislocation of the time schedule, are liable to be removed from the panel for a period of two years.
3. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
4. a) The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examiner ship in the autonomous college.
b) In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CE giving the name and register number of the candidate.
c) All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued.
5. a) Every examiner engaged in the valuation of answer books shall furnish in the prescribed form sent to him/her together with the answer books, the correct number of answer books received for valuation and return it to the CE after all the answer books allotted to him for valuations have been received by the examiner. One copy of this shall also be sent to the Chairman.
b) He/She is responsible for the answer books sent to him/her. He/she should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the CE immediately.
6. a) All examiners in a subject should do their best to secure uniformity of marking/grading. Answers to questions and subdivisions of questions should be separately marked against

- them and the marks/grades awarded to each question shall be shown on the cover page of the answer book only. If the answer books have been revalued by the Chief Examiner, the revalued marks/grades whether there is any difference from the original marks or not shall be shown in red ink and be signed in full.
- b) Answers must be checked a second time to verify that no answer to a question or a subdivision has been left out in the evaluation.
 - c) If there are grave defects in the valuation, totaling of marks/grades or entering of the marks, or inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may have been taken against him/her, the examiners who default by entering the wrong grades/marks, by giving wrong totals and by not valuing answers to questions shall be removed from the panel for a period to be decided by the Autonomous College.
 - d) All valued answer books shall be sent by the examiners to the Chief Examiner/ Chairman concerned in such a manner as directed. The answer books should be kept in the safe custody of the office of the CE for a period of one year after the publication of the results.
 - e) After the publication of the result, photocopies of the answer books shall be supplied to the candidate on request with stipulated fee fixed by the Autonomous College from time to time.
7. The scheme of valuation along with answers shall be provided by the Chairman for facilitating the evaluation process. The Chairman shall instruct the Chief examiners to prepare the scheme of evaluation.
8. a) Practical Examinations will be held at the College fixed from time to time. The work at practical examinations will be prescribed by the Chairman of the Board of Examiners. Science subjects shall have the same Board for the evaluation of theory and practical Examinations.
- b) The answer books and also the mark/grade books of the practical examinations shall be sent to the Chairman of the Board for scrutiny immediately after all the practical examinations are over.
 - c) In the case of answer books of practical, there will be no revaluation but there shall be provision for scrutiny.

9. a) Marks/grades should be carefully entered in the mark/grade books supplied by the College in the serial order of the register numbers of the candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark books. In no case, should a candidate be given more marks/grade than the maximum.
- b) Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark/grade books as far *as* possible. If correction becomes necessary, it must be attested with full signature.
- c) Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks. In the case of grades, grade point shall be clearly written in the space provided for the same in the grade sheet.
- d) Every examiner should prepare two copies of the mark/grade books and send one copy marked 'original' to the Chief Examiner/Chairman and the other copy marked duplicate to the CE personally or by registered post in the covers specially supplied for the purpose. Every examiner should sign on the mark/grade books he/she has prepared not only on the cover page but also on each page of the mark book where entries are made. The word 'Original' or 'Duplicate', as the case may be, should be noted on the mark book. This rule applies to all examiners including Chiefs and Chairmen. Violation of this rule will result in the remuneration being withheld fully or partially.
- e) Every examiner shall furnish as fully as possible the information required on the facing sheet of each mark book. The name of the examination and the name of the subject should be noted in such a way as to avoid all ambiguity. Chairmen are requested to see that all the columns on the face sheet of each mark book are filled in before it is dispatched to the CE. The names of the examiners and Chairman should be written below the signature.
10. All completed mark books must be submitted to the Chairman or Chief Examiner by the specified date without fail. The dates for submission of mark books by examiners to their Chairmen or Chief Examiners will be determined by the Chairmen of the Boards in consultation with the Chief Examiner, taking into account the submission dates to the Chief Examiner. Examiners who dispatch their mark/grade books late will face a penalty, including a deduction from their remuneration, as determined by the Chief Examiner in consultation with the Principal.

11. It shall be the duty of the Chairman to scrutinize and pass the marks/grades awarded by the examiners to each candidate in each paper or portion of a paper valued by them and to forward the mark/grade books to the CE on or before the date fixed, together with a statement containing any remarks or suggestions, which he/she may consider deserving of attention.
12. a) A Board of Examiners may award moderation of marks/grade only for the following reasons:
 - (1) unusual difficulties in the question paper and/or (2) deviation of the question paper setter from the prescribed syllabus or standard.
 - b) The arbitrary award of additional or grace marks/moderation is strictly forbidden. Such marks must not be given for the purpose of benefiting a particular candidate or class of candidates or merely with a view to raising the percentage of passes in any subject/s.
13. a) External examiners will be provided with Travelling Allowance as per rules for attending examinations and meetings of Boards of Examiners. (b) Travelling and halting allowance will be paid only after the submission and approval of T.A. bills. No advance payment will be made. Examiners must submit their T.A. bills in a timely manner to allow the College to settle the claim quickly.
14. The chairman of the Boards of Examiners will collect remuneration and T.A. bills of the external examiners as soon as the examinations are over and forward them to the CE within a week after the completion of the duties. Bills received late are liable to be rejected.
15. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigations and communicate with the CE immediately through the Chairman forwarding all material evidence available. The nature and possibly the punishments inflicted will depend largely upon the evidence furnished.
16. Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the CE.

Instructions to Chairman and Chief Examiners

1. Subject to such directions as may be issued from time to time, by the Controller of Examinations, the Chairman and the Members of the Board of Examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer-books of candidates. For this, it shall be the duty of the Board of Examiners, subject to the rules contained in these instructions, to make

such arrangements as may appear necessary for the efficient conduct of the examination and evaluation for which like - to devise methods to ensure the uniformity of standard in the valuation of answer-books, to provide for the issue of instructions to Additional Examiners and for the supervision and control of their work, to distribute marks between different parts or subjects treated in a paper, to fix dates for the submission of marks-books by examiners to the Chairman and by Additional Examiners to the Chief Examiner as per schedule fixed by the College. It shall be permissible for a Board of Examiners to delegate to the Chairman or a Committee or an individual member of the Board, any part of the work of the Board which may be more conveniently and efficiently performed by such agency than by the Board as a whole.

2. It shall be the duty of the Chairman of Boards of Examiners to arrange for the division among the examiners of the work of valuing answer books of candidates and also of conducting the oral and practical examinations. The detailed statements including the names of all additional examiners for each paper should be submitted by the Chairmen as soon as the distribution has been made. Such distribution of work among the Chief Examiners and Additional Examiners shall be made with a view to allot, as far as possible, equal number of papers and remuneration among them so as to avoid the payment of unnecessary travelling allowance.
3. The statement of probable number of candidates for each examination will be furnished to the Chairman as soon as possible after the receipt of their acceptance of appointment. A statement in the form supplied showing the allocation of work among examiners shall be forwarded to the CE to his/her personal address immediately on receipt of the probable number of candidates for examinations from the College.
4. The dates for receipt of marks lists or tabulated results sheets from the Chairman of Boards will be fixed by the College and intimated to them. The Chairmen, in their turn, will fix suitable dates for the receipt of marks lists from Chief/Additional examiners with due regard to the dates fixed by the College and inform them duly in advance. Chief Examiners and Additional Examiners shall adhere to the schedule of dates fixed by the Chairmen and co-operate with the College in publishing the results of the examinations on time on the dates fixed by the College. For examinations where Chief Examiners are not separately appointed, the Chairman of the concerned examination shall attend to all the items of work detailed above as to be done by the Chief Examiner.

5. a) Normally meetings of all examiners will not be held to discuss question papers and to issue instructions regarding the valuation of answer books. Additional examiners should get written instructions from the Chairman or Chief Examiners regarding the valuation of answer books. Chief Examiners shall give definite instructions to the additional examiners regarding the type of answers that might be expected from a well-prepared student. It may be noted that even in Arts subjects, unless detailed schemes of valuation are given in writing, it will be difficult, if not impossible, to arrange for valuation to be done on a rational basis. However, additional examiners are required as a condition of their appointment to attend the meetings, if any, convened for issuing instructions to them. Failure by an additional examiner to attend such meetings may result in his/her substitution by another additional examiner.
 - b) The Chairman of the Board of Examiners shall maintain minutes of the meeting held by the Boards, recording the names of the members present and the resolutions passed and forward the same to the CE when the duties of the Board have been completed.
 - c) Travelling allowance at the rates prescribed in the College travelling allowance rules shall be allowed external examiners to attend meetings of the Board of Examiners.
6. Each Chief Examiner shall be responsible for the maintenance of quality/standards regarding evaluation of answer scripts in his/her subject. He/she shall issue specific written instructions to additional examiners with respect to the valuation of answer papers immediately after the meeting of the Board of Examiners/Chief Examiners convened to prepare the scheme of valuation of answer papers.
7. The Chief Examiner shall direct each additional examiner to value forthwith ten numbers of answer books and on completion of such preliminary valuation, the valued answer books shall be forwarded to the Chief Examiner for scrutiny. The Chief Examiner shall then give such further instructions to them for standardizing the evaluation.
8. It is the further duty of each Chief Examiner to select and revalue not fewer than 20% of answer books valued by each of his/her additional examiners selected at random and to satisfy himself that proper standard of valuation has been maintained throughout, before submitting the result of the whole valuation to the Chairman of the Board. In case of continued unsatisfactory valuation by an additional examiner, the Chief Examiner shall bring the facts immediately to the notice of the Chairman of the Board. The Chairman after getting prior approval from the CE shall recall

the answer books and arrange for their revaluation by the same or by a different examiner. The matter shall be reported to the Principal for further action.

9. In the revaluation of the Chief Examiner, if 50% of revalued papers show a variation of 10% of marks, the entire bundle of answer scripts shall be revalued.
10. The Chief Examiners for all examinations must collect all the mark/grade books of their additional examiners and send them to the Chairman. In the case of subjects for which there is no Chief Examiner, the Chairman of the Boards concerned will collect the mark/grade books.
11. Each mark book should bear the name and counter signature of the Chief Examiner and of the Chairman concerned.
12. The tabulation work shall be done in the office of the CE. The chairman of the Board of Examiners shall collect the grade/mark-books from the Chief examiners and forward them in lots to the CE to his/her personal address. In the case of subjects for which there are no Chief Examiners, the Chairman shall collect the mark-books from the examiners and forward them to the Controller of Examinations to his/her personal address.
13. It shall be the duty of the Chief Examiner to scrutinize all valued answer books under his/her charge, and in particular, should personally verify in the case of each answer book valued whether-
 - a. All questions and sub-divisions of questions have been marked/graded without omission by the additional examiner.
 - b. The totaling of the marks/grades is correct and no arithmetical error has crept in;
 - c. The total marks/grades carried over to the mark/grade book with reference to each register number on the answer book are correct.
 - d. The additional examiner has written his/her name and put his/her full signature on the cover of the mark book and on each sheet of the mark book on which there are entries.
14. The Chief Examiner is authorized to make whatever correction is found necessary in any answer book or mark book in respect of items (a) to (d) of clause (13) above. If the additional examiner has failed to put his/her signature on the sheets of the mark book on which there are entries, the Chief Examiner, after scrutiny of the entries, shall affix his/her own signature each on these sheets. The Chief Examiner should forward to the Chairman of the Board along with the mark/grade books collected from his/her additional, a certificate of scrutiny in the prescribed form and the Chairman, in turn, shall transmit the certificates of all the Chief Examiners under his/her Board when he/she forwards the original mark/grade lists to the CE's office.

3.5 Viva Voce Board

It shall be competent for the BoS and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The CE shall refer to the minutes of the meetings of the Academic Council and BoS for this purpose. The Viva-voce Board shall have a Chairman and two senior most Chief examiners of the subject.

3.6 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.

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 one senior most examiner of the subject. The meeting of the Pass Board shall be held to finalise the results of the PG and UG examinations.
2. The Chairman shall be given a consolidated statement of marks/ grades 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. It shall be competent for the Board to call for any answer book which they consider as demanding 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 great disparity in the marks for the different papers of a candidate.
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 results of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council.
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 minute's book available with the office of the CE. The minutes of the meetings of the Pass Boards shall contain the following details:
 - a) Time, day, date, venue and place of the meeting
 - b) Names and signatures of the members present
 - c) A brief statement regarding consideration and approval of the results
 - d) The percentage or marks of moderation, if any, recommended by the Board

- e) 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
- f) Any other remarks relevant to the conduct and results of the examination
- g) The concluding time of the meeting
- h) Signature of the Chairman

The minutes' book shall be kept under the safe custody of the CE.

5. The CE shall submit the results to the Governing Council for approval or shall issue orders to publish the results subject to approval by the Governing Council.
6. The latter course of action is resorted to when it is found that waiting for a routine meeting of the Governing Council may cause undue delay in the publication of the results.
7. The results shall be announced only after circulating a note to the Governing Council with the details of the results and requesting approval of the Governing Council for publishing the results.

4. Conduct of Examinations - Part 1

The Controller of Examinations shall create the examination schedule for each academic year or semester well in advance and will publish it on the college website. The details will also be communicated to the Heads/Directors of all Departments. All examinations for the year or semester shall be held according to the examination schedule, and no separate notifications will be issued.

4.1 Issue of Time table of the Examinations

The CE shall issue the timetable of various examinations in every semester, one month before the commencement of the End Semester Examinations.

4.2 Registration to the Examination

4.2.1. All students admitted to a programme (UG & PG) with remittance of the prescribed examination fee are eligible for the forthcoming semester examinations.

4.2.2. Online application for registration to the various End Semester Examinations shall be forwarded to the CE along with a prescribed fee for each course in the prescribed format.

4.2.3 The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualifications prescribed in the regulations for each course shall be issued the hall tickets. The electronically generated hall tickets shall be uploaded to the College website and candidates shall download their hall tickets from the website.

4.2.4. The mode of fee remittance shall be through the prescribed bank.

4.3 Scrutiny of Application

Verification of Application

The applications shall be verified for the following-

- a. **Correctness of the Application** The columns and spaces must be correctly and legibly filled up. No space shall be kept unfilled.
- b. **Remittance of Prescribed Fee.** Applications not accompanied by the documents to prove the remittance of the fee shall not be entertained.
- c. **Certificates of Qualifying Examinations.** No candidate shall be given admittance in the examination unless he/she possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and the candidate. In the case of candidates who apply for registration for the first year/semester of an autonomous college 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 by the University for admission to the course of study undergone by the students.
 - The qualifying examinations passed by the candidates from Universities other than 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 the qualifying examination is to be obtained by each candidate in respect of the qualifying examination passed by the candidate
 - The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.
 - In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.

The list of eligible candidates shall be prepared subject-wise and in alphabetical order. In case of failure to submit relevant certificates in time, such candidates shall be provisionally admitted by issuing a provisional hall ticket and the candidate concerned shall be directed to rectify the defects in stipulated time. Otherwise his/her examination will be canceled.

Preparation of Nominal Roll

A nominal roll showing the name of examination, month and year of examination, name and register number allotted shall be prepared for each examination. The names and register numbers shall be given under separate categories such as regular/supplementary /old scheme etc. on the last page of the roll, details such as total number of candidates registered, number of regular students, number of supplementary / improvement candidates may be given for easy reference whenever required.

Preparation of Hall Tickets

The hall ticket of the eligible candidates shall be generated in the CE's office with name, register number and recent photograph of the candidate. The hall ticket shall contain dates and time of the examinations and the details of the courses with codes and titles for the concerned semesters. The hall tickets uploaded in the website of the College shall be downloaded by the candidate.

4.4 Preparation of Answer Books

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

4.5 Question Paper Bundles

The question papers shall be securely packed in sealed covers, including details such as the name of the examination, the month and year of the examination, the subject/course code, the date and time of the examination, and the number of copies of question papers enclosed. A statement, following the prescribed format, should be meticulously prepared, outlining the aforementioned details and indicating the number of question papers required and the corresponding number of question paper packets prepared. A comprehensive comparison between the statement and the entries on the question paper covers should be conducted to ensure accuracy.

1. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be dispatched as personal delivery to the Chief Superintendent of examinations.
2. The Chief Superintendent should verify that the seal and cover of the parcel are intact and descriptions on the cover of each sealed cover agree with those in the memorandum of content received.
3. Safe custody of the question paper packets and also the answer books supplied by the CE's office for the concerned semester examination will be the responsibility of the Chief Superintendent.
4. Question papers should invariably be kept under the personal custody of the Chief Superintendent on steel shelves which have duplicate keys and in which nothing else is kept.

4.6 Despatch of Time Table, Nominal Roll and Instruction to Candidates

Time table, nominal roll and instruction to candidates shall be sent to the Chief Superintendent of examinations at least two days before the commencement of the concerned examination.

4.7 Preparation of Tabulation Register

The tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with the examination committee of the College. The

tabulation register is a permanent record. It shall contain the seal of the College, details of the examination taken by the candidate and the marks awarded to the candidate.

4.8 Cancellation of Hall Tickets

The Principal can 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. Conduct of Examinations - Part II

5.1 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 d) Computer-assisted testing (in general) or according to the method of evaluation approved by BoS and Academic council.
- ii. Candidates must answer question papers, except in the case of languages other than English, in English unless otherwise stated therein.

5.2 Prohibition of Religious Belief or Profession or Political Views

No question shall be put at any examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

5.3 Appointment of Chief Superintendent, Additional Chief Superintendent etc.

The Principal shall be the Chief Superintendent of all examinations conducted in the College. However, the Principal can hand over the charge to the senior most teacher in special situations. An Additional Chief Superintendent and such other staff as required for the conduct of the examinations at the College shall be appointed by the Principal.

5.4 Instructions to Additional Chief Superintendent at the Examination Venue

The Additional Chief Superintendent is responsible for the efficient conduct of examinations at the venue. The Additional Chief Superintendent shall be a Senior Teacher appointed by the Principal. The following guidelines may be followed for the smooth conduct of the examinations.

1. The Additional Chief Superintendent shall ensure that (a) the list of candidates appearing for the examination (b) the required number of answer books and the stationery required for packing answer books are received at the venue at least 5 days prior to the commencement of examinations.
2. He/ She should ensure that the question papers are received at least a day before the examination from the office of the CE.
3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
4. The following arrangements are made for the conduct of the examination-
 - a. Seating arrangement for the candidates (register number to be written on the desk at the right upper corner)
 - b. The examination room/hall is clean, properly lighted and that no writing is there on the desks/walls or board.
 - c. Room/hall-wise seating plans for candidates are displayed at a prominent place in the portico of the College.
 - d. Selection of the appropriate number of invigilators from among the faculty members, well in advance as per norms, in this regard.
5. See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.
6. See that arrangements are made for ringing the bell as detailed below. For a 3 hour examination starting at 09.30 a.m., the bell timings shall be as follows 09.15 am - Long bell - Candidates enter the examination hall 09.25 am-2strokes - Distribution of answer books, 09.30 am-3 strokes - Distribution of question papers, 09.40 am - 1 stroke - Entry to exam hall over, 10.30 am - 1 stroke - 1 hour of examination is over 11.30 am - 1 stroke - 2 hours of examination are over 12.20 pm - 2 strokes - Warning bell for the candidates 12.30 pm -3 strokes - Examination is over. Similar pattern of bell ringing shall be followed for examination- commencing at 1:30 p.m. and exams as per FYUGP system. The above schedule of timings shall be appropriately modified for examinations commencing at other timings.
7. In the unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the CE telephonically. However, late commencement of examinations beyond 30 minutes is not permitted, under any circumstances.

8. 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. He/ She should ensure that the seal of the question paper cover is intact. They should sign in the space provided on the cover to ensure the same.
9. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of the examination and that they proceed to the examination room.
10. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such materials to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
11. Allow only hall tickets, pens, pencils and erasers in the examination room. Handbags should not be permitted inside the examination rooms.
12. Keep utmost vigil throughout the examination process. The Additional Chief Superintendent may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.
13. A candidate shall not be allowed to write the examinations if he/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 the required fees, shall forward it to the College for issuing 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.
14. All used answer books shall be packed within 30 minutes after the examination is over. The name of the subject and roll numbers of candidates should be written on all packets using a sketch pen.
15. All packets should be sealed using the metal seal of the institution.

16. Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose,
17. The Chief Superintendent shall go through the 'Instructions for the invigilators' and give necessary directions as and when required.
18. In case of using answer papers of different series; the Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. He/she should take this decision one hour prior to the commencement of the examination.
19. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the main answer books and additional sheets.
20. Additional sheets shall not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.
21. Blank main and additional books shall be kept in the safe custody of the Chief Superintendent.
22. The invigilators shall be provided with proforma of paper accounts along with the blank main and additional 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.
23. The blank main or additional book shall not be used for any other purpose.
24. Consolidated Absentee Statement - The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations without fail to the Controller of Examinations.
25. Report Regarding Invigilation Works - After the completion of the examination, the Chief Superintendent must give a schedule of work done by each invigilator stating the date and session and hall number he/she has invigilated.

5.5 Instructions to the Invigilators

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators are given below.

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

3. Collect the correct number of question booklets and answer books from the Chief Superintendent and ascertain that the question papers pertain to the examination scheduled for that day.
4. Candidates need to be admitted only if they have a valid hall ticket. If not, direct them to the Additional Chief Superintendent for necessary guidelines.
5. Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, calculators or digital diaries or any other electronic equipment instruct him/her to keep them outside the examination hall.
6. Verify the identity of the candidate through the photograph on the hall ticket and mark the attendance of the candidates.
7. Distribute the answer book 5 minutes before the commencement of the examination (2 strokes) and direct them 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 / bar code affixed by the candidate are correct.
8. Distribute the question paper at the three strokes of the bell and ask the candidates to start writing.
9. Ten minutes before the closing of the examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell (3 strokes) ask the candidates to stop writing and put their pens down.
10. Collect the answer books and arrange them in the order of register numbers and hand over the same with the attendance list and unused answer books to the Chief Superintendent. Invigilators shall leave the examination premises after reporting to the Additional Chief Superintendent.
11. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
12. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Assistant Superintendent and the candidate(s) may collect them back after the examination, if they so desire.

13. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination on subsequent days and the matter may be reported to the Controller of Examinations.
14. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.

Important Notes

1. No Candidates need to be admitted if they do not have valid hall tickets.
2. Candidates shall be admitted to the examination room 10 minutes before the scheduled time.
3. No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. See 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 clarifications to the students regarding mistakes in question paper, mode of answering etc. If any, ask the candidates to give it in writing to the Chief Superintendent, who, in turn, will forward the same to the CE.
6. Allow the use of logarithm tables, calculators etc. only if the use of these 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. Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and make a report to the Chief Superintendent who, in turn, will forward the same to the 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.
10. Do not allow refreshments for the candidates in the examination hall
11. Do not make any corrections in the Register number written by a candidate in his/her answer book. In any such cases ask him/her to correct it and then counter-sign it.
12. Candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination.

13. See that candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
14. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examinations on subsequent days and the matter may be reported to the Controller of Examinations.
15. Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.

5.6 Instructions to Candidates

1. Every student shall register for the College examination of the relevant semester in which he/she is studying to obtain promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/her application through the Principal / Director/HoDs within two weeks after the commencement of classes or as stipulated by the College.
3. The candidates should ensure that they receive their hall tickets at least two days prior to the examinations
4. The candidates should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the CE through the Director/HOD, as the case may be.
6. The candidates should enter the examination room at least 15 minutes before the commencement of the examination and shall not leave the room during the last 10 minutes. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room during the first 30 minutes after the commencement of examinations.
7. Candidates are permitted to use only blue or black ink pens for writing examinations
8. No materials except writing materials and hall tickets are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment

may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the invigilator.

9. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc. are liable to be punished as per rules. (See Annexure III)
10. The candidates should write their register numbers / stick the bar code, name of examination etc. in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.
11. They should not write anything in the question paper other than their names and register numbers. The last page of the main question booklet can be used for rough work.
12. Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
13. They should return all answer books and unused additional sheets before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the invigilator during the course of examination.
14. The candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries whatsoever, relating to the question papers whether an explanation or the meaning or the correction of typographical errors. Candidates are not allowed to write anything except the register numbers and names on the question papers supplied to them.
15. Candidates shall take their places in the examination hall at least 15 minutes before the time fixed for giving out the question papers. Candidates presenting themselves more than half an hour after the commencement of the examination should not be admitted for the examination of that day.
16. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.
17. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.

18. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Assistant Superintendent and the candidate(s) may collect them back after the examination, if they so desire.
19. Candidates who leave the hall refusing to surrender the question papers, as they stated above shall not be allowed to take examinations on subsequent days and the matter may be reported to the Controller of Examinations.
20. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books on their seats.

5.7 Exclusion of Candidates on Account of Disease

Any candidate shall be excluded by the Chief Superintendent from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease.

5.8 Exclusion of Candidates for Misbehavior

Candidates taking an examination shall be under the disciplinary control of the Chief Superintendent and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent/Additional Chief Superintendent/Invigilator or behaving insolently towards the Chief Superintendent/ Additional Chief Superintendent / Invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if he/she persists in his/her misbehaviour he/she may be excluded from the rest of the examinations by the Chief Superintendent. In all such cases, the matter shall be reported to the Governing Council. The Governing Council, after affording an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the Chief Superintendent/ Principal or further punish the candidate by canceling the examination taken by him either in whole or in part or debarring him from appearing for any examination in the College for a specified period or permanently. The matter may be intimated to the Controller of Examinations for further action.

5.9 Debarring Candidates and Quashing Results

If at any time after the publication of results, it is found that a candidate was not eligible for taking the examination as per the regulation/norms/orders issued by the College relating to the course concerned or that he/she has secured admission to the course or the examination on production of false information in the application form or that he/she has used unfair means at an examination, the Governing Council shall have power to quash the results of the examination, taken by the candidate, and cancel the registration and/or debar him/her from appearing for any examination of the College permanently or for a specified period considering the gravity of the offence committed by the candidate, pending an enquiry into the same. In all such cases before taking a final decision by the Governing Council, the candidate shall be given an opportunity to present his/her case.

5.10 Punishment for Malpractice

If the Governing Council is satisfied after an enquiry that there have been malpractices in the examinations, the council, after providing an opportunity to present his/her case, may punish such person in such manner as it may deem fit. (for details see **Annexure III**)

5.11 Bundling of Written Answer Books

The Chief Superintendent and Additional Chief Superintendent shall make sure that the written answer papers are bundled properly immediately after the examination. The bundles shall be delivered to the CE's office on the same day of examination. The bundles should have the following details: -

1. Serial 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 receipt.

6. Valuation of Answer Books

The valuation of answer books of the theory examinations shall be either in centralized valuation camps or home valuation and there shall be single valuation or double valuation of all the answer scripts of UG and PG as decided by the Academic Council.

- The valuation by arranging the valuation camp can be started immediately after the examination. The first valuation can be done by the internal examiner and the second valuation shall be done by an external examiner.
- Both valuations must be based on the scheme of valuation prepared by the question paper setter or by the Board of examiners of the concerned examination.
- The examiners shall prepare and submit the properly prepared mark sheet countersigned by the Chief examiner and Chairman / generate the mark bar code and stick it on the space provided on the answer paper. The marks will be decoded to the score sheet of the candidates generated using computer software.
- Any decimal in the marks shall be rounded off to the next higher integer.
- The Principal shall appoint a senior faculty as camp director for the smooth conduct of the centralized valuation camps of various subjects.
- The Camp Director will exercise overall control of the camp and shall be responsible for the proper conduct of the valuation.
- The Examination Cell shall maintain appropriate registers, records and accounts relating to the camp.
- The valued answer papers of all ESE of UG and PG will be preserved for a period of one year by the controller of Examinations, after the announcement of the results.

6.1 Valuation of U G Answer books

- There may be only a single valuation for UG examinations. For UG paper evaluation, the Chairman will be assisted by Chief examiners and additional examiners to carry out valuation work. If the number of Chief examiners is less than three, the senior most Chief examiner shall officiate as the Chairman. There shall be a Chief examiner for a group of 2-5 examiners.
- One Chief examiner will be appointed for 1-5 examiners. If there are less than 5 examiners in a particular Board, the Chairman will act as the Chief examiner.
- The Chief examiners are required to recheck the entire answer books and shall revalue at least 20% of answer books assigned to the examiners under him/her randomly.

6.2 Valuation of PG Answer books

- For PG evaluation, the first level valuation shall be done by the internal examiner. and the second valuation by the external examiner
- 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.

7. Tabulation and Publication of Results

7.1 Marks of Internal Assessment (CCA & CIA)

The statement of internal marks awarded to the students may be collected from various departments as an initial step for the tabulation of marks for theory courses. The marks for internal assessment may be entered in the tabulation register and recheck the same to avoid mistakes, if any.

7.2 Marks for Practical Examination and Viva - Voce

Marks awarded for practical examinations, Viva- voce and internships, wherever applicable, shall be entered in the appropriate columns in the tabulation register as and when it is received from the Chairman of Board of Examinations. All entries shall be rechecked. The Chairman/ Examiner need to hand over the mark list of practical examinations soon after the last day of examination.

7.3 Preparation of Tabulation Register

The entire process of calculating final marks will be automated using computer programme. Raw results will be printed department-wise for analysis by the Pass Board. The score sheet will be printed in the CE's office. The section officer will check all entries, any grace marks awarded, and the classification of results, and then sign all pages of the tabulation register.

7.4 Preparation of Grade Score Sheet

Computerized grade cards shall be prepared semester-wise after successful completion of the semester.

7.5 Pass Board

The section dealing with the examination shall prepare statistics of the result with details such as:

1. Name of examination with month and year.
2. Number of candidates registered for the examination.

3. Number of candidates appeared for the examination.
4. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and the number of candidates in each class.
5. Percentage of pass.

This statistic shall be furnished to the Pass Board for finalizing the results. The pass meeting of the Pass Board constituted by the CE for each examination shall result as such or the Board may pass the results with moderation, if any, as it may decide. The minutes of the Board shall be put up to the CE for approval. The CE shall issue orders to publish the results.

7.6 Publication of Results

The final approved result of the concerned semester examination shall be published. A list of candidates who have secured the first three ranks in each branch of examination shall be published along with the final result of the courses, if the ranking is practiced. The results approved by the Pass Board and Governing Council shall be posted on the website. The students can download the semester score sheet from the website within the stipulated time as decided by the Governing Council.

7.7 Issue of Consolidated Statement of Marks

All candidates who have appeared for an examination conducted by the College shall be issued a computerized consolidated statement of marks/ grades irrespective of the result of the examination. The fee for the mark sheet shall be collected along with the examination fee.

7.8 Scrutiny of Answer Scripts

A candidate who has appeared at an examination may apply to the Controller of Examinations for scrutiny of his/her paper, i.e., for checking whether any answer has not been valued or for finding any mistake in the totaling of marks. Such applications shall be made within ten days after the publication of the results after the payment of the prescribed fee. Applications received after the last date will not be considered under any circumstances. The result of the scrutiny will be intimated to the candidate and in case the result is affected by the scrutiny, the corrected result shall be modified accordingly. In no case the fee remitted by the candidate for scrutiny shall be refunded.

Results of Scrutiny

If any mistake in the totaling of marks is found, necessary correction in the totaling of marks shall be effected as directed by the Controller of Examinations.

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 he/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 necessary orders from the Controller of Examinations. The mark lists/certificate issued to the candidate may be called back and canceled before issuing fresh mark lists/ certificate incorporating the benefit gained in the scrutiny.

If there is no defect, the candidate 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 him.

7.9 Revaluation of Answer scripts

Rules

- i. The CE shall announce the last date for receipt of application for scrutiny and revaluation along with notification publishing the results of examination concerned.
- ii. Revaluation of answer books is permissible only in the case of papers having single valuation, excluding the diploma/certificate and objective type examinations. Revaluation is permitted only for end semester written examinations. Applications for revaluation should be submitted in the prescribed form within 10 days from the date of publication of results. The candidates who have applied for scrutiny shall submit the application for revaluation within ten days after the results of scrutiny. Applications received after the last date will not be considered under any circumstances.
- iii. Fee once remitted for revaluation will not be refunded.
- iv. The Controller of Examinations shall appoint a new examiner with minimum five years' experience for each subject for revaluation.
- v. The marks originally awarded in first valuation will be removed before the script is given to the examiner for revaluation. The examiner for revaluation will be provided with scheme of valuation (including value points) and the instructions supplied to

the first examiner/chief examiner. The marks awarded by such examiners will be recorded separately on sheets other than answer scripts.

- vi. After the revaluation -better marks shall be awarded to the candidate
- vii. If the revalued marks are less than the marks secured in the original valuation the original marks secured by the candidate will not be changed.
- viii. If the revalued marks are higher than the original marks by more than 20% of the maximum marks of the paper, a second revaluation is to be done and the average of the two higher marks is to be awarded to the candidate.
- ix. The recommendation of the Passing Board already constituted for finalizing the original results of the examination will be applicable for finalizing the marks obtained on revaluation, treating the revaluation marks as equivalent to original marks.
- x. Cases of examiners found guilty of improper valuation/revaluation shall be reported to the Academic Council for appropriate action by the Controller of Examinations.
- xi. The Controller of Examinations shall maintain a list of teachers against whom action has been taken under these guidelines.
- xii. The revaluation result should be released as soon as it is ready and as far as possible the maximum time should be thirty days from the last date of receipt of the application for revaluation.
- xiii. Candidates who intend to identify their answer script shall submit an application to the Controller of Examinations within ten days from the date of publication of revaluation results after paying the prescribed fee. No person other than the candidate will be given the permission to identify his/her paper.
- xiv. The marks obtained after revaluation as per rules given above will be treated as original mark while issuing mark lists. The final mark list will be issued by the College in accordance with the recommendations of the Passing Board regarding moderation etc.

Procedure of Revaluation

1. Applications for revaluation, in the prescribed format along with required proof for remittance of fee shall be verified in the examination cell. If any dues are pending, candidates should be intimated immediately.
2. In case of incorrect/incomplete application, defect memo shall be sent to the candidate.
3. An online tabulation register for revaluation alone shall be maintained.
4. Name and address, register number, subjects applied and marks obtained in each shall be entered in the tabulation register.
5. Name and register number of the applicants shall be verified with the nominal roll of the concerned examination.
6. The marks entered in the tabulation register shall be checked with respective answer scripts.
7. Marks secured on revaluation shall be entered in the tabulation register for revaluation.
8. 'Change' or 'No change' shall be marked in the tabulation register by checking both the marks as per revaluation rules.
9. Semester wise revaluation tabulation register shall be attested by the Controller of Examinations.

7.10 Supplementary Examinations

Candidates shall write the supplementary examinations conducted by the College along with regular examinations of the next batch in November and April. Outgoing students (UG & PG) can appear for the supplementary examination in June if they have a maximum of 3 papers to complete the degree.

7.11 Grace Marks (see Annexure I)

Grace marks shall be awarded to eligible students according to the norms fixed by the college (No. 7463/AC A 3/2024/MGU dated 14.08.2024)

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.

General Criteria for Grace Marks are-

- 1) Grace marks will be given for eligible NSS volunteers and NCC cadets 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:
 1. Sports and Games - HoD Physical Education
 2. NCC - Faculty member in Charge
 3. NSS - NSS Programme Officer

4. Cultural/Visual and Hearing Impaired - Student Dean of the college
5. Youth festival - Union Staff Adviser

7.12 Academic Bank of Credits (ABC)

The ABC system envisages as an academic service mechanism as a digital/ virtual entity established and managed by the Government of India to facilitate the learner to become its academic account holders and facilitate seamless learner mobility, between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote more distributed and flexible process of teaching and learning.

- a. Credit Accumulation: The facility created by ABC in the Academic Credit Bank Account (ABA) opened by the learner across the country in order to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible HEIs.
- b. Credit Recognition: The credits earned through eligible/ partnering HEIs and transferred directly to the ABC by the HEIs concerned
- c. Credit Redemption: The process of commuting the accrued credits in the ABC of the learner for the purpose of fulfilling the credits requirements for the award of various degrees. Total credits necessary to fulfil the criteria to get a degree shall be debited and deleted from the account concerned upon collecting a degree by the learner.
- d. Credit Transfer: The mechanism by which the eligible HEIs registered with ABC are able to receive or provide prescribed credits to individual's registered with ABA in adherence to the UGC credit norms for the course(s) registered by the learner in any HEIs within India.
- e. Credit Cap: Maximum number of credits that a student can take per semester, which is restricted to 30.

8. Miscellaneous

8.1 Condonation of Shortage of Attendance

Candidates can seek condonation of shortage of attendance only once in a 2-year course and twice in other courses of longer duration. Following are the rules regarding attendance requirements:

1. Every candidate is to secure 75% (73% for female candidates) attendance of the total duration of the course.
2. A candidate having a shortage of 10% can apply for condonation of shortage in prescribed form on genuine grounds. Condonation of shortage of attendance should be obtained at least 7 days before the commencement of any concerned semester examination.
3. Students with attendance between 65% and 75%/73% can apply for condonation by paying the required fee. For this purpose, the student has to login, download the condonation form, fill it and apply to the Principal, through the Head of the Department and the concerned tutor along with a statement of absence.
4. The statement of total absence showing the reasons for each day's absence shall be forwarded separately. Absence exceeding continuous 5 days shall be accompanied by Medical certificate if the absence is on medical grounds. The HoD shall also state against each period of absence, whether the timely application for leave has been made and leave that was granted at that time.
5. Application and statement of absence shall be attested by the HoD concerned with designation seal and office seal. Applications not conforming to the prescribed rules shall be summarily rejected.
6. It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course teacher and HoD.

7. Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

8.2 Improvement Examinations

1. A candidate can improve his/her marks once by appearing again for the examination with the subsequent batch with the remittance of the prescribed fee. In such cases, the better of the two marks shall be taken as the marks awarded to him.
2. Internal assessment marks shall be carried over to the subsequent semester examination.
3. There shall not be any provision for improving internal assessment marks.

8.3 Promotion to the Next Higher Semester

A candidate shall be eligible for promotion from one semester to the next higher semester if: - (a). He/she secured a minimum 75 % attendance and registered for the End Semester Examination of the course which he/she is studying (b) His/ her progress of study and conduct have been satisfactory during the semester completed, as per the assessments recorded by the course teacher and the Head of concerned Department.

8.4 Notional Registration

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

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 examinations, notionally.

- I. The students shall have earned required minimum attendance prescribed for the semester/year
- II. They shall apply for notional registration in the specified format and remit the prescribed fee for notional registration

- III. The application, countersigned and forwarded by the Head of the Department, shall reach the office before the last date announced by the College
- IV. Application for Notional registration shall be entertained only against the concerned official order of the College in this regard
- V. The application for notional registration shall be verified as in the case of verification of application for regular examinations. Further, it shall be verified to ensure that the applicant for notional registration has fulfilled all necessary conditions fixed by the GC in this regard.
- VI. Once the application is approved by the office of the CE, the names of the students are entered in the Nominal roll of the examination and in the Tabulation Registers concerned under separate heading "Notional Registration".

8.5 Diploma and Degree Certificate

The Mahatma Gandhi University has the authority to grant Degrees, Diplomas and Titles to persons who have passed a prescribed programme of study in the college and who have carried out research under prescribed conditions.

A Course Completion Certificate under the seal of the College, signed by the Controller of Examinations, shall be issued to each successful candidate. The Certificate shall include the month and year of examination, the subject and the grade in which he was placed.

Students who opt out before the completion of the third year (FYUGP) shall be provided with a Course Cum Credit Certificate after the successful completion of a semester as proof of entry to another institution.

8.6 Provisional Certificate

- A provisional certificate is issued to a candidate after the publication of the result of the examination taken by the candidate.
- Application for provisional certificate has to be submitted in the prescribed form along with the receipt of remittance of the prescribed fee. All applications for provisional certificate shall be addressed to the Controller of Examinations.
- All applications for provisional certificate shall be processed and the certificates shall be issued, as early as possible. 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.

- The Controller of Examinations shall sign the provisional certificates. The Assistant, who prepares the certificate, the Assistant who verifies the entries on the certificate, Assistant Controller of Examinations in charge of tabulation shall attest them before they are put up for the signature by the Controller of Examinations. The verification report on the application shall also be placed along with the provisional certificate when it is put up to the Controller of Examinations. The seal of the College shall be affixed on the certificates. 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, an additional provisional certificates can be issued in deserving cases as decided by the Controller of Examinations after levying the prescribed fee.

8.7 Issue of Duplicate Mark list/Certificates

If the mark list/certificate issued to a candidate has been **irrecoverably lost**, a duplicate of the mark list /certificate shall be issued, subject to the following conditions:

1. Application for duplicate mark list /certificate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
2. An affidavit signed by the candidate and attested by a Notary Public, explaining the circumstances which led to the loss of the certificate shall be enclosed with the application.
3. A course and conduct certificate from the Principal shall be enclosed with the application.
4. An undertaking from the candidate to return the duplicate certificate to the Controller of Examinations for cancellation if the original certificate happens to be recovered subsequent to the issue of the duplicate, shall also be obtained from the applicant.

8.8 Reporting of marks secured by students confidentially

The College has made a provision for confidentially reporting the marks secured by a candidate in an examination of a course to other Universities or Institutions for purposes of applying for

admission to other courses or employment, before the official publication of results, provided the candidate has completed his/her course of study. Candidates, who wish to avail the benefit of this provision, shall apply to the Controller of Examinations in the prescribed form after remitting the prescribed fee. The applicant shall state the purpose and the details of the Institution to which the marks are to be reported. 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.

8.9 Corrections in Certificates/Mark lists

If a mistake in a certificate issued to a candidate has occurred due to clerical error, fresh certificate shall be issued without charging any fee, subject to the condition that the candidates submit a written request within one month from the date of issue of the same and surrendering of the defective certificate. Any other corrections in the entries in the certificates and are not permissible except in the case of corrections in the name of the candidate necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed or change of name allowed by the College subsequent to the issue of the certificate.

In the case of change of name in the mark list, the candidate shall be required to submit an application showing the reason for correcting the name in the mark list, with the original certificate required for verification as the case may be, after remitting the required fee.

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 Assistant Controller in charge of tabulation with date and official seal.

The section concerned shall also prepare a brief note signed by the officer showing the reason for correction along with the mark list so corrected, while submitting it for attestation by the Controller of Examinations.

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 C.O. No.....dated.....”

In the case of certificates, the corrections shall be attested by the Controller of Examinations under his/her hand and seal. The corrections so effected shall also be made in all the records and attested by the officer in charge.

8.10 Cancellation of Mark lists

If the mark list issued to a candidate is later found out/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 candidate.

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, 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 the defects and 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 Controller of Examinations for effecting the correction in the records, for cancelling the mark list issued already and for issuing a fresh mark list. The Controller of Examinations shall issue orders for cancellation of mark lists. If correction of entries in the tabulation register is necessary, it shall also be attested by the Assistant Controller of Examination concerned and countersigned by the Controller of Examinations. In no case cancellation of mark lists once issued, shall be made without the orders of the higher officers as mentioned above.

8.11 Attestation and/or verification of genuineness of Certificates and Mark lists

Candidates, who pass various examinations of the college and who seek admission in other Universities/Institutions are often required to furnish attested copies of transcripts, syllabus, mark lists and certificates in respect of the examinations passed by them. Prospective employers also sometimes send copies of the certificates and mark lists issued by the College to verify the genuineness of the documents. The College has also made online facilities for attestation and verification of certificates.

The Assistant Controller of Examinations (Registration & Tabulation) is the authority to verify and attest the documents already 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 tabulation section in the examination wing. The document received in a section for attestation shall be thoroughly scrutinized by the concerned authority 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 concerned officer shall write in his/her own handwriting the word "Attested", near the lower left hand corner of the document, without obliterating the entries in the document and put his/her initials below it. The officer in charge shall verify the documents with reference to the original records and put his/her initials in token of his/her verification.

The document shall then be put up with a brief note to the Assistant Controller of Examination in charge of tabulation, who shall also examine the entries and sign the documents with his/her initials. The documents and the note shall thereafter be sent to the Controller of Examinations, who shall also initial the documents after such verification as they deem fit. The documents after attestation shall be returned to the concerned section for transmission to the Institution.

The Controller of Examinations is the authorized officer to issue certificates of Genuineness of certificates and mark lists issued by the College. If the request for verification is from government agencies, no fee shall be levied for issuing certificates of genuineness. The documents received shall be verified as in the case of verification for attestation, by the Assistant and the Assistant Controller of Examinations. A verification report in the prescribed format shall also be prepared by the concerned authority.

If the application for Genuineness of certificate is submitted by the private agencies, the prescribed fee shall be levied for issuing the certificate. Such applications shall be processed and 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 agencies immediately. Such cases shall be brought to the notice of the Controller of Examination for initiating criminal proceedings against such manipulators.

8.12 Cancellation of Examinations

1. Application for cancellation of examination(s) shall be submitted by the candidates to the Controller of Examinations along with prescribed fees in the matter on genuine grounds

with sufficient documentary evidence. The Controller of Examinations will take a decision in the matter and record it in the register.

2. No student shall be allowed cancellation of examination more than once in their programme of study.
3. Cancellation will be effected for a particular paper only for which the candidate has registered.
4. Application, in the prescribed format, has to be submitted to the Controller of Examinations through the Principal on the following day of the examination.
5. The candidates seeking cancellation shall not be considered for ranking.
6. The registration for the examination shall not be considered as a chance if cancelled.
7. Internal Assessment marks shall be carried over to the subsequent examination.

8.13 Examination Calendar

The college shall publish an examination calendar at the beginning of every academic year showing the details examinations to be conducted during that period.

8.14 Graduation Ceremony

The College shall arrange a Graduation Ceremony every year after the publication of the final results. Certificates of Merits shall be distributed to the students at this august ceremony.

8.15 Save-A-Year (SAY) Examination for UG Semester V

UG Candidates who fail in semester 5 shall be given a chance to write a special supplementary examination (SAY Examination) of Semester 5 conducted by the college immediately after the publication of the results of Semester 6, provided the candidate has no arrears in previous semesters.

8.16 Mercy Chance Examination

Those candidates whose supplementary examination chances have already expired can apply for the "Mercy Chance" examination.

8.17 Concession to Physically/Mentally challenged candidates in Examinations - (see Annexure -II)

Physically handicapped candidates who appear for examinations are allowed the following concessions such as services of scribes at the examinations, extra time to complete examination, grace marks etc.

Concessions to Blind candidates

Blind candidates who appear for the examination are allowed concessions subject to the norms fixed by the University from time to time.

Special Instructions for packing answer scripts of Blind students

The Chief superintendent shall write "BLIND CANDIDATE" in bold letters on the facing sheet of the answer sheet of blind candidates. Answer sheets of blind candidates should be kept in separate covers with a label as "BLIND CANDIDATE".

Appointment of Scribes

The chief superintendent is authorized to appoint scribes according to the following norms -

1. The person appointed as scribe shall not be an employee of the college
2. He/She shall not be a relative of the candidate who is appearing for the examination
3. The educational qualification of the scribe shall be less than those of the candidate

Proforma to be filled by Scribe

- i. Name and address of scribe
- ii. Age and date of birth (with copy of relevant pages of SSLC book)
- iii. Details of course for which he/she is studying/studied
- iv. Educational qualifications
- v. Specimen signature of scribe
- vi. Two copies of passport size photograph of scribe attested by Principal
- vii. Name and address of the candidate and the examination for which the candidate is appearing

viii. Register number of candidate

Declaration

I hear by declare that the information furnished above is true and that I have not qualified/appeared for any examination other than those mentioned in the clause IV above

Date

Signature of the Scribe

Deaf and Dump candidates

Granting additional marks- subject to the norms fixed by M G University the deaf and dump candidates having disability of 40% or more appearing for the examinations shall be awarded 25% of the marks for theory papers of all examinations as they are considered to be backward in language ability.

Other conditions

Applications for the concessions and grace marks shall be submitted for each semester's examination two months before the commencement of examinations

Previous semester's sanction shall not be considered as precedent for awarding concessions

Fresh medical certificates have to be submitted in each semester except in the case of permanent disabilities

Grace marks shall not be considered for ranking

8.18 Malpractices and Punishments (See Annexure III)

In the event of any kind of malpractice the matter will be immediately reported to office of CE by the Assistant chief superintendent/invigilator of the concerned exam room/hall with all relevant documents and evidences. Necessary disciplinary action will be taken against the student prima facie. Then CE will constitute an enquiry committee to investigate the case. Based on the findings of the enquiry committee appropriate punishment shall be sanctioned against the accused candidate.

Reports relating to the malpractice cases shall first be handed over to the tabulation section dealing with the particular examination in which the accused student is appearing for examination. On receipt of the such records DCE will register the details in the Register of Malpractices. In tabulation register a circle in red ink shall be made around the name of of the candidate/candidates concerned and the entry 'Reported case of Malpractice' shall be made in the remarks column of the tabulation register. Similar entry shall be made in the office copy of the Nominal roll in the section also.

9. EXAMINATION REGISTERS

9.1 Important Registers to be maintained in the Examination cell

1. Inward Register
2. Outward Register
3. Register of answer books
4. Register of answer scripts
5. Register of False numbers/Key book
6. Register of revaluation/scrutiny of answer scripts
7. Register of malpractices
8. Fee Fund Register
9. Personal Register
10. Tabulation Registers
11. Transit Register
12. Despatch Register
13. Priority Register
14. Register of notification of examinations/ publication of results
15. Other registers as per requirement

9.2 Register of Candidates

The CE's office maintains a Register of Candidates in respect of all examinations. The register shall contain the following details: Register number, name of the candidate and date of birth, programme and year of admission, religion/community, fee remitted, particulars of examination taken, results and remarks

9.3 Register of publication of results

The office of the Controller of Examinations shall maintain a register showing the details of results of examinations published every year in the format given below:

Sl. No.	Name of Examination	Date of commencement of Examination	Date of last Examination	Date of publication of result	Initials of CE

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 Controller of Examinations for approval of the results. It is desirable to have separate registers for each faculty for easy accessibility of the details subsequently.

9.4 Register of Notification of examinations

A register of notification of examinations shall be maintained in the office of the Controller of Examinations in the format given below:

Sl. No.	Name of Examination	Date of Notification	Date of Receipt of application without fine	Date of Receipt of application with fine	Date of commencement of Examination	Initials

The details of all notifications regarding conduct of examinations shall be entered in the register and shall be submitted to the Controller of Examinations along with the draft of the notification.

9.5 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 canceled page may be retained in the register with the canceled entries attested by the Assistant Controller of Examinations in charge.
3. The entries in the registers shall be neat and legible.
4. 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 concerned Assistant Controller.

5. The office assistants shall sign all the pages of the registers wherever such a procedure is insisted.
6. All the registers shall be put up periodically for inspection by the superior officers.
7. All the registers shall be preserved for the prescribed period and shall be arranged systematically for facilitating easy reference.

9.6 Preservation of Documents

Sl. No	Name of Document	Period of Preservation
1	Tabulation register	Permanent
2	Register of publication of result	Permanent
3	Calendar of Examination	Three Years
4	Minutes book of Exam. Board Meeting	Five Years
5	Register of malpractice	Five Years
6	Stock register	Five Years
7	Fees receipts	Till completion of audit
8	Fee fund register	Five Years
9	Revaluation register	Three Years
10	Register of scrutiny of answer scripts	Three Years
11	Priority register	Three Years
12	Register of answer scripts	One year after the publication of the results
13	Mark sheets received from examiners	Two years-four years
14	Application for Provisional certificate, Mark lists, Duplicate mark list etc.	One year

The period of preservation is subject to the direction and concurrence of the Academic Council and Governing Council.

Annexure -I

Grace Marks for CBCSS and CSS programme

Sl. No.	Item/Activity	Position	% of Marks	Max Limit
1	State level events in all sports events	1 st Place 2 nd Place 3 rd Place	5% 4% 3%	
2	Inter collegiate events (Individual/ Team events)	1 st Place 2 nd Place 3 rd Place	7% 5% 3%	
3	Representing the state and winning in Approved National competition (Inter-State)	1 st Place 2 nd Place 3 rd Place Representation	12% 10% 7% 5%	
4	Inter University South Zone/ South West Zone - Sports	1 st Place 2 nd Place 3 rd Place Representation Non Participation	10% 9% 8% 7% 6%	
5	All Indian Inter University Competition	1 st Place 2 nd Place 3 rd Place Representation Non Participation	17% 14% 12% 10% 6%	
6	Representing India in Approved World Competitions (Asiad/ Afro Asian/ Common Wealth/ World University Games/ Pre Olympics/ Olympics/ Universiad – Junior, Youth, Senior tournaments		25%	
7	Blind students securing I/ II/ III places in Sports/ Cultural/ Youth Festival activities conducted by Kerala Federation of the Blind at the College/ University/ Inter University levels		50%	
8	Inter Collegiate Youth Festival (Individual and Group events) Best Actor or Best Actress = A Grade	1 st Place (A Grade) 2 nd Place 3 rd Place	5% 4% 3%	5%
9	South Zone Inter University Youth Festival conducted by	1 st Place 2 nd Place	6% 5%	6%

	AIU (Individual and Team events)	3 rd Place	4%	
10	National Level Youth Festival (Individual and Team events) Accompanists of artists in Youth Festivals (Zonal and National levels only) will be given grace marks as stipulated under UO No. 3108/Ac A VIII/02/2011/ dtd. 07.07.2011	1 st Place 2 nd Place 3 rd Place	10% 7% 5%	
11	Deaf and Dumb Candidates with disability of 40% or above/ hearing impaired with disability of 70% or above/ Mentally retarded candidates (irrespective of the degree of disability) Medical certificate from Medical Board is required		25%	
12	NSS Volunteers a. NSS Certificate Holders b. Attending National Camp with attendance Certificate (With at least 5 days' duration) c. NSS State awardees and National Awardees d. Republic Day Camp (of at least one-month duration) e. NSS Volunteers nominated by State NSS Cell who have attended International Programme f. Indira Gandhi National Service Scheme (IGNSS) Awardees g. (An NSS volunteer is eligible to claim grace marks only from any one of the above five categories)		2% for 2 years 3% 3% 5% 8% 10%	
13	NCC Cadets a. Attending National Integration Camp b. Attending Republic Day Camp Parade c. Basic Leadership Camp (TSC)/ NS Camp/ Vayu Sainik/ Independence Day Camp (sports and Games at Delhi) d. Certificate Holders "C" Certificate e. Certificate Holders "B" Certificate f. NCC Weightage/ Equivalency Certificate Issued g. National Level and other Centrally organized Camps YEP		3% 7% 5% 4% 3% 3% 8%	10%

Annexure -II

Summary of concessions to physically and mentally challenged candidates in examinations based on University orders

Sl. No.	Category	Concession/Benefit	Conditions	U/O
1	Physically challenged candidates with a permanent nature of disability who are unable to move their hands freely and write with normal speed	Extra time of 15 minutes per hour for all the examinations of the entire programme	Application in the prescribed form along with medical certificate and photograph	U.O No. Ac. A1(2)348/98 dtd. 19.04.1999 No. 11645/AC A 3/2023/MGU dtd 20.11.2023
2	Partially blind candidates having visual standards from 20% to 50% (i.e a disability of 50% to 80%)	Extra time of 30 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration	Application in the prescribed format with certificate in original from a specialist concerned with visual standards / visual disability	U.O No. Ac. A1/3/2211/2001 dtd. 12.11.2001

3	Blind candidates having visual standards from 1% to 19% (i.e a disability of 81% to 100%)	<ol style="list-style-type: none"> 1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Benefit of a scribe to write the examination 3. Exemption from the payment of examination fee 	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards/visual disability	U.O No. Ac A1/3/2211/2001 dtd. 12.11.2001
4	Mentally challenged candidates having a disability of 40% or more	<ol style="list-style-type: none"> 1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Service of an Interpreter 2. Grace marks @ 20% of the marks scored by the candidate in the written examination in addition to the total marks scored by the candidate 	Application in the prescribed form along with certificate from a competent Medical Board specifying the disability	U.O No. 1227/A1/2010/Ac. dtd. 09.03.2010
5	Deaf and dumb candidates having a disability of 40% or above	<ol style="list-style-type: none"> 1. Exemption from writing the second language examination 2. 25% grace marks/10 grace grade points as applicable 	Application in the prescribed format along with certificate from a competent Medical Board specifying the disability	<p>U.O No. Ac. A1/1/2661/2003 dtd. 31.12.2003</p> <hr/> <p>U.O No. 5244/03/10AcAVIII dtd. 25.06.2010</p>

Annexure - III

Different types of Malpractices and Punishments

Sl. No	Types of Malpractice	Punishment
1	<p>Within the Hall</p> <p>Introduction of any material relevant to the examination willfully with the intention of copying and possession of the same. Then resisting to hand over the material to the invigilator</p>	Debarring for one or two chances
2	Introduction of any material and copying from it or attaching the same, as part of the answer scripts	Debarring for three chances
3	Copying from the neighbor's answer scripts, depending on the gravity and extend as reported by the examiners	Debarring for up to four chances
4	Copying from the neighbor's answer scripts and disobeying the invigilator or resistance to instruction from authority	Debarring for six chances
5	Using filthy language in the answer scripts depending on the extent and gravity	Debarring for two to three chances
6	Manhandling or threatening the invigilator/officers for any authority of the College.	Debarring for four to six chances
7	Impersonation in the examination hall	Debarring for Six to eight chances to permanent debarring and report to Police. Registration shall be suspended or canceled

8	Hampering the conduct of Examinations Disturbance outside the hall reported by additional superintendent depending on the gravity and extent of disturbance	Debarring for two to four chances Report to Police
9	Tampering with the arrangement such as; Sitting at wrong seat and writing the examination	Debarring for one chance
10	Rubbing of register numbers	Debarring for one chance
11	Threatening the neighbour to show the answer script	Debarring for two chances
12	Threatening the invigilator, peons or office staff	Debarring for three to six chances
13	Shouting answers from outside	Debarring for two chances
14	Stealing answer books, additional sheets smuggling question papers outside the examination halls	Registration as a student shall be canceled. Report to the police
15	Disturbing the candidates from outside	Debarring for two to four chances
16	Breaking open the closed doors of the examination halls	Report to the police; registration as a student shall be canceled
17	Tampering with the answer book of neighbors	Registration as a student shall be canceled
18	Tampering the College	Report to the police and debarring for two chances
19	Willful tampering of marks list to promote own interests such as getting admission, etc.	Debarring For 6 chances to permanent debarring and report to the police.
20	Tampering of mark list which was used for procuring admission	Permanent debarring and withdrawal of pass certificate/degree/diploma awarded. Report to the police.
21	Forgery in the hall ticket	Debarring for six chances and report to the police

