

EXAMINATION MANUAL

MAHARAJA'S COLLEGE, ERNAKULAM

(A GOVERNMENT AUTONOMOUS COLLEGE)



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Preface on Examination Manual

By Chairman, Manual Committee

We have incorporated all requisite provisions for the planning, conduct, evaluation and result declaration of internal and external evaluation of UG & PG students under the purview of autonomous stream with effect from 2015-2016 admissions. Ph.D. programs will remain under the direct control of M.G. University. The basic orders/ rules regarding examination fees, attendance and ratio of internal-external examination components will be followed as per M.G. University rules and regulations. Thus, our aim is to streamline and optimize the examination system and bring out results at the earliest with a view to helping the student community pursue higher studies or seek employment fast.

Dr. M.K. Muraleedharan Nair, Controller of Examinations

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CHAPTER 1
EXAMINATIONS - IMPORTANT PROVISIONS (EXCERPTS) IN
MAHARAJA'S COLLEGE (AUTONOMOUS)

1.3 Powers of the Governing Council

The Government of Kerala and the University Grants Commission (UGC) have jointly declared academic autonomy to Maharaja's College, Ernakulam. The Governing Council (GC) of the college, constituted and appointed by the Government of Kerala, is the executive body of the college. The GC shall have the power to frame academic guidelines, issue directions or instructions for the efficient conduct of examinations and to maintain credibility of examinations.

The powers of the GC include:-

1. Conduct of examinations for each program and to publish results.
2. Recommend and forward the results of examinations to Mahatma Gandhi University for the award of degree, diploma or any title as the case may be.
3. Approve the issue of mark lists of the students
4. Decide, with the concurrence of the Government of Kerala, fee and other charges to be paid by the students of the college.
5. Institute scholarships, fellowships, studentships, medals and certificates on recommendation of the Academic Council.

1.4 Powers of the Academic Council

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

The AC shall have the following powers, responsibilities and functions in connection with the conduct of examinations:-

1. To advise the GC on all academic matters

2. To make regulations and to amend or repeal the same, with the approval of the GC, on the following matters:-
- a. Making/ amending regulations for the conduct of examinations.
 - b. Prescribing courses of studies and scheme of examinations.
 - c. Prescribing qualifications and criteria for admission of students to various programs and to the examinations and the conditions under which exemption may be granted.
 - d. Prescribing the criteria in evaluating the performance of students and in classifying them on the basis of their performance in the examination.
 - e. Prescribing equivalence of examinations, degrees, diplomas and certificates of other universities, institutes, boards and so on.
 - f. Make arrangements for conducting examinations and to decide remuneration, if any, to persons working in connection with the examinations.

1.3 Powers of the College Principal

The Principal of the college shall be the chief Academic and Executive Officer of the autonomous college. The Principal shall be the chairman of the AC and the Chief Controller of Examinations.

1. S/he shall be responsible for the preparation, scheduling and conduct of all examinations of the college. The execution of the same may be entrusted to the Controller of Examinations (CE) nominated by the Principal from among the permanent faculty members on the basis of potential of the person in accordance with the guidelines of the UGC and the person is to be formally appointed by the Government of Kerala.
2. It shall be the duty of the Principal to ensure that the provisions of this Act, and the statutes, ordinances and regulations are strictly adhered to and s/he shall have all powers necessary to ensure the same.
3. The Principal shall have the right to visit and inspect the examination section at any time.
4. S/he shall have the responsibility and power to provide enough human resource for the timely completion of works related to the conduct of examinations and the publication of results.

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

1.4 Functions of Board of Studies

1. To suggest methodologies and road map for innovative evaluation techniques
2. To design curriculum and prepare syllabi for the various programs.
3. To suggest panel of names to the Academic Council of the college for the appointment of question paper setters and examiners.

CHAPTER 2

EXAMINATION SYSTEM AND EXAMINATION CELL

2.1 Examination System

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

The evaluation of all semester papers (courses), theory / practical and project / dissertation shall be carried out in two parts, viz. 1) continuous internal evaluation and 2) end semester external evaluation. 20% of total marks will be set apart for the first component and 80% for the second. However, this proportion shall be reviewed by the AC, if necessary, as and when MG University amends the ratio. The Examination Cell will conduct all end semester examinations and issue mark lists with requisite security features. Mahatma Gandhi University will issue the final degree certificate as per the directions contained in the Government gazette No. 25487/Leg.G2/2013/Law dated 30.11.2013.

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

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

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

End Semester external examination shall be conducted for theory / practical papers (courses) and project / dissertation. Viva, whenever necessary, will be conducted as per the requirement of the course, program or both. The guidelines set by the AC in the form of regulations shall be followed for the conduct and evaluation of the external examinations.

2.2 Examination Cell

In accordance with the guidelines of the UGC to autonomous colleges, Maharaja's College (Autonomous), Ernakulam, shall constitute an Examination Cell headed by CE who will be a permanent faculty member appointed by the Government of Kerala on the basis of potential of the person nominated by the Principal. The Joint controller of examinations (JCE) and three Deputy Controller of examinations will be appointed by the Government of Kerala.

The CE will create his/her own team with the approval of the Principal of the college. The team shall consist of deputy controllers / assistant controllers nominated depending on the quantum of work in the Examination Cell. Teachers working in the college shall be nominated in the Examination Cell for tenure of three years. They will continue performing their regular teaching work as scheduled by the college. There shall be a team of office assistants, computer programmers, data entry operators and other

helpers in the Examination Cell. The Cell will have an appropriate printing unit to prepare question papers and other confidential material.

All part-time/full time functionaries of the Examination Cell shall be paid honorarium for their additional work. Such honorarium shall be proposed by the Finance Committee and shall be approved by the Governing Body and the Government of Kerala. The aforesaid bodies may also approve the appointment of full time office staff in the Examination Cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism.

There shall be continuous and comprehensive evaluation of students through internal and external examinations. At least **one** internal examination per semester and **one** end semester examination should be conducted. Remuneration for examination work shall be decided by the Finance Committee and should be approved by the GC. Parity with the rates existing in the parent university must be ensured in the process.

2. 2.1 Exam Cell, its Power and Duties

A. Controller of Examinations

The CE 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 CE, in the execution of his/her office, shall periodically report to the Principal in the performance of his/her duties. The responsibilities of the CE include:-

1. 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.
2. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college.
4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates etc. by the officers under whom such documents are kept.

5. He shall convene meetings and issue notices to the board of examinations and committees appointed by them and conduct official communications thereof.
6. He shall keep the minutes of the Board of Examiners and all committees appointed by the said boards.
7. Take special care to see that secrecy and confidentiality are maintained in connection with examinations.
8. Payment of remuneration and travelling allowances to question paper setters and examiners, as per the provisions of the Government of Kerala.
9. Take quick decisions as circumstances warrant with or without taking advice from subordinate officers.
10. Exercise control over the space allotted for the examination wing including that for centralized valuation. Further, s/he should ensure that the rooms, building, laboratories, stores. Etc., are properly maintained.

B. Joint Controller of Examinations

The Joint Controller of Examinations shall exercise control over deputy controllers, assistant controllers (if any), sections allotted to him/her by the CE / the Principal.

C. Deputy Controllers of Examinations

The Deputy Controller of Examinations shall perform other duties allotted to him/her by the Principal /Controller of Examinations/Joint controller of examinations. His/her duties shall include assisting the Controller of Examinations in various activities such as:

1. Membership in Examination Committee
2. Be In-Charge of office staff of CE office and managing the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.
3. Preparation of examination schedule and examination calendar by consultation with IQAC team.
4. Various duties from examination application to convocation (follow up of all examination related duties)
5. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
6. Preparation and printing of answer booklets for various examinations
7. Make sure the question papers are ready well before examinations

8. Helping CE in all his activities (finding question paper setter, examiners, actual organization and implementation of examination system)
9. Discuss with BoS - wherever applicable -examination and course development.
10. Availability of forms related to examinations is made ready well in advance (applications, hall tickets, chellan, etc.)
11. Prepare a list of remuneration for all examination related activities (Question paper setters, invigilators, C.V. camp, revaluation, recounting, supplementary examinations etc.) in consultation with the Principal.
12. Prepare TA chart ready reckoner
13. All other tasks required in the conduct of evaluation process, including hospitality.

D. Examination Assistants

It shall be the duty of the assistants to carry out all the work assigned to them the by the senior officers 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 -

1. Assistance for preparation and printing of answer booklets for various examinations
2. 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.
3. Receive papers submitted for typing and enter it in register kept for the purpose.
4. Examination related typing work will be done in the typing pool attached to the examination wing. Examination assistant will be in charge of the typing pool.
5. 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.
6. Make ready all forms related to examinations (Applications, Hall tickets, Chelan etc.)
7. Processing of application for registration to examinations. 8. Prepare nominal roll and dispatch hall tickets. 9. Make question papers ready for examinations.
10. Prepare a list of remuneration for all examination related activities (question paper setters, invigilators, C.V. camp, revaluation, recounting, supplementary examinations etc.) in consultation with senior officer.

11. Arrangements of Board meetings of examiners as and when required and ensure minutes are recorded.
12. Entry of marks, tabulation, etc.
13. Assist the senior officers in the transit of files, communications and stationery.
14. Make sure the examination office, computer desks and typing pool neat and clean.
15. Examination related records will be kept safely by maintaining their confidentiality.
16. 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.

CHAPTER 3

PREPARATION FOR THE EXAMINATIONS

3.1 Constitution of various boards

The following boards shall be constituted by the CE with the approval of the Principal for each examination. The boards are meant to facilitate the smooth conduct of examinations.

01. Board of question paper setters
02. Scrutiny Board
03. Board of Examiners
04. Viva Voce Board, if applicable
05. Pass Board

3.2 Board of Question Paper Setters

The CE shall, with the approval of the Principal, constitute for each semester, a board of question paper setters from the list supplied by the corresponding BoS. S/he may assign the required number of question paper setters and a chairman for the board of question paper setters for each subject or group of subjects for which examinations are likely to be held, provided that **no person shall ordinarily be appointed to more than one Board**. There shall be separate boards of question paper setters for PG and UG programs. The same person can be included in separate UG and PG boards. The duties of the Board of question paper setters shall be to set the question papers for the subject along with answer key/ scheme of valuation and to see whether the prescribed standards have been kept and whether the scope of the questions are

within the prescribed syllabus and to do such other duties as may be prescribed by the Academic Council and Governing Council from time to time. A model question paper along with corresponding syllabus and blue print approved by the academic council as regulations for question setting may be handed over to the question paper setter well in advance. *A **Question Bank for each course shall be prepared by the Internal Board of question paper setters, which may be continuously updated with the help of teaching faculty. Inputs and feedback of students may be used in the process. The CE's office shall generate a question paper of the prescribed format for each course using computer programs from the Question Bank, if possible. The questions from the question bank can be included by the question paper setter. The maximum percentage of such selection can be limited to 20% of the maximum marks allotted.***

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:-

01. There shall be separate **panels of question paper setters** for each subject for various PG & UG programs.
02. The panels of question paper setters are to be prepared by the **Chairman, Board of Studies (BoS)** of the concerned subject in consultation with **two senior most members of the department** and forwarded to the CE at the start of the semester itself.
03. The panel prepared by the Chairman, BoS shall be treated as highly confidential and **shall not be included in the minutes of the meeting of the BoS or the department.** He/she shall handover the panel **with email ID and phone number and complete mailing address of question paper setters** to the CE personally in a sealed envelope in the personal name and address of the Controller and marked "CONFIDENTIAL" at the start of the semester itself.
04. There shall be a minimum of **three** members in the panel of question setters for each course/paper and the validity of the panel shall be for **two** years.
05. Every two years, the existing panel available with the CE shall be forwarded to the Chairman of the BoS for revision.
06. The CE shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CE from the panel is addressed and his/her consent is obtained.

When adequate number of persons is available for a subject, a formal order of appointment is issued to them with the approval of the Principal.

07. The appointment of question paper setters shall be made by the CE in the **first month of each semester** with the approval of the Principal.
08. Question Paper Setters shall be appointed for **one year** and shall be eligible for reappointment for successive years following the year of first appointment.
09. 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 CE.

3.2.1 Qualifications of Question Paper Setters

01. A person engaged in teaching work at Maharaja's College (Autonomous), Ernakulam, is not eligible for appointment as question papers setters in any of the programs conducted by Maharaja's College (Autonomous).
02. A person engaged in teaching with not less than three years of experience in relevant subject in any University, Research Institute or College affiliated to Universities, including Mahatma Gandhi University, Kottayam, shall be appointed to set question papers. Retired professors can also be included as question paper setter/ Chairman.
03. If question paper setters are not available as mentioned in the above clause, for special subjects such as fine arts, media & communication, technology, engineering etc., persons with seven years of practical experience in relevant areas, could be considered. For courses related to law, seven years of practice as advocate in a court of law shall be considered.
04. The Principal reserves the right to approve appointments as question paper setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

3.2.2 Instructions to Question Paper Setters

Question paper setters should strictly comply with the following instructions.

01. All question paper setters are required to keep their appointments strictly confidential.
02. Question papers can be sent to the Chairman, Board of question paper setters preferably by **password protected email (Encrypt document)** or in compact disc.

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 that 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.

03. In the case of Sanskrit papers, only the Devanagiri script shall be used. If the person is CD providing, the used font should be copied in it.
04. The necessary font /software should be provided along with Arabic, Hindi and Malayalam question papers.
05. 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.
06. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for transmission to press.
07. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.
08. 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.
09. 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.

10. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
11. 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 lay down 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 CE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the Chairman, Board of question paper setters.
12. 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 of the student. Questions are to be evenly distributed over the whole course and cover all the prescribed texts, as specified in the syllabus.
13. Question papers shall 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.
14. 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.
15. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the CE separately.
16. The question papers of the previous year will be supplied to the question paper setters. If an examination is taking place for the first time, model question papers shall be furnished instead. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
- 17. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in MG University or in other Universities/ autonomous colleges.**

18. No paper setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.
19. Question paper setters after finishing the work of setting question papers shall send to the CE 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.

3.2.3 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.

01. The CE shall issue a communication to the Chairman Board of question paper setters regarding the constitution of the Board of question paper setters which shall contain the *names, residential address, mobile numbers and the email id* of the members of the board. Similarly, the members shall also be informed of the name and address of the Chairman of the board. Members are also given a list of courses on which questions are to be set along with answer key/ scheme of valuation, with the request to intimate the Chairman the preference of their courses for setting questions.
02. The Chairman shall distribute the work among the setters according to their preference. No member shall ordinarily be assigned **more than three** question papers. However, under special circumstances the CE, using his discretion, can make exemptions to the rule.
03. It shall be the duty of 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 the Board. S/he is also responsible to give such information, assistance and advice to question paper setters as may be necessary for determining the precise nature of question papers required in each subject.
04. Members of the Board of question paper setters shall be responsible for setting the question papers for the subjects allotted to them by the Chairman.
05. The Chairman shall prepare a statement of allotment of paper setting work among the setters and forward it to the CE.

06. A meeting of the Board of question paper setters may be held for clearing any doubts or clarifications. Travelling and halting allowances will be paid to the external members of the boards of question paper setters for attending meetings of the boards convened for passing question papers as per TA/DA rules of Maharaja's College (Autonomous), Ernakulam framed by the Government of Kerala. No Allowances will be paid for more than one such meeting.
07. On receipt of the distribution statement from the Chairman, communications are to be sent to the setters requesting them to undertake the question paper setting work. The paper setters are required to set **3 sets of question papers along with answer key & scheme of valuation** for each course, one for use in the ensuing examination and one for the next session (if applicable). They may be advised to avoid repetition of questions these two question papers. The following materials are to be sent along with the request.
- a. Copy of the guidelines for question paper setters
 - b. Syllabus of the concerned course /courses
 - c. Model question papers
 - d. Text Books prescribed, **if language papers** are to be set e.
Facing sheet and additional sheets for writing questions
 - f. Bill forms for remuneration and TA/DA as applicable
 - g. Covers required for sending question papers/ answer key properly labeled.
 - h. Any other items to suit particular requirements, if necessary
08. The question paper setters shall send the question papers with answer key/ scheme of valuation in separate covers properly labeled to the Chairman before the last date intimated. **The questions shall be sent to the CE by question paper setters only if specific direction is issued to do so under special circumstances.**
09. The Chairman of the Board shall forward all the question papers allotted to the Board in one lot to the CE. He/she shall be responsible for the safe transmission of the papers to the CE.
10. The CE shall, if required, request question paper setters or Chairman to correct proofs of papers set by the Boards, in which case, they shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.

11. The proceedings of the boards of question paper setters shall be treated as strictly confidential.
12. Copies of the communications from the examination cell, duly signed registers and files for monitoring the schedule of meetings of the various boards of question paper setters, duly signed minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.
13. Remuneration will be fixed by finance committee

3.3 SCRUTINY BOARD

The CE shall constitute a Scrutiny Board consisting of the Chairman and one senior member of the board of question setters for each subject to scrutinize the question papers. The question papers received from the setters shall be confidentially and meticulously scrutinized by the board in the office of the Controller.

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

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

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

The details of the question papers received by the CE 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 within two working days.

3.4 BOARD OF EXAMINERS

3.4.1 Constitution of Board of Examiners for theory and practical

The categories of examiners and their duties shall be decided by the AC from time to time. The **panel of external and internal examiners** for theory paper valuation for each

course shall be prepared by the Chairman, BoS, in consultation with the two senior most members of the department and shall be forwarded to the CE in the prescribed format. It shall consist of names of no less than 20% excess of the probable numbers required for each subject for a period of **three years**.

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

3.4.2 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 AC, 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.

3.4.3 General Conditions for the Appointment of Examiners

1. Generally, a person with a minimum teaching experience of three years in a college or university department or research institute is eligible for appointment as examiner. However, this may be waived by the AC in special cases.
NB: 7 years standing at the bar/industry may be considered equivalent to three years teaching experience for examinations in law. In the case of internal examiners, the minimum teaching experience shall be one year.
2. For selecting new examiners, the first preference shall be given to those with three years or more of teaching experience and who have not been appointed so far.
3. No person above the age of 70 shall be appointed or allowed to continue as an examiner. However this can be waived by the AC in special cases.

3.4.4 Duties of the Board of Examiners

1. 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.
2. 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. Seven years of practice as an advocate will be considered as equivalent to three years of teaching experience for appointment as examiners under the faculty of law. Persons having seven years of practical experience in industry shall be considered for

appointment as examiner in areas such as fine arts, media & communication, technology, engineering, etc.

3. The Chairman of BoS as per clause 3.4.3 above shall review the panel of examiners once in every three years. If an examiner is found to be inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CE shall report his/her name to the Principal who may disqualify such persons from being examiner/ paper setter in the future.
4. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which s/he is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
5. The CE 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 CE. 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 CE may remove him/her from the panel of examiners.
6. 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.
7. 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 CE 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.

3.4.5 Appointment of Examiners

- a. Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the AC. The appointment of examiners shall be made by the CE from the panel of examiners prepared by the BoS and approved by the AC.
- b. Each Board, together for theory and practical examinations, will have a Chairman from among the board of Examiners. The appointment of Chairman need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners. Separate Boards may be constituted for undergraduate and postgraduate

examinations. The Board of examiners for postgraduate examinations should be teachers who are experienced in teaching the subject at postgraduate level for at least three years.

- c. The appointment of the Chairman and members of the Board of Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly all communications from the examiners shall be addressed to the CE in his/her personal name in envelopes marked 'Examination Confidential'. The appointment as Chairman shall first be communicated to obtain his/her consent so that the name can be communicated to all examiners.
- d. The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer scripts and conduct of practical examinations. A Copy of the 'Instruction to the Examiners' shall be sent to each examiner. The willing examiners have to send their letter of acceptance to the CE preferably by email or through surface, if s/he desires so. The **internal examiner** shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forthwith be asked to furnish their explanation for doing so and the matter may be reported to the GC and the Department of Higher Education, Government of Kerala, for further appropriate action.

3.4.6 Allotment of Work.

The Chairman of the Board of Examiners shall be provided with the number of probable candidates appearing in the examination for distribution of the valuation work according to the norms decided by the AC. The statement of the distribution of work received from the Chairman shall be handed over to the CE's office for necessary action. Communication regarding the details of answer scripts allotted for valuation shall be sent to all examiners. The name of chief examiner shall be mentioned in the covering letter sent to additional examiners.

Examination for which centralized valuation camps are conducted, the list of examiners and distribution of work are prepared and handed over to the section dealing with the conduct of centralized valuation. All teacher of the college shall bound to perform all examination related duties assigned by the CE time to time as it is part of duty. Only in exceptional situation

of ill health certified by chief medical superintendent of the government hospital, shall the CE appoint substitute examiner with the permission of the Principal.

Arrangements shall also be made to appoint substitutes in place of examiners who decline the valuation work without notice.

A copy of the list of examiners shall also be forwarded to the section dealing with the payment of remuneration to examiners immediately after publication of the results.

The rate of remuneration for examination works for the external examiners shall be applicable for the internal examiners also for the end semester exams.

3.4.7 Memorandum of Instructions to Examiners

The Examiners shall comply with the following instructions.

1. All routine correspondence relating to examinations shall be addressed to the CE, Maharaja's College (Autonomous), Ernakulam - 682011 by designation and not by name. In all correspondence, by letter or by email, full details of the examiner shall be given below the examiner's name. This enables easy identification of the examiner and is useful initiating prompt action. Urgent matters, if any, may be communicated over the email, mobile phone or telephone as shown in the communication.
2. (a) Examiners are appointed by the Autonomous College for valuing answer scripts and/or for conducting viva and/or practical examinations at the college during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
(b) If examiners accept their appointment and then decline to work without citing reasons acceptable to the college (thus causing inconvenience to the college and dislocation of the time schedule) shall be debarred from the panel for a period of two years.
3. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
4. (a) The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examiner ship in the Autonomous college.
(b) In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CE giving the name and register number of the candidate.

- (c) All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued. Failure to do so may result in reporting the matter to the Governing Council/ Academic Council and result in the removal or substitution of the person in question.
5. (a) Every examiner engaged in the valuation of answer scripts shall furnish in the prescribed form, sent to him/her, together with the answer books. The correct number of answer books received for valuation may be returned to the CE after valuation. One copy of mark list shall also be sent to the Chairman.
- (b) S/he is responsible for the answer books sent to him/her. S/he should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the CE immediately.
6. (a) All examiners in a subject should do their best to secure uniformity of marking. The additional examiners should use **green coloured** pen for valuation. **They shall enter marks in the facing sheets only. No marking should be done anywhere in the answer area. This is mandatory for double valuation of answer scripts.** Answers to questions and sub divisions of questions should be separately marked against them and the marks awarded to each question shall be shown on the cover page of the answer book only. If the answer scripts have been revalued by the Chief Examiner and if there is a difference in score from the first valuation, the change shall be specifically shown in red ink and is to be signed in full.
- (b) Answers must be checked for a second time by both additional and chief examiner to verify that no answer to a question or a sub-division has been left out.
- (c) If there are grave defects in the valuation, totaling/entering of marks, or inefficiency in the discharge of duties entrusted to them, action may be taken against him/her and will not be eligible for full remuneration and they will also be removed from the panel for a period to be decided by the college.
- (d) All valued answer scripts shall be sent by the examiners to the Chief Examiner/ Chairman concerned as directed. The answer scripts should be kept in the safe custody of the office of the CE for a period of one year after publication of the results.
- (e) After the publication of result, photocopy of the answer books shall be supplied to the

- candidate on request after paying a fee decided by the AC. from time to time.
7. The scheme of valuation along with answers shall be provided by the question paper setters for facilitating the valuation process. The chairman shall instruct the chief examiners to abide by the scheme of valuation.
8. (a) Practical examinations will be held at the college from time to time as decided by the CE's office. The work at practical examinations will be prescribed by the Chairman of the Board of Examiners. Science subjects shall have the same board for the evaluation of theory and practical examinations.
- (b) Answer scripts and mark sheets of practical examinations shall be sent to the Chairman of the Board for scrutiny, immediately after all the practical examinations are over.
- (c) In the case of answer scripts of practical, there will be no revaluation; however, there shall be provision for scrutiny by the chairperson.
- 9 (a) Marks should be neatly and carefully entered in the mark sheets supplied by the college in the serial order of the register numbers of the candidates as given in the answer scripts. Fractions of marks in the total of each paper should be rounded off to the next integer, which alone should be entered in the mark books. In no case should a candidate be given more marks than the maximum.
- (b) Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark sheets as far as possible. If correction becomes necessary, it must be attested with full signature.
- (c) Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks.
- (d) Every examiner should prepare two copies of the mark sheets and send one copy marked 'original' to the Chief Examiner/Chairman. The other copy marked 'duplicate' should be personally handed over to the CE or sent by registered post in envelopes specially supplied for the purpose. Every Examiner should sign on the mark sheets, which s/he has prepared not only on the cover page, but also on each page of the mark book where entries are made. The word 'original' or 'duplicate', as the case may be, should be noted on the mark book. This rule applies to all examiners including Chiefs and Chairmen. Violation of this rule will result in the remuneration being withheld fully or partially.

- (e) Every examiner shall furnish full required information on the facing sheet of each mark book. The name of the examination and the name of the subject should be noted in such a way as to avoid ambiguity. Chairmen are requested to see that all the columns on the face sheet of each mark book are filled in before it is dispatched to the CE. The names of Examiners and Chairmen should be written below the signature.
10. Mark books must be forwarded to the Chairman or Chief Examiner, as the case may be, without fail by the date fixed. The dates for submission of mark books by examiners to their Chairmen or Chief Examiners shall be determined by the Chairmen of the Boards, in consultation with the CE with reference to the dates of their submission to the CE. Delay in the dispatch of mark sheets by the examiners will entail, as penalty, a deduction in the remuneration, calculated at the rate fixed by the CE in consultation with the Principal from time to time.
11. It shall be the duty of the Chairman to scrutinize and approve the marks awarded by the examiners to each candidate in each paper or portion of a paper valued by them and to forward the mark sheets to the CE on or before the date fixed, together with a statement containing any remarks or suggestions, which s/he may consider deserving attention.
- 12.(a) A Board of Examiners may award moderation of marks, only for the following reasons: (1) unusual difficulties in the question paper and/or (2) deviation of the question paper setter from the prescribed syllabus or standard. This shall be reported formally to CE in writing within 24 hours after the conclusion of examinations.
- (b) The arbitrary award of additional or grace marks/moderation is strictly forbidden. Such marks must not be given for the purpose of benefiting a particular candidate or class of candidates or merely with a view to raising the pass percentage in any subject/s.
- 13.(a) Travelling Allowance as per MG University rules will be granted for external examiners for attending examinations and meetings of Boards of Examiners.
- (b) Travelling and halting Allowance will be paid only after receiving the T.A. bills and admitting claims. No advance of T.A. will be paid. Examiners are required to submit their T.A. bills in time to enable the college to settle the claim expeditiously.
14. Chairman of Boards of Examiners will collect remuneration and T.A. bills of the examiners as soon as the examinations are over and forward them to the CE within a

week after the completion of the duties. Bills received later are liable to be rejected.

15. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with a written report to the CE immediately through the Chairman forwarding all material evidence available. The nature and possibility of punishment will depend largely upon the evidence furnished.
16. Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the CE.

3.4.8 Instructions to Chairmen and Chief Examiners

1. Subject to such directions as may be issued from time to time by the CE, the Chairman and the Members of the Board of Examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer scripts. For this, it shall be the duty of the Board of Examiners, subject to the rules contained in these instructions, to make such arrangements as may appear necessary for the efficient conduct of the examination and valuation for which it is responsible such as to devise methods to ensure the uniformity of standard in the valuation of answer scripts, to provide for the issue of instructions to additional examiners and for the supervision and control of their work, for the distribution of marks between different parts or subjects treated in a paper, to fix dates for the submission of mark-books by examiners to the to the Chairman and by additional examiners to the Chief Examiner as per schedule fixed by the college. A Board of Examiners reserves the right to delegate to the Chairman or a Committee or an individual member of the Board, any part of the work of the Board which may be more conveniently and efficiently performed by such agency than by the Board as a whole.
2. It shall be the duty of the Chairmen of Boards of Examiners to arrange for the division among the examiners of the work of valuing answer scripts of candidates and also of conducting oral and practical examinations. The detailed statements including the names of all additional Examiners for each paper should be submitted by the Chairmen as soon as the distribution has been made. Such distribution of work among the Chief and additional examiners shall be made with a view to allotting, as far as possible, equal number of papers and remuneration among them so as to avoid the payment of unnecessary travelling allowance.

3. The statement of probable number of candidates for each examination will be furnished to the Chairman as soon as possible after the receipt of their acceptance of appointment. A statement in the form supplied showing the allocation of work among examiners shall be forwarded to the CE to his/her personal address immediately on receipt of the probable number of candidates for examinations from the College.
4. The dates for receipt of mark lists or tabulated results sheets from the Chairmen of Boards will be fixed by the College and intimated to them. The Chairmen, in their turn, will fix suitable dates for the receipt of mark lists from Chief/Additional examiners with due regard to the dates fixed by the College and inform the examiners under them of these dates. Chief Examiners and additional Examiners shall adhere to the schedule of dates fixed by the Chairmen and co-operate with the college in publishing the results of the examinations in time.

For examinations where Chief Examiners are not separately appointed, the Chairman of the examination concerned shall attend to all the items of work detailed above as to be done by the Chief Examiner.

5. (a) Ordinarily meetings of all examiners will not be held to discuss question papers and to issue instructions regarding valuation of answer scripts. Additional examiners should get written instructions from the Chairman or Chief Examiners regarding valuation of answer-books. Chief Examiners shall give clear and concrete instructions to the additional examiners regarding the type of answers that might be expected from a well prepared student. It may be noted that even in arts subjects, unless detailed schemes of valuation are given in writing, it will be difficult, if not impossible, to rationally assess answer scripts. However, additional examiners are required as a condition of their appointment to attend the meetings, if any, convened for issuing instructions to them. Failure by an additional examiner to attend such meetings may result in his/her substitution by another additional examiner.
- (b) Chairman of Board of Examiners shall maintain minutes of the meeting held by the Boards, recording the names of the members present and the resolutions passed and forward the same to the CE when the duties of the Board have been completed.
- (c) Travelling allowance at the rates prescribed in MG University rules will be allowed to external examiners for attending meetings of Board of Examiners.

6. Each Chief Examiner is responsible for the maintenance of quality/standard in his/her subject. S/he shall issue written instructions to his/her additional examiners regarding valuation of answer papers **immediately using** the scheme of valuation.
7. The Chief Examiner shall direct each Additional Examiner to value forthwith ten answer scripts. On completing this preliminary valuation, the valued answer scripts shall be forwarded to the chief examiner for scrutiny. The chief examiner shall then give such further instructions to them for standardizing the evaluation. In the case of unsatisfactory valuation by an additional examiner, the chief examiner may direct the immediate submission of answer scripts, valued or revalued in accordance with the instructions given. It is the duty of each chief examiner to give special attention to the initial checking of the valuation of his/her additional examiners, so as to prevent unsatisfactory or incompetent valuation of more answer scripts.
8. It is the duty of each chief examiner to select and revalue no fewer than 20% of answer books valued by each of his/her additional examiners. These answer scripts are to be randomly selected. The process is meant to ensure that proper standard of valuation is maintained throughout. In case of continued unsatisfactory valuation by an additional examiner, the chief examiner shall bring the matter immediately to the notice of the Chairman of the Board and after getting his/her previous approval may recall the answer scripts and arrange for their revaluation by the same or by a different examiner. The name of the examiner shall be reported to the CE.
9. The CE with the approval of the Principal will be authorized to withhold in part or in full the remuneration to examiners in the event of unsatisfactory valuation.
10. The chief examiners for all examinations must collect all the mark sheets of their assistants and send them to the Chairman. In the case of subjects for which there is no Chief Examiner, the Chairmen of Boards concerned will collect the mark sheets. Each mark-book should bear the name and countersignature of the chief examiner and of the Chairman concerned.
11. The tabulation work shall be done in the office of the CE. Chairman of the Board of Examiners shall collect the mark-books from the chiefs and forward them in lots to the CE to his/her personal address. In the case of subjects for which there are no chiefs, the Chairmen shall collect the mark-books from the examiners and forward them to the CE to his/her personal address.
12. It shall be the duty of the chief examiner to scrutinize all valued answer scripts under

his/her charge. S/he, in particular, should personally verify whether in each valued answer script:

- (a) All questions and sub-divisions of questions have been marked without omission by the additional examiner
- (b) Totaling of the marks is correct and no arithmetical error has crept in
- (c) Total marks carried over to the mark book with reference to each register number on the answer book are correct.
- (d) Additional examiner has written his/her name and put his/her full signature on the cover of the mark book and on each sheet of the mark book on which there are entries.

13. The chief examiner is authorized to make whatever correction is found necessary in any answer script or mark book in respect of items (a) to (d) of clause (12) above. If the additional examiner has failed to put his/her signature on the sheets of the mark book on which there are entries, the chief examiner, after scrutiny of the entries, shall affix his/her own signature on them. The chief examiner should forward all the mark books collected from his/her additional examiner with a certificate of scrutiny in the prescribed form to the Chairman of the Board. The Chairman, in turn, shall transmit the certificates of all the chief examiners under his/her Board when he/she forwards the original mark lists to the CE's Office.

3.5 VIVA VOCE BOARD

The BoS and the AC can decide whether a particular subject needs viva-voce/oral examination. The CE shall refer to the minutes of the meetings of the AC and BoS for this purpose. The Viva-voce Board shall have a chairman and two senior most chief examiners of the subject.

3.6 PASS BOARD

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

3.6.1 There shall be a separate pass board for every subject for UG and PG for a semester.

The Board shall consist of the Chairman and two senior most chief examiners of the subject. The meeting of the pass board shall be held to finalize the results of PG and UG examinations.

3.6.2 The Chairman shall be given a consolidated statement of marks of all candidates by the CE before the commencement of the meeting. The statistics of the results shall also be

presented to the Board for consideration. The board has the right to call for any answer script which they consider as requiring revaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes considerable disparity in the marks for the different papers of a candidate.

3.6.3 It shall be competent for the pass board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council on a case-by-case basis.

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

1. Time, day, date, venue and place of the meeting
2. Names and signatures of the members present
3. A brief statement regarding consideration and approval of the results
4. The percentage or marks of moderation, if any, recommended by the Board
5. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
6. Any other remarks relevant to the conduct and results of the examination
7. The concluding time of the meeting
8. Signature of the Chairman

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

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

CHAPTER 4

CONDUCT OF EXAMINATIONS - PART I

The IQAC team shall prepare the examination calendar for every academic year/ semester in consultation with the CE well in advance, and shall publish the same in the

college website. The information regarding the same shall be passed to heads of all departments. All examinations of the year / semester shall be conducted as per the examination calendar. No separate notification shall be issued in this regard.

4.1 Issue of Timetable of the Examinations

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

4.2 Registration to the Examination

a. **All students admitted in a program (UG & PG) with required attendance can remit the prescribed fee on or before the date fixed. Then only they become eligible to appear for forthcoming semester examinations including practical examinations. There is no separate registration fee. S/he shall submit an application form duly signed by the class tutor and forwarded by the head of the department. However, s/he shall be issued the hall ticket only if s/he 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 should be devised.

- b. No candidate will be eligible for the semester examination unless s/he possesses minimum attendance and has paid the required fees.
- c. The mode of fee remittance shall be through the fee counter of college.

4.3 Verification of Application

The applications shall be verified for the following:

4.3.1 Correctness of the application

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

4.3.2 Remittance of prescribed fee.

Applications not accompanied by the documents to prove remittance of fee need not be entertained. In the case of candidates eligible for fee concession, the appropriate certificate given in the application form shall be signed by the head of the

department while forwarding the application.

4.3.3 Certificates of Qualifying Examinations.

No candidate shall be given registration of examination unless s/he possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and candidate. In the case of candidates who apply for registration for the first semester of the Autonomous College Examination, the certificates of the qualifying examination of the candidates should be verified to ensure that:

- The qualifying examination passed by the candidate is included in the category of minimum qualification prescribed by M.G. University for admission to the proposed course of study.
- The qualifying examination from Universities other than the Mahatma Gandhi University has to be recognized by Mahatma Gandhi University as equivalent to the corresponding examinations of this University. (University order granting recognition of qualifying examination should be enclosed along with the application). Recognition of qualifying examination is to be obtained by each candidate in respect of the qualifying examination passed by the candidate
- The name entered by the candidate in the application should be the same as the name entered in the qualifying certificate (higher secondary mark list in the case of UG admission and degree certificate in the case of PG admission).
- In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.

The scrutinized applications are to be sorted subject wise and in alphabetical order. In the case of defective application, the candidate concerned shall be provisionally registered, informed of the defect and directed to rectify the same before the commencement of the examination. In case of non-compliance, the provisional registration will be cancelled.

4.3.4 Preparation of Nominal Roll

A nominal roll showing the name of examination, month and year of examination, name and register number allotted shall be prepared for each examination. The names and register numbers shall be given under separate categories such as regular, /

supplementary / old scheme, etc. on the last page of the roll, details such as total number of candidates registered, number of regular students, number of supplementary / improvement candidates may be given for easy reference whenever required.

4.3.5 Preparation of Hall Tickets

Hall tickets of eligible candidates shall be generated in the CE'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 hall tickets uploaded in the website of the college shall be downloaded by the candidate.

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 irrecoverable loss of original hall ticket after levying the prescribed fee and obtaining a declaration from the candidate duly recommended by the principal/head of the department.

4.3.6 Preparation of Answer Books

- The main answer books and additional answer books, common for UG and PG examinations, shall be prepared well in advance with specific format and different colour code /serial codes / bar codes. There should be provision for invigilators to sign on the facing sheet after verification of entries made by candidates.
- Required number of blank answer books shall be handed over to the chief superintendent of the examinations.

4.3.7 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.

4.3.8 Question Paper Bundles

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 CE'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.

4.3.9 Dispatch of Hall Tickets, Time Table, Nominal Roll and Instruction to Candidates

Hall tickets, 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.

4.3.10 Preparation of Tabulation Register

A tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with examination committee of the college. The tabulation register is a permanent record. It shall contain the seal of the college, details of the examination appeared for by the candidate, and the marks awarded to the candidate.

4.3.11 Issue of Hall Tickets

Every candidate who appears for an examination shall be given a hall ticket issued by the CE through head of departments in the prescribed form, which contain provision for HoD's signature and seal.

4.3.12 Cancellation of Hall Tickets

The Principal can cancel the hall ticket issued in the name of any candidate for misconduct or if it is found out that s/he is ineligible to sit for the examination, after granting an opportunity to the candidate to present his/her case.

CHAPTER 5

CONDUCT OF EXAMINATIONS - PART II

5.1 Methods of Examinations

- i) 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

- ii) Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated.

5.2 Prohibition of religious belief or profession or political views

Special care should be taken to ensure that no question shall unwarrantably critique, disparage or offend the religious persuasions, ideological moorings and political positions of the candidates. Conversely, no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religion, politics and ideology.

5.3 Appointment of Chief Superintendent, Additional Chief Superintendent etc.

The Principal shall be the Chief Superintendent of all examinations conducted in the college. However, the Principal can officially hand over the charge to a senior teacher, taking into account his/her experience and efficiency in related matter, under special circumstances. An additional Chief Superintendent and such other staff as required for the conduct of the examinations shall be appointed by the Principal. Such persons shall be paid remuneration, as fixed by MG University from time to time.

5.4 Instructions to Chief Superintendent and Additional Chief Superintendent at the Examination Venue

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

1. The Additional Chief Superintendent shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer books are received at the venue at least five days before the commencement of examinations.
2. S/he should ensure that the question papers are received at least a day before the examination from the office of the CE.
3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
4. The following arrangements 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, properly illuminated and that no writing or graffiti is there on the desks/walls or blackboard.

- c. Room-/ hall- wise seating plan for candidates is displayed at a visible and prominent place in the 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.
5. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/additional chief superintendent appointed by the Principal. S/he should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.
9. 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.
10. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such gadgets to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
11. Allow only hall-ticket and pen, pencil, eraser and standard calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
12. 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.
13. A candidate shall not be allowed to write the examinations, if s/he does not have a valid hall ticket. However, if a student reports that his/her hall ticket is lost, the additional Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the college to obtain a duplicate hall-ticket. Or else, if there is a system of downloading duplicate hall tickets from the college website, the additional Chief Superintendent may be permitted to issue a duplicate hall ticket to the candidate, after charging the required fees. This can be allowed only if his/ her name is included in the nominal roll issued by the college.
14. For undergraduate examinations, all used answer books shall be packed within 30 minutes after the examination is over. They should first be covered using brown paper, and then sealed. The name of the subject, question paper code, date of exam, number of

answer scripts and roll numbers of candidates should be written on all packets using a sketch pen.

15. All packets should be sealed using the metal seal of the institution.
16. Unused answer books shall be counted and kept in safe custody and a stock register should be maintained for this purpose.
17. The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.
18. The Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. This decision should be taken one hour prior to the commencement of the examination. A register should be maintained for recording the series of answer script used for various days.
19. The Chief Superintendents are responsible for keeping proper accounts for the stock and use of the main answer books and additional sheets.
20. Additional sheets must not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.
21. In no case blank main and additional book shall be kept by any person other than the Chief Superintendent. S/he shall be responsible to ensure this.
22. The invigilators shall be provided with Performa of paper accounts along with the blank main and additional books and shall return them to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.
23. The blank main or additional book shall not be used for any other purpose.
24. **Consolidated Absentee Statement** - The consolidated list of absentee should be prepared and forwarded to CE'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.
25. **Report Regarding Invigilation Works** -
Chief Superintendent / Additional 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 /additional Superintendent must give a schedule of work done by each invigilator with the above format, stating the date and session and hall number s/he has invigilated. This statement is very much required in the malpractice cases reported

during valuation time.

5.5 Instructions to the Invigilators

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

1. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
2. Be present at the time of opening of the question paper cover.
3. Collect the 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 candidates are in possession of mobiles phones, calculators, or digital diary or any other electronic equipment, instruct them to keep them outside the examination hall.
6. Verify the identity of the candidate through the photograph on the hall ticket and mark their attendance.
7. Candidates shall be admitted to your hall, if his/ her register number is allotted to your seating plan. If the register number of a candidate does not appear in your seating plan, direct him/her to the control room for further verification and action.
8. Distribute the answer book 5 minutes before the commencement of the examination and direct the candidates to fill in the roll number and other entries in appropriate places. **The invigilator shall mark the sign on the answer book after verifying that the details filled in / barcode affixed by the candidate are correct.** Get their signature in the distribution sheet against their register number.
9. Distribute the question paper at the third stroke of the bell and ask the candidates to start writing immediately.
10. Ten minutes before the end of examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell (3 strokes) ask the candidates to stop writing and put their pens down.
11. Collect the answer books and arrange them in the order of register numbers and hand

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

Important Notes

1. No candidate without valid hall ticket is to be admitted into the hall.
2. Candidates shall be admitted to the examination hall 5 minutes before the scheduled time.
3. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. See to it that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
5. Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. If clarification is required, ask the candidate to give it in writing to the chief superintendent, who, in turn will forward the same to the CE.
6. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
7. Do not allow mobile phones or any electronic equipment in the examination hall.
8. Remain alert and vigilant, and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and submit a written report to the chief superintendent who, in turn, will forward the same to the CE.

9. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
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 cases 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. See that Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
14. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for the examination on subsequent days and the matter may be reported to the Chief Superintendent and the CE.
15. Permit the candidates to leave the examination hall only after handing over their answer books to invigilator.

5.6 Instructions to Candidates

1. Every student shall register for the college examination of the relevant semester in which s/he 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 submit an application for a duplicate hall ticket to the CE through the Principal/HoD, as the case may be.
6. The candidates should enter the examination room at least 15 minutes 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 30 minutes after the commencement of examinations.

7. Candidates are permitted to use only blue or black ink pens for writing examinations. No other coloured inked pens are allowed for writing the exam.
8. No materials except writing materials and hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
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 MG University 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 the main 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. Superintendents are instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors. Candidates are not allowed to write anything except the register number and name on the question papers supplied to them.
15. Candidates shall take their places in the examination hall at least ten minutes (ref. clause 6) 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.
16. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly followed.
 17. Leaving examination hall early/Surrender of Question Paper. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given. No candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
 18. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their 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 CE.
 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.

5.7 Exclusion of candidates for disease

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

5.8 Provisional Admission

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

the CE forthwith whose office shall regularize it with sufficient proof subject to the eligibility of the candidate to appear for the examination.

5.9 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 s/he persists in misbehavior, s/he may be excluded from the rest of the examinations by the Chief Superintendent of the Centre. In all such cases, a full report of each case shall be sent to the CE and the GC, after granting an opportunity to present 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**.

5.10 Debarring candidates and quashing results

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

5.11 Punishment for Malpractice

If the GC 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.

5.12 Leaving the Examination Hall

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

01. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
02. 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 and the candidates may collect them after the examination, if they so desire.
03. 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 should be reported to the chief superintendent and the CE.
04. Candidates shall be permitted to leave the examination hall only after his/her answer book is handed over to the invigilator on duty in the hall.

5.13 Bundling of Written Answer Books

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

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

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

5.14 Postponement of examinations under emergency circumstances

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

shall be constituted and chaired by the Principal which contains the CE, JCE, academic coordinator, member secretary, two members from GC, two members from AC and the IQAC coordinator.

CHAPTER 6

VALUATION OF ANSWER SCRIPTS

6.1 Valuation of Answer Scripts

- Valuation of answer scripts of theory examinations shall be either in centralized valuation camps or home valuation and there shall be double valuation of all the answer scripts of UG and PG, as determined by the AC from time to time, which is approved by GC.
- Centralized valuation can be started immediately after the examination. The first valuation is to be carried out by the internal examiner and the second by the external examiner.
- The valuation for the common course can be started after such examinations.
- Both 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 properly prepared mark sheet countersigned by the chairman / generate the mark bar code and stick it on the space provided on the answer paper. The marks will be decoded to the candidates' score sheet generated using computer software.
- The JCE will exercise overall control of the camp and shall be responsible for the proper conduct of the valuation and maintenance of appropriate registers, records and accounts pertaining to the camp.

6.2 Double Valuation of Answer Books

- In the case of the answer books having double valuation, marking shall be done only on the facing sheet / separate sheet provided.
- For double evaluation, the first valuation shall be carried out by the internal examiner and the second by the external examiner. The final mark is taken as the average of the above two marks. Any decimal in this case shall be rounded off to the next higher digit.
- If the variation in marks exceeds 20%, it shall be sent to a senior internal/external

examiner for a third evaluation. In such cases the final mark will be calculated as the average of the third valuation mark and the one nearest to it from the two earlier evaluations.

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

CHAPTER 7 TABULATION & PUBLICATION OF RESULTS

7.1 Tabulation Register

The entire process of calculating the final marks shall be automated using appropriate computer programs. The results shall be printed department-wise for analysis by the Pass Board. Score sheet is printed in the college. The section officer shall check all entries, grace marks, if any, are awarded and classification of results and put his signature on all pages of the tabulation register.

7.2 Preparation of Grade Score Sheet

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

7.3 Pass Board

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

1. Name of examination with month and year.
2. Number of candidates registered for the examination.
3. Number of candidates appeared for the examination.
4. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and 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 CE 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 CE for approval. The CE shall issue orders to publish the results.

7.4 Publication of results

The final result of the examination approved by GC shall be published. A list of candidates who have secured the first three ranks in each branch of examination shall be published along with the final result for the courses, if **ranking** is practiced. The results approved by the GC shall be posted on the college website. The students can download the semester score sheet from the website.

7.5 Issue of Consolidated Statement of Marks

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

7.6 Revaluation

There shall be provision for revaluation on payment of fee for papers evaluated by single valuation system. A different examiner will value the paper. Better of the two will be the final mark. 50% fee will be refunded if the mark difference is 10% or more of the aggregate marks.

In case double valuation system, the candidates can request for Challenge Valuation on the payment of fee. The fee will be refunded if the mark in the second valuation done jointly by two examiners is more than 15% of the maximum mark for the paper.

Any candidate (UG & PG) can apply for re-totaling of marks on the payment of fee.

7.7 SAY (Save A Year) Examination

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

7.8 Supplementary Examination

Candidates can write the supplementary examination conducted by the college along with regular Examination in November and April by submitting examination registration form after paying separate examination fees.

CHAPTER 8

MISCELLANEOUS

8.1 Condonation of shortage of Attendance

Candidate can seek condonation of shortage of attendance only once in a 2/3 year course. Following are the rules regarding attendance requirement:-

1. Every candidate is to secure 75% attendance of the total duration of the course.
2. Candidate having a shortage of 10% can apply for condonation of shortage in prescribed form on genuine grounds. Condonation of shortage of attendance should be obtained at least 10 working days before the commencement of the examination.
3. It is up to the discretion of the subcommittee constituted by the Principal (which contain two members from governing council, three members from academic council, concerned HoD and class tutor) to decide the merit of applications for condonation submitted along with medical certificate from a government medical practitioner.
4. Unless the shortage of attendance is condoned, the candidate is not eligible to appear for the examination.

8.2 Cancellation of Examination

1. The cancellation of examination with a view to improving the marks by appearing again for the examination is not permitted.
2. For the cancellation of examinations where specific norms are prescribed in the regulations, the same shall be followed.
3. Application for cancellation of end semester examinations shall be submitted by the candidates along with prescribed fee and application in plane paper along with hall ticket in original in CE's office forwarded with recommendations by the HoD and Principal.
4. No student shall be allowed cancellation of examination more than once in their program.
5. Cancellation will be effected for the whole examinations for which the candidate has registered in a particular chance.
6. Application, along with the prescribed fee, has to be submitted to the CE via HoD and Principal within three days of the last date of examination.
7. The candidate seeking cancellation shall not be considered for ranking.
8. Internal assessment marks shall be carried over to the subsequent semester

examination.

8.3 Promotion to the next higher semester

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

- a. S/he secured a minimum 75 % attendance and registered for end semester examination in which s/he is studying
- b. His /her progresses of study and conduct are satisfactory during the semester completed.

8.4 Certificates

1. Degree and diploma certificates are issued by Mahatma Gandhi University, Kottayam, as 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.
3. A Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university.

8.5 Register of Candidates

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

The register shall contain the following details:

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

8.6 Important Registers to be maintained in the CE's Office

1. Inward Registers
2. Dispatch registers
3. Minutes book of board meetings.
4. All Registers related to the planning, question paper setting and conduct of Examination.
5. Register related to valuation of answer scripts
6. Mark /Tabulation registers
7. Semester Mark Score sheets
8. Other registers specifically directed to be maintained in CE's office.