

SAHRDAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)
THRISSUR – 680684

EXAMINATION MANUAL

(SHR/AC/Auto/Exam Manual/2.0)

Approved by the Academic Council on 31/08/2024

Amendments Approved by the Academic Council on 05/07/2025



2024 Admission onwards

EXAMINATION MANUAL

Sahrdaya College of Engineering and Technology, Thrissur, has been conferred the status of Autonomy in April 2024 by UGC. It is affiliated with APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY, and the Rules and regulations of the University are followed for admission and examination. The Manual of Examinations is prepared by the Academic Council of the College and is submitted to the University for remarks and modifications to improve the quality of the examination process.

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Preface

The Examination Manual is a tool for stabilizing and streamlining the examination system so as to attain promptness and credibility in conducting examinations, valuing answer scripts, and publishing results. This manual will serve as a ready reference for observing the procedures relating to examination conduct.

We have incorporated all requisite provisions for the planning of the examinations, conduct, and evaluation of answer scripts and publication of results of various semester examinations as per the regulations of UG & PG programmes under the autonomous stream with effect from 2024-25 admissions. The basic rules/orders regarding the conduct of examinations are framed as per the rules and regulations approved/issued by the APJ Abdul Kalam Technological University, Government of Kerala and UGC.

This Examination Manual is approved in the meeting of the Academic Council held on 31.08.2024 and revised in the Third Academic Council meeting held on 05.07.2025

PRINCIPAL

CHAPTER 1: ORGANIZATION OF SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS), THRISSUR.

Sahrdaya College of Engineering and Technology at Kodakara, was established under the Irinjalakuda Diocesan Educational Trust in the year 2002. It offers 6 Undergraduate and 3 Postgraduate Programmes.

Programmes Offered

SL.NO.	DEGREE	PROGRAMME
1.	B.Tech	Electronics & Communication Engineering
2.	B.Tech	Computer Science & Engineering
3.	B.Tech	Biomedical Engineering
4.	B.Tech	Biotechnology
5.	B.Tech	Civil Engineering
6.	B.Tech	Electrical & Electronics Engineering
7.	M.Tech	Computer Science & Engineering
8.	M.Tech	Industrial Biotechnology
9.	M.Tech	Embedded Systems
10.	M Tech	Biomedical Engineering

The following are the authorities of the college, constituted by the college and approved by the Governing Council;

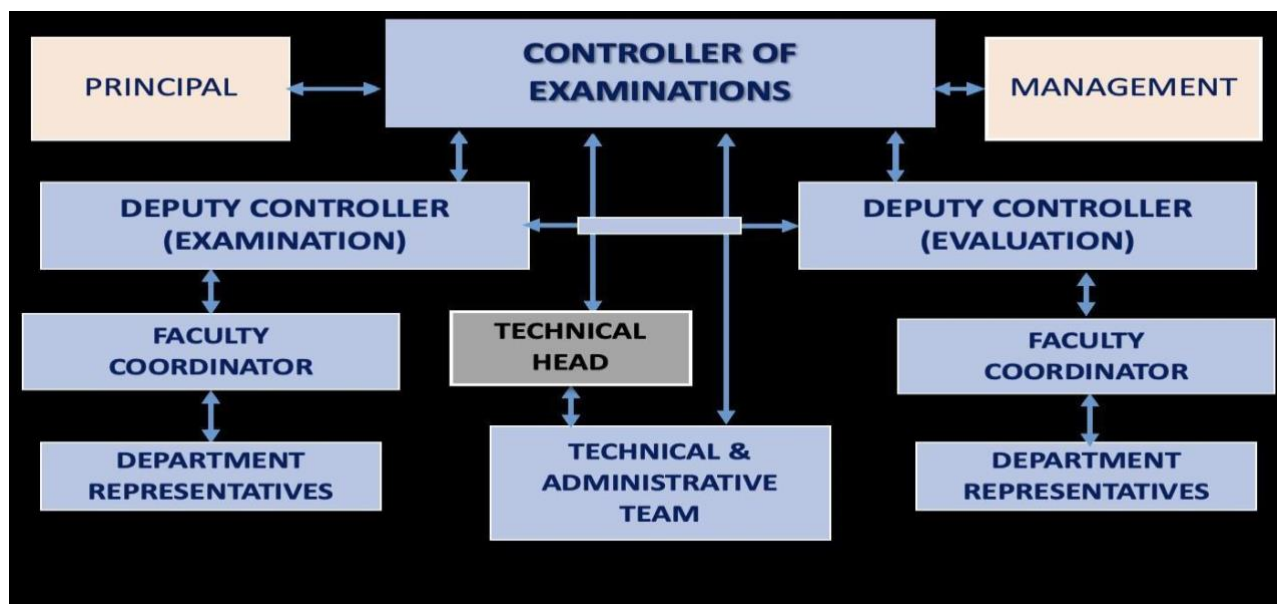
1. Governing Council
2. Academic Council
3. Board of Studies
4. Finance Committee

These authorities are conferred with certain powers and duties according to UGC guidelines.

CHAPTER 2: EXAMINATION CELL

Office of the Controller of Examination (CoE)

Organizational Structure



In accordance with the guidelines of the University Grants Commission to Autonomous Colleges, there will be an examination cell headed by the Controller of Examinations (CE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any. The Principal shall be the Chief Controller of Examinations.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers / Faculty Coordinators and Representatives/Technical and Administrative teams.

Faculty working in the College shall be nominated to the examination cell for tenure of 3 years as Faculty Coordinators and Representatives. There shall be a team of office assistants, computer programmers, data entry operators, attenders and other helpers in the examination cell.

The examination cell will have appropriate infrastructure for generating question papers and other relevant confidential materials.

2.1 The Controller of Examinations

- The Controller of Examinations shall be responsible for the conduct of End Semester examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
- The Controller of Examinations should make earnest efforts to ensure that all examinations are conducted as per the scheduled academic calendar, the final semester examinations of all programmes shall be completed, and results will be published on time. The results of those students who have to undergo summer internship/project work shall be published after the completion of the same and viva voce examinations.
- He/she shall be responsible for the safe custody of all papers, documents, certificates, and other confidential files connected with the conduct of all examinations.
- He/she shall keep the minutes of the board of examiners and all committees appointed by the said board.
- He/she shall convene a meeting and issue notice to the Board of Examiners and committees appointed by them and conduct the official correspondence thereof.
- Take special care to ensure that secrecy and confidentiality are maintained in the conduct of examinations.
- The mark-list and the provisional certificate shall be issued by the office of the Controller of Examinations and forward the results of examinations, to the Academic Council and Governing Council of the Institute. The KTU will issue the degree certificate to the successful candidates on submission of the application form with the prescribed fees.
- To fix the examination related fees and other charges payable by the students of the College.

- The Controller of Examinations in the execution of his/her office shall report/consult with the principal to take decisions on any matter regarding End Semester Examinations as and when required.
- Issue public notices/notifications regarding examinations and results.
- 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.
- As and when required, there can be a joint controller to assist CoE in all his duties and responsibilities.

2.2 Deputy Controller (s) of Examinations

2.2.1 Powers & Functions of the Deputy Controller (Exams)

- Preparation of examination schedules and examination calendars in consultation with the Controller of Examinations.
- Communications at various levels of examination planning, preparation and execution.
- Preparation and printing of answer booklets for various examinations
- Make sure that the question papers are ready before the examinations are scheduled
- Make sure that the forms relating to examinations are ready in time (applications, attendance sheets, hall tickets, etc.)
- Appointment of invigilators
- Generation of barcodes
- Collection of answer script after examination, dispatch for evaluation
- Maintenance of inward and outward registers
- Convene meetings of examination committee
- Preparation of the list of remuneration for examination-related activities in advance.

2.2.2 Powers & Functions of the Deputy Controller (Evaluation)

- Preparation of list of Examiners
- Issuance of question paper, answer key and scheme of evaluation to evaluators
- Coordination of evaluation process
- Tabulation and preparation of mark lists/grade cards
- Maintenance of inward and outward registers
- Disposal of evaluated answer scripts after the prescribed period of custody
- Convene meetings of Evaluation Committee
- Coordinate meetings of pass board

2.3 Functions of the Faculty Coordinators & Department Representatives

- Assist Deputy Controllers in their activities
- Coordination of department representatives for the conduct of examination and evaluation
- Coordination and Interface between student and exam cell

2.4 Functions of the Technical & Administrative Team Technical Support

In order to ensure a high level of confidentiality and security, technical support for the examination and evaluation shall be provided within the Exam Control Room. The Technical Head will coordinate the planning of Hardware and development of the custom software for the exam cell along with the Technical team in consultation with the CoE.

The CoE will generate nominal rolls of students based on department-wise course data. A custom software will be developed for the following:

- Registration and payment of fees
- Issue of hall tickets, generation of barcode /QR code
- Question paper setting, scrutiny, evaluation processes and issue of grade cards

2.5 Administrative support

Assistance for preparation and printing of answer booklets, bar/QR codes, attendance sheets for various examinations.

Assistance for the preparation of all concerned forms related to the board of question paper setting, the board of scrutiny, the board of examiners, valuation, mark list, tabulation register, registers in the section, etc., in consultation with the Dy CoE.

Prepare all forms related to examinations, process application for registration to examinations, nominal roll and dispatch hall tickets, and list remuneration for all examination-related activities in consultation with controllers. Arrangements Board meetings of examiners as and when required and ensure that the minutes are recorded, entry of marks, tabulation, financial accounting, maintenance of registers, etc.

2. 6 CONSTITUTION, DUTIES AND RESPONSIBILITIES OF VARIOUS COMMITTEES / OFFICIALS

2.6.1 Examination Committee

The CoE shall be chairman of the Examination Committee with DyC(Ex) as the Convener/Secretary, faculty coordinator and department representatives as members. The minutes of meetings of the Examination Committee shall be recorded by the DyC(Ex). The committee shall plan and coordinate activities related to the conduct of the examination.

2.6.2 Evaluation Committee

The CoE shall be chairman of the Evaluation Committee with DyC(Ev) as the Convener/Secretary, Faculty coordinator and Department Chairpersons as members. The minutes of meetings of the Evaluation Committee shall be recorded by the DyC(Ev). The committee shall plan and coordinate activities related to the setting of question paper and conduct of evaluation of ESE.

2.6.3 Pass Board

There shall be a separate Pass Board for each semester except the first and second semesters. CoE will chair the meeting of the Pass Board. DyC(EV) shall convene the meeting, and all department chairpersons shall be members of the Pass Board. The meetings of the Pass board shall be convened under intimation to the Principal. Minutes of the meeting shall be forwarded to the Principal by the CoE.

In the first and second semesters, a pass board meeting will be convened after the examination of each semester, and CoE will chair the meeting. DyC(EV) shall convene the meeting, and the pass board members shall be the chairperson of each course, one of the question paper setters, and one of the evaluators of each course. The Pass board shall be duly convened before the publication of the results.

2.6.4 Panel of Examiners

The panel of examiners for each programme shall be nominated by the departments and is approved by CoE. CoE shall appoint question paper setters/ evaluators/members of the scrutiny committee for each examination from the approved Panel of Examiner.

2.6.5 Question Paper Setter

The faculty handling the course /subject expert (nominated by the HoD) / external faculty, from the panel of examiners nominated by the departments and approved by the CoE shall be responsible for setting question papers.

2.6.6 Scrutiny Committee

The scrutiny committee with members appointed by the CoE from the Panel of Examiners, nominated by the departments, shall scrutinize ESE question papers, answer key and scheme of evaluation. The scrutiny committee meeting shall be held in the office of the CoE. In case of any clarification, the question paper setter shall be called for discussion. All processes related to scrutiny shall be coordinated by the Department Chairperson confidentially.

2.6.7 Vigilance Squad

The nature of the vigilance squad constituted by the Principal shall be to ensure proper conduct of examination and to deal with the cases of alleged misconduct/use of unfair means in all the examinations. The squad will submit regularly a report of visits conducted and any non-permissible activities observed.

2.6.8 Invigilator

The DyC(Ex) shall appoint the members of the teaching faculty of the College as invigilators from the list approved by the CoE. The invigilator to student ratio shall be 1:30. Invigilators shall be responsible for the fair conduct of the examination in the examination hall. A faculty shall not be appointed as an invigilator if his/her near relative is appearing for the examination, in his/her shift. A declaration to this effect may be obtained beforehand.

2.6.9 Evaluators

The Evaluator shall have a minimum teaching experience of two years in a College, University or Institute in the respective subject domains. Evaluators for each course shall be appointed by the CoE from the panel of examiners nominated by the departments. Additional evaluators for

a course will be appointed by CoE, depending on the volume of work.

2.6.10 Additional Evaluator

The CoE from the Panel of Examiners nominated by the departments shall appoint third evaluators for a particular examination. These evaluators shall be responsible for evaluating the answer scripts fairly, when there is a mark difference of above 15% awarded among the first two evaluators.

2.6.11 Post Evaluation Auditor

Experts for the post-evaluation audit appointed by the CoE from the approved Panel of Examiners shall audit answer scripts to check the transparency and fairness of the evaluation.

2.6.12 Evaluator for Re-evaluation

The CoE shall appoint evaluators for re-evaluation from the panel of examiners nominated by the departments.

2.6.13 Answer Script Review Committee

Answer Script Review Committee shall be constituted by the CoE with Department Chairperson as the Convenor, one senior faculty member of the department concerned as Chairperson and Chief Evaluators/ Subject Experts as members. The candidate after re-evaluation shall be given a chance to present his/her grievance regarding the award of marks. Based on the genuineness of the grievance, the committee shall recommend action.

CHAPTER 3: EXAMINATION SYSTEM

3.1 Introduction

As an Autonomous College, Sahrdaya College of Engineering and Technology is empowered with conduct of Examination, valuation of answer scripts and publication of results of all programmes offered by the college. It is essential that the Examinations are to be conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the Examinations should be so well delineated as to leave nothing to chance and assumption. The College has an Examination Management System (EMS) headed by the Controller of Examinations (CoE).

The examination control room should have two sections: the printing room and the distribution room. Access to the printing room will be exclusively for the members of the examination committee, observers, or any other duly authorised person. Mobile phone use is strictly prohibited inside the examination printing room.

A CCTV camera with a recording facility shall be available in the printing section/distribution section and shall record all the activities. Candidates will not be allowed inside the examination control room, which should have a facility to store examination materials securely.

The computers and printers in the examination control room should be isolated from the College LAN. Under no circumstances, file sharing and screen-sharing shall be enabled on the computers. No unnecessary software shall be installed and the exam committee members shall exclusively use the computers kept in the examination printing room to print question papers. Sharing the printer with other sections is also prohibited.

3.2 Examination procedure

The procedure for examination can be divided into three sections for its smooth and efficient conduct.

Section-I: Pre-examination phase

This phase includes the activities starting from scheduling and publishing of examination calendar to the finalization of question papers, schemes and answer keys, preparation of eligibility list of candidates, hall tickets, planning of movement of answer scripts to valuation camps and uploading the required data for the same in the portal.

Section-II: Examination phase

In this phase, the major focus is on the actual conduct of examination and related activities viz.

preparation of materials required for the examination, arrangements for surveillance, hall/seating arrangements and posting of invigilators, observers and vigilance squad. Activities of this examination phase include collection, sorting, packing and dispatching of answer scripts. All the activities in this phase will be under the direct control of CoE and deputy controllers.

Section-III: Post Examination phase

The activities of this phase include conduct of valuation camps, valuation of answer scripts, tabulation of marks, conduct of pass board meetings, publication of results, conduct of revaluation, publication of revaluation results, conduct of review of answer scripts and publication of review results.

The verification and scrutiny of bundles of answer scripts, posting of examiners, valuation of answer scripts and uploading of marks in the portal are coordinated by the Chairpersons. The DyC(Ev) will be the officer in charge of all activities of this phase and will be reporting to the CoE, who in turn will hold the pass board meetings and declare the results.

3.2.1 Pre-Examination Scheduling of Examinations

All examinations will be scheduled as per the examination Calendar. However, under exceptional circumstances, the CoE may modify the examination calendar.

3.3 Question Paper

CoE can exercise multiple options for setting Question Papers for the ESE as follows to ensure fair evaluation:

- a) Course Faculty setting the question papers
- b) External Examiners setting the question papers

Course faculty and/or the subject experts shall prepare the question papers and the associated scheme of evaluation and answer key. External experts are also invited to prepare additional question papers along with the answer key and scheme of valuation to complement the internal faculty.

For modes (A) and (B), everyone, with two sets of question papers, along with the answer key and scheme of evaluation for each course, shall be prepared by the faculty handling the course /external expert. Six sets of question papers (question paper, answer key, and scheme of evaluation) for each course shall always be available as a buffer to meet the exigencies of any kind. The question papers prepared shall normally be used for the particular examination only. Question papers shall be kept under the safe custody of the CoE. For each examination, the CoE shall select one question paper at random and hand it over to the DyC(Ex) for taking necessary copies.

3.3.1 Preparation of Question Paper

Question paper setters shall prepare two sets of question papers along with answer key and detailed scheme of evaluation for each course. CoE shall coordinate activities related to the setting of the question paper.

The following guidelines shall be followed while selecting question paper setters:

- The CoE shall appoint faculty for setting question papers from the panel of examiners nominated by the departments.
- Question paper setters shall not have an immediate relative or have undertaken private tuition for any candidate who appears for the examination. Declaration to this effect shall be obtained from the question paper setter.
- The external faculty member shall have a minimum of five years of experience in teaching in a College, University or Institute.
- The CoE may in exceptional circumstances relax the above-mentioned conditions, subject to the prior approval from Chief CoE.

Following materials shall be made available to the question paper setter:

- Copy of the instructions & guidelines.
- Course outcomes and syllabus of the course concerned
- Details such as learning level and taxonomy
- Templates for preparing Question paper/ Scheme for the Valuation.
- Question paper analysis & checklists.
- A model question paper.
- List of suggested textbooks and other resources
- Declaration form and receipt.

3.3.2 Scrutiny of question paper

Question papers shall be scrutinized to ensure fairness in the evaluation by examining the following aspects:

- Questions conform with the course outcomes, prescribed syllabus, time allotted for the examination and revised Bloom's taxonomy
- Questions are free of typographical and grammatical errors
- Marks allotted are as per the scheme
- Data provided are accurate and adequate
- Readability of the questions
- Answer key and scheme of evaluation are appropriate.

Confidentiality of the question paper shall be maintained at every stage of the scrutiny process. After scrutiny, the Course Chairman/Scrutiny Member shall hand over all the corrected/verified question papers along with the answer key and scheme of evaluation to the CoE in a sealed envelope.

3.4 Answer Booklets

Pre-printed answer booklets shall be prepared well in advance based on the requirement of the office of the CoE. All unused answer booklets shall be kept in the confidential custody of the CoE, and the inventory register shall be maintained. The required number of answer booklets shall be handed over to the DyC(Ex). DyC(Ex) shall monitor the details of the number of answer booklets received, used, defective, and 'balance' in the inventory register after each examination. A stock register shall also be maintained in the storeroom under CoE.

3.5 Examination Registration

The notification for examination registration shall be displayed on the College website and College Notice Boards. A minimum of five days shall be given for payment of fees and submission of application through the portal and two days shall be given for the same with late registration charges. Requests for additional time to complete the exam registration will not be considered under any circumstances.

Students have to register for the examinations for each course, based on their eligibility as per the academic regulations.

The candidates debarred from examination due to indulgence in malpractice/ disciplinary action shall not be allowed to register for the examination till final decision. Application of the candidates not eligible as per the academic regulations shall not be entertained.

The list of eligible students shall be prepared by the senior faculty advisor/HoD and shall be forwarded to the CoE after approval from HoD within two days after the end of the regular classes. The office of CoE shall verify the candidate's name, semester, programme, course name, course code, amount of fees, attendance and eligibility conditions for which registration is sought. Once the registration is confirmed, the list of registered courses shall be available in the candidate's login. A course-wise list of candidates shall be prepared by the office of CoE.

3.6 Nominal Roll

A nominal roll containing the following details shall be prepared by the office of the CoE for each examination

- name, month and year of examination
- name and register number of the candidate
- course(s) for which the candidate has registered

3.7 Hall Ticket

The Hall Ticket is issued to all the eligible candidates admitted to the examination. Any Candidate found ineligible due to valid reasons such as attendance shortage, disciplinary action etc. shall not be issued the Hall Ticket.

Hall Ticket shall contain information regarding the Name of the candidate, Register number, Photograph, Signature of the Candidate, Programme of Study, Semester/Year, Department and the Code numbers of the Course(s) in which he/ she is registered for the current examination.

Students can access and download their hall tickets from the portal prior to the examination dates. If any discrepancy or error is found in the Hall Ticket, it should be communicated to the concerned examination section with the recommendation of the Head of the Department.

Hall tickets of eligible candidates shall be generated by the candidates itself with name, register number and a recent photograph of the candidate. The hall ticket must contain the details of the courses and titles for the semester examination. No column in the hall ticket should be left blank to prevent manipulation. 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 concerned.

3.8 Unique Codes

For the purpose of securing the answer booklets and also for masking the identity of the candidate during evaluation of answer scripts, Unique Bar Codes along with Alpha Numeric Codes/ QR Code shall be generated for each candidate for each course for each examination. The Codes so generated shall be pasted on space provided in the answer booklet and attendance statement by the invigilator in the presence of the candidate in the examination hall within 30 minutes after the commencement of examination. List of candidates and their corresponding codes shall be maintained confidentially with access restricted to the Office of the CoE.

3.9 Attendance Sheets

Attendance of the candidates appearing for the examination shall be recorded. Hall wise attendance sheets for marking attendance of candidates for each course and examination shall be prepared by the office of the CoE. A provision shall be provided for pasting candidates' details such as name, register number, course etc. and corresponding Barcode /Alpha Numeric Code/ QR Code. Candidates shall verify the details pasted in attendance sheet and answer

scripts and shall sign in the space provided in the attendance sheet during the course of examination.

3.10 Seating Arrangement

Sufficient seating shall be arranged in the halls and classrooms of the College. Seating arrangements shall be displayed in common notice boards indicating hall allotment, well in advance. The seating plan of candidates shall also be displayed in all examination halls.

3.11 Admission of Candidates to Examination Hall

All candidates should bring the hall ticket and ID card issued by the college. The candidates shall produce the hall ticket/ID on demand for inspection. Under no circumstances, the candidates will be permitted to write an examination without a valid hall ticket issued by the College. However, the CoE/DyC(Ex) is eligible to issue provisional admission by imposing a fine specified by the College. A register has to be kept in the examination control room to record receipts and the amount may be utilized to meet miscellaneous expenses in the examination control room.

All candidates shall enter the examination hall at least 15 minutes before the time prescribed for the commencement of the examination. Candidates writing the examination will be under the disciplinary control of the CoE and bound to obey all the instructions issued by the institution.

The candidates are permitted to carry the following items to the Examination Hall.

- a. Hall ticket.
- b. ID card issued by the college
- c. Drawing equipment and accessories for writing.
- d. Non-programmable calculator, if permitted for the particular examination.
- e. Other materials like original IS codes/ Data books/ Tables/Hand Book etc. permitted by the College from time to time.

In case any candidate is suffering from any infectious or contagious disease, the matter shall be reported to the CoE and he/she shall be allotted a separate examination room.

CHAPTER 4: CONDUCT OF EXAMINATIONS & EVALUATION

4.1 Distribution of Examination Materials

The Examination Materials will be distributed from the Autonomous Examination Cell.

4.2 Invigilation

Invigilators shall be responsible for the fair conduct of the examination inside the examination hall. After the commencement of the examination, allotted bar codes shall be pasted on the space provided in the answer booklet and attendance sheet. The candidate's attendance shall be recorded by obtaining signature in the attendance sheet provided which shall be countersigned by the invigilator. Invigilators shall ensure that all candidates have returned the answer scripts. The answer scripts shall be handed over to the examination control room within 15 minutes after the examination. In case a candidate is found to have indulged in malpractice, his/her answer script shall be separately handed over to the CoE. Instructions to the Invigilators are given in Annexure I.

4.3 Collection and Bundling of Answer Scripts

The answer scripts from the examination halls shall be received at the examination control room after each examination. Answer scripts shall be bundled separately for each course and details such as the name of examination, date of examination, packet code, course code and course name, semester and the number of answer scripts shall be entered on the packing slip. The packed and sealed bundles shall be kept in the safe custody of the DyC(Ex) till the despatch to the evaluation camp.

4.4 Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour in the examination hall. Any act of indiscipline, misbehaviour and unfair practice in examinations shall be punishable according to the nature of offense committed by the student.

4.5 Post Examination

The major activities involved during this phase includes the collection and verification of answer scripts, distribution of answer scripts to the examiners, valuation of answer scripts by various levels of examiners, providing necessary instructions and monitoring the valuation process, tabulation of marks and return of the valued answer scripts to the camp for revaluation purpose. All the activities of this phase will be under the direct control of CoE and Dyc(Ev).

4.6 Appointment of Evaluators

- The CoE shall appoint evaluators from the panel of examiners nominated by the departments to evaluate the answer scripts.
- Evaluators shall have handled the course at least once.
- The number of evaluators appointed for each course shall be based on the number of candidates registered.
- There shall be three evaluators for the evaluation in a given term for a given course.

- Communication regarding the details of answer scripts allotted for evaluation shall be sent to evaluators in advance.

4.7 Valuation Process

1. Initial Evaluation by Two Evaluators:

- All answer scripts will be evaluated by two evaluators.

2. Variation in Marks ($\leq 15\%$ of Maximum Marks):

- If the variation in total marks scored between the two evaluations is less than or equal to 15% of the maximum possible marks, the average mark (calculated question-wise) will be considered in the final tabulation of results.

3. Variation in Marks ($> 15\%$ of Maximum Marks):

- If the variation exceeds 15% of the maximum possible marks, the answer script will be sent for a third evaluation by an evaluator appointed by the Controller of Examinations (CoE).
- Final Mark Calculation: The final marks will be the average of the two closest scores obtained from the three evaluations. This calculation will be done question- wise. (*)

4.8 Post Evaluation Audit

- Post evaluation audit shall be conducted for checking transparency and fairness of the evaluation.
- 10% of evaluated answer scripts selected at random shall be audited by the expert.
- Adherence of evaluation to scheme and answer key provided shall be verified.
- Consistency of evaluation among answer scripts for a particular course shall be verified.
- Observations regarding inconsistency in evaluation observed if any shall be reported to the CoE.

4.9 Uploading Marks

Marks shall be uploaded by the evaluators and a hard copy from the portal by the evaluator concerned shall be handed over to CoE.

4.10 Storage of Evaluated Answer Scripts

- The answer scripts after evaluation shall be bundled, properly recorded and kept in safe custody at the evaluation camp for easy retrieval for three months from the date of publication of results and subsequently stored in the strong room for four years. Answer scripts after four years of storage will be disposed of, as per the decisions of the Academic Council (AC).
- The DyC(Ev) shall hand over evaluated answer scripts for re-evaluation or other purposes on-demand within prescribed time limits.

4.11 Laboratory / Project / Dissertation / Viva Voce

The scheduling of all Practical Examinations shall be provided by the Head of the concerned Departments to the CoE sufficiently in advance of the scheduled commencement of the examinations.

Evaluations in respect of the Laboratory Courses, Seminars, Mini Projects, Projects, Viva Voce examinations, etc., shall be duly completed by internal/external examiners appointed by COE from the panel submitted by the respective HOD. The faculty in charge shall upload the final marks to the portal within five working days after the examination/viva is conducted.

CHAPTER 5: PUBLICATION OF RESULTS

5.1 Continuous Internal Assessment (CIA) Marks

CIA marks shall be awarded by the faculty concerned handling the course. Finalized CIA marks for each course shall be entered in the Exam Portal by the faculty who handled the course, within five days after the end of regular classes. HoDs shall prepare the final consolidated statement of CIA marks and publish it in the department.

5.2 Grievance Redressal

Students shall verify that the CIA marks have been published, and any case of discrepancy shall be brought to the notice of the Chairman of the Grievance Redressal Committee in writing. The request after the committee's preliminary vetting shall be forwarded to the respective HoDs. The representations from the students concerning discrepancies in the award of CIA Marks shall be sorted out by the HoDs in the presence of the faculty concerned within the next two working days, and corrections, if any, shall be incorporated in the consolidated statement of marks. The matter shall be reported to the Chairman of the Grievance Redressal Committee, and a copy shall be forwarded to CoE. The HoD shall then forward the final consolidated mark list after incorporating corrections, if any, to the CoE. CoE shall then permit the faculty concerned to incorporate the corrections, if any, in the Exam Portal.

5.3 Tabulation of Results of End Semester Examination (ESE)

The internal marks and attendance shortage are to be uploaded. The internal mark uploaded by the college course faculty and the end semester Examination mark uploaded by the examiners will be added to arrive at the total marks secured by a candidate for each course. The CoE shall conduct the tabulation of ESE marks, prior to the publication. The grades and grade points of a course will be allotted based on this total marks as per the ordinance/regulation for the programme.

5.4 Norms for Conducting Pass Board Meeting & awarding Moderation

5.4.1 Conduct of Pass Board Meeting

The Pass Board meeting will be constituted and conducted as per the provisions outlined in **Section 2.6.3**.

The procedure for conducting the Pass Board meeting:

- Pass Board meetings in respect to each semester shall be convened to finalize the results of examinations.
- Meetings shall be convened once the valuation completion status of all courses offered under the programme reaches 100%.

The Structure of the Pass Board will be as follows:

- Chairperson of the course (in the first and second semesters) /semester of the examination concerned.
- The quorum of the Passing Board shall be 2/3rd of the members.
- The venue of the Pass Board meeting will be the Autonomous Examination Cell.
- To recommend moderation of marks and distribution of moderation, the CoE shall present detailed statistics of marks with all relevant information to the respective Passing Board. Details such as an additional number of students who would secure a pass on awarding moderation ranging from 0 to 5% of the total maximum marks of the end-semester examinations of all the theory courses and the modified semester pass percentage shall be provided to the Pass Board.
- Minutes of the meeting shall be recorded in the prescribed format and the minutes duly filled out and signed by the members of the pass board shall be forwarded to the Principal.
- The modifications approved shall be incorporated into the tabulated results.
- The members of the pass board shall take utmost care to keep the confidentiality of Result projection, minutes of the meeting, and other proceedings of the meeting.

The Pass Board shall verify the marks and grades in the consolidated statement provided by the CoE, including the internal marks forwarded from the department. The Pass Board shall analyze the results and recommend their approval with or without moderation.

5.4.2 Awarding Moderation

In order to recommend moderation of marks and distribution of moderation, the CoE shall present detailed statistics of marks with all relevant information to the respective Pass Board. Details such as an additional number of students who would secure a pass on awarding moderation ranging from 0 to 5% of the total maximum marks of the end-semester examinations of all the theory courses, and the modified semester pass percentage shall be provided to the Pass Board.

1. For students who are eligible for grace marks under the arts/sports category, moderation of marks will be applied after awarding the grace marks.
2. If a student has applied for revaluation or review and his/her marks get modified by revaluation/review, the process of awarding moderation will be applied fresh to the student, for the particular semester.
3. Moderation shall be awarded to enable a student to secure a pass in theory courses/subjects registered by him. There will be no moderation of marks for B.Tech Hons., and B.Tech. Minor.

Limits of moderation of marks will be as follows:

- Moderation, up to a maximum of 5% of the total maximum marks, may be granted to students who did not achieve the minimum pass mark in a particular course.

5.5 Publication of Results

Results, prepared as above, shall be verified and published in the students' login/ department. Grading is based on the overall % marks obtained by the student in a course, as given in the table. The grade card shall only provide the grades against the courses the student has registered. The semester grade card shall give the grade for each registered course, the Semester Grade Point Average (SGPA) for the semester, as well as the Cumulative Grade Point Average (CGPA) published by the CoE.

Grade and Grade points		
Grades	Grade Point (GP)	% of Total Marks obtained in the course
S	10	90% and above
A+	9.0	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8.0	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C+	7.0	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6.0	55% and above but less than 60%
P(Pass)	5.5	50% and above but less than 55%
F(Fail)	0	Below 50% (CIA + ESE) or Below 40 % for ESE Below 50% for courses with only CIA and no ESE
FE	0	Failed due to lack of eligibility criteria
I	0	Could not appear for the End Semester Examination but fulfills the eligibility criteria
B.Tech Classification	First Class With Distinction	CGPA 8.0 and above
	First Class	CGPA 6.5 and above
Equivalent percentage mark shall be = $10 * \text{CGPA} - 2.5$		

5.6 Answer Script Copy Request / Scrutiny Copy Request

After the publication of the results, candidates can apply for the Answer Script copy/ revaluation by registering on the portal by paying the prescribed fee. Candidates can submit their requests through student login and make payments online through the payment gateway. Late requests for answer script copy or revaluation after the last date will not be accepted.

5.6.1 Scrutiny of Answer Scripts

Students who obtained a copy of their answer book through the portal/registered email after registering and paying the necessary fee through the portal for a copy of the answer book can do scrutiny of their answer book with the help of faculty members. After scrutiny, complaints having the following nature will only be considered for necessary action:

- (i) If the examiner does not value certain answers (s)

(ii) If there is an adding mistake in the tabulation sheet

Complaints on these mistakes recommended by the respective Heads of the Departments can be sent to the CoE. In all two cases mentioned above, the CoE will contact the examiner who made a mistake in valuation, direct the examiner(s) to an error-free evaluation, and send a revised mark/tabulation sheet to the CoE. If there is a revision in the mark, the CoE will make necessary corrections in the mark awarded to students, and the result will be republished, and the amount paid for getting the answer script copy will be refunded. If a student is not satisfied with the low mark awarded by an examiner for any question, it cannot be revised. In such cases, students who are not satisfied with their marks can apply for revaluation.

5.7 Revaluation Process

1. Revaluation by an Independent Faculty Member:

- Revaluation will be conducted by a faculty member who was not involved in the first and second evaluations to ensure impartiality.
- No Revaluation After Third Evaluation:
 - If an answer script has already undergone three evaluations, it cannot be revalued again. The result will be considered as "No Change" even if a request for revaluation is made.
- Revaluation after Two Valuations Only:
 - For answer scripts that have only been evaluated twice, a request for revaluation will automatically trigger a revaluation (as per the process *).
- Outcome of Revaluation:
 - After revaluation, the higher score between the marks before and after the revaluation will be taken for the student's credit.

2. Manner of arriving at final marks after revaluation is as follows: -

- Where the marks awarded by the revaluer after revaluation is higher by 15% or less of the maximum end semester marks, the average of the marks obtained in the 1st valuation and revaluation shall be the final marks after revaluation.
- Where the difference in marks awarded by the revaluer after revaluation and the marks obtained in the first valuation is more than 15% of the maximum end semester marks, the answer script shall be valued again by a 2nd revaluer.
- Where the marks obtained in the 1st valuation is higher than the marks arrived at in the revaluation then the marks obtained in the 1st valuation would be the final marks after revaluation.
- Where the marks arrived at after revaluation is higher than the marks obtained in the 1st valuation, then the final marks arrived at in the revaluation would be the final marks after revaluation.

3. The CoE shall examine such cases where there is variation of marks above 15 among first valuation and subsequent revaluations and conduct proper enquiry to see whether any of the examiners are inadvertently responsible for negligent valuation of answer-scripts, and recommend the same for suitable action.

5.8 Review of Answer Scripts

Review applies for improvement of marks and improvement of grade. Any student may apply for a review of answer script subject to the following conditions:

- The application for review shall be collected from the office of the CoE.
- The application shall contain a copy of the answer script, with the recommendation of the faculty of the department under which the course is dealt with.
- Application for review for UG programmes should be submitted within 10 days after the date of publishing revaluation results. A student applying for a copy of the answer script after revaluation should apply for the same within 10 days of publishing the revaluation result. In the case of PG and PhD programmes, students who wish to apply for review shall make an application for review within 10 days after obtaining the scanned copy of the answer script.
- The application for a copy of the answer script shall be in the prescribed format and after remitting the prescribed fee provided in the student's portal.
- 60% of the application fee shall be refunded in case there is a change of grade in the course after review, and the fee forfeited in case there is no change in grade in the course after review.
- Reviews are to be finalized within a period not exceeding five days.

5.8.1 Procedure to apply for Review

Review shall be done by a mapped faculty appointed by the Controller of Examinations of the College. Such mapped faculty shall have more than 5 years teaching experience in the subject. The mapped faculty allotted for review shall be known as 'the reviewer'. The reviewer shall be a mapped faculty other than the 1st examiner, 2nd examiner or re-valuer or 2nd revaluer. In case there is no faculty in a particular course having more than 5 years teaching experience in the subject, the Controller of Examinations may appoint any other faculty in the subject having less than 5 years teaching experience with the approval of the Principal.

5.9 End Semester Practical Examination

Lab/Practical courses, as outlined in the curriculum, are assessed through End Semester practical examinations. A senior faculty member from the respective department is appointed as the Chairperson by the Controller of Examinations (CoE). The Chairperson is responsible for appointing examiners and preparing the examination schedule to ensure the smooth conduct of the examination.

CHAPTER 6: AWARD OF DEGREE

The final results shall be verified and published by the CoE after addressing all grievances and completing all the processes, including re-evaluation, scrutiny and review. The candidates shall log in to the portal and view his/her grade card. Results with full details and due authentication by the CoE shall be kept for office purposes.

6.1 Consolidated Score Card

A consolidated mark / scored card shall be issued to the students after the publication of the results of the final semester examination taken by the candidate.

6.2 Provisional Certificate

A provisional certificate will be issued to the candidate by the CoE during the period after the publication of the results of the examination taken by the candidates and before the issue of the original degree /diploma certificates by the University. Course Completion Certificate, Transcripts, will be issued to those who need it by CoE.

6.3 Degree Certificates

Degree certificates will be awarded by the A P J Abdul Kalam Technological University as per the act and statutes of the University on the submission of the consolidated mark / score cards of the successful students by the College and the remittance of the prescribed fee by the student.

6.4 Rank certificate

The College publishes a provisional rank list in the order of merit at the end of the course. Ranking shall be done only after completing all the examinations and revaluation process. Rank certificate up to third position will be issued with the signature of the Controller of Examinations.

6.5 Migration certificate

Candidates who have undergone a course of study in this College and secure admission to the course of studies in other institutions/universities shall be issued migration certificate by the University.

6.6 Confidential reporting of marks

The marks secured by a candidate at the final semester examination of a programme to other Universities or Institutions for purpose of applying for admission to other programmes or employment purposes, before the official publication of results will be forwarded on submission of application with the prescribed fee. This facility will be provided to the candidates who have submitted proper documents for verification by the Controller of Examinations. The marks shall be communicated to the Person/Institution concerned with a request to keep the marks confidential till the official publication of results by the College.

6.7 Attestation of Documents

The Principal is the authority to attest the documents issued by the College. Candidates have to pay the prescribed fee and submit application for attestation of documents. The word “Attested” shall be written/affix a seal near the lower left hand corner of the documents, without obliterating the entries in the document. The documents after attestation by the Principal shall be returned for transmission to the applicant.

6.8 Verification of Genuineness of Certificate and mark list

The Principal is the authorized officer to issue certificate of genuineness of documents and mark lists issued by the College. If the documents produced are found to be fake or with manipulation, the fact shall also be communicated to the concerned immediately. The request for verification of genuineness shall be sanctioned by the Principal. If the request is made by the candidate or his authorized representative, the prescribed fee shall be levied for issuing the same. If the request is made by other Universities/Embassies/Government Institutions/Professional Agencies, no fee shall be levied for the same.

CHAPTER 7: MISCELLANEOUS

7.1 Condonation of shortage of attendance

In exceptional cases, such as medical reasons or personal emergencies, the Principal may grant permission for condonation of attendance for students if their attendance is less than 75% but greater than or equal to 60%. ii. This relaxation applies to one or more courses registered in the semester. The Principal shall keep all records leading to this decision on attendance for verification by Academic Auditors/University officials. This provision is applicable only for any two semesters during the normal programme duration. is to secure 75% attendance of the total duration of the course.

- A candidate having a shortage of 15% can apply for condonation of shortage in prescribed form on genuine medical grounds. Condonation of shortage of attendance if any should be obtained at least 10 days before the commencement of the concerned semester examination.
- It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course faculty and HoD.
- Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

7.2 Notional registrations.

The students who could not apply for registration to the examination before the prescribed last date for examinations for reasons beyond their control may apply for notional registration for continuing their studies in the next higher class subject to the following conditions:

- The student shall have earned the required minimum attendance prescribed for the subjects in the semester and completed the entire curriculum requirement.
- They shall apply for notional registration and remit three times of fees prescribed for the examination as the fee for notional registration, in addition to the normal fee prescribed for the examinations.
- The application shall reach the office of the controller of examinations before the last date of the examinations.
- The applications shall be countersigned and forwarded by the Head of the Department concerned.

7.3 Cancellation of Registration of Examination

Cancellation of registration is permitted for both Degree and Post Graduate programmes for securing admission in other programmes. In such cases, cancellation of registration as well as the whole examinations of the programme for which the candidate has been registered shall be granted.

7.4 Promotion to the next higher semester

A candidate shall be eligible for promotion from one semester to the next higher semester only if he / she has secured the required minimum attendance and registered for the End Semester Examination.

7.5 Use of mathematical instruments

In the case of an End Semester Examination (SES) requiring the use of mathematical and other calculations tables, candidates are not permitted to bring their own tables. The same shall be provided in the examination hall. Non programmable ordinary calculators are permitted to be used in the examinations in such subjects as may be prescribed in the syllabus.

7.6 Students Grievance Redress Mechanism

In order to address the grievance of students regarding the conduct of End Semester Examinations, a college level committee with the Principal as Chairman, Controller of Examinations, HOD of the department concerned and one senior faculty shall be constituted for settling the complaint.

A student can file written complaint on issues if any, relating to the end semester examinations (theory) to the Controller of Examinations. After verification by the Controller of Examinations, the same shall be placed before the meeting of board of examiners for their verification and appropriate recommendations before the commencement of valuation.

7.7 Guidelines for conducting written examination for persons with bench mark disabilities.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person. In case of other categories of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil. Surgeon/ Medical Superintendent of a Government health care institution.

7.7.1 Granting Compensatory Time

All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of a minimum of 50 minutes for an examination of 2.5 hours (20 minutes per hour) duration. The CoE on the recommendations of a government medical officer not below the rank of a Civil Surgeon and the Chief /Deputy Superintendent has the power to grant extra time to differently-abled candidates for writing the Examinations. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on a pro-rata basis.

7.7.2 Use of Scribes

The Controller of Examinations has the power to allow scribes for blind candidates and the category of disabled candidates whose disability hinders the candidate from writing, based on the recommendations of a government medical officer not below the rank of a Civil Surgeon. Such students shall be seated in a separate room. The maximum number of students belonging to the above categories allowable in an examination hall shall not exceed five. An invigilator shall be allotted to supervise them (Ratio 1:5). The persons with benchmark disabilities opting for their own scribe should submit details to the scribe as per Proforma. The Compensatory time should not be less than 20 minutes per hour of examination for candidates who are allowed use of scribe.

7.7.3 Appointment of Scribes

In case of candidates who are eligible to avail the services of scribes, the Autonomous Examination Cell University shall authorize the Chief /Deputy Superintendent to nominate scribes according to the following conditions.

- The scribe shall not be an employee of the college/center where the Examination is conducted.
- The scribe shall not be a relative of the candidate who is appearing for the Examination.
- The scribe will not be eligible for any remuneration.
- The educational level of the scribe should be lower than those of the candidate. [Preferably a Matriculate or above]. The scribe shall not be a graduate/student in the domain concerned or related domains. (eg: A Diploma holder in any branch of engineering shall not be permitted as a scribe for a B.Tech/M.Tech student).
- An application with declaration in the format given in the portal should be obtained from the scribe.
- The duly filled application form signed by the scribe should be forwarded to Principal.

7.8 Remuneration

Remuneration for various duties related to the conduct of examination and evaluation of answer scripts shall be paid in proportion to the work done. Traveling and halting allowance shall be paid to External Evaluators on completion of duty. The rates of remuneration for each category of work shall be decided by the competent authority from time to time.

7.9 Malpractices in the Examinations

Malpractices in the Examinations include any act or acts by a candidate or by his/her agents performed to gain undue advantage in the evaluation resorting to unfair means during the examination or afterwards. Obstructing the smooth conduct of examination, preventing others from appearing for the examination, causing an interruption in their performance at the examination and tampering with the examination records are also included within the purview of malpractices.

In case of serious misconduct, where material objects are captured from the student, the procedure is as follows:

- a) Take custody of the material immediately and shall be allowed to continue writing the exam, and immediate intimation shall be passed on to CoE.
- b) Inform the Autonomous Examination Cell immediately about the incident and once they reach the exam hall, they will take charge of further process.
- c) The student shall be then taken to the Examination Cell and asked to write down the incident with specific descriptions.
- d) After the preliminary enquiry, Disciplinary Action Committee (DAC) will fill up the format provided for reporting such incidence, to be forwarded to Controller of Examination for further process.

The following shall be the sequence of actions to be undertaken while handling cases of malpractice:

- a. As soon as a candidate is found to have indulged in malpractice, the case shall be brought to

the notice of the CoE.

- b. CoE shall direct the Faculty coordinator to confiscate the answer script and hand over the answer script along with the malpractice statement and evidence in a sealed cover to the CoE
- c. CoE shall hand over all material documents/pieces of evidence to the DAC for necessary action
- d. DAC shall summon candidates for enquiry and candidates shall be given a fair chance for explanation in writing.
- e. DAC shall forward the recommendation to the Head of the Institution who shall take proper action in this regard.

If a candidate has been found to have indulged in malpractice for more than one course, all continuous assessment tests conducted during the particular session shall be cancelled.

7.9.1 Procedure to be followed for Malpractices in Examination:

It is the legal responsibility of the Controller of Examinations (CoE) to ensure that all examinations are conducted strictly as per the Institution's Examination Manual.

1. Reporting of Malpractices

Malpractices in examinations may be observed or reported by:

- An official employed by the Institution,
- A faculty member,
- An invigilator,

Or from the valuation camp, by any member involved in the evaluation process.

All such cases shall be immediately reported to the CoE/ Deputy Controller of Examinations.

2. Preliminary Enquiry

- a) The reported case shall be referred to a three-member subcommittee of the Disciplinary Action Committee (DAC) for a preliminary enquiry.
- b) The subcommittee shall examine the case, collect evidence, and allow the concerned student to present their explanation.
- c) The DAC Convenor shall submit the report of the preliminary enquiry to the Controller of Examinations.
- d) Based on the report, the CoE shall recommend appropriate action and forward it to the Principal for approval.
- e) The Principal shall issue the final order regarding the case, which shall be formally communicated to:
 - The concerned student, through the respective Head of the Department,
 - The Controller of Examinations, for official records.

3. Appeal Process

- a) A student who is not satisfied with the decision may submit a written appeal to the Principal within ten (10) working days from the date of receipt of the order.
- b) The appeal shall be reviewed by a separate subcommittee of the DAC, consisting of at least four (4) members not involved in the original enquiry.
- c) This subcommittee shall conduct a fresh review, consider all relevant documents, and, if necessary, hold a hearing.

- d) The Appeal Report shall be submitted to the Controller of Examinations, who shall review the findings, recommend whether the initial action should be retained or modified, and forward the recommendation to the Principal.
- e) The Principal shall make the final decision on the appeal and communicate it to:
 - The concerned student
 - The CoE
 - The respective HoD
- 4. Procedure Details

The Institution Examination Manual shall clearly specify the detailed procedures, including timelines, documentation requirements, types of malpractices, and corresponding penalties.

7.9.2 Malpractice reported from Valuation (reported by examiners)

The alleged malpractice cases reported from valuation camps will be examined by the sub- committee formed by Disciplinary Action Committee (DAC) and Autonomous Examination Cell for appropriate recommendations on the matter after conducting a hearing of the students to CoE.

7.10 Procedure for Handling Suspected Malpractice by Faculty Members

In cases where malpractice by a faculty member is suspected, the following process shall be followed:

a) Complaint Initiation

- A complaint may originate from any credible source, be initiated directly by the **Principal**, or be initiated by the **Controller of Examinations (CoE)** on the basis of reasonable suspicion.
- If the complaint is received by the **Principal**, it shall be forwarded to the **CoE** for preliminary enquiry.

b) Preliminary Review by COE

- The **CoE** will conduct a preliminary review within **3 working days** to determine the authenticity and seriousness of the allegation.
- If the allegation is found to be genuine, the **CoE will forward the findings** to the **Principal**.

c) Investigation Committee Constitution

- The **Principal** shall constitute an investigation committee within **3 working days**.
- The committee shall follow this protocol:
 - i) One **Senior Faculty Member** at the level of **Professor** or **Associate Professor** (from a department other than that of the accused faculty member) shall serve as **Chairperson** of the committee.
 - ii) Two **Senior Faculty Members** shall be selected based on experience and impartiality.
- The Principal may include an additional faculty member or external expert, if necessary, to maintain fairness and subject relevance.
- All committee members must declare any potential conflicts of interest before the investigation begins.

d) Detailed Investigation

The committee will:

- Examine all relevant documents

- Interview relevant parties, including the accused
- Allow the accused faculty member to present their explanation
- Maintain confidentiality throughout the process

e) Reporting & Decision

- The committee will submit a detailed report to the **Principal** within **10 working days**.
- The **Principal** will review the findings, take appropriate disciplinary or corrective action, and **report the action taken to the Executive Director**.

f) Documentation

The CoE shall ensure proper documentation and secure retention of all records related to the case.

7.11 Management of Malpractice Cases

7.11.1 Processing of Malpractice Cases

Reports of DAC with the recommended punishments in accordance with the Examination Manual shall be submitted to the Principal for the final decision.

7.11.2 Withholding the results until a decision is taken

If a student is reported for alleged malpractice, his/her result in the same examination course will be withheld. Withheld results will be published subject to the final decision on the reported malpractice case.

7.11.3 Provision to appeal

A student shall appeal within 10 days, after the decision of the Principal. A subcommittee formed for this purpose will act as the appeal committee. The appeal committee comprises 4 members, including respective HoD, Senior Faculty Members of the college and CoE.

7.11.4 Disposal/Return of Evidences

All the evidence related to reported malpractice cases stored in College examination cell under the custody of CoE may be disposed/returned to party concerned (such as electronic gadgets) 14 days after the decision is approved.

- **Different types of malpractices and the punishments: (Refer KTU Circular KTU/SOEX-II/5134/2018 07.12.2023) (Annexure II).** In any other case of malpractice not listed above, the Principal of the College shall take appropriate action with the DAC report.
- It shall be primarily noted that the punishment of cancellation of an examination taken by a candidate in a charge of malpractice does not imply the cancellation of registration granted to him for the said examination.

NOTE: INTERPRETATION/ AMENDMENTS OF RULES AND REGULATIONS

In case of any dispute, ambiguity or difference of opinion in the interpretation of these rules and regulations or any other matter not covered here, the matter shall be referred to the Academic Council. Amendments to the provisions in the manual shall be made from time to time by the College.

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ANNEXURE - I

1. Instructions to the Invigilators

1.1 Before the Examination:

Duty Reporting: The Invigilators should report for duty at least 30 minutes before the commencement of the examination. The office of the Controller of Examinations (CoE) will allot an Invigilator randomly to a hall. In the register showing allotments, the invigilator should sign the register mentioning the hall, they are allotted. The examination committee members will provide seating charts, blank answer scripts, and barcodes to the Invigilator. The invigilator should ensure that they have received the exact number of answer scripts and barcodes for the allotted hall before proceeding to the hall.

1.2 During the Examination:

- **Collection of Answer Bundles:** All answer bundles should be collected and the count of the answer books should be verified at the CoE office itself.
- **Punctuality:** Invigilators must report to the CoE office on or before 9:30 AM for the forenoon session and should be present in their respective classes at least 15 minutes before the commencement of the exam.
- **Student Identification:** Students without hall tickets and a valid college ID card should not be allowed to enter the exam hall. They must be directed to the CoE office immediately.
- **Prohibited Items:** Students are not permitted to use smart watches, mobile phones, earbuds, etc. inside the exam hall. Please announce this before the exam commences.
- **Verification of Hall Tickets:** The invigilators should verify the hall tickets by signing them against the respective course of the exam.
- **No Exchange of Items:** The exchange of items inside the exam hall should not be entertained.
- **Integrity of Examination:** Invigilators should create an awareness of the integrity of examination and prevention of malpractice.
- **Vigilance:** Invigilators should remain vigilant throughout the exam to prevent any malpractice.
- **Any event of malpractice must be reported to the CoE office immediately with the help of floor supporting staff.**
- **Use of Mobile Phones:** Invigilators are requested not to use mobile phones during invigilation.
- **Presence in Examination Hall:** Remain in the examination hall during the entire duration of the examination.
- **General Discipline:** Responsible for maintaining general discipline in the examination hall and informing the Controller / Deputy Controller of Examinations of any inconvenience, incidents, or difficulties encountered during the examination.
- **Undesired Materials:** Ensure that any undesired materials brought by the candidates are left outside the examination hall at their own risk.
- **Seat Arrangement:** Help the candidates locate their seats, and as soon as they are seated, warn them about the possession of mobile phones, smart watches, programmable calculators/digital diaries, or any electronic devices or equipment of any other kind, scripts/notes in coded form/manuscripts, or any other material from which answers could be copied.
- **Answer Scripts Distribution:** Distribute answer scripts 10 minutes before the scheduled start of

the examination.

- **Answer Scripts Only to Seated Candidates:** Distribute the answer scripts only to candidates seated in the examination hall and not to be placed on the vacant seats.
- **Announcement for Answer Scripts:** Confirm that each answer booklet is in good condition and contains all required pages.
 - Do not write anything other than what is specified on the cover page of the Answer Scripts.
 - Do not write your name or register number anywhere in the Answer Scripts.
- **Question Papers Distribution:** The question papers will be supplied to the invigilator in a sealed cover five minutes before the commencement of the examination. The invigilator should open the question paper packet and ensure that sufficient numbers of question papers are there before distributing it. The question paper should be personally distributed two minutes before the commencement of the examination to the candidates. Under no circumstances should question paper bundles be passed to candidates for distribution along a row of seats or asked to take their question paper individually. After completing the distribution of question papers, the invigilator should check the barcodes affixed on the answer sheets and take attendance. The invigilators should put their initials on the hall ticket on each examination day in the prescribed column.
- **Barcode Verification:** Ensure that the Alphanumeric code on all the barcodes (pasted on the attendance sheet and the Answer book) is the same, and should take utmost care while pasting the barcodes.
- **Complete Filling on Answer Book:** Ensure that all the fields to be filled on the facing sheet of the answer book (such as question paper code, date of exam, alphanumeric code, name of the exam, course code, course name, etc.) are filled up without any mistakes by the student.
- **Course Code Verification:** Ensure that the course code mentioned on the question paper issued to a student is the same as that mentioned in the hall ticket and that the student has written the same on the facing sheet of the answer book without any mistakes.
- **Attendance Sheet Signature:** Get the candidate's signature in the space provided on the attendance sheet.
- **Mark Absentees:** Mark the absentees only after the first 30 minutes of the commencement of the examination and prepare the attendance and absentees list.
- **Entry and Exit Timing:** Ensure that no candidate enters the examination hall 15 minutes after the commencement of the examinations and leave before the end of the examination.
- **Hand Over Materials:** Hand over attendance sheets, unused answer scripts, and unused question papers to the examination control room through the examination assistants of the college 30 minutes from the start of the examination.
- **Alertness in Examination Hall:** Remain alert in the examination hall and attend to the candidates' requests for graph sheets and other relevant materials.
- **No Communication or Exchange:** Ensure that there will be no communication or exchange of materials like calculators, data books, etc., among the candidates in the examination hall, and do not allow the candidates to use any unfair means in the examination hall.
- **Report Malpractices:** Remain vigilant during the examination and report all malpractice cases in writing to the Controller / Deputy Controller of Examinations, with supporting documents.

- Last Five Minutes Announcement: Announce, five minutes before the close of the examination, “last five minutes”.
- Stop Writing Announcement: Inform the candidates to stop writing, strike off the unused pages of the answer scripts, and put their pen down once the scheduled examination time is over.
- Do not harass students and go for unnecessary arguments in the examination room.

1.3 After the Examination

Arrange Answer Scripts: The invigilator shall arrange the written answer scripts returned by the candidates at the end of the examination in proper order for each subject/course and programme and tally the same with the attendance of the candidates. They shall be responsible for safely possessing all answer scripts until they are handed over to the staff authorized to receive them in the examination control room. The receiving staff shall receive the answer scripts after due verification and tally with the attendance sheet. The answer scripts confiscated due to unfairness and malpractice of the candidates shall be handed over separately without mixing them with the regular answer scripts.

1.4 Instructions to the Candidates Answer Booklets:

- Ensure your answer booklet contains the required pages and they are in good condition. If there are any issues with the booklet, please inform the invigilator immediately. Additional sheets will not be provided.
- Writing Instructions: Do NOT write your register number anywhere in the answer booklet.
- On the cover page of your answer booklet, you must write the following details:
 - Question Paper Code
 - Date of Exam
 - Alphanumeric Code
 - Name of Exam
 - Course Name
 - Course Code
 - Branch
- Do NOT tear any page or part of the answer booklet.
- Do NOT write your name or make any identification marks on the answer booklet.
- Do NOT write on the reverse side of the front page. Both sides of the pages, other than the cover, can be used for answering.

1.4.1 Examination Hall Guidelines:

- Bring your **hall ticket** and **college identity card** on each day of the exam. These must be shown when demanded by the invigilator or any authorized person.

- Ensure you occupy your allotted seat at least **10 minutes before the exam starts**.
- Latecomers will not be admitted if they arrive **more than 15 minutes** after the exam starts.
- Follow all instructions on the hall ticket and answer booklet carefully.
- Do not write anything on your hall ticket.
- You are prohibited from making any identification marks on the answer booklet or making requests for favorable consideration or mercy.

1.4.2 Prohibited Items:

- No electronic devices (mobile phones, tablets, iPads, electronic watches, programmable calculators, headsets, earphones, etc.) are allowed in the examination hall.
- Do not bring any books or written materials, nor communicate with other candidates or persons outside the examination hall.
- Exchanging items with other students during the exam is strictly prohibited.

1.4.3 During the Exam:

- You will not be allowed to leave the examination hall until the exam ends.
- Any violation of the examination rules will result in immediate expulsion from the hall.
- Malpractice will lead to punitive action as per university regulations.
- Hand over your answer booklet to the invigilator before leaving the hall. Do not leave your answer booklet unattended.

1.4.4 Additional Guidelines:

- You are not allowed to write anything except for your register number and name on the question paper.
- Please verify your exam block and hall in advance to avoid confusion.
- The seating arrangements will differ by day and exam. Ensure you verify the seating plan before proceeding to the exam hall.
- Bring necessary items like pens, pencils, drawing instruments, a non-programmable calculator, and a transparent pouch if needed.

1.5 Instructions to the Question Paper Setters

Question Paper Setters shall strictly comply with the following instructions.

1. Keep their appointments strictly confidential.
2. Every question shall be clear and precise regarding the form and nature of the answer expected. The question shall not be far-fetched, out of syllabus or beyond the prescribed learning level. The questions shall be evenly distributed over the whole syllabus of the course concerned.
3. The question paper shall be prepared so that a candidate of desired ability, who is well prepared

in the course, can reasonably be expected to answer all the questions within the allotted time.

4. The format specified for questions shall be strictly adhered to and must contain the name of the examination, the name of course with course code, the total marks assigned, the duration of the examination, question paper code and special instructions if any. All the pages shall be numbered.
5. The need for permission to use data books, codebooks, tables, charts, graph papers, etc., shall be specifically mentioned in the question paper.
6. The marks assigned for each question shall be noted against the particular question. Marks for sub-sections of questions shall also be indicated.
7. The number of questions to be answered and the choice amongst them shall be mentioned. Shall maintain the highest level of secrecy with regard to textbooks, notes or extracts used for setting question papers.
8. Information regarding the necessity of charts, graph paper, etc., to be provided to the candidates shall be mentioned in the question paper, and these details shall be furnished to the Dy CoE(Ex) separately
9. Questions shall never be a mere reproduction from standard textbooks or other available question papers.
10. Questions shall be in such a way that there is a specific and concrete answer to them and the information/data provided in the question shall be adequate and accurate.
11. Open-ended questions may exist, with multiple answers and multiple methods of solution. The answer key shall contain the answer to each question specified.
12. CoE may require question papers in the soft copy form. Hence question papers, along with the answer key and scheme of evaluation, shall be saved as password-protected Word files in the specified location, and the password shall be handed over to the CoE. All soft copies of draft question papers shall be deleted.
13. If there are multiple answers to a question, it shall be specified in the scheme.
14. The question paper, answer key and scheme of evaluation shall be such that the evaluation can be done consistently by the evaluators.
15. The scheme of evaluation shall contain the allocation of marks for each stage of the answer's development, including details of the split-up of marks, expected formulae, etc.
16. Question Paper Setters after finishing the duties related to question paper setting shall hand over their remuneration bills to the Department Chairperson.

1.7 Instructions to the Question Paper Scrutiny Committee Members

It is requested to keep this appointment strictly confidential.

1. Guidelines to scrutiny members (Annexure-I), Checklist (Annexure-II), Declaration form (Annexure-III), Statement of Password (Annexure-IV), Statement of question paper scrutiny (Annexure-V) (for accepted QP/Scheme), Model question paper and Syllabus are attached herewith.
2. You are requested to read the guidelines attached herewith (Annexure-I) and strictly follow the instructions before starting your assignment.
3. Document name for Accepted QP and Scheme/Answer key shall be in the format,

<Course Code> <KTUID of Faculty Member Scrutinised> <QPSET1>

<Course Code> <KTUID of Faculty Member Scrutinised> <QPSET2>

<Course Code> <KTUID of Faculty Member Scrutinised> <SCHEMESET1>

<Course Code> <KTUID of Faculty Member Scrutinised> <SCHEMESET2>

4. Details of scrutinised question papers shall be recorded clearly in the Annexure- II with the comments “Accepted” or “Rejected” against each question papers scrutinised.
5. Passwords of the accepted Question paper and Scheme/Answer key shall be recorded clearly in the Annexure-IV and this document should be protected with a password. The password shall be forwarded to the mobile number <Mobile No.> of the Chairperson/Coordinator (Faculty Name) in the format,

<QPFINAL> <Course Code> <KTUID> <Faculty Name> <Password>

6. Submit the hard copy of final scrutinized Question paper and Scheme/Answer key along with duly filled and signed Declaration form (Annexure-III), Checklist (Annexure-II), Statement of question paper scrutiny (Annexure-V) and Statement of Password (Annexure-IV) to the Controller of Examinations.

<QPFINAL> <Course Code> <KTUID> <Faculty Name>

You will receive the Question papers of Course Code – Course Name assigned and you are requested to scrutinize the question papers strictly following the guidelines. The final scrutinised question paper shall be returned within 3 days on receipt of the mail attached with QP & Scheme in the above mail id from the Chairperson.

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

1. In conformity with the prescribed syllabi and schemes of examinations
2. Of the required standard Free of typographical and grammatical errors
3. In conformity with marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.
4. Prepared with the right answer key and correct mark distribution.
5. Ensure that the question paper is not a replica of another question paper.
6. Ensure that the questions are numbered serially without any omissions/repetitions.
7. Ensure that there is no repetition of questions within a question paper.

1.8 Instructions to the Department Chairperson/Course Chairperson

Duties of the Chairperson shall

1. Coordinate various activities related to setting and scrutiny of ESE question papers.
2. Ensure adherence of all activities to the schedule prepared by the Dy CoE(Ev).
3. Distribute work among the Evaluators to allot an equal number of answer scripts as far as possible.
4. Give guidelines to the Evaluators regarding the evaluation.
5. Monitoring the progress of the evaluation.
6. Reporting suspected cases of malpractice to the CoE.
7. Forwarding the list of examiners who indulge in negligence of duty to the CoE.

1.9 Instructions to the Evaluators

The evaluators shall comply with the following instructions.

1. Evaluators who have accepted the appointment and declined the work later without prior permission from the College shall have to face disciplinary action.
2. All evaluators are required to keep their appointments and the marks/grades awarded by them strictly confidential.
3. The evaluators shall not have taken private tuition for any candidate appearing for the examination.
4. In case any member of the evaluator's family or any near relative is appearing for the examination for which he/she is an evaluator, the fact shall be promptly reported to the CoE.
5. Evaluators shall start evaluation only after receiving the approved key and scheme for the course.
6. Minor mistakes from the side of candidates such as the omission of question number or incorrect question number may be overlooked judiciously.
7. Evaluators are responsible for the answer scripts handed over to them.
8. Evaluators shall count the number of answer scripts on receipt and verify them with the entries in the accompanying statement and if any discrepancy is observed, the same shall be reported to the DyC(Ev) immediately.
9. Evaluators should ensure that no answers have been left out during the evaluation.
10. The evaluators shall not put marks on the inner pages of the answer script. Marks for answers to questions and subdivisions of questions shall be entered only in the space provided in the answer script.
11. Marks should be carefully entered in the portal.
12. If any correction is made during the entry of marks in answer scripts, it must be attested with signature.
13. All evaluated answer scripts of theory/laboratory/workshop ESE shall be handed over to the CoE.
14. Mark sheets must be handed over to the DyC (Ev).
15. Evaluators who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigations and communicate with the CoE along with all material evidence available.

16. Attempts made by candidates or other interested persons to influence the evaluators with regard to the evaluation of any of the answer scripts shall forthwith be reported to the CoE.
17. Any negligence or lack of seriousness on the part of the evaluator shall be viewed seriously and appropriate actions including penalty shall be imposed on the evaluator.

1.10 Instructions to the Post-Evaluation Auditor

Duties of the Post-Evaluation Auditor shall include:

1. Audit of not less than 10 % of evaluated answer scripts selected at random, subject to a minimum of 5 numbers or full as the case may be.
2. Verification of adherence of evaluation to question paper, scheme and key provided.
3. Verification of consistency of evaluation among answer scripts for a particular course.
4. Reporting inconsistency in evaluation observed if any to the CoE.
5. Submitting a summary report of the audit to CoE.
6. Keep their appointments confidential.

ANNEXURE – II

CIRCULAR

Clause	Sub-Clause	Nature of malpractice	Recommended Punishment
1)	a)	Introduction and/or possession of any non permissible material relevant to the examination, to the examination hall: Materials like bit(s) of papers, hall ticket with matter written on it, scribbling on hall ticket, and materials written on calculator, handkerchief, data book/hand book, instrument box, identity card, scales, clothing, chappals, socks, masks or in any part of the body. Such similar malpractices.	Debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-
	b)	Writing on the question paper and passing the same to other student(s) in the examination Hall.	
	c)	Copying from neighbour's answer scripts with mutual consent, by peeping into the other's answer-script.	
	d)	Purposefully sitting on a wrong seat with the intention of cheating in examinations.	
	e)	Threatening/requesting the neighbour to show the answer-script.	
	f)	Helping neighbours to answer questions.	
	g)	Writing register number, name, name of college or other identifying marks within the answer book.	
	h)	Writing appeals to the examiners, in the answer scripts.	
	i)	Refusing to hand over question paper when leaving the hall during the examination hour.	
	j)	Using filthy language in the answer-scripts	
	k)	Passing of answers from outside.	
	l)	Disobeying the invigilator/other officials or resistance to instruction from authority.	
2)	a)	Possessing two copies of hall tickets with written matter	Debar for two

		on one of them. Adding additional printed. pages with materials, in the code/data book. Found texts written in answer-sheets verbatim from the textbook, Lot of Questions answered by the candidate	chances for the course concerned and also debar all registered
		were the same as those obtained from Google search. registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.	courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.
	b)	Possessing non-permissible materials in large quantities (more than 5 bits or sheets)	
	c)	Possession of non-permissible materials in the form of reduced photocopies	
	d)	Resisting to hand over non-permissible material brought to the examination hall to the invigilator	
	e)	Copying from any material and resisting the instructions or warnings of the invigilator.	
	f)	Purposefully tampering/overwriting barcodes and Alpha-Numeric Code of the answer sheets	
	g)	Deliberately changing/replacing register numbers	
	h)	Purposefully tampering answer books, removing pages	
	i)	In possession of Xerox copies of textbook, printed material, Xerox copy of notes, or Notebook	
	j)	Possession of mobile phones, tab, pen camera, smart watch, Bluetooth or wired headsets or any such other electronic, communication or storage gadgets	
	k)	Copying from neighbor's answer scripts with mutual consent, by exchanging or handing over the answer sheet to the neighbor	
	l)	Destroying the evidence of malpractice. i.e. Actions like tearing, mutilating the answer scripts, refusing to hand over the answer scripts or running away with the answer scripts from the examination hall	

3)	a)	Impersonation	Permanent debarring, with the case referred to the police
	b)	Manhandling or threatening the invigilator/ officers or any authority of the University	
	c)	Tampering with the answer books of other candidates	
	d)	Communicating answers from outside or sending question papers to outside through electronic media. Using any form of electronic or cyber media for cheating in examinations.	
	e)	Smuggling question papers or other examination materials	
4)		Copying from neighbor's answer scripts (more than 3 students involved).	Debar for two chances for the course concerned and also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. An enquiry regarding any involvement of the institution may be conducted. The issue will be dealt with as detailed in Section related to mass copying

5)		Repeating malpractice - second time. One time earlier,	Debar all
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		any type of malpractice.	registered courses in that semester including supplementary and also imposition of a penalty of Rs. 10,000/-
6)		Repeating malpractice - Third time. Two times earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs. 20,000/-
7)		Repeating malpractice - Fourth time. Three times earlier, any type of malpractice.	Permanent debarring. Penalty: Rs. 30,000/- to be paid for issuing Migration certificate.

8)		Any type of malpractice, but students did not attend the DAC meeting	To give the student one more chance for appearing before DAC. If the student fails to
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			attend the DAC again, appropriate recommendations can be proposed by the respective DAC by following the prescribed guidelines, assuming that the student has committed the alleged malpractice.
9)		Did not produce proper ID card	DAC shall check whether impersonation has occurred.

10)		Threatening/bribing invigilators, evaluators, officials and examiners in person or through the answer books.	Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment of all registered courses in that examination definition and
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			also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 10,000/-
11)	a)	Disturbing the candidates by entering the examination hall from outside.	Based on gravity, minimum penalty

	b)	Disturbing the candidates from outside the examination hall	shall be debarment for 2 chances for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs.
	c)	Stealing answer books	
	d)	Breaking open the closed examination halls.	
			2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/-.

12)		Purposefully tampering arrangements for conduct of examinations.	<p>Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.</p> <p>Maximum penalty shall be debarment for all courses</p>
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			<p>registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/-</p>
13)	a)	All the above punitive actions are applicable for Practical Examinations also.	

	b)	Candidates shall have the option of filing appeals to the Examination Appeals Committee constituted by the University.
	c)	If a candidate is caught for Malpractice, he/she may be permitted to attend the remaining examinations for all the courses listed in the Hall Ticket concerned. For the same course, a fresh answer-book will be issued for writing the examination during the remaining period.

Confidentiality Disclaimer

This Examination Manual is a procedural guide intended for authorized examination personnel only. It is hereby declared that certain processes and information related to the conduct of examinations are classified and confidential, including but not limited to question paper setting, printing, secure storage, coding/decoding of answer scripts, moderation, evaluation processes, result processing, and digital security protocols.

All personnel handling examination-related responsibilities are bound by institutional confidentiality obligations and applicable laws and regulations. Any unauthorized disclosure of classified examination procedures may invite disciplinary action and/or legal consequences.