



EXAMINATION MANUAL

1. Functions of Examination Branch

The administrative set up of the examination branch has been done as per the norms of the UGC. The controller of Examinations shall be the principal officer and overall in-charge of the examination branch and assisted by two Addl. Controllers. The academic coordinators shall coordinate with the controller of Examinations and actively involved in conduct of examinations. The principal of the college shall act as Chief Superintendent of all examinations. The functions of examination branch are as follows:

1.1 Preparation of Nominal Rolls

Soon after the final phase of admissions through DOST are completed as per the schedule for the academic year, the list of candidates admitted is sent to the Controller of Examinations. On the basis of DOST Ids, the examination branch assigns Registered Numbers/Hall Ticket Numbers to the students admitted into various programmes based on prescribed criteria and prepares the Nominal Rolls of the Candidates admitted for the academic year. The Nominal Rolls are supplied to the concerned departments.

1.2 Examination Notification

Examination Notification will be issued by the Controller of Examinations inviting Examination applications from the eligible candidates as per the regulations in force. The Notification shall contain the details like payment of fee, procedure for application etc. The examination fee shall be paid through online gateway Q Fix. The candidates who desire to appear for examination shall have to pay fee through Q Fix and download the examination application form from examination branch website and submit it to the examination branch. The received applications are scrutinized by the examination branch.

A detailed Time Table shall be prepared by the Examination Branch and shall be notified to all the students at least 15 days before the commencement of Examinations.

1.3 Issue of Hall Tickets

The Controller of Examinations shall make arrangements for generation of Hall Tickets and issue to the eligible candidates who have paid the required fee as per the notification given. The eligibility of candidates to appear for examinations is determined on the basis of attendance in the concerned semester. A minimum of 75% attendance is required to be put by the candidate to appear for examination in that semester. However, Condonation may be granted to the candidates on medical grounds to the extent of 10% (upto 65%) by accepting condonation fee as prescribed.

1.4 Preparation of D forms

The Controller of Examinations shall prepare D forms session wise and course wise as per the Time Table. These D forms are supplied to the Chief Superintendent of Examinations and the concerned Examination officers so as to conduct the examinations.

1.5 Question Paper Setting

The Confidential section of the examination branch shall follow the almanacs and notifications for examinations of all courses/ programs. The confidential section shall make necessary arrangement for sending question papers setting to the panel of Paper setters as provided by the respective Board of Studies 15 days before the commencement of the examination. The confidential section shall ensure to keep the question papers in proper custody. ACOE of the confidential section shall maintain the record all the question papers in multiple sets so as to meet any eventuality.

1.5 Conduct of Practical Examinations

The institution shall notify the practical examination schedule for conducting practical examinations at least one week prior to the examinations. Detailed time table of the practical examinations subject wise, batch wise, etc shall be announced by COE. 30 students are allowed to form one batch. The appointment of External examiners is done by the examination branch from the panel of examiners submitted by the BOS concerned. The required number of answer booklets, D forms and other material shall be ascertained and supplied to each department well in advance so as to conduct practical examinations smoothly.

1.6 Assignment of Examination Duties to Teaching and Non-Teaching Staff

The Principal is the Chief Superintendent for all the Examinations.

The Controller of Examinations with help of Academic Coordinators shall make arrangements for the conduct of Examinations. The required number of Invigilators and other staff are appointed as per the norms. The seating arrangement and display of room plans shall be made according to the Day-Wise plan.

The Controller of Examinations shall ensure to keep the required examination material such as Main Answer Booklets, Attendance Sheets, Mal practice Reports, Stationery etc.

The chief Superintendent shall conduct a meeting of all examination staff and give instructions to ensure smooth and fair conduct of examinations. The invigilators who are key personnel in conducting examinations are briefed about their duties and a copy of the same is circulated.

The Controller of Examinations shall hold the responsibility of Safe Custody of Examination Material such as Question Paper Bundles, Main Answer Booklets and so on.

The Controller of Examinations shall arrange to open the doors of the examination halls and allow the students from 30 minutes before the commencement of examination.

The appearing candidates are allowed into examination hall duly verifying the candidature with D forms upto the 30 minutes from the time of commencement of examination.

The Controller of Examinations shall ensure collection of Answer Booklets soon after the expiry of time allotted for the examination.

1.7 DUTIES OF INVIGILATORS

Each Invigilator has to act diligently in the examination hall and ensure the examination is conducted in fair manner.

- Verify the Hall Ticket and Guide the candidates to their seats as per the Seating Plan.
- Distribute the Main Answer Booklets and Question Papers
- Take the attendance of the candidates after the half an hour from the commencement of examination.
- Prepare presentee and absentee statements as per the procedure laid by examination branch.
- Collect the answer booklets from the candidates on expiry of the time allotted and arrange them in ascending order of hall ticket numbers.
- Take all measures to prevent candidates from malpractices.
- Report the cases of malpractices to the CS
- Handover the unused main answer booklets and question papers to the CS soon after the completion of the examination.
- During the course of examination, invigilators are expected to keep on moving in the respective examination halls and monitor the students.
- Use of cell phones and other electronic devices by invigilators is strictly prohibited during examination.

1.8 Observers and Flying Squad members

The Chief Superintendent shall appoint Observers and Flying Squad members following the procedure laid down by the affiliating university.

The Observers shall ensure that:

- The physical facilities are made properly such as seating arrangements in examination halls, provision of drinking water, provision of toilets etc.
- The invigilators are briefed about the examination procedures.
- The checking and frisking is done at the main gate of the college.
- No forbidden material is found in the examination halls, toilets or in the college premises during the time of examination.
- The examination is being conducted in fair and smooth manner
- Absentee marking is done in all the examination halls after the 30 minutes of commencement of examination and absentee statements are sent to examination branch.
- The closing of examination at the time specified in all the rooms and the Answer booklets of candidates are submitted in exam branch immediately.

2 Malpractice Cases

If any candidate is found indulged in unfair/illegal practices during the examination, he/she is deemed to have committed malpractice and is liable for punishment as per the rules in force.

Malpractice committee is constituted to assess the nature and severity of the malpractice and report on the appropriate punishments. The Malpractice committee shall consist of not more than three members headed by chairman, Board of Studies of the respective department. The malpractice committee shall function as a recommendatory body and submit its recommendations in the form of report to CoE.

The Malpractice committee shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. The committee should follow the procedure as prescribed in the spirit of natural justice in dealing with malpractice cases. Finally the committee shall submit report to the CoE along with recommendations regarding punishment and quantum of penalty to be imposed or otherwise. The committee shall follow the norms for award of punishment.

Norms for Award of Punishments

Clause	Nature of Misconduct/Malpractice	Quantum of Punishment and/or Penalty
1	Possession of incriminating material	Cancellation of that specific subject/paper only for the current examination of the candidate
2	Makes false claim/representation pertaining to his/her eligibility to appear at the examination	Candidate shall be disqualified from appearing at any examination for a period of two to three years.
3	Possession of another candidates answer booklet	Debar BOTH the candidates from examinations for ONE academic year
4	Found giving or receiving assistance, passing on the question paper with any scribbling on it for the purpose of copying	Cancellation of that specific subject/paper only for the current examination of the candidate

5	Smuggling-out or smuggling-in of answer booklets as copying material	Debar the candidate from the current examination and additional Two academic years depending on the severity of case.
6	Any insertion in the answer booklet including currency notes/bank cheques/other material in attempt to bribe any person connected with the examination	Debar the candidate from the current examination and additional Two academic years.
7	Revealing the identify in any form in the answer written or in any other part of the answer booklet by the candidate	Cancellation of the Current examination
8	If the candidate leaves the examination hall without handing over the answer booklet	The candidate shall be disqualified/debarred from appearing any examination for two to three years.
9	A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the examination	Cancellation of that particular paper of the candidate's examination.
10	Impersonation at the examination	Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation. Debarring the bonafide candidate for whom the impersonation was done from his/her studies permanently.
11	Candidate involved in malpractice at practical examination	The punishment shall be as per the punishment provided by the theory examination depending upon the gravity of the case.

3 Post Examination Activities

3.1 Dispatch of Answer scripts

Soon after the conclusion of the examination for a particular session, the Answer booklets shall be received by the chief superintendent with the help of the Academic coordinator from the invigilators of the exam halls. These answer booklets shall be arranged subject wise, paper wise, medium wise in accordance with the D Form.

The answer booklets shall be packed, sealed and sent to COE as per the procedure prescribed. The original D form and the original attendance statements should be enclosed with the answer booklets. The Answer booklets of the candidates booked under malpractice cases shall be packed separately and sent to the COE.

3.2 Valuation

The Controller of Examinations shall personally verify the receipt of answer booklets and keep in proper custody.

The answer booklets shall be packed and sealed and sent to the external examiners approved by the Board of Studies of the respective departments. Due to paucity of time, on the request of the examination branch the Hon'ble Commissioner of Collegiate education has accorded permission to set up Spot valuation camp in the college. COE finalises the period of Valuation of answer scripts in consultation with the respective chair person, BOS. COE issues appointment orders to the Examiners who have been recommended by the chairperson BOS to evaluate the answer scripts. The incharge of the Spot valuation camp shall maintain the record of files/ registers pertaining to issue of answer booklets to the examiners.

On receipt of the answer booklets after valuation, the COE shall arrange for scrutiny of the Answer booklets to ensure the correctness of valuation.

3.3 Declaration of Results

As soon as the valuation process is completed, the marks are posted in to the examination software using the exam branch staff and the results are presented to Staff Council for analysis and final declaration.

The Memorandum of Marks, the Consolidated Marks Memo and provisional certificates will be issued by the college after declaration of the results.

3.4 Revaluation and Challenging Valuation

Revaluation

Revaluation is applicable only for theory papers and shall not be entertained for practical papers. The application for revaluation should be submitted by the candidate in the prescribed form by paying the prescribed fee within the days prescribed by the examination branch. For revaluation of scripts, coding and decoding of scripts has to be done and the marks posted in the previous evaluation shall be properly defaced before sending for revaluation. The revaluation shall be done independently by the examiners of the approved panel.

S.No	Discrepancy between Original marks and Revaluation marks	Result and Award of marks
1	If the revalued marks are less than first valuation marks	Ignore revaluation and first valuation marks remain.
2	If the difference between first valuation and revaluation is less than 10%	No benefit. First valuation marks remain.
3	If the difference is 10% but not more than 20%	Benefitted with Revaluation marks.
4	If the difference is more than 20%	Go for Third valuation. Average marks of the two valuation should be awarded

If the revaluation results are delayed, the failed candidates have to register for subsequent examination. Meanwhile, revaluation results are declared as benefitted by which the candidate passes the examination are not declared.

Marks obtained in the revaluation in the regular examinations shall be taken into consideration for deciding the award of Grades or Prizes.

Challenging Valuation


A special initiative of Challenging Valuation has been introduced from 2019-20 to provide the students an opportunity to challenge the valuation apart from revaluation in case the student is not satisfied with the marks he/she secured in any examination. The candidate who desires for challenge valuation has to apply in prescribed format by paying a fee of Rs.1500 per each subject. Such scripts are invariably be valued by External Subject Expert in the presence of the COE/ACOE and the student concerned. If the difference between original marks and the revaluation marks is 20% or more such candidate will be awarded the changed marks under the challenge valuation.

In the event of success in getting the benefitted marks under challenge valuation, such candidate will be refunded an amount of Rs.1000. In case no benefit against the original marks under challenge valuation, the amount paid by the candidate will be forfeited.

Award of Grades and Detention System

The institution shall follow the Grading System as prescribed by the UGC under CBCS system. The Grading System is summarised in the annexure.

The Detention System as prescribed by the Parent University shall be followed. A student has to pass 50% (half of the) subjects in the academic year so as to get promoted to the next academic year. Otherwise, the student is declared to be detained and has to apply for readmission into the course in the next academic year.


PRINCIPAL
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Details of Award of Grades Under Choice Based Credit System(CBCS)

AWARD OF GRADE			OVERALL GRADING	
RANGE OF MARKS(%)	GRADE POINT	GRADE LETTER	CGPA RANGE	GRADE LETTER
≥ 85 TO 100	10	O	8.5 – 10.00	O
≥ 70 TO <85	9	A	7.0 – 8.49	A
≥ 60 TO <70	8	B	6.0 – 6.99	B
≥ 55 TO <60	7	C	5.5 – 5.99	C
≥ 50 TO <55	6	D	5.0 – 5.49	D
≥ 40 TO <50	5	E	4.0 – 4.99	E
<40	-	F		
ABSENT	-	AB		

AWARD OF DIVISION	
CGPA GRADE	DIVISION
7.00 – 10.0	FIRST WITH DISTINCTION
6.00 – 6.99	FIRST
5.00 – 5.99	SECOND
4.00 – 4.99	PASS

$$* SGPA = \frac{C_1 \times G_1 + C_2 \times G_2 + \dots + C_n \times G_n}{C_1 + C_2 + \dots + C_n}$$

Where C_1 = Credits of Individual Theory / Practical.

G_1 = Corresponding Grade Point obtained in the Respective Theory / Practical.

$$* CGPA = \frac{(SGPA_I \times Cr_I) + (SGPA_{II} \times Cr_{II}) + \dots + (SGPA_n \times Cr_n)}{Cr_I + Cr_{II} + Cr_{III} + \dots + Cr_n}$$

Where $SGPA_I$ = SGPA of I Semester ; $SGPA_{II}$ = SGPA of II Semester ; Cr_I = Total Credits of I Semester; Cr_{II} = Total Credits of II Semester

Note :

1. SGPA is computed only if the candidate passes in all the theory / practical papers with minimum of "E" grade.
2. CGPA is computed only if the candidate secures the required percentage in aggregate of course concerned.