

SRI G.V.G VISALAKSHI COLLEGE FOR WOMEN

(Autonomous – Affiliated to Bharathiar University)

Accredited at A Grade with CGPA 3.53 by NAAC

An ISO Certified Institution

UDUMALPET -642128



A MANUAL FOR CONTROLLER'S OFFICE

INTRODUCTION

Our College was founded in 1952 by the Late Sri G.V. Govindasamy Naidu the great industrialist and the magnificent philanthropist of Udamalpet.

Autonomy was granted since 1995 June. Ours is the first Women's College to become Autonomous, under Bharathiar University. It creates a participatory environment in which the teachers and the students can help in bringing about academic reforms, restructuring of courses of study and experiment with new educational ideas and functions as growth points for better standards.

It strengthens the entire spectrum of the curriculum at the undergraduate and post graduate level with the inclusion of socially relevant and application oriented and Skill based courses.

It creates a conducive teaching-learning environment through proper teaching and evaluation technologies.

It inculcates the importance of Value oriented Education.

It promotes the personality development of students through a series of Co and Extra Curricular & Extension activities.

It is the first Women's College under Bharathiar University accredited by NAAC. Having been identified as an institution moving towards quality and excellence, the college introduced Choice Based Credit System from the academic year 2004-2005, at the Undergraduate, Postgraduate levels and Postgraduate Diploma level.

There is a separate Controller's Office from the inception of Autonomy. Controller's Office is a cantonment area. Smart COE office ensures a strict, flawless, confidential system in our college. COE office in the college premises is a convenient phenomenon both from the point of view of the requirements of the

students and functioning of the departments. There is a Board in the entrance indicating “Admission with Permission”. If necessary, a person can enter the section only after getting the permission. The entering person should put his/her signature and the purpose with time.

The office adopts modern techniques for the operations. COE office is working continuously throughout the year. Controller’s Office is the heart beat of our college. COE office is executing the work based on the following process each presented in one chapter.

- ❖ Academic Scheduling
- ❖ Process of Curriculum Designing
- ❖ Conduct of Continuous Internal Assessment Test (CIA Test)
- ❖ Pre arrangement and Conduct of End Semester Examination
- ❖ Post Examination Process

CHAPTER -I

ACADEMIC SCHEDULING

- ❖ Each year of study is divided into two semesters. The duration of each semester including period of conduct of CIA Tests is 15 - 16 weeks with a 6 days working schedule whereas each of two semester consists of 95 days. The End Semester Examination shall be conducted in the month of November for the odd semester and April / May for the even semester or at the end of each semesters.
- ❖ The practical examination in a subject shall be held as per the decisions passed in the respective Board of Studies.
- ❖ Academic Calendar is prepared at the end of Academic year, (i.e) before the college reopens.
- ❖ For each semester depending upon the number of tests (as per the decision taken by the Council members), the dates for CIA, Online test & Practical Examinations are fixed by giving more or less equal intervals.
- ❖ Dates for submission of Question Paper for CIA is fixed 10 days prior to the test schedule.
- ❖ Dates for fee collection, ESE Practical, ESE theory, Central Valuation, Publication of results and issue of mark sheet are scheduled and notified in the Calendar.
- ❖ Time Schedule is followed strictly as per the Academic Calendar.
- ❖ If any change is necessary, it is done by the approval of the Standing Committee on academic affairs.

CHAPTER –II

PROCESS OF CURRICULUM

The Statutory bodies and non-statutory committees are reconstituted once in 3 years and the composition of the committee is as per UGC guidelines.

2.1 BOARD OF STUDIES MEMBERS:

- i) Head of the department (Chairman).
 - ii) The entire faculty members
 - iii) Two experts in the subject from outside the college
 - iv) One expert to be nominated by the parent university
 - v) One representative from industry/corporate sector/allied area relating to placement.
 - vi) One aluminous to be nominated
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- List of experts from each department is submitted to the Controller's Office on requisition. The Number varies from 5 – 10.
 - From the list , the Principal selects 2 persons from various institutions.
 - One for placement and one for aluminous are given by the department.
 - One subject Expert is nominated by the Parent University from the list (minimum 6 members) submitted by the Controller's Office.
 - The nominated members are informed about their nomination by the Controller's Office signed by the principal
 - Date for Board of studies meeting is decided by the Principal.
 - The syllabus is submitted by the Department.
 - Xerox copies are taken and sent to the concerned persons along with the letter stating the date of the meeting.
 - Rs.5/- per km TA, DA (as per University norms) and refreshments are arranged by the Controller's Office.
 - After the Board of Studies Meeting the copy of the minutes and the finalized syllabi are submitted to the Controller's Office.
 - The students those who are studying other than Tamil as Part I language have to get the approval from the Parent university by submitting the application form with the prescribed fee (as per the Parent university) through the COE Office. Such Non-Tamil student have to study Adippadai Tamil as Non-Major Elective in Part IV.

2.2 ACADEMIC COUNCIL MEETING:

Academic Council Members as per the UGC guidelines.

- i) The Principal (Chairman)
 - ii) All the heads of department in the college
 - iii) Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
 - iv) Four experts (Lawyer, Industrialist, Educationalist, Medicine, Engineering) are nominated by the Principal and are informed about the nomination.
 - v) Three members are nominated by the Parent University.
 - vi) A faculty member nominated by the principal (Member Secretary).
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- ❖ The date of the Academic Council Meeting is decided by the Principal & Chairman and intimated to the members by the Chairman of the Academic Council.
 - ❖ Meanwhile the syllabi of all departments are arranged and prepared in the form of a book.
 - ❖ Agenda and copy of the syllabus book are sent to the Academic Council Members.
 - ❖ Meeting is convened on the notified date and venue.
 - ❖ Syllabi, change in the curriculum, nomenclature, Question Paper Pattern, Components of Continuous Internal Assessment, Supplementary Examination Eligibility and fees if necessary are placed for ratification in the Academic Council Meeting.
 - ❖ TA, DA (as per the university norms) and refreshment are arranged by Controller's Office.
 - ❖ After the Academic Council Meeting, the minutes are sent to the members of Academic Council Meeting.
 - ❖ If any change is required in between, the board of studies meeting will be convened or if the period is very short the same will be intimated to the members to get the opinion and concurrence. The suggestions would be carried out either by the Academic Council meeting or the changes are intimated to the members.

CHAPTER III

CONDUCT OF CONTINUOUS INTERNAL ASSESSMENT & MODEL EXAMINATION

Evaluation has two components.

- i. Continuous Internal Assessment (CIA)
- ii. End Semester Examination (ESE)

Marks for ESE and CIA with reference to the maximum marks for the courses shall be as follows:

<u>Maximum marks</u>	<u>CIA</u>	<u>ESE</u>
100	25	75
75	25	50
75	75	-
50	50	-
100	40	60
300	150	150
150	150	-

CIA Components

Theory Papers

For UG

2 tests	-	15 marks
Attendance	-	2 marks (for 90% attendance)
		17 marks
Remaining (seminars, assignment, group discussion, online test, model making, just a minute, internship, quiz, etc.)	-	8 marks

For PG

2 tests	-	15 marks
Seminar	-	5 marks
Assignment	-	5 marks

Practical Courses	-	40% marks for CIA
	-	60% marks for ESE

CIA Components and Marks vary programme to programme.

- ❖ The weightage for Theory and Practicals are given at the back of respective syllabus.

- Time table for the Continuous Internal Assessment is prepared and put up on the Notice Board.
- Question Papers are submitted by the department in the sealed covers by stating the title, date and copies.
- The number of question papers submitted by the teacher is entered in the Controller's Office register with her signature.
- Copies of each Question Paper is taken as per the number given by the course teacher on the cover.
- The Continuous Internal Assessment Question Papers are distributed by the examination committee on the scheduled date at 9.30 am.
- OMR mark sheets stating Register Number, Candidate Name, Title of the Paper, Subject Code, Marks and candidate signature are taken for all the papers.
- Attendance is marked for all the candidates and the list, which shows the total number of working days, total number of present days and percentage is taken for all the classes from CAMU by the department and submitted to COE office. 2 marks are given to the candidates who get 89.5% and above attendance.
- The duly filled Continuous Internal Assessment mark sheets are submitted by the department on the last working day of the semester or the next day.
- For computing minimum marks for passing, the fraction of mark less than half may be ignored and fraction of mark of half or more than half but less than one shall be computed as (1) mark.
- **Supplementary CIA for candidates representing college**
Only those candidates, who have represented the college in sports, cultural activities, activities for NCC, NSS conducted by recognized bodies/ competent authorities or for any other reason which is considered valid under exceptional circumstance to the satisfactions of the Principal, shall be eligible to take up the supplementary test. However absentees for the internals may appeal to the Grievance and appeal committee with valid reasons within a week after the internals through the HOD. After scrutiny, students with genuine / valid reason may be given a chance to appear for the supplementary test.

CHAPTER IV

Pre Arrangement and Conduct of End Semester Examination

- After the admissions are over, the bio data forms will be distributed to the I UG, I PG students. The students are asked to submit the duly filled forms along with the xerox copy of the 12th Mark Sheet.
- **All the process in the Controller's office is computerized.**
- Each student's bio-data is entered by allotting the register number by course wise
[UG: Economics, History, English Literature, Mathematics, Physics, Chemistry, Zoology, Commerce, Computer Science, Information Technology, Mathematics (C.A.), BCA, B.B.A. (C.A.), B.Com. (C.A.), B.Com.(e.Com.)], Statistics, Tamil Literature]
[PG: Economics, History, English Literature, Mathematics, Commerce, Computer Science, Physics]
PGDCA and Certificate Course.
- For each major, the title, code, credit, Continuous Internal Assessment marks, End Semester Examination marks & exam fees of all the papers are given in the subject information menu of the Controller's Office Software for all the UG & PG.
- After giving the course subject link, the nominal roll for End Semester Examination is created for the UG and PG.
- Examination application forms are taken and issued to the students.
- Time schedule for fee collection is given to the department well in advance.
- Fee collection is done on scheduled date and receipt is given to the students.
- After taking Daily Fee Collection report, the money is remitted in the bank.
- Hall ticket is issued on the last working day.
- The Condonation fee of Rs.600 has to be paid if the student is having 75% to 85% of attendance.

➤ **Eligibility for Admission to End Semester Examination**

Attendance percentage of Students(per semester)	Particulars
85% and above	Will be permitted to write the examination
64% - 84%	Will be permitted to write the examination after the payment of a condonation fee of Rs.600/-
50% - 64%	<ol style="list-style-type: none"> 1. Will not be permitted to write the examination. 2. Can write the arrear examinations of previous semesters. 3. Can continue studies in the next semester. 4. Will be permitted to write the next semester examination only if the average attendance of both the semester is 65% and above. Otherwise the candidate can continued her studies only through readmission.
Less than or equal to 49%	<ol style="list-style-type: none"> 1. Will not be permitted to continue the studies in the next semester 2. Can continue the study only through readmission

- Students with 90% and above will get 2 marks.
- Absence on genuine medical reasons will be exempted upto 20% of the working days of the college as recommended by the HOD and approved by the principal.

- Bio data forms of Professors from other colleges and universities are obtained for Q.P. setting and valuation.
- List of examiners is submitted by the Department before the Academic Council Meeting.
- Question Paper Setting is given only to the subject expert.
- Letter regarding Question Paper Setting is sent to the Question Paper Setters.
- After receiving the Question Paper, it is typed, scrutinized and copies are taken.
- Practical examination time table is put up on the notice board one week before

B.Sc. Computer Science, BCA, IT, B.Com.(C.A.), B.Com.(e.Com.), B.B.A. (C.A.), Physics, Chemistry, Botany.	}	For Practical Examination one internal and one external (from other college)
Economics, History, Literature, Mathematics, Chemistry, Zoology, B.Com, Statistics	}	Both are internal examiners
- Time table for End Semester Examination is prepared and is circulated to the Department for verification.
- 10 days before the End Semester Examination time table is put up on the notice board.
- The Theory examination is conducted by the Examination Committee.
- Examination Committee is formed by a group of staff decided by the Principal.

CHAPTER V

Post Examination Process

- Valuation for PG, Part I & II will be started even before the completion of the End Semester Examination.
- Valuation takes place for 7 – 10 days.
- Both internal and external examiners are involved, percentage may vary.
- Moderation is considered during the valuation of answer scripts in case of defective nature of the question paper due to the following features.
 - a. Ambiguity
 - b. Out of Syllabus
 - c. errors in numbers and symbols
- The ESE papers will be valued on a convenient earliest date on the campus. The Head of the Department or the next senior faculty shall be officiated as the Chairman with 50% of the examiners from outside the college and remaining 50% will be drawn from inside.
- Mark statement reports are taken and checked.
- Date for Result passing board meeting is fixed by getting concurrence of the University nominee and the Chairman – Principal.
- Results Passing Board Meeting will be convened on the notified date and venue.
- Moderation of marks will be decided by the Chairman, University Nominee and the members (Heads of the Departments).
- Results are published in the Internet.
- Mark Sheet will be issued for every semester through the respective departments after the publication of results. This will include courses in that particular semester as well as the supplementary appearance.
- In the consolidated mark sheet issued, the class and CGPA in which the candidate has passed will be given separately for Part I, II, III, IV & V.
- Consolidated Mark Statement will be issued only to candidates who complete the entire course of study in this institution.
- Unissued marksheets should be returned to COE by HOD on the completion of 30th day of issue of marksheets.
- Remuneration for Question Paper Setting, Conduct of End Semester Examination, and Practical and theory valuation is given as per Bharathiar University norms.

➤ **MARKS,CREDIT ,GRADE POINT,GPA AND CGPA**

- ❖ Credit refers to the weightage of a course depending upon the standard of the syllabus, hours of teaching learning required for the students, the nature of curricular activities and evaluation. Credits are not same as grades or marks obtained by the students. The students should earn 140 credits for UG and 90 credits for PG to get their respective degree.
- ❖ The grade indicates a qualitative assessment of the student’s performance and is associated with equivalent number called a grade point.
- ❖ The academic performance of a student shall be graded as per the following table.
- ❖ If the candidate has completed the course scheduled in the programme at the very first attempt and has secured more than 7.5. Out of 10 she shall be awarded a first class with distinction. If the course(s) have been completed in more than one attempt and is eligible for a Distinction, shall be awarded only a first class.

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 – 100	9.0 – 10.0	O	Outstanding
80 – 89	8.0 – 8.9	D+	Excellent
75 – 79	7.5 – 7.9	D	Distinction
70 – 74	7.0 – 7.4	A+	Very Good
60 – 69	6.0 – 6.9	A	Good
50 – 59	5.0 – 5.9	B	Average
40 – 49	4.0 – 4.9	C	Satisfactory
00 – 39	0.0	U	Re–appear
ABSENT	0.0	AAA	ABSENT

For a Semester :

GRADE POINT AVERAGE [GPA] = $\sum_i C_i G_i / \sum_i C_i$

GPA = $\frac{\text{Sum of the multiplication of Grade points by the credits of the courses in a semester under each part}}{\text{Sum of the credits of the courses in a semester under each part}}$

where C_i = Credits earned for course ‘i’ in any semester.

G_i = Grade Point obtained for course ‘i’ in any semester.

For the entire programme :

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$

CGPA = $\frac{\text{Sum of the multiplication of Grade points by the credits of the entire programme under each part}}{\text{Sum of the credits of the courses for the entire programme under each part}}$

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First Class – Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re–appear

*Eligibility – The candidates who passed Part III in the first appearance. Suffix ‘n’ refers to the semester in which such courses were credited.

- Retotalling :
 - ❖ Provision for retotalling, if applied within 10 days after the issue of Mark Sheets.
 - ❖ Appeal has to be made in the prescribed form through the Head of the Department forwarded by the Principal to the Controller of Examinations by remitting the prescribed fee.

- Revaluation :
 - ❖ Revaluation is permitted in all six semesters for the candidates with a clean pass in the previous semesters.
 - ❖ Within four days after the issue of mark sheets, the candidate has to apply through the Head of the Department forwarded by the Principal to the Controller of Examinations by remitting the prescribed fee.

- Copy of Answer Script :
 - ❖ The candidates may directly apply for obtaining the Xerox copy of answer script within 4 days from the date of Publication of Result. This is applicable for the current semester papers only.

- A report is sent to the University by stating the class obtained for UG, PG ,PGDCA and Certificate courses.
- Consolidated Mark Sheets prepared by the Controller's Office and the Provisional Certificate given by the University are given to Students.
- The Degree Certificates (issued by the University) are given to the candidates on the Graduation Day.

- Improvement :
 - ❖ There is a provision for the candidates to improve their marks.
 - ❖ Improvement can be done only in the immediate next semester.
 - ❖ Highest total (original or improvement) will be taken as the final marks.
 - ❖ Improved marks shall not be considered for calculating the distinction and rank.

- Supplementary Examination :

After the publication of results of semester examination (Sixth Semester for UG & Fourth Semester for PG) the Supplementary Examination is conducted for the final year candidates. Eligibility for appearing the Supplementary Examination by UG candidates with the maximum of 6 Papers and PG candidates with the maximum of 4 papers.

➤ Reappearance:

If a student fails in ESE, she can appear for the same in the subsequent semester. Each paper can be attempted only six times in the subsequent semester, including the first appearance in the syllabus in which she has studied. In case even after six subsequent attempts the candidate fails, she has to appear for the current syllabus by consulting the Head of the Department with the permission of the Principal.

➤ Rejoining :

For the rejoining candidates, the papers are decided by the Controller of Examinations in consultation with the Principal and Head of the Department. Separate CIA tests for the papers which the candidate has to complete to earn the degree has to be conducted by the respective departments.

➤ Secrecy is maintained at all levels.

- i. There is no leakage of Question Paper.
- ii. During the preparation of Question Papers, waste papers are put in the Shredder.
- iii. There are six invisible security features in the Mark Sheet.
- iv. The visible security features are Mark Sheet with Photo and Fixing Holograms.

➤ Duplicate Mark Statement:

In the event of loss of original Mark Statement, to get the duplicate mark statement, the individual has to submit the non-traceable certificate from the Police Station and the requisition for the duplicate marksheet duly forwarded by the principal to COE. By fulfilling any one of the above conditions the individual is eligible to get the duplicate certificate by remitting the fee prescribed by the university.

Documents maintained in COE Office

- ❖ Student Bio-data
- ❖ Nominal Roll
- ❖ Examination Application
- ❖ Receipt
- ❖ CIA Mark Sheet
- ❖ ESE Mark Sheet
- ❖ Mark Statement Sheets
- ❖ Reports for Results passing Board Meeting
- ❖ Master Register
- ❖ Issue Register
- ❖ Minutes of the Academic Council and Results passing Board Meeting
- ❖ Stock register for Mark Sheet, ESE paper, Constable and non-constable items
- ❖ Attendance Register
- ❖ Circular Note
- ❖ Register relating to Valuation
- ❖ Register for Question Paper Setter
- ❖ Register for unissued Marksheets

GUIDELINES FOR THE CONDUCT OF END SEMESTER EXAMINATIONS

The Principal will be Chief Superintendent for the End Semester Examinations. Whenever the Principal is not in a position to function as chief Superintendent to conduct the End Semester Examinations, senior most member of the teaching faculty / convenor of the Examination Committee functions as Chief Superintendent. The Chief Superintendent will appoint Examination Committee well in advance. All teaching and non – teaching staff who are drafted for the conduct of the examinations are bound by the rules and regulations of the College.

During the days of practical examinations, the Principal will handover the practical question papers to the concerned examiners in a sealed cover. After the Practical Examination the mark sheet and answer sheets in a sealed covers will be forwarded to the Controller of Examinations.

Time table for ESE is sent well in advance to all the departments for verification and is put up on the notice board of the college. Hall-tickets are issued on the last working day of the semester. Any discrepancy in the hall tickets should be immediately brought to the notice of the Controller of Examinations.

Question papers packets, will be given in clothlined covers to the Principal (Chief Superintendent) two days prior to the examination. The title, corresponding code and total no of Question Papers are checked by Examination Committee. Candidate entering a hall without her Hall Ticket or Identification card or both must carry a certificate of identity issued by the Principal. Any candidate who fails to fulfill the above conditions shall be denied admission into examination hall.

Using the nominal roll and time table supplied by the Controller, the invigilation scheme may be prepared by the Examination Committee. Hall arrangement is put up on the notice board so as to enable the candidates to identify their examination halls for the respective sessions.

Main answer books with codes A, B, C, D and E are supplied by the Controller. The Chief Superintendent has the discretion to issue any main book with any code on a particular day. But on any account different codes of answer books should not be used for the same session and for the same examination. A record of the codes used, datewise and sessionwise, should be kept by the Convenor of the Examination Committee.

Fascimile the Chief Superintendent should be affixed only at the top of the title page of main answer book.

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be admitted to the examination hall. Seperate hall is to be arranged for them.

Strict silence should be maintained in the examination hall. This rule is applicable to both hall superintendents as well as candidates.

Candidates are not allowed to write beyond the time prescribed for the concerned subject.

Arrangements shall be made for the announcement of time and the college bell will be rung every one hour. A warning bell will be rung five minutes before the end of the examination in order to enable the examinees to complete their writing, arranging, tying the answer books and hand over the same to the hall superintendent.

In the event of a public holiday being declared after the publication of time table, the End Semester Examinations will be postponed and will be conducted later with prior announcement.

All books, note books, manuscripts etc, brought by candidates shall be placed outside the examination hall in a separate room placed at the disposal of candidates.

During the hours of examination, care should be taken by the hall superintendent to see that no person loiters in the verandhas or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message to the examinees from outside.

Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing more than one subject shall be combined.

Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to take any seat other than the allotted one.

Candidates presenting themselves thirty minutes after the commencement of examination shall not be admitted. Similarly no candidate shall be permitted to leave the hall earlier than 45 minutes from the commencement of examination. No candidate who left the examination hall before the end of the session shall be permitted to re – enter the hall under any circumstances.

The Chief Superintendent will sign at the place indicated in the question paper covers before opening. All the question paper covers shall be preserved and forwarded to Controller of Examinations at the close of examination.

Copies of question papers are to be distributed only to candidates actually seated in their places. Each question paper must be scrutinized so as to ensure that it is correct according to the heading.

Whenever only one candidate has / few candidates have registered for an examination the Chief Superintendent must open the question paper cover concerned only after verifying the presence of candidate(s) in the hall for that examination. All the question paper covers concerned should be returned to the Controller of Examinations, unopened (if no candidate is present) at the close of all the examinations.

The question paper covers of the End Semester Examinations should be opened or cut along the line indicated on the left hand side of the cover above the printed instruction via. This cover is to be opened by being torn or cut along this line and not in any other direction. It should also be noted that flap should be intact when the covers are sent back to the Controller of Examinations for scrutiny.

Care must be taken to verify whether current semester and arrear candidates have to answer the same or different question papers (with different question paper codes) for a subject. In case they have to answer different question papers as far as possible they must put in different halls and care must be taken to provide appropriate question paper for each of them. To identify which set of (batch of) candidates should answer which question paper, examination time table can be referred carefully and the question paper code is an important guide. If any mistake is committed in the distribution of proper question papers, the hall superintendent will be held responsible for the same.

Number of answer books and question papers issued to each hall shall be equal to the total number of candidates writing examination in that hall so as to avoid any malpractice.

Candidates are expected to bring their own pens, pencils etc. and will not be allowed to borrow from others in the examination hall. Candidates should use only blue or black ink or ball pen while answering their papers.

Hall Superintendent must initial on the first page of the main answer book and not on the additional sheets.

Proper instructions are to be given before question papers are distributed to candidates to write her register number legibly fill up the particulars found on the title page of main book. Candidates may also be informed that violation of this rule will lead to disciplinary action.

Candidates attention may be drawn to verify themselves that they have received appropriate question papers before they start answering for the questions.

Hall tickets of all candidates should be inspected during the course of each session of the examination. While checking the hall tickets of each candidate, the hall superintendent should ensure that the REGISTER NO. OF A CANDIDATE ON THE HALL TICKET, on the title page of the answer book of the candidate and on the table/desk are identical.

Candidates should be informed that rough work if any must be done by them on the bottom of pages in their answer papers by reserving one fourth of the page at the bottom exclusively for this purpose. No separate answer books for rough work will be supplied to candidates.

Clark's Mathematical and Physical Tables will be supplied to the candidates on request by the hall superintendent. Chief Superintendent is specially requested to take particular care that all copies of those tables forwarded by the Controller of Examinations for distribution to the candidates are kept at their centres safely along with other articles, for use during subsequent examinations.

Candidates are forbidden to ask question of any kind during the examination. Hall Superintendent are to be instructed to refuse to answer any enquiries whatsoever relating to the question papers, whether a explanation of the meaning or correction.

Ten minutes after the commencement of the examination the hall superintendents are expected to take the attendance of candidates who are present and writing the examination by getting the signatures of candidates in the format.

After the examination all the forms are submitted to the Controller's office.

Half an hour after the commencement of examination, Examination committee may send an attender to collect the register number of absentees in each hall.

At the close of examination, the exam committee is expected to hand over the absentees register by stating the date, subject and list of absentees name with register numbers.

In preparing the answer paper covers, the register number of absentees for each subject of examination should be entered in the respective column on the cloth lined answer-paper covers. The number of answer papers despatched to Controller's office and the number of absentees must be equal to the number of candidates registered.

Hall superintendent should collect answer books from candidates personally. It would be well to instruct candidates that as soon as they have finished writing their answers and wish to surrender their answer books, or at the end of the period prescribed for each particular part of the examination they should stand up in their place and remain standing until the hall superintendent has gone up to them and received their answer books from them. The candidates should be instructed to verify before surrendering their answer books that they have entered their register numbers correctly in the answer books at the appropriate place in the title page only.

After the answer books have been collected, they should be carefully arranged according to subjects or languages and in numerical order.

Special care must be taken in making entries on the face of the answer paper cover. The register number of all candidates shall be written on the left side of the cover in the space provided. Absentees falling within the register numbers entered on the left side, may be notified on the right side of the cover.

The signature of the Chief Superintendent and name seal of the college shall be affixed on the cover.

The candidates should be accommodated in rooms or in large halls. In ordinary circumstances, one hall superintendent for every twenty five (25) candidates or part thereof in each hall is sufficient. If the number of candidates for the examination on any date does not exceed twenty, examination can be conducted with the assistance of reserve superintendent(s) and no hall superintendent should be appointed.

The invigilators are expected to report for invigilation work to Chief Superintendent at least thirty minutes before the commencement of examination on the respective date and session for which invigilation work is assigned.

The number of absentees and the number of main answer books not distributed in the hall should tally and the unused main answer books should be returned to the examination committee.

Candidates are not allowed to use books of any kind. Chief Superintendents have to warn the candidates at the commencement of the examination of each paper that persons found in possession of answer book of any other candidate or found in possession of any book or portion of book manuscript paper of any description or communicating or copying from each other or communicating with any person inside or outside the examination room will be treated as malpractice.

Any candidate detected for having violated this rule should be sent out of the room forthwith and a detailed report on the matter together with the candidates answer book, the incriminating material used by the candidate, other material evidence and candidates confessional statement should be forwarded immediately to the Controller of Examinations.

Documents to be enclosed along with malpractice case:

1. Report of the Invigilator on malpractice to the Chief Superintendent.
2. Explanation if any submitted by the candidate.
3. Answer paper of the candidate.
4. Incriminating material used by the candidate.

The Particular examination taken up by the candidate will be given zero in the mark sheet.

Examination Committee has to maintain stock particulars of the items such as main book, additional book, graph sheets, clark's table, cloth lined cover, Accounts sheets supplied by the Controller's office.

GUIDELINES TO EXAMINERS REGARDING CONDUCT OF PRACTICAL EXAMINATIONS

1. The examiners are requested to be present one hour before the commencement of examinations to receive the Question Papers, foil sheets, scheme of examination, prepared batch wise from the Principal.
2. The valuation has to be done jointly by both the examiners.
3. Required number of question papers and “key” (A,B,C or D) will be found enclosed in each Question paper cover with Major/Allied, date, session, etc. being written in the cover.
4. Both examiners should sign across the flap of the sealed covers. The Valued Answer Paper covers and mark sheets will be handed over to the Principal/Controller.
5. The subject code, maximum and minimum marks for the subject may be checked before entering the marks in the mark sheets.
6. Great care may please be taken in the entry of marks in number and words and the total marks at the end of each session. Avoid over-writing, erasing scratching etc.
7. Any student failed to turn up on the prescribed session on valid grounds may be permitted to take up the examination along with any other batch of student with her written requisition being signed, conceded and forwarded by the Principal.
8. If lab accommodation permits, students appearing for their I year core / allied arrear practical examinations, may be permitted to sit along with the current I year students appearing for their core / allied practical examinations. Suitable experiments / materials specimen etc. specified in their respective syllabi may alone be given.
9. When entering the marks, the practical mark and Record mark should be entered separately followed by the total marks.
10. Every student shall submit a bonafide record note book while appearing for the practical examination. If a candidate is unable to submit the record note book, on medical grounds or on grounds of representing the College/ University in sports, cultural activities, activities of NSS, NCC conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal, she may be permitted to appear for the practical examinations provided the head of the department certifies that the candidate has performed the experiments prescribed for the course and she will be awarded zero(0) marks for the record note book.
11. Record note books be punched and certified to that effect.
12. Remuneration claim and claim bills for Travelling Allowance and Dearness Allowance may be handed over to the Controller of Examinations soon after the examinations.
13. A final report and separate statement indicating the total number of candidates examined, Register number of absentees, the date and number of batches for each day of examination, be handed over to the Controller of Examinations soon after the examinations.

CONTROLLER OF EXAMINATIONS

**NORMS FOR REVALUATION AND
OBTAINING XEROX COPY OF ANSWER SCRIPTS**

1. The revaluation of answer scripts are extended to all courses of Examinations conducted by the college having Single valuation. Revaluation is not permitted to Certificate Courses and Diploma Courses. For Practical / Dissertation / Viva-voce also request for revaluation is not considered.
2. A candidate may apply for revaluation and Xerox copy of answer script for **CURRENT SEMESTER PAPERS ONLY.**
3. The candidate may directly apply for obtaining the Xerox copy of answer script within 4 days from the date of publication of results.
4. For Revaluation, the candidate can apply within 4 days from the date of publication of results.
5. The fee prescribed for getting the Xerox copy of the answer script is Rs.500/- per paper. The fee prescribed for revaluation is Rs.700/- per paper. The fee once paid will not be refunded or adjusted for any subsequent examinations under any circumstance.
6. After revaluation, if there is an increase of upto 4 percentage, there will be **NOCHANGE** in the marks already awarded except in cases where the character of the result is altered from fail to pass.
7. If there is an increase from 5 to 10 percentage after revaluation, the marks awarded after revaluation will be confirmed.
8. If there is a difference of 11 or more percentage between original marks and first revaluation mark, the script will be sent for second revaluation. The average of the nearest two valuations of the above three (original, first revaluation and second revaluation) will be taken as the mark arrived after second revaluation.
9. The mark arrived after second revaluation be taken as confirmed mark either when it is more than four percent than the original mark, or when the candidate gets a higher class from a lower in that subject, or when the character of result changes from fail to pass. Otherwise, there will be **NOCHANGE** in the original mark awarded to the candidate.