



ANAND INSTITUTE OF HIGHER TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai

An ISO 9001:2008 Certified Institution & Accredited by NBA



Controller of Examination Manual



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Controller of Examination Manual–2024-2025

1. INTRODUCTION

1.1 Institution Vision and Mission

Institute Vision

To be a Centre of excellence in multi-disciplinary education and Research.

Institute Mission

To produce technically competent, socially committed technocrats and administrators through quality education and to carry out inter disciplinary research that would contribute to the global knowledge base.

1.2 About the college

Anand Institute of Higher Technology provides quality Education in Engineering and Higher Technology, catering to the needs of the student community of Metropolitan city, Chennai and shaping them into world-class engineers to suit the requirements of the industries all over the world. The college works with the mission of producing technically competent, socially committed technocrats and administrators through excellent education and promoting and supporting interdisciplinary research that would contribute to the advancement of Science and Technology at the global level.

The college has constituted Academic Council (AC) which is approved by Governing Council (GC). These authorities are conferred with certain powers and duties according to UGC guidelines. This Institute has framed the rules for autonomy for UG and PG programs which has been approved by Academic Council in its first meeting.

The important responsibility of an autonomous college is to decide the methodology for examination and evaluation. It is significant to note that Choice Based Credit System (CBCS) is followed. The CBCS provides an approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.

Hence the college has formed Examination Rules for UG and PG programs which are submitted to Academic Council.

1.3 Programs offered

Under the autonomous status, the institution offers following programs in the Academic year 2024-25:

1.3.1 Undergraduate Courses

S.No	Branch Code	Programs
1	104	B.E. – Computer Science and Engineering
2	105	B.E. – Electrical and Electronic Engineering
3	106	B.E. – Electronic and Communication Engineering
4	114	B.E. – Mechanical Engineering
5	205	B.Tech. – Information Technology
6	214	B.Tech. Biotechnology
7	225	B.Tech. Agricultural Engineering
8	243	B.Tech. Artificial Intelligence & Data Science
9	244	B.Tech. Computer Science and Business Systems

1.3.2 Postgraduate Courses

S.No	Branch Code	Programs
1	405	M.E. – Computer Science and Engineering
2	431	M.E.. - Embedded System Technologies
3	419	M.E. – VLSI
4	631	MBA (Master of Business Administration)

The conduct of examination and declaration of results are one of the important activities of the Office of the Controller of Examinations.

Objective of the Office of the Controller of Examinations

The objective of the Office of the Controller of Examination is to ensure the seamless and efficient conduct of all examinations within the institution. It is responsible for organizing, scheduling, and overseeing internal and external exams while maintaining the confidentiality and security of exam materials. It facilitates fair and timely evaluation of student performance, processes results with accuracy, and ensures compliance with academic regulations. Additionally, it acts as a central communication hub for exam-related matters and addresses any grievances or issues that may arise, all while maintaining detailed records for future reference and audits.

1.4 Office of the Controller of the Examinations Organizational Structure

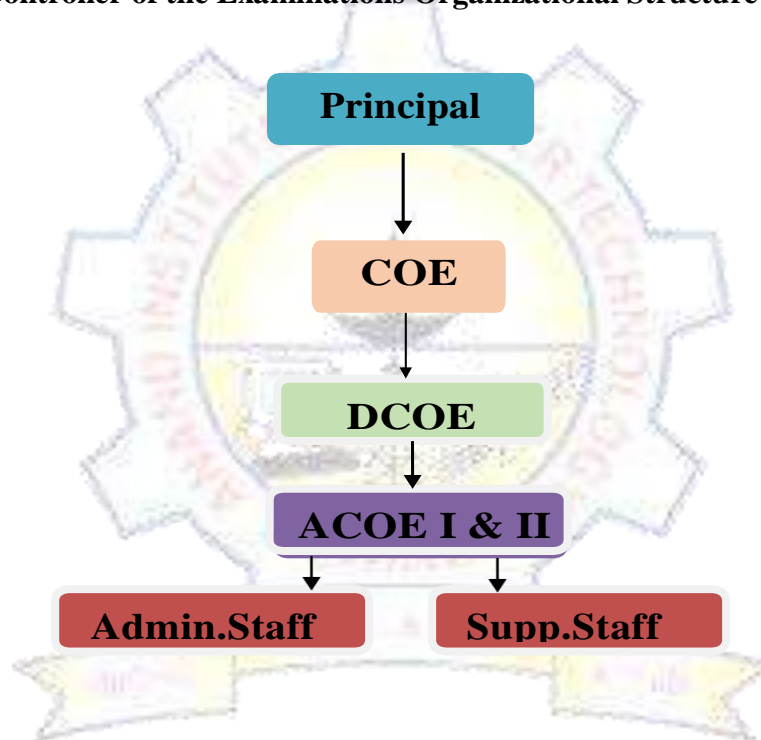


Fig.1.1 Flowchart of Organizational Structure

2 FUNCTIONS AND RESPONSIBILITIES

2.1 Responsibilities of the Office of the Controller of Examinations

The following work shall be attended by the Office of the Controller of Examinations.

- Issue of schedule of examination with respect to the academic calendar, notification of examination fees for end semester examination, issuing the grade cards.

- Preparation of detailed End Semester Time Tables and publishing it on time.
- Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examinations.
- Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code. The number of copies of question papers to be printed shall be 10% in excess than of actual requirement in each subject.
- The question paper packets shall indicate course, subjects, semester, date of examinations, time of examinations, and number of question papers in each packet etc.
- Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.
- Processing and passing of bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon Registration, Distribution and dispatching of day-to-day communications/ letters.
- Appointment of Chief Superintendents in association with Principal for the End Semester examinations and issue of instructions regarding the conduct of examinations.
- Issue of appointment orders and relevant documents to the internal and external examiners, Paper setters etc.,
- Distribution of hall tickets to the students through their respective class coordinators.
- Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results.
- Preservation and disposal of valued answer scripts at least for four years after the announcement of results.
- Arrangement for preparation and distribution of marks cards and other certificates to the candidates.
- Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc., Preparation of rank lists and their transmission to appropriate authorities/bodies.
- Collection of work done statements from the Chairmen, Paper setters and Examiners and forwarding them to the Finance Section for payment of

remuneration.

- Arrange for photo-copy/re-evaluation of valued answer-booklets requested by the candidates on revaluation application form with due fees.
- Scrutiny and passing of the bills of printing and purchase of stationery etc.
- Assisting in constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations. Dealing with matters of examination fees and refunds, if any.
- Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of discrepancies
- Issue of duplicate marks card, consolidated marks card, rank certificate, etc.,

Description	Fees(Rs.)	
	UG	PG
Theory Course – For Each Paper	450	650
Laboratory Course – For Each Laboratory	450	850
Theory cum Practical (Integrated Subjects)	900	1300
Mini project, Design Project	450	850
Project work	850	850
Photocopy	400	400
Revaluation	600	600
Issue of Duplicate Semester Mark Statement	400	400
Issue of Duplicate Consolidated Mark Statement	800	800
Change of Names in the Mark Statement etc.,	400	400

2.2 Powers and functions of the controller of examinations (COE)

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

The responsibilities of the COE include:

- The Controller of Examinations shall be the officer-in-charge of the conduct of examinations of the college and declaration of the results.
- The conduct of all end semester examinations and it shall be his/her duty to arrange the preparation, scheduling, marking and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with examinations.
- The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts.
- The Controller of Examinations shall draw up and notify the events for various

examinations in the beginning of each academic semester in the academic calendar.

2.3 Powers and functions of the Deputy controller of examinations (DCOE)

- Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
- Communications at various levels of examination planning, preparation and execution, valuation, tabulation and mark list printing and distribution
- Assisting COE in all his/her activities (finding question paper setters, examiners, actual organization and implementation of examination system)
- Make sure that the forms relating to examinations are ready in time (preview forms, hall tickets, etc.)
- Make sure that the list of remuneration and examination related activities are prepared in advance.
- All other tasks required for the conduct of evaluation process.

2.4 Powers and functions of the Assistant controller of examinations (ACOE)

- Communications at various levels of examination: dummy number insertion, valuation, tabulation and mark list printing and distribution.
- Preparation and printing of answer booklets for various examinations.
- Make sure that the question papers are ready before the examinations are scheduled.
- Communications and following up the question paper setters and examiners along with sending their appointment orders, templates and necessary documents.
- Making arrangements for the effective conduction of the valuation process.
- Distribution of hall tickets to the students through their respective class coordinators.

2.5 Office Assistants

It shall be the duty of the assistants to carry out all the work assigned to them the by the Controller of the examinations of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for –

- Assistance for preparation and printing of answer booklets for various examinations

- Assistance for the preparation of all concerned forms related to board of question paper setting, board of scrutiny, board of examiners, valuation, mark list, tabulation register, registers in the section etc., in consultation with deputy controller of examination.
- Examination related typing work will be done in the typing pool attached to the examination wing and will register the details of the typing work in the register kept for purpose.. Examination assistant will be in charge of the typing pool.
- Ensure timely completion of the typing work, compare with the draft and if required make appropriate corrections and put up file properly in consultation with the senior officer.
- Making ready all forms related to examinations (Preview forms, Hall tickets, Chelan etc.)
- Processing of application for registration to examinations.
- Preparing nominal roll and dispatch hall tickets.
- Printing question papers for examinations.
- Preparing a list of remuneration for all the faculties involved in examination related activities (question paper setters, invigilators, examiners, revaluation examiners, recounting, supplementary examinations etc.) in consultation with senior officer.
- Arrangements of Board meetings of examiners as and when required and ensure minutes are recorded.
- Entry of marks, tabulation, etc.
- Assist the senior officers in the transit of files, communications and stationery.
- Make sure the examination office, computer desks and typing pool are always neat and clean.
- Examination related records will be kept safely by maintaining their confidentiality.
- He/ she shall discharge duties entrusted to them by superior officers from time to time.
- He/she shall also ensure that unauthorized persons do not enter the examination section.

3. EXAMINATION PROCESS- PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENTS

Internal and External Assessments are done as per the norms prescribed in Academic Regulations of concerned programs. The various examinations for B.E / B. Tech. and

M.E / MBA Programs shall be conducted in accordance with the curriculum structure and autonomy Rule and Regulations for UG and PG Programs as approved by Academic Council for the various Programs. Student shall be evaluated for his/her academic performance in a theory and practical course through Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

3.1 System of Examination

- Performance in each course of study shall be evaluated based on (i) Continuous internal assessment throughout the semester and (ii) End Semester examinations.
- Each course, both theory and practical (including project work & viva voce examinations) shall be evaluated for a maximum of 100 marks.
- For all theory courses, the continuous internal assessment will carry 40 marks while the End Semester examination will carry 60 marks.
- For all theory courses with laboratory component, the continuous internal assessment will carry 50 marks while the End Semester examination will carry 50 marks.
- For all laboratory courses, the continuous internal assessment will carry 60 marks while the End Semester examination will carry 40 marks.
- The continuous internal assessment for the project work will carry 40 marks while the End Semester examination will carry 60 marks.
- Industrial Training and Seminar shall carry 100 marks and shall be evaluated through internal assessment only.
- The examination (theory and practical) of 3 hours duration shall be conducted.
- The examination for Project Work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

3.1.1 Continuous internal assessment (CIA) for theory courses

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out

of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

Two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/ Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Internal Assessment
Individual Assignment / Seminar / Mini Project	Written Test	Individual Assignment/ Seminar / Mini Project	Written Test	
40	60	40	60	200
The Weighted Average shall be converted into 40 marks for Internal Assessment				

3.1.2 Continuous internal assessment (CIA) for laboratory courses

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criterion for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 marks)*	
Evaluation of Laboratory Observation, Record	Test
75	25
*Internal Assessment marks shall be converted into 60 marks	

3.1.3 Attendance requirement for writing end semester examinations (UG & PG Courses)

A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to

give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to attend at least 75% of the classes. Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance.

However, a student who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports events may be permitted to appear for the current semester examinations, subject to the condition that the student shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

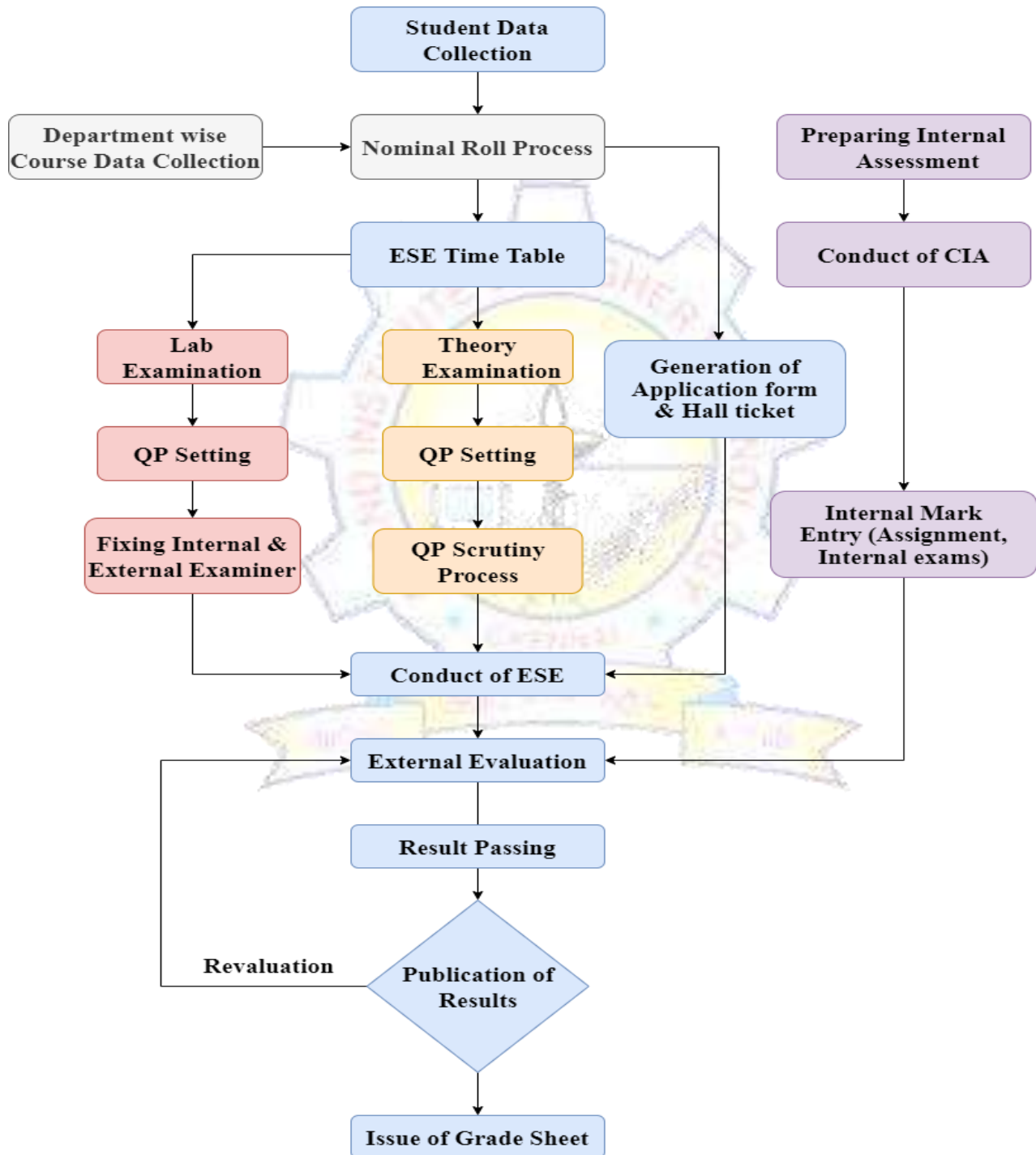
Students who secure less than 65% overall attendance shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

3.2 Academic Plan and COE Preparatory Schedule

S. No	Particulars	Time Frame
1	Preparation for Student Course Information	Second week of Odd/ Even of that Academic Semester
2	Quotations for Examination Materials	Second week of Odd/ Even of that Academic Semester
3	Requisition of Question Papers	8 weeks before commencement of examinations
4	Examination Fee Notification	4 weeks before commencement of examinations
5	Time-Tables	2 weeks before commencement of examinations
6	Finalizing Nominal List	2 weeks before commencement of examinations
7	Invigilators Notifications	1 week before commencement of examinations
8	Preparation of Exam Material	1 week before commencement of examinations
9	Hall ticket Issue	3 days before commencement of Examinations
10	Central Valuation	After completion of Examinations

11	Result Publications	2 weeks after completion of Valuation
12	Retotaling and Revaluation	Notification (10 days after publishing result)

3.3 Process flow chart



4. CONDUCT OF CONTINUOUS INTERNAL ASSESSMENT

- The Internal Assessment marks shall be awarded as per the academic regulations of the individual program. During each semester, two Internal Test and one Model Examinations are held at a minimum interval of one month in between.
- To ensure that this program is conducted systematically and efficiently by all the Departments, its conduct has been centralized and vested with a full- time Controller of Examinations.
- The Examination Office, well-staffed, is responsible for framing and announcing the time table for CIA programs for all the UG & PG Programs, obtaining the relevant question papers (of prescribed formats) for printing and distribution of the answer scripts for valuation by course teachers.
- Question papers for Model Examination are set by subject teachers according to the prescribed format.
- The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the Examinations in the format provided by the COE.

5. PRE-EXAMINATION ACTIVITIES

5.1 Question Paper setting

Three different sets of question papers should be prepared from the identified subject experts for both UG & PG programs.

5.1.1 Question Paper Setters

The following guidelines shall be followed in the constitution of Board of Question paper setters if question papers are set by outside question paper setters: -

- There shall be separate panels of question paper setters for each subject for various PG & UG programs.
- Head of the Department & Course Coordinator of that particular course are the panel members responsible for setting up Question paper for that course. The same has to be forwarded to the COE Office.
- The COE shall select the required number of persons from the internal and external faculties for consideration for appointment as question paper setters. Communications are sent to all of them to obtain their consent to serve as question

paper setters according to the terms and conditions of the College. If any person declines the nomination, another person selected by the COE is addressed and his/her consent is obtained. When adequate number of persons is available for a subject, a formal order of appointment is issued to them with the approval of the Principal.

- The appointment of question paper setters shall be made by the COE with the approval of the Principal.
- Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.
- 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. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the COE.

5.1.2 Qualifications of Question Paper Setters

- A person engaged in teaching work at Anand Institute of Higher Technology (Autonomous), with three years is eligible for appointment as question papers setters in any of the programs.
- A person engaged in teaching with Ph.D. or not less than three years of experience in relevant subject in any University, College affiliated to Anna University shall be appointed to set question papers.

5.1.3 Instructions to Question Paper Setters

- All question paper setters are required to keep their appointments strictly confidential.
- Question papers can be sent to the question paper setters preferably by email. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the paper setters' own handwriting on one side of paper 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.

- In the case of other language papers, except English, the used font should be copied in it.
- 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 as given in the model question paper provided. In the case of question papers which are common to two or three examinations may be mentioned in the heading itself. The marks assigned to each question shall be noted against the concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub- divisions of questions shall also be indicated. Any special instructions needed like use of graph paper; Clark's table, ordinary calculators, etc may be mentioned.
- All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for transmission to print.
- The questions shall be typed /written on blank sheets on one side of the paper only. The paper setter shall not sign his/her name or put his/her initials on any part of the sheets on which the questions are written.
- 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.
- Questions must be set with relation to the prescribed program and the books recommended by the Academic Council of the College and must conform to the standard and syllabi provided by the College. Question paper setters shall preserve the strictest secrecy with regard to copies of text books 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 office of the controller of the examinations.
- All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the office of the controller of the examinations.
- All questions shall be clear and unequivocal in language. They should be logical

in terms of the form and nature of the answer expected. Questions shall not be farfetched, or beyond the scholastic level expected from the student. Questions are to be evenly distributed over the whole course and cover all the prescribed texts, as specified in the syllabus.

- Question papers shall be prepared in such a manner so that a candidate, well prepared in the subject, can reasonably, answer the paper completely within the allotted time and secure full marks.
- 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.
- Information regarding drawing sheets, 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 COE separately.
- Question paper setters after finishing the work of setting question papers shall send to the COE, along with 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 scrutiny by the chairman / and board of question paper setters.

5.1.4 Appointment of question paper setters and their duties

Appointment of question paper setters and the confidentiality of the process are considered the most important responsibility of the college.

- The COE shall issue a communication to the question paper setters which shall contain the names, address, mobile number and the email id of the members of the board. No setter shall ordinarily be assigned more than three question papers.
- Head of the Department is responsible for setting up one set of internal question paper from the course coordinator of that course.
- The paper setters are required to set 2 sets of question papers for each course with a single intake, one for use in the ensuing examination and one for the next session (if applicable). In case of double intake, the number of question papers must be three sets with two internal and one external. The following materials are to be sent along with the request.

- a. Instructions to the question paper setter's
 - b. Syllabus of the concerned course/courses
 - c. Bloom's Taxonomy
 - d. Question paper Format
 - e. Claim forms for remuneration
 - f. Declaration/Certification
- The question paper setters shall send the question papers through mail and acceptance and claim forms are sent in separate covers properly labeled to the COE before the last date intimated.
 - Remuneration will be fixed by finance committee.

5.2. Scrutiny Board

The COE shall constitute a Scrutiny Board consisting of the Chairman and one senior external member expert for each subject to scrutinize the question papers two days prior to the examination. The question papers received from the setters shall be confidentially scrutinized by the board in the office of the Controller.

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

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

The scrutiny shall modify, if required, the question papers/ answer key to achieve the objectives mentioned above. After scrutiny, the Chairman shall personally hand over all the question papers along with answer keys in properly labeled and securely sealed separate envelopes to the COE. Envelopes and related stationery shall be supplied by the college for this purpose.

The details of the question papers received by the COE shall be entered in a register and

will be sent for printing. The bills for remuneration and TA/DA received from the setters will be transferred to the section dealing with the appointment of paper setters for arranging payment.

If the question paper is identified as difficult / out of syllabus / deviation from the pattern / etc., after the conduct of examinations, feedback given by the subject expert through the Head of the department, it will be reviewed by the Central valuation chairman/chairperson with COE and marks will be awarded.

6 REGISTRATION & TIME TABLE

6.1 Registration of candidates for autonomous examination

- A notification regarding the time schedule for issue of exam application forms from the COE to the Departments and deadlines for submission of application forms to the COE shall also be notified.
- The Examination fee details shall be provided in the preview form for theory/ practical/ viva-voce/ project-work etc.
- The preview forms must be verified and collected by the Departments' office. The forms are to be arranged exam-wise/ program/branch-wise / semester-wise/ year-wise and submitted to the Examinations section by due date.

6.2 Scheduling and Time Table of Examinations

- While scheduling examinations care must be taken to ensure that **NO** overlap in the subjects/ papers of examination occurs for any regular or arrear candidate.
- The Examination time-table shall be validated for any overlap and necessary amendments made.
- The scheduling of all Practical Examination shall be provided by the Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.

6.3 Issue of Timetable of the Examinations

The COE shall issue the timetable of various examinations in every semester, two weeks before the commencement of the End Semester Examinations.

6.4 Registration to the Examination

- All students admitted in a program (UG & PG) with 75% attendance can remit the prescribed fee on or before the fixed date. Only then they are eligible to appear for forthcoming semester examinations including practical examinations. However, he/she shall be issued the hall ticket only if he/she secures the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course. The head of the institution shall provide fee concession for eligible candidates as per existing government norms and regulations.
- The list of candidates having sufficient attendance and who have paid the required fees shall be intimated by the head of the department before the deadline for registration for a particular examination. A provision for electronically generating hall ticket will be devised.
- No candidate will be eligible for the semester examination unless he/she possesses minimum attendance and has paid the required fees.
- The mode of fee remittance shall be through the fee counter of college.

6.5 Verification of Application

The applications shall be verified for the following:

1. Correctness of the application

The columns and spaces must be correctly and legibly filled up. No space shall be kept blank.

2. Remittance of prescribed fee.

Students not accompanied by the documents to prove remittance of fee need not be entertained. In the event of insufficient remittances where the deficiencies are negligible, the question of whether such applications need be considered for provisional admission may be decided in consultation with the Principal.

6.6 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, 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.

6.7 Preparation of Hall Tickets

- The Hall Ticket is issued to all the eligible candidates admitted to the Autonomous examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Hall Ticket.
- Hall Ticket shall contain information regarding the Name of the candidate, Register number, Photograph, Program of Study, Semester/Year, Department and the Code numbers of the Subject(s) in which he/ she is registered for the current examination
- The office of the COE shall send the Hall Tickets to the concerned Departments at least three days before the commencement of the examinations. The Department office shall distribute it after due verification to the concerned student with due acknowledgement by signature. If any discrepancy or error is found in the Hall Ticket, it should be communicated to the concerned examination section with the recommendation of the Head of the Department.
- Hall tickets of eligible candidates shall be generated in the COE's office with name, register number and a recent photograph of the candidate. The hall ticket must contain the details of the courses with titles for the semester examination.
- The register number allotted to a candidate as noted on the application form in the column prescribed for it. In order to prevent manipulation, no column in the hall ticket should be left blank. The seal of the college shall be affixed on each hall ticket before distributing them to candidates.
- Duplicate hall ticket may be issued in case of loss of original hall ticket after levying the fee of Rs.100 and obtaining a declaration from the candidate duly recommended by the Principal/Head of the department.

7 QUESTION PAPER BUNDLES

The required question papers shall be packed in sealed covers with details regarding the name of examination, month and year of examination, name of the subject, date and

time of examination and number of copies of question papers enclosed. A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, subject / course code, number of question papers required and the number of question paper packets prepared. The statement and the entries on question paper covers shall be compared and ensured that entries are correct.

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 parcels 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 the answer books supplied from the COE's for the semester examination will be the responsibility of the Chief Superintendent.
4. Question papers should be kept under personal custody of the Chief Superintendent in steel almirahs which have duplicate keys and in which nothing else is kept.

7.1 Dispatch of Hall Tickets and Instruction to Candidates

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

7.2 Methods of Examinations

1. Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods: -
 - a) Written
 - b) Practical
 - c) Oral
 - d) Computer assisted testing (Online)
2. Candidates must answer question papers, except in the case of languages other

than English, in English, unless otherwise stated.

8. CONDUCT OF THE END SEMESTER EXAMINATIONS

8.1 Preparation of Answer Books

1. The answer books separate for UG and PG examinations, shall be prepared well in advance with specific format and different serial codes. There should be provision for invigilators to sign on the facing sheet after verification of entries made by candidates.
2. Required number of blank answer books shall be handed over to the Chief Superintendent of the examinations.

8.2 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 officially hand over the charge to a senior teacher, taking into account his/her experience and efficiency in related matter, under special circumstances. In that case, an email must be sent to the COE mentioning the reason for alteration. An additional Chief Superintendent and such other staff as required for the conduct of the examinations shall be appointed by the Principal, if necessary. Such persons shall be paid remuneration, as fixed by our College from time to time.

8.3 Instructions to Chief Superintendent at the Examination Venue

The Chief Superintendent is responsible for the efficient conduct of examinations at the venue.

The following guidelines may be followed for the smooth conduct of the examinations:

1. The Chief Superintendent shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer books are received at least three days before the commencement of examinations.
2. He/She should ensure that the question papers are received before the examination from the office of the COE.
3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.

The following arrangements shall be 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) Examination room is clean, facilitated with proper ventilation, fans and lights and that no writing is there on the desks/walls or blackboard.
 - c) Room-/ hall- wise seating plan for candidates is displayed at a visible and prominent place in the portico of the college.
 - d) Selection of appropriate number of invigilators from among the faculty members, well in advance as per the norms, in this regard.
4. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of the Principal. He/She should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.
 5. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
 6. 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 gadgets to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
 7. Allow only hall-ticket and pen, pencil, eraser and standard calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
 8. Keep utmost vigil throughout the examination process. The additional Chief Superintendent has to frequently visit examination hall and ascertain that the invigilators are performing their duties and are not engaged in talking, standing on the veranda, or reading/ writing inside the examination hall.
 9. 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 required fees, shall forward it to the college to obtain a duplicate hall-ticket. Or else, if there is a system of downloading duplicate hall tickets from the college website, the additional Chief Superintendent may be permitted to issue a duplicate hall ticket to the candidate, after charging a nominal fee of Rs.100. This can be allowed only if his/ her name is included in the nominal roll issued by the

- college.
10. All used answer books shall be packed within 30 minutes after the examination is over.
 11. The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.
 12. The Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. This decision should be taken one hour prior to the commencement of the examination.
 13. Consolidated Absentee Statement - The consolidated list of absence should be prepared and forwarded to COE's office daily 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.
 14. Report Regarding Invigilation Works –
Chief Superintendent should keep a detailed list of invigilators with their signature, indicating their room numbers, in a given format. After the completion of the particular end semester examinations, the Chief Superintendent must give a schedule of work done by each invigilator with the above format, stating the date and session and hall number he/she has invigilated. This statement is very much required in the malpractice cases reported during valuation time.

8.4 Instructions to the Invigilators

Invigilation is a crucial task in an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high and so as to maintain it, 20% of the invigilators appointed are external. A set of guidelines for the invigilators is given below:

1. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
2. Be present at the time of opening of the question paper cover.
3. Collect the correct number of question booklets and answer books from the Chief Superintendent and ensure that the question papers are for the examination scheduled for the day.
4. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Chief Superintendent for necessary guidelines.

5. Help the candidates locate their seats. If any candidate is in possession of mobiles phones, calculators, or digital diary 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 their attendance.
7. Candidates shall be admitted to your hall, if his/ her register number is allotted to your seating plan. If the register number of a candidate does not appear in your seating plan, direct him/her to the control room for further verification and action.
8. Distribute the answer book 15 minutes before the commencement of the examination and direct the candidates to fill in the roll number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details filled in / barcode affixed by the candidate are correct. Get their signature in the distribution sheet against their register number.
9. Distribute the question paper at the stroke of the bell and ask the candidates to start writing immediately.
10. Do not allow any candidate to leave the room, if only half an hour before the end of examination.
11. After the last bell, ask the candidates to stop writing and put their pens down.
12. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the chief superintendent. Report to the chief superintendent before leaving the examination premises.
13. The rule that candidates are not to leave the hall before the expiry of 45 minutes from the commencement of the examination should be strictly enforced. The question papers from such candidates should be collected.
14. No candidate who leaves the room during the examination shall be allowed to return.
15. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator.

Important Note:

1. No candidate without valid hall ticket is to be admitted into the hall.

2. Candidates shall be admitted to the examination hall 30 minutes before the scheduled time.
3. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. Strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
5. Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. If clarification is required, ask the candidate to give it in writing to the chief superintendent, who, in turn will forward the same to the COE.
6. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
7. Do not allow mobile phones or any electronic equipment in the examination hall.
8. Remain alert and vigilant, and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and submit a written report to the chief superintendent who, in turn, will forward the same to the COE.
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 correction in the roll number written by a candidate on his/her answer book. In any such case, ask him/her to correct it and then countersign 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. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination, must 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 appear for the examination on subsequent days and the matter may be reported to the Chief Superintendent and the COE.
15. Permit the candidates to leave the examination hall only after handing over their answer books to invigilator.

8.5 Duties of the Flying Squad

- Only teachers who are regular employees and who have put in more than 3 years

of teaching experience and who volunteer to take up the responsibility can be appointed as members of the Flying Squad. A senior-most member among the Flying Squad shall be nominated as the Chief by the COE.

- The members are required to undertake surprise visits to the examination halls with utmost caution, courtesy and tact.
- The members may be permitted to verify/check any confidential materials such as question paper packets, answer books, Forms, etc., at the college.
- The number of flying squads to be constituted for each semester-end examination shall depend upon the number of examination centre rooms and the duration of examination. Ideally, one flying squad can discharge the duties effectively and efficiently by regularly visiting three times per session.
- There shall be at least one female member in each flying squad for the smooth and effective performance. There shall be at least 'three' members in every flying squad. Ordinarily, the senior most teachers among them shall be designated as the Chief by the COE.
- The malpractice cases detected by the members of the flying squad must be reported to the Chief Superintendent and he/she will report the case to the COE. However, in addition to this procedure, the Flying Squad should submit in the prescribed format, dairy consisting the regarding the malpractice cases, other activities at the centre, etc., every subsequent day to the COE.
- In case of women candidates, if malpractice is suspected, the squad can avail the assistance of a female teacher of that particular centre for examining/checking the candidate.
- Under any circumstances, the Flying Squad should not misbehave with any of the candidates.

8.6 Instructions to Candidates

1. Every student shall register for the college examination of the relevant semester in which he/she 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 / HoD within two weeks after the commencement of classes or as stipulated by the college.
3. Candidate should ensure that they receive their hall tickets at least two days prior to the examinations, provided they have adequate attendance and paid required

- examination fees.
4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
 5. If the hall ticket is lost, they should immediately request to the COE office for a duplicate hall ticket to the COE through the Principal/HoD, as the case may be.
 6. The candidates should enter the examination room at least 15minutes before the commencement of examination and shall not leave the room during the last five 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 before 30minutes after the commencement of examinations.
 7. Candidates are permitted to use only blue or black ink pens for writing examinations. No other colored inked pens are allowed for writing the exam.
 8. No materials except writing materials and hall ticket should be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
 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 College rules.
 10. The candidate should write their roll numbers / stick the bar code, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write roll number anywhere over additional/ main book.
 11. They should not write anything on the question paper other than his/her name and register number. The last page of them a in question booklet can be used for rough work.
 12. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
 13. They should return all answer books and unused additional sheets before leaving the room. Candidates are not permitted to leave the examination hall without the

- permission of the invigilator during the course of the examination.
14. Candidates are forbidden to ask questions of any kind during the examination.
 15. Superintendents are instructed to refuse to answer any inquiries what so ever related to the question papers, whether as explanation of meaning or correction of typographical errors. Candidates are not allowed to write anything except the register number and name on the question papers supplied to them.
 16. Candidates shall take their places in the examination hall at least ten minutes before the time fixed for distributing the question papers. Candidates presenting themselves more than half an hour after the commencement of examination should not be admitted.
 17. The rule that candidates should not be allowed to leave the hall before the expiry of 45 minutes from the commencement of the examination should be strictly followed.
 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 name and register number written on them to the invigilator/ Assistant Superintendent. They may collect them after the examination, if they desire so.
 19. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for examinations on subsequent days and the matter may be reported to the chief superintendent and COE.
 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. They should not be permitted to leave the hall after keeping their answer books in their seats.

8.7 Exclusion of candidates for 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. Such cases shall immediately be reported to the COE.

8.8 Opened Question Paper Covers

The Chief Superintendent will forward the opened covers to the Controller of Examinations along with the Examination Answer Scripts.

8.9 Unopened Question Paper Covers

In case, where the only candidate registered for the examination absents himself, the Chief Superintendent should make a report thereof to the Controller of Examinations and return the unopened cover containing the question papers.

8.10 Exclusion of candidates for misbehavior

Candidates appearing for 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 or invigilator or behaving insolently towards the Chief Superintendent or any 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 misbehavior, he/she may be excluded from the rest of the examinations by the Chief Superintendent. In all such cases, a full report of each case shall be sent to the COE and the Examination Review Committee, after granting an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the Chief Superintendent or further punish a candidate by cancelling 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.

8.11 Examination Disciplinary Committee

Examination Disciplinary Committee is a body established at the COE office authorized to receive, hear, investigate and decide on any disciplinary irregularities reported during the examination.

It comprises the COE, Chief Superintendent, A senior professor from the department and the hall superintendent, if necessary.

8.12 Punishment for Malpractice

If the Examination Disciplinary Committee is satisfied after an enquiry that there have been malpractices in the conduct of examinations, the body, after providing an opportunity to present his/her case, may punish such person in such manner as it may deem fit.

8.12.1 Punishment for malpractice committed during Continuous Internal Assessment Examinations

Students, who are found guilty of indulging in any kind of malpractice during CIA

exams, will not be awarded minimum marks for CIA of the particular paper, even after conduction of retest in the Statement of Marks. In such cases, the marks obtained in Assignment / Seminar will also be considered as zero (0).

8.12.2 Punishment for malpractice committed during End Semester Examinations

The students, who indulge in any malpractice, while writing examination, will be immediately referred to the Chief Superintendent for the initiation of appropriate disciplinary proceedings. If they are proved guilty, the Examination Disciplinary Committee has been authorised to impose punishment which includes fine, cancellation of paper(s) and debarring from writing examinations for the next 2–5 years, according to the cognizance (seriousness) of the malpractice.

S. No.	NATURE OF MALPRACTICE	PUNISHMENT
1	Writing internal marks in the end semester examination answer script and request for a pass	Warning may be given for the first time. If repeated, the examination taken by the candidate will be cancelled.
2	Writing one's Register Number in a page other than the title page in the main answer book	Fine of Rs.200/- per paper for maximum of 2 papers (Rs.400/-). More than 2 papers Rs.500/- to be imposed.
3	If mentioned, any letter of appeal coupled with promise of any form of consideration.	The particular examination / examinations, taken by the candidate will be cancelled.
4	Possession of incriminating material for copying.	The particular examination /examinations taken by the candidate will be cancelled
5	Copying from notes, books or any Written / printed material/ electronic gadgets related to the Subject of the examination. Borrowing the answer book of another candidate to copy	Current semester examinations will be cancelled. If repeated, the candidate will be debarred from appearing for ensuing 2 semester examinations.
6	Inserting Previously written answer sheets brought from outside.	Current semester examinations will be cancelled and the candidate will be debarred from appearing for the ensuing 4 semester examinations.

7	Aiding, passing and assisting for copying from main / additional book / any written or printed material (bits) / electronic gadgets prepared already.	Current semester examinations will be Cancelled and the candidate will be debarred from appearing for the ensuing 6 semester examinations.
8	Threatening the invigilator / any such insubordinate behavior	Current semester examinations will be cancelled and the candidate will be debarred from appearing for the ensuing 4 semester examinations.
9	For manhandling /injuring the Superintendent, Hall Superintendent and other examination officials / personnel (College and other Institutions)	Current semester examinations will be cancelled and the candidate will be debarred from appearing for the ensuing 6 semester examinations. The matter will be referred to the police, if necessary, for further action.
10	Case of impersonation (Current students and past students who are now appearing as private candidates)	Current semester examinations will be cancelled and the candidate will be debarred from appearing for the ensuing 6 semester examinations. The matter will be referred to the police, if necessary, for further action.
11	Tampering in the statement of marks / provisional certificates / degree certificates issued by the College / University	The tampered certificates be retained by the College and no duplicate will be provided. Current semester examinations taken by the candidate will be cancelled. The candidate will be debarred from appearing for any examinations of this college for 5 years.

NOTE:

The matter regarding the malpractice will be placed before the Examination Disciplinary Committee for enquiry and the decision of the Committee shall be the final.

- Irrelevant writing and appeal by the candidate in the answer script will also be deemed as malpractice.

- Cancellation of one or more papers written by the candidate, who was found guilty of committing malpractice, will be indicated as zero (0) against the title of the respective paper in the Statement of Marks.
- If a candidate is reported to have committed any malpractice for a second time, the Examination Disciplinary Committee will enhance the punishment suitably.
- Penalty will be levied from each candidate who was found guilty of committing malpractice, and given severe punishment as per the autonomous norms.
- The particulars of candidates awarded punishment for malpractice will be displayed in the notice Board.

8.13 Postponement of examinations under emergency circumstances

Normally the scheduled examinations dates shall not be postponed. If the date of an examination date is to be changed due to unavoidable reasons, the decision will be taken by the subcommittee chaired by the Principal. The subcommittee shall be constituted by the Principal which contains the COE, academic coordinator, member secretary, two members from Academic Council, and the IQAC coordinator.

8.14 Conduct of End Semester Lab Examinations

- Semester end lab examinations will be conducted after the last working day of the semester (as per the directions given by the Controller of the Examinations).
- Semester end lab examinations will be conducted by the faculty concerned and lab external examiner. The examination cell will receive name of the external examiner to conduct end lab examinations duly approved by HOD and the Principal.
- The COE will select one of the two external examiners submitted by HOD and inform the concerned examiner the time and number of students appearing and obtain his/her consent to be the examiner. The Internal examiners will be appointed by the HODs concerned and inform to the Controller of the Examinations.
- The concerned HOD of the Department should prepare the time-table batch wise with respect to the equipment available in the department and forward the same to the examination cell. After the examination, the examiners should submit the marks after entering the software provided in COE office and absentees

statements in sealed covers in the examination cell. Duly signed Remuneration bills should be submitted along with the marks awarded in Data sheets

- The College shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc., shall be announced by the HOD, wherever necessary.
- The COE shall appoint Examiners for Practical examinations for different courses/ subjects from the panel of examiners submitted by the respective Boards of studies. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department shall be responsible for the conduct of the practical / viva- voce examination(s) in the respective departments.
- The required number of answer booklets and other material shall be demanded and obtained from the COE well in advance for practical examinations.
- Candidates shall be in possession of Hall Tickets on all the days of Practical examinations. In the event of non-possession or loss of Hall Tickets the HOD is empowered to permit the Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.
- Practical answer scripts after the practical examination shall be packed in separate covers and sent to the College after completion of all the Practical examinations.
- Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.

8.14 Remuneration/ Honorarium/ Allowances

- Remuneration/ Honorarium /Allowances etc., shall be paid to the Chairman and the Examiners, Paper-setters, Examiners, Chief Superintendents, Hall Superintendents, and others who have put in work in connection with the conduct of examinations, as fixed by the College authorities from time to time., after completion of the assigned duties and after necessary documentation, at the

College, along with TA/DA, remuneration for valuation, as applicable

- Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the College on the prescribed form at approved rates.
- In cases of practical/ viva-voce examinations, the Examiners shall submit their remuneration claims in appropriate Form along with the marks-sheets, Answer-scripts, attendance statement of candidates to the COE.
- The claims of assistants at practical/ viva-voce examinations shall be prepared by the assistants themselves on separate prescribed Form, countersigned by the examiners concerned.

9 BOARD OF EXAMINERS

9.1 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 50% external and 50% internal examiners for theory paper valuation for each course shall be prepared by the Board Chairman, BoS, in consultation with the two seniors most members of the department and shall be forwarded to the COE in the prescribed format.

The COE is the competent authority to constitute Committees / Board consisting of the Chairman and Chief Examiners in the same or different subjects.

9.2 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.

9.3 General Conditions for the Appointment of Examiners

- Generally, a person with a minimum teaching experience of three years in a college or university department or research institute is eligible for appointment as examiner.
- In the case of internal examiners, the minimum teaching experience shall be one year.

- For selecting new examiners, the first preference shall be given to those with three 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.

9.4 Duties of the Board of Examiners

- It shall be the duty of the COE and the Chairman of the Board of question paper setters, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of the works related to that department.
- The appointment of examiners for each semester shall be made and confirmed before 30 days of commencement of the examination for both theory and practical.
- Only persons having the prescribed qualifications and at least three years of teaching / research experience at the appropriate level shall be included in the panel.
- The End Semester Examination shall constitute a Board of Examiners for each subject for odd and even semesters. The evaluation of answer scripts shall be carried out by the Board of Examiners.
- Every Board constituted in this way shall have a chairperson who will be appointed by the COE from the panel. All examiners shall be required to attend meetings, if any, convened by the college. If a member does not turn up for the meeting(s) without sufficient reasons, the COE may remove him/her from the panel of examiners.
- It shall be the duty of the Chairman, Board of examiners, to assign duties to the members of the respective boards and give such instructions that are necessary for the efficient conduct of work relating to that board.
- The Chairman, Board of Examiners, if the situation warrants, reserves the right to review the scripts valued by the examiners and suggest ways and means to

achieve objectivity in valuation. The Chairman will also scrutinize the work by the examiners and forward to the COE all necessary documents such as valued answer scripts, mark books, remuneration bills of members countersigned by him, etc., as the case may be on or before the dates specified by the college.

10. POST-EXAMINATIONWORK/ ACTIVITIES

10.1 Pre-Evaluation Processing of Theory Answer scripts

- Dummy Number Printing of Answer-scripts is undertaken after due random shuffling of the Answer-scripts. The part revealing the identity of the candidate is then cut off from the cover page of the Answer-script in a secure manner and stored safely in the custody of the COE as quickly as possible.
- The Identity masked and dummy number printed Answer-scripts are then packed in packets.
- On the day of commencement of Central Valuation, the Identity masked Answer-script packets shall be transferred to Valuation Centre and Custody Transfer to Chairman of the respective BoE. In the case of the valuation done by the course teacher himself/herself, he/she has to collect the answer scripts from the examination section after verifying the number of papers.

10.2 Valuation of Answer Scripts

- Valuation of answer scripts of theory examinations shall be in a centralized manner and there shall be single valuation of all the answer scripts of UG and PG, as determined by the Academic Council from time to time.
- Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process and will be reexamined by the board chairman and in case of any discrepancy (more than 15 marks), it will be recommended for second valuation. If in case, there is still discrepancy then the answer script will be recommended for third valuation. The highest marks among them shall be awarded to the candidate.
- Centralized valuation can be started immediately after the examination. The valuation is to be carried out by the internal examiner and the external examiner.

- Valuations must be based on the scheme of valuation prepared by the question paper setter or by the board of examiners of the examination concerned.
- The examiners shall prepare and submit the properly prepared mark sheet countersigned by the chairman. The marks will be entered to the candidates' score sheet generated using computer software.
- The COE will exercise overall control of the valuation process and shall be responsible for the proper conduct of the valuation and maintenance of appropriate registers, records and accounts pertaining to the camp.

10.3 Central Evaluation of Theory Answer scripts

- A period of Central valuation of answer scripts is finalized by the COE in consultation with the respective Chairman.
- The shortlisted examiners are issued appointment order to evaluate the answer-scripts of the autonomous examination along with a form in which they shall express their acceptance/ decline of the offer within the stipulated period.
- All theory answer scripts shall be sent to the central valuation center (CVC) securely after the due process of assigning Dummy numbers and removal of the flap containing the examinee's Register number.
- Only examiners duly appointed by COE / the Chairman, Board of Examiners, approved by the College should be assigned valuation work and none else.
- Maximum of ten examiners shall be allocated per the Chairman / Chief.
- The Chairman of the Board shall ensure that the Registers pertaining to issuing of answer-scripts to the Examiners, receiving of assessed answer- scripts from the Examiner are maintained properly.
- Only one packet of answer-scripts shall be given for valuation, one after another i.e., after completing the valuation of answer scripts of the previous packets. Only 50 answer-scripts should be issued for evaluation to each examiner per day.
- The Chairman of the Board shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the

papers are not valued in a hurry.

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

10.4 Appointment, Duties and Responsibility of Examiners

- No one can claim appointment as examiner or any other examination work as a matter of right.
- The COE shall appoint examiners for each examination from among the list of eligible examiners depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. Under no circumstances can the Chairman of the BoE issue, appointment orders on his/ her own.
- The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the College or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.
- If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- On the day of commencement of valuation, if applicable sufficient time shall be utilized for discussion with regard to filling of marks sheet and shading and valuation guidelines and regulations concerning the Autonomous examination.
- The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that Dummy Number printed on the answer script and mark sheet are the same and shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of the Chairman, BoE immediately.
- The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.

- The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
- The examiners shall write '0' wherever answers do not deserve any marks.
- The examiner shall total up the marks.
- The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
- The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature.
- The examiner shall not take the answer scripts out of the valuation center under any circumstances.
- If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Chairman of BoE through the Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the Chairman of BoE, who in turn shall forward the same to the COE. He/she shall enter such references in the marks list against the register number / code number.
- The examiner shall report to the COE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favor or writing letters to him/her indicating the name of the person, the register number/ code number of the candidate, subject/paper etc.
- The examiner shall prepare marks lists in the prescribed proforma provided for the purpose. The Examiners should have full knowledge of shading and entering marks sheets.

10.5 Guidelines to Examiners for Central Valuation

- Examiners shall not disclose their appointments, treating them strictly confidential.
- Examiners shall make themselves familiar with the instructions contained herein as obligatory part of their assigned duties. They shall treat all instructions and information issued from time to time as confidential.
- The acceptance of an appointment as examiner implies an agreement on the part of the acceptor to perform carefully the work entrusted to him/her and to carry out

- scrupulously the instructions and directions issued from time to time.
- Examiner shall open the allotted answer book bundle and check whether the seals broken or intact, immediately on receiving it, check if the contents tally with the report or not. In either case, he/she shall make a report to the coordinator of central assessment.
 - In no circumstances the answer-books shall be taken outside the central assessment hall.
 - Each examiner shall be personally responsible for all answer books allotted to and received by him/her until they have been duly examined and returned to the coordinator of central assessment.
 - Examiners shall report about the answer book showing any attempt made with a view to disclose their identity, to the coordinator of central assessment for onward communication to Controller of Examinations.
 - Examiner shall read the question paper carefully and prepare the marking scheme for evaluation of the answer to the concern question/sub-question.
 - Examiner will give due credit to the step-by-step solution, correctness of the method used, explanations with the help of sketches and final answer. He/she shall also give due credit to the efficacious use of language, neatness and presentation.
 - Examiners should enter the marks on the answer books in legible handwriting and make entries of marks given by him/her, at the end of each answer in the left part of the page of answer book. Total marks obtained should again be written in the space allotted in the page.
 - When a question is divided into sub-questions and marks are assigned to each sub-question, examiners shall write the marks given to each sub- question in the allotted space only. Marks allotted to each sub-question and total marks of the question should also be written in the bottom right margin of the page.
 - The examiner shall verify that the marks given to the sub-questions are correct.
 - If the answer to a question is not written on consecutive pages in continuous manner, but written at different places in discontinuous manner, in the same answer book or in supplement/s to the answer book, the examiner shall assign marks to each part separately. The total for such answers should be made as mentioned above.
 - No fractional marks less than $\frac{1}{2}$ (or 0.5) shall be allotted in sub- questions.

- In case the examinee has solved more sub-questions than asked for, the marks obtained for all sub-questions shall be entered in the top of the margin as mentioned above. The total marks of the best combination of sub questions shall be considered as marks obtained by the examinee. The marks allotted to the sub-question/s ignored shall be encircled indicating that these marks are to be omitted from the total of that question.
- After the examiner has written the total marks of a question, as mentioned above, he/she shall immediately transfer these marks in the appropriate box in the table on the cover page of the answer book.
- When an examinee does not attempt a question, the examiner shall make an entry in the related box in the table on the cover page of the answer book by marking a dashed line (--). Likewise, when a question is attempted has earned zero marks, the entry shall be two zeros (00).
- If an examinee has attempted more questions than he/she is required to answer, all the answers shall be assessed and the marks of all questions shall be entered on the cover page of answer book. However, while totaling the marks of the maximum marks' combination should be taken in to consideration.
- Care shall be taken that out of the marks assigned to additional question/s attempted by him/her, the lowest marks given to any question/s, except compulsory question/s, if any, shall be ignored while totaling and the ignored marks shall be encircled on the cover page of the answer book.
- When all questions in an answer book have been assessed, the examiner shall verify the total of marks secured, by adding the marks of individual questions as entered on the answer book.
- Examiner should verify that all the sub-questions are valued.
- In case, all the answers written in an answer book are scratched or cross- marked, the matter shall be brought to the notice of the coordinator of central assessment for onward communication to Controller of Examinations.

11 RESULTPUBLICATION

11.1 Post-Evaluation Data Processing/ Tabulation

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

- Marks-Tabulator(s) shall be appointed by COE. Marks-Tabulator(s) shall be staff members of the office of COE. They shall possess sufficient computer programming and database (SQL&RDBMS) skill and experience.
- The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE.

The Validator shall:

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

11.2 Examination Review Committee Meeting

- The committee shall meet at within the College campus on the assigned day with select members as appointed by Principal and COE from the respective Board of Examiners.
- The members shall consider any moderation issues arising out of wrong/ out- of-syllabus questions/ unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.
- The members shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace marks in such a manner that marginally failed candidates may clear the course/subject. The award of grace marks shall be subject to the conditions.
- The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the committee concerned for valid reasons that have to be substantiated in the minutes of the committee meeting.
- No grace marks shall be awarded in the case of failure in Practical & theory

examination(s).

11.3 Result Passing Board

When the tabulation of an examination is completed, the COE shall convene a meeting of the Pass Board constituted by the Chairman for each subject and designated team of academicians presiding from Anna University.

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 number of candidates in each class.
5. Percentage of pass.

These statistics shall be furnished to the pass board for finalizing the results. The meeting of the pass board, constituted by the COE for each examination, shall approve/ratify the results as such or the board may approve the results with moderation, if any, as it may decide. The minutes of the board shall be put up to the COE for approval. The COE shall issue orders to publish the results.

11.4 Result Finalization and Publication

The results of the concerned examinations shall ordinarily be declared within 25 days of the last examination and the College shall dispatch the result along with the statement of marks to the Departments within 40 days for distributing the same to the concerned students. The results shall be published on the college website.

11.5 Results Withheld and their Declaration

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

The results of those candidates held in reserve for malpractice /indisciplinary cases/or lapse in the examination will be declared as per the resolution passed by the

Examination Disciplinary Committee.

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

The results reserved for dues payable to college shall be declared on confirmation of payment of the said dues.

12. GRIEVANCES IN EXAMINATIONS

The examination system of the college shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the college rules and regulations by Office of the COE.

- a) Students who have any grievances related to their results shall apply in the prescribed form and on the payment of prescribed fee for the redressal within the stipulated time.
- b) The answer script/scripts of such students shall be reviewed by the course teacher, external reviewer and the Chairman of the respective Board collectively
- c) In case of a change in Grade after review, the result shall be released.

13. REVALUATION, RETOTALING AND PHOTOCOPY OF THE ANSWER SCRIPTS

13.1 Photocopy of Answer-script(s)

After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts (subject to a maximum of 3 scripts/ candidate), he/she shall apply to the COE by paying the prescribed fees notified by the college from time to time within 10 days from the date of announcement of results of the respective course.

13.2 Re-evaluation

- There shall be provision for revaluation on payment of fee for papers evaluated by single valuation system. A different examiner will value the paper. The second marks will be the final one.
- Any candidate (UG & PG) can apply for re-totaling of marks on the payment of

fee.

- Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.
- Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.
- The application for revaluation shall be submitted to the Controller of Examinations through the HOD of the concerned Department of study.
- The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. If there is a difference of more than 15 marks between the first valuation and Re-evaluation, the paper will be re-evaluated. The highest marks among them shall be awarded to the candidate.
- The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.
- The result of the revaluation shall ordinarily be made known to the student through the Head of the Department within 1 month of the last date of receipt of applications by the Office of the Controller of Examinations.
- Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.

14. ADDITIONAL RESPONSIBILITIES

14.1 Error Correction in Name

- To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.
- Any errors in the Name of candidates printed in the Marks statement/ Certificate/ Hall Ticket may be brought to the notice of COE for necessary correction with appropriate evidence.

14.2 Rectification of Mistakes in The Certificate

In case, any certificate issued either by the Controller of Examinations has incorrect information or spelling mistakes, the original certificate should be returned along with the request for rectification to the office of the controller of examinations concerned

within 30 days of receipt of the certificate concerned. Belated request for rectification may entail payment of penalty fee.

14.3 Printing and Issue of Grade Cards

- Grade sheets should be printed on grade sheets with multiple security features, verified and issued students.
- After the announcement of results and revaluation results, the controller of Examinations should arrange for the printing of grade cards /sheets.
- The grades obtained by the student and the credits allocated to the course are to be entered into database using the software server installed in the examination branch.
- Once, all the data are entered, the printing of the grade cards will commence.
- Before printing the grade cards, the data viewed on the draft prints should be compared and checked with the data on results sheets.
- A record for grade sheets printed must be maintained.
- While issuing the grade sheet to the student, the signature should be obtained as an acknowledgement.
- If any student loses the grade issued to him/her, a duplicate grade sheet may be issued on application and payment of prescribed fee.
- Such grade sheet may be oriented prominently as “DUPLICATE”.

15. CERTIFICATES

1. Provisional and Degree certificates are issued by Anna University, Chennai per the acts and statues of the University on the submission of the consolidated mark / score cards of the students by the college.
2. A consolidated mark / score card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.

15.1 Mark Register of Candidates

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

The register shall contain the following details:

Register number, name of the candidate & date of birth, program & year of admission,

particulars of examination taken, results, and remarks, if any.

15.2 Post-evaluation Custody and Disposal of Answer-scripts

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

- Appropriate staff shall be assigned the responsibility of safe-custody of the answer-scripts till safe disposal.
- Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.
- The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

15.3 Scribes for Disabled Candidates

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

The maximum number of candidates belonging to the above categories is allowable in an examination hall shall not exceed two.

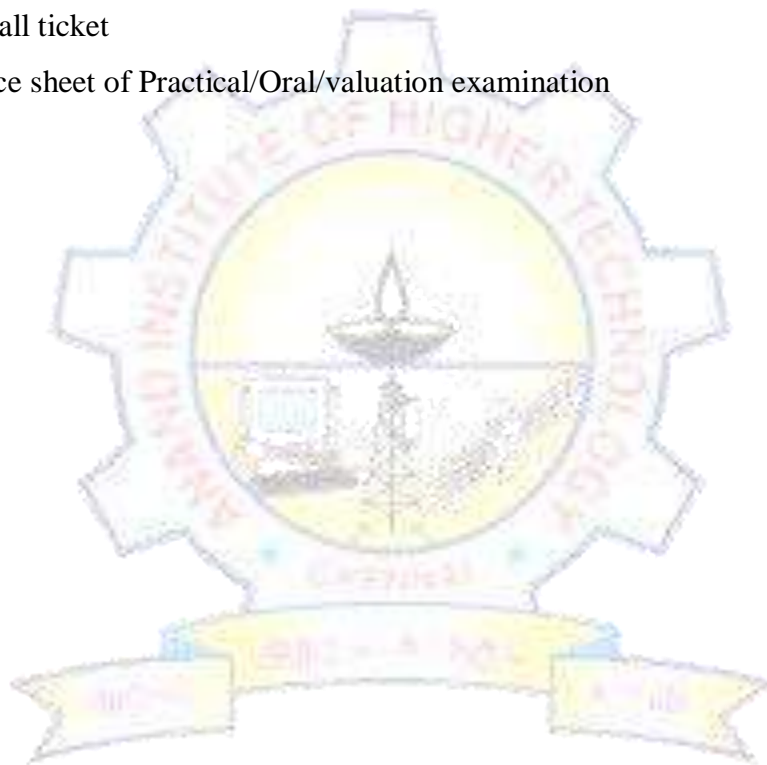
16. Automation–In House

- The examination cell has surveillance system for security.
- COE Software

17. LIST OF THE FORMATS USED IN EXAMINATION CELL

1. Appointment as question paper setter
2. Certificate of declaration by question paper setter
3. Instructions to question paper setter candidates & Blooms Standard Pattern

4. Remuneration bill form for question paper setter
5. Appointment of external/internal examiner for practical examination
6. Instructions to candidates
7. QP Scrutiny Declaration by examiner
8. QP Feedback by the examiner
9. Central Valuation order
10. External Examiner claim form
11. Certificate of attendance Practical/Viva-Voice/Valuation
12. Continuous Internal Assessment marks sheet
13. Examination preview form
14. Student hall ticket
15. Attendance sheet of Practical/Oral/valuation examination





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18. ANNEXURES

18.1 ANNEXURE-I

EXAMINATION RELATED FEES PAYABLE BY THE STUDENTS

S. No.	Course	Details	Fee (in Rs.)
1	All UG Exam Fee	Theory	Rs. 450 per subject
2		Practical	Rs. 450 per practical
3		Theory cum Practical (Integrated Subjects)	Rs. 900 per subject
4		Project Viva Voce	Rs. 450 per candidate
5		Mini Project, Design Project	Rs. 450 per subject
6	All PG Exam Fee	Theory	Rs. 650 per subject
7		Practical	Rs. 850 per practical
8		Theory cum Practical (Integrated Subjects)	Rs. 1300 per subject
9		Project Viva Voce	Rs. 850 per candidate
10		Mini Project	Rs. 850 per subject
11	Ph.D.	Course Work Examination fee	Rs. 1000 per subject
12	UG & PG	Late Fee (Valid for five working days from Last date)	Rs. 500 per candidate
13		Application Fee	Rs. 100 per candidate
14		Application for Photocopy of Answer Script	Rs. 400 per subject
15	UG	Revaluation of Answer Script	Rs. 400 per subject

16	PG	Revaluation of Answer Script	Rs. 600 per subject
17	UG & PG	Provisional Certificate and Degree Certificate	Rs. 1500 per candidate
18		Graduation Ceremony	Rs. 1000 per candidate
19		Handling Charges (Each semester)	Rs. 100 per candidate
20		Grade Sheet	Rs. 200 per candidate
21		Consolidated Grade Sheet	Rs. 1000 per candidate
22		Duplicate Hall Ticket	Rs. 250 per issue
23		Duplicate Consolidated Grade Sheet	Rs. 1500 per issue
24		Duplicate Grade Sheet	Rs. 500 per issue
25		Corrections in Grade Sheet (Name, Date of Birth, etc.)	Rs. 500 per issue
26		UG	Special Supplementary Examination Fee (Applicable to Immediate Course Completed candidates)
27	PG	Rs. 1000 per subject	
28	UG & PG	Issue of Transcript 4+ years after graduation	Rs. 1500 per transcript
29	UG	Examination Fee beyond the Maximum period	Rs. 500 per subject
30	PG		Rs. 750 per subject
31	Ph.D.	Registration Fee (One Time)	Rs. 5000 per candidate
32		Course Work Examination fee	Rs. 1000 per subject
33		Grade Sheet	Rs. 300 per semester
34		Consolidated Grade Sheet	Rs. 500 per candidate
35		Handling Charges	Rs. 200 per candidate



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18.2 ANNEXURE-II

REMUNERATION TO FACULTY MEMBERS AND EXAMINERS

S. No.	Details	Remuneration (in Rs.)
(a) Conduct of Practical Examinations		
1	Internal / External Examiners (UG)	Rs. 10 per candidate examined subject to a minimum of Rs. 75 per lab
2	Internal / External Examiners (PG)	Rs. 10 per candidate examined subject to a minimum of Rs. 150 per lab
3	Skilled Assistant (UG / PG)	Rs. 6 per candidate registered
4	Hospitality Expenses to Examiners (Regular Lab only)	Rs. 100 per day per lab
5	Miscellaneous Expenses (<i>Non-Teaching staff, Stationaries, Assisting Staff, etc.</i>)	Rs. 5 per candidate registered per lab
6	Principal Honorarium	Rs. 3000 per semester
7	Allowances to Incidental Expenses (AIE) (<i>External Examiner</i>)	Rs. 300 per session (1 session) / Rs. 350 per day (2 sessions)
(b) Project Viva Voce		
8	Internal Examiner (UG)	Rs. 40 per batch examined subject to a minimum of Rs. 100 per project viva voce
9	Internal Examiner (PG)	Rs. 50 per candidate examined subject to a minimum of Rs. 150 per project viva voce
10	External Examiner (UG)	Rs. 40 per batch examined subject to a minimum of Rs. 100 per project viva voce
11	External Examiner (PG)	Rs. 50 per candidate examined + Rs. 100 per candidate for Evaluation of Thesis

12	Supervisor (PG)	Rs. 50 per candidate examined
13	Hospitality Expenses to Examiners	Rs. 100 per day per project
14	Allowances to Incidental Expenses (AIE) (<i>External Examiner</i>)	Rs. 300 per session (1 session) / Rs. 350 per day (2 sessions)
(c) Conduct of Theory Examinations		
15	University Representative	Rs. 250 per session
16	Chief Superintendent	Rs. 250 per session
17	Internal / External Hall Superintendent	Rs. 150 per session
18	Exam Coordinator (EC) <i>Registered Candidates : 1 to 200 – 1 EC</i> <i>Registered Candidates : 200 to 400 – 2 EC</i> <i>Registered Candidates : 400 & Above – 3 EC</i>	Rs. 150 per session
19	Reserve Hall Superintendent (RHS) <i>Registered Candidates : 1 to 500 – 1 RHS</i> <i>Registered Candidates : 501 to 1000 – 2 RHS</i> <i>One additional RHS for every 500 additional student strength</i>	Rs. 150 per session
20	Miscellaneous Expenses (Non-Teaching staff, Stationaries, Providing water, Packing help, etc.)	Rs. 2 per student registered per subject + Rs. 3 per student registered for the semester
21	Squad Member (Internal / External)	RS. 200 per session
22	Question Paper Setter (Internal / External)	Rs. 1000 per Question Paper + Rs. 1000 per Question Paper key (if applicable)
23	Question Paper Scrutiny (Internal / External)	Rs. 150 per Question Paper
24	Allowances to Incidental Expenses (AIE) – <i>University Representative, External Hall Superintendent, Squad member (External), Question Paper Scrutinizer (External)</i>	Rs. 300 per session (1 session) / Rs. 350 per day (2 sessions)
(d) Central Valuation		
25	Chief Examiner	Rs. 650 per session (2 scripts to be reviewed per bundle of 25 scripts)
26	Examiner – UG (Internal / External)	Rs. 20 per script subject to a minimum of Rs. 100 per session

27	Examiner – PG (Internal / External)	Rs. 20 per script subject to a minimum of Rs. 100 per session
28	Allowances to Incidental Expenses (AIE) – <i>External Examiners</i>	Rs. 300 per session (1 session) / Rs. 350 per day (2 sessions)
29	Tabulator	Rs. 200 per session
30	Superintendent	Rs. 0.50 per script
31	Assistant (Dummy numbering work)	Rs. 0.50 per script
32	Data entry operator	Rs. 0.50 per script
33	Miscellaneous Expenses (Assisting faculty, Non-Teaching Staff, etc.)	Rs. 2 per script
(e) Revaluation		
34	Examiner – UG (Internal / External)	Rs. 30 per script subject to a minimum of Rs. 100 per session
35	Examiner – PG (Internal / External)	Rs. 30 per script subject to a minimum of Rs. 100 per session
36	Allowances to Incidental Expenses – <i>External Examiners</i>	Rs. 300 per session (1 session) / Rs. 350 per day (2 sessions)
(f) Committee Sitting Fee		
37	External Auditing of Question Paper, Answer Key and Valuation	Rs. 5000 (Including AIE)
38	Result Passing Board / Academic Council / Finance Committee	Rs. 5000 (Including AIE)
39	Board of Studies	Rs. 5000 (Including AIE)
40	Governing Body	Rs. 5000 (Including AIE)