

NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE
An Autonomous Institute
Affiliated to APJ Abdul Kalam Technological University



Examination Manual

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AUTHORISATION

This Examination Manual, which is in line with the requirements of APJ Abdul Kalam Technological University, Thiruvananthapuram, is placed into operation with immediate effect. All personnel of the Laboratory are required to familiarize, understand and implement the systems as defined in this Manual and associated procedures.

Dr. K. G. Viswanathan,
Principal

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		Page No.	Section No	Section	Page No.	Section No	Section		
01	23.10.25	30	7.4.4.1	Recommended Punishment for Malpractices	30	7.4.4.1	Recommended Punishment for Malpractices	Change in KTU exam manual	

LIST OF ABBREVIATIONS

AC	Academic Council.
ACC	Academic Consultative Committee
AICTE	All India Council for Technical Education
APJKTU	APJ Abdul Kalam Technological University
AY	Academic Year
BoG	Board of Governors
BoS	Board of Studies
CGPA	Cumulative Grade Point Average
CIE	Continuous Internal Evaluation
CO	Course Outcome
CoE	Controller of Examinations
CSA	Chief Staff Advisor
DAC	Disciplinary Action Committee
ESE	End Semester Examination
GB	Governing Body
HoD	Head of the Department
IQAC	Internal Quality Assurance Cell
MBA	MBA
OBE	Outcome Based Education
PAC	Programme Assessment Committee
PEO	Programme Educational Objective
PO	Programme Outcome
PSO	Programme Specific Outcome
PwD	Persons with Disability
SA	Staff Advisor
SGPA	Semester Grade Point Average
UGC	University Grants Commission

DEFINITIONS & NOMENCLATURE

Sl. No	Name	Definition
1	Academic Steering Committee -ASC	The committee consists of the Principal, academic and administrative leaderships as described in the regulation Vice-Principal, Deans, HODs, CoE & Management Representative and to take decisions on the current activities of the Institution.
2	Academic Council	The Academic Council of the Autonomous College
3	Act	The University Grants Commission Act, 1956
4	Autonomous Institution	A college designated as autonomous Institution by the University Grants Commission (UGC). The Institution has freedom in all aspects of conducting its academic programs (UG, PG & Research) granted by UGC for promoting excellence.
5	Board of Studies	Board of Studies of a Department/ Programme of the Autonomous College
6	College	Any college, whether known as such or by any other name, which provides for undergraduate and/ or postgraduate and/or Ph.D. programmes for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programs/courses of study and present students undergoing such courses of study for the examination for the award of such qualification - Nehru College of Engineering and Research Centre
7	Commission	The University Grants Commission (UGC)
8	Controller of Examination (CoE)	The authority of the College who is responsible for all activities related to the Examinations, publication of results, award of grade sheets etc.
9	Course	Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training /viva / seminars/ term papers/ assignments/ presentations/ self-study etc. or a combination of some of these.
10	Credit	A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of Practical Work/Field work/Drawing /Seminar/Project Work per week carried out by a student for learning

11	Cumulative Grade Point Average -CGPA	A measure of overall performance of a student arrived at by considering all subject credits that are needed for the degree and their respective grade points.
12	Curriculum	Various components/subjects studied in each program that provides appropriate outcomes in the chosen branch of study.
13	Department Exam Committee - DEC	The committee consists of HoD, a few faculty members of various levels including the exam coordinator of the dept., & CoE if required. The committee shall schedule, conduct, scrutinize the quality of CIE question papers, project/ lab reviews and maintain records.
14	Finance Committee	Finance Committee of the Autonomous College
15	Governing Body	Governing Body of the Autonomous College, which is different from the Trust Board or the Board of Management or the Executive Committee or the Management committee
16	Grade - Letter Grade	An index of the performance of students in a said course. Grades are denoted by letters.
17	Grade Point	A numerical weightage allotted to each letter grade on a 10-point scale.

1. INTRODUCTION

1.1. Preamble

Nehru College of Engineering Technology is one of the reputed Self- Financing Engineering Colleges in Kerala. The college was established in the year 2002. It offers 6 Under Graduate and 3 Post Graduate Programmes in Engineering and Masters Programme in Computer Applications and Management. The college is awarded an autonomous status vide UGC, New Delhi letter No. F.2-10/2023 (AC-Policy) dated 26th September 2023 and APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY, TVM letter No. KTU/ASST1(ACADEMIC)/5488/2023 dated 29th March 2024..

Since the college is autonomous, it is necessary to establish a number of autonomous authorities, create appropriate mechanisms for curriculum development, testing, examination, and evaluation procedures, and establish rules, regulations, and ordinances that will enable the college to effectively implement autonomy.

The college has constituted Academic Council (AC), Board of Studies (BoS) and Department Advisory Committee (DAC) which are approved by Governing Body (GB). These authorities are conferred with certain powers and duties according to UGC guidelines. This Institute drafted the autonomous regulations for UG and PG programs, which the Academic Council adopted at its inaugural meeting and the GB subsequently affirmed.

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

1.2. PROGRAMMES OFFERED

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

1.2.1 Undergraduate Programmes

S.No	Course Code	Programmes
1	101	B.Tech – Mechanical Engineering
2	102	B.Tech – Electrical and Electronics Engineering
3	103	B.Tech – Electronics and Communication Engineering
4	104	B.Tech – Mechatronic Engineering
5	105	B.Tech – Computer Science Engineering
6	106	B.Tech – Artificial Intelligence and Machine Learning

1.2.2. Postgraduate Programmes

S.No	Course Code	Programmes
1.	201	M.Tech – Computer Science and Engineering
2.	202	M.Tech – Cyber Security
3.	203	M.Tech – Energy System
4.	204	M.Tech – VLSI Design
5.	205	MBA (Master of Business Administrator)
6.	206	MCA (Master of Computer Application)

The UG programs, PG programs, MBA and MCA are affiliated with APJ Abdul Kalam Technological University, TVM. The College is accredited with grade “A” by National Assessment and Accreditation Council (NAAC). The UG programs CSE and MTR are accredited by National Board of Accreditation (NBA). The college is recognized under 2(f) of UGC act 1956.

1.3 OBJECTIVES :

The objectives of the Examination Management System are:

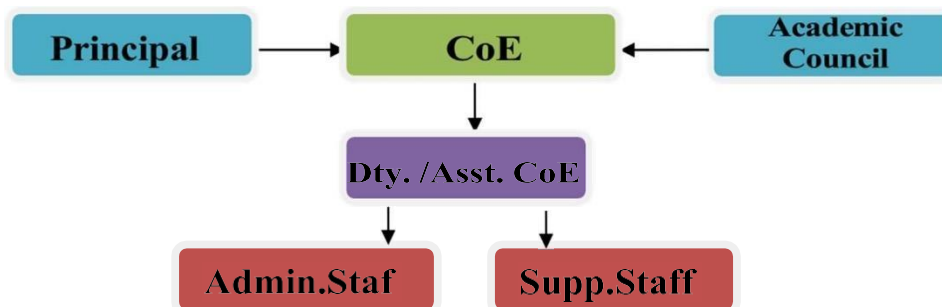
- To conduct examinations as per the Examination Calendar of the Institution.
- To ensure systematic, precise and uniform procedure in conducting the examinations.
- To ensure prompt, smooth and hassle-free conduct of examinations and valuations.
- To complete the valuation process and publish the results as per the academic calendar.
- To ensure confidentiality, transparency and accountability in the conduct of examinations and valuations.

The conduct of examination and declaration of results is one of the important activities of Office of the Controller of Examinations of the NCERC-Co.

The core of the examination system is the Examination Section. To earn the public's trust and respect, it is critical that the exams be carried out with the highest accuracy, impartiality, and fairness. This can be accomplished by clearly defining all examination-related policies and procedures so that nothing is left up to speculation or chance.

This manual outlines the policies and procedures that must be adhered to in a number of processes, including admitting students for exams, question paper setting, scrutinizing question papers, administering exams, appraising response scripts, announcing results, redressing grievances, handling and managing malpractice cases, if any, and implementing examination process reforms.

1.4 ORGANISATION STRUCTURE



1.5 DEFINITIONS

- **‘Academic Year’** means a year commencing during June/July and ending with April/May of the following year as may be decided by the Academic Council.
- **‘Academic Calendar’** means The exact dates of all the important events, such as commencement of classes, Government/Institution holidays, conduct of Internal/External both Theory/ Practical examinations, Last working day, vacation etc., during the Academic Session shall be specified in the Academic Calendar of the Institute and approved by the Academic Council.
- **‘Academic Schedule’** means The exact dates of all the important events, such as Course Registration, Commencement of Classes, Completion of Syllabus, Submission of documents for various audits, Internal/External both Theory/ Practical examinations, Mark entry, Last working day etc., during the semester.
- **‘Programme’** means either Undergraduate or Postgraduate Degree of study pursued by the students. A Programme consists of several courses that need to be studied by the candidate over the duration of the Programme.
- **Duration of Programme’** means the period of time required for the conduct of the Programme. The duration of under-graduate programme shall be 8 Semesters. The duration of post-graduate like M.Tech and MBA programme shall be 4 Semesters.
- **‘Discipline / Branch’** means Specialization or Discipline of B.Tech., Programme like Mechanical Engineering, Electrical Engineering, and MTR, / M.Tech., Programme like VLSI, Computer Science and Engineering etc.
- **‘Semester’** means a term consisting of a minimum of 90 working days including internal examination days.
- **‘Course’** means a segment of subject matter to be covered in a semester (traditionally referred to as paper).
- **‘Core Course’** means a compulsory course in a subject related to a particular UG/PG Programme, which shall be successfully completed by a student to receive the degree.
- **‘Choice Based Credit System’** The Choice Based Credit System provides a “cafeteria” type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses

and acquire more than the required credits, and adopt an Interdisciplinary approach to learning.

- **‘Head of the Institution’** and **‘Chairman- Academic Council’** mean the Principal of the College.
- **‘HoD’** means Head of the Department concerned.
- **‘CoE’** means the authority that is responsible for all activities of the End Semester Examination.
- **‘University’** means Affiliated University i.e., with APJ Abdul Kalam Technological University, TVM.
- **‘Answer-booklet’** means a stitched booklet of fixed pages issued by the college to the students in the examination Hall to write answers to the questions listed in the question paper of a subject of Examination.
- **‘Answer script’** means the Answer-booklet in which the examinee has attempted/ written his answer in response to the questions found in the question paper on the examination day. It shall only bear a dummy number in case of theory paper at the time of evaluation and the identity of the examinee shall NOT be revealed.
- **‘Applicant’** means a person who has submitted an application to the NCERC College in the prescribed form for admission to an examination.
- **‘Arrear Candidate’** is a student, who, having once been admitted to an examination of the NCERC is again required to take the same examination by reason of his failure or absence in examination.
- **‘Attempt’** means either partial or complete appearance by a candidate at an examination
- **‘Board of Studies’** means the Board constituted in every Department of and chaired by the Head or equivalent of the Department with the responsibilities of formulating the Academic regulations and curriculum for various programmes offered by it. It shall also be responsible for enrolling the examiners from various institutes into the Panel of Examiners for each of the courses/ subjects.
- **‘Candidate’** means a person, who has been admitted to an examination by NCERC.
- **‘Chief Superintendent’** means any person appointed by the Controller of Examinations (COE) to be in overall control.
- **‘Course’** means a paper of any subject of study either in theory or practical during an academic period such as semester. A set of several courses constitute a Programme.
- **‘Dummy Number’** means a number printed on each Answer-booklet after the examination in order to hide the identity of the examinee to prevent bias and malpractice in the examination.
- **‘Examination Fee’** means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statements of marks as may be prescribed by the NCERC from time to time.
- **‘Examination Committee’** means an advisory body which is authorized to make policy decisions in regard to organizing and holding examinations and decides the course of action.
- **‘Examination Review and Malpractices Enquiry Committee’** means the committee constituted by the Principal for the purpose of conducting necessary enquiry on matters of the examinations related misconduct/ malpractice and students grievances.
- **‘Examiners’** means teachers appointed by the COE from among the Board of Examiners approved by the Principal for valuation of theory/practical papers/UG or PG dissertation etc.
- **‘Hall Superintendent’** means any teaching faculty of the Departments of Engineering / Technology appointed by the Controller of Examinations (COE) for invigilation work.
- **‘Continuous Internal Assessment’** means the assessment based on continuous internal assessment (CIA)

tests and assignments given to the students during an academic period.

- **‘Late Fee’** means a sum of money by cash or other valid bank instrument that may need to be paid to the college as a result of failure to meet the deadlines.
- **‘Malpractice’** means any one or more of the acts prescribed as malpractice in examinations
- **‘Panel of Examiners’** means pool of all available examiners from the college and other external Institutions who are enrolled by Board of Studies after the due process.
- **‘Photocopy of answer paper’** means a reprographic reproduction of the original Answer Booklet used for answering the questions by the student in the examination.
- **‘Re-checking’** means a repeat evaluation of the written answer-booklet by a different examiner based on submission of appropriate application with due fees thereof by the candidate, after announcement of the result and obtaining a photocopy of the answer-booklet, when sufficient grounds exist for such a request.
- **‘Scrutiny’** means validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any errata/ aberrations/ formats/ choice/ pattern deviation etc. are subjected to necessary corrections before printing.
- **‘Scrutinizer’** means any person appointed by the COE to scrutinize the question papers received from the paper setters to detect any aberrations, provide remedy and validate it before it is accepted and taken up for the printing process.
- **‘Semester’** means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year.
- **‘Statutory Body Committee’** means the various statutory bodies constituted by an Autonomous Institution as per the guidelines of UGC.
 - Board of Studies
 - Academic Council
 - Finance Committee
 - Governing Council

CATEGORISATION OF COURSES

- **Humanities and Social Sciences including Management Courses (HMSC)** include Technical English, Engineering Ethics and Human Values, Environmental Science and Engineering, Communication skills and Management Courses.
- **Basic Sciences (BS)** courses include Mathematics, Physics, Chemistry, etc.
- **Engineering Sciences (ES)** courses include Engineering Practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation etc.
- **Professional Core (PC)** courses include the core courses relevant to the chosen Specialization / Branch.
- **Industry Core (IC)** may include core courses relevant to the industry standards.
- **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialisation/branch.
- **Multi-Disciplinary / Open Elective (OE)** courses include the courses from other Branches which a Student can choose from the list specified in the curriculum of

B. Tech. / B. Arch. Programmes.

- **Mandatory Course (MC) / Audit Course (AC) / IKS :** Includes the courses like (i) Constitution of India and (ii) Essence of Indian Traditional Knowledge which are non-credit courses.
- **Employability Enhancement Courses (EEC), SEC, AEC & VAC:** includes Project Work, Internship, Career Development Skills, Creative and Innovative Project, Seminar, Professional Practices, Case Study and Industrial/Practical Training.

2.OFFICE OF THE CONTROLLER OF EXAMINATIONS

- a. Office of the Controller of Examinations functions manned by Controller of Examinations, DeputyController of Examinations, Skilled Assistants and Office Assistant.
- b. All staff of the Office of the Controller of Examinations shall take special care to maintain secrecy and confidentiality on all examination matters.

2.1. FUNCTIONS OF OFFICE OF THE CONTROLLER OF EXAMINATIONS

Office of the Controller of Examinations (OCoE) plan in consultation with the Principal and notify a calendar of events for various examinations in the beginning of each academic year and shall adhere to the calendar of events.

- 2.1.1. OCoE shall request the departments to complete the registration of elective courses in the beginning of every semester.
- 2.1.2. OCoE shall call for the registration of candidates for the end-semester examinations.
- 2.1.3. OCoE shall receive the applications of registration for end-semester examinations along with fee and scrutinize the applications and the fee paid.
- 2.1.4. OCoE shall allot register numbers to the registered candidates. The register number allotted during the first semester of study of the candidates, shall be used throughout the course of his/her study.
- 2.1.5. The register number of a student shall represent the college code, year of admission of the Student, program code and the roll number provided by the OCoE.
- 2.1.6. OCoE shall prepare the list of all registered eligible candidates for the examinations and send it to the respective departments.
- 2.1.7. OCoE shall print Hall Tickets of the eligible candidates and send it to the respective departments.
- 2.1.8. OCoE shall prepare the time table of the examinations taking into account the dates of different competitive examinations for job and higher studies, the holidays and local holidays and disseminates it to all concerned.
- 2.1.9. OCoE shall identify and appoint internal and external question paper setters and collect question papers from them.
- 2.1.10. OCoE shall take the necessary actions and appoint alternate question paper setters, if required, to collect all the necessary question papers to conduct the end-semester examinations.
- 2.1.11. OCoE shall identify internal faculty members to scrutinize the question papers which are collected from the question paper setters and processed by the office.
- 2.1.12. OCoE shall randomly select question papers for the examination. OCoE shall print and pack the selected question papers and securely store them.

- 2.1.13. OCoE shall equip the end-semester examination cell to conduct the end-semester examination and make sure that necessary arrangements are completed by them.
- 2.1.14. OCoE shall appoint Examination Observer to assess the conduct of the end-semester examinations.
- 2.1.15. OCoE shall send the list of candidates registered and found eligible to write the end-semester examinations to the Chief Superintendent.
- 2.1.16. OCoE shall dispatch securely the question papers of courses to the Chief Superintendent on the day of examinations of the courses.
- 2.1.17. OCoE shall monitor the conduct of the end-semester examinations.
- 2.1.18. OCoE shall receive session report from the Chief Superintendent.
- 2.1.19. OCoE shall receive the packed answer scripts of the courses for which examinations are conducted within a day from the Chief Superintendent daily basis.
- 2.1.20. OCoE shall process the remuneration bills of Hall Superintendents and other staff members involved in the conduct of end-semester examinations and pass it to the approval of the Correspondent.
- 2.1.21. OCoE shall receive comments on question papers from the respective faculty members.
- 2.1.22. OCoE shall arrange meeting of Chairmen of Board of Studies to discuss and take decision for necessary actions on the question paper comments.
- 2.1.23. OCoE shall pass on the decisions of the meeting to the valuation boards and make sure that appropriate actions are taken by the examiners while valuing the answer scripts.
- 2.1.24. OCoE shall identify and appoint internal faculty members for the preparation of answer keys for the regular UG courses.
- 2.1.25. OCoE shall be ready and provide solution, for the grievances of candidates and other persons related to the conduct of end-semester examinations.
- 2.1.26. OCoE shall constitute enquiry committees to enquire and to suggest action on the malpractice cases reported during the end-semester examination.
- 2.1.27. OCoE shall process the findings and suggestions of the enquiry committees and shall pass on it to the Principal and the Management for taking appropriate actions.
- 2.1.28. OCoE shall allocate dummy numbers and shall shuffle the answer scripts in the restricted area of the Office of the Controller of Examinations.
- 2.1.29. Staff members involved in dummy numbering and shuffling of answer scripts shall maintain strict confidentiality.
- 2.1.30. OCoE shall appoint one of the Deputy CoEs as the Chief Valuation Officer.
- 2.1.31. OCoE shall provide the necessary facilities and arrangements for the valuation and entry of the marks.
- 2.1.32. OCoE shall appoint Chairmen and Examiners for evaluation of the answer scripts of different valuation boards.
- 2.1.33. OCoE shall verify the correctness of all the processes and documents related to the valuation of answer scripts.
- 2.1.34. OCoE shall process the remuneration bills of the valuation board members and pass it to the approval of the Correspondent.
- 2.1.35. OCoE shall consolidate the results and prepare a report to present in the Result Passing Board.

- 2.1.36. OCoE shall conduct the meeting of Result Passing Board and implement its decisions.
- 2.1.37. OCoE shall finalizes the results and publish the results.
- 2.1.38. OCoE shall take appropriate actions to redress the grievances of the candidates, if any, related to the published results.
- 2.1.39. OCoE shall notify the details for applying for the photo copy of the answer scripts and revaluation of the same.
- 2.1.40. OCoE shall receive applications for photo copy of the answer scripts and provides the photo copy to the students through the respective departments.
- 2.1.41. OCoE shall receive applications for revaluation of the answer scripts.
- 2.1.42. OCoE shall arrange revaluation camp for revaluing the answer scripts.
- 2.1.43. OCoE shall publish the revaluation results.
- 2.1.44. OCoE shall arrange for review/challenge revaluation of the revaluated answer scripts, if candidates approach the office with valid reason through proper channel.
- 2.1.45. OCoE shall prepare and publish the rank list of the students who have successfully completed the course.
- 2.1.46. OCoE shall print the grade sheets, and send the printed grade sheets to the respective departments for distribution to the students.
- 2.1.47. OCoE shall prepare and send the list of students eligible to receive degree to the University.
- 2.1.48. OCoE shall coordinate the fee payment of the students to the University, for provisional certificate and degree certificate.
- 2.1.49. OCoE shall collect the provisional and degree certificates from the University and arrange to distribute the certificates to the students.
- 2.1.50. OCoE shall arrange the graduation day to distribute the degree certificates to the graduates.
- 2.1.51. OCoE shall prepare reports of the details of the examination each semester and the annual report.
- 2.1.52. OCoE shall receive applications for duplicate grade sheets and provide the same to the applicants.
- 2.1.53. OCoE shall receive applications for transcript and provide the transcripts to the applicants.
- 2.1.54. OCoE shall receive applications for CGPA to percentage conversion certificate and provide it to the applicants.
- 2.1.55. OCoE shall maintain all records related to the examination processes. Wherever possible, the records shall be maintained electronically.
- 2.1.56. OCoE shall maintain the database of students and their marks.
- 2.1.57. OCoE shall maintain the database of question paper setters, examiners and other persons appointed for the examination duties.
- 2.1.58. OCoE shall receive suggestions from stakeholders to improve the quality of the conduct of examinations and introduce reforms in the examinations by following the due processes of the Institution.

2.2. WORKING CULTURE IN THE OFFICE OF THE CONTROLLER OF EXAMINATIONS

- 2.2.1. Skilled assistants, office assistants and other persons of Office of CoE shall not bring smart phones and other electronic gadgets into the restricted areas.
- 2.2.2. As far as possible the Persons working in the Office of CoE shall avoid going out during the working hours. If the circumstances require them to move out, it can be done after informing the CoE and making an entry in the movement register.
- 2.2.3. Everyone in the Office of CoE shall complete the works assigned to him/her with in the deadline given, knowing the urgency of the work and with at most care.
- 2.2.4. Everyone in the Office of CoE shall keep their place of work neat and hygienic.
- 2.2.5. CoE shall instruct and train the staff members of his/her office that the understand and inculcate the importance of the efficient working culture of Sorting, Setting in Order, Shining, Securing, Standardizing and Sustaining.

2.3.RESTRICTIONS AND SECURITY ARRANGEMENTS

- 2.3.1. Entire Office of the CoE is closely monitored with surveillance cameras.
- 2.3.2. Confidential examination works are carried out in the restricted areas of the Office of the CoE.
- 2.3.3. Staff members of the Office of CoE shall not use smart phones or other smart electronic devices in the restricted area.
- 2.3.4. Faculty, staff and students are not permitted to enter the restricted areas of the Office of the CoE. They can enter the unrestricted area with prior permission.
- 2.3.5. Faculty and staff whose near relatives are studying in NCERC are not permitted to enter th eOfficeof the CoE.
- 2.3.6. Stringent action shall be initiated by the Institution against the staff members who indulge in unethical activities.

3. CHIEF CONTROLLER OF EXAMINATIONS

Principal is the Chief Controller of Examinations.

He/She advises the CoE, whenever necessary related to the examination processes. He/She is the Chairperson of the Result Passing Board.

He/She often visits the Office of the CoE and examination halls and makes sure the proper functioning of the examination processes.

He/She can attend any meetings organized by the CoE, whenever he/she feels, it is necessary.

He/She can enquire any examination irregularities brought to his knowledge by appointing appropriate committee and take necessary actions in consultation with the management.

4. CONTROLLER OF EXAMINATIONS

Controller of Examinations is a full-time faculty of the Institution nominated by the Principal preferably a senior faculty member with sufficient administrative exposure and to be duly approved by the Management of the institution.

The Controller of Examinations is the principal officer-in-charge of the conduct of the end-semester examinations and declaration of the results.

CoE works directly under the directions and control of the Principal.

CoE is responsible for the activities that are to be carried out by the Office of the Controller of Examinations.

4.1 FUNCTIONS OF CONTROLLER OF EXAMINATIONS

- 4.1.1** CoE shall allocate works to all the staff members of the Office of the Controller of Examinations and Deputy Controller of Examinations.
- 4.1.2** CoE shall ensure that the assigned works are done on time and efficiently by the staff members.
- 4.1.3** CoE shall plan and notify a calendar of events, in accordance with the academic regulations, for various examinations, in the beginning of every semester of an academic year.
- 4.1.4** CoE shall call for registration of the candidates for end-semester examinations and allow students according to the eligibility norms of the Institution.
- 4.1.5** CoE shall appoint required number of question paper setters and question paper scrutinizers. CoE shall print question papers, store the question papers securely and supply it on the day of examination.
- 4.1.6** CoE shall arrange the meeting of Result Passing Board and declare the results.
- 4.1.7** CoE shall process the claim bills of the faculty and staff members involved in the examination work and pass on the bills to the Finance Department for necessary approval and disbursement.
- 4.1.8** CoE shall arrange for photocopy of valued answer scripts, revaluation, review valuation and redress other grievances of students.
- 4.1.9** CoE shall make enquiries into all types of malpractices committed during question paper setting, examination, valuation and processing of results etc. personally and appointing appropriate committees.
- 4.1.10** CoE shall recommend disciplinary actions, as per the suggestions of the enquiry committees and the norms stipulated by the Institute, against the candidates, question paper setters, question paper scrutinizers, examiners and other staff members, connected with examinations and found indulging in examination malpractices.
- 4.1.11** CoE shall keep records of the staff members who have committed lapses in discharging the examination related responsibilities entrusted to them.
- 4.1.12** CoE shall issue grade sheet, duplicate grade sheet, consolidated grade sheet, duplicate consolidated grade sheet, transcript and CGPA to percentage certificate.
- 4.1.13** CoE shall maintain records, mark lists and valued answer scripts.

- 4.1.14** CoE shall maintain the valued answer scripts for a period of six months after the announcement of results.
- 4.1.15** CoE shall safely dispose the answer scripts after the above said period.
- 4.1.16** CoE shall preserve the answer scripts for which enquiries are pending.
- 4.1.17** In consultation with the Principal and Management, CoE shall make necessary changes in the work allotment to the staff members of OCoE, if it results in the improvement of functioning of the Office of the Controller of Examinations.
- 4.1.18** CoE shall exercise all these powers subject to the norms stipulated in the College Manual and the general control and supervision of the Principal.

4.2 DEPUTY CONTROLLER OF EXAMINATIONS

- a. Deputy Controllers of Examinations are appointed by the management of the Institution in consultation with the Principal.
- b. The number of Deputy CoEs shall be decided by the Management of the Institution in consultation with the Principal and work allotment to them shall be done by the CoE.
- c. Deputy Controllers of Examinations shall assist CoE in carrying out the examination related activities

5 EXAMINATION PROCEDURE

5.1 PHASES OF EXAMINATION

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

5.1.1 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, printing and movement of answer scripts and uploading the required data for the same in the institution portal.

5.1.2 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. Activities of this examination phase include collection, sorting, packing and scanning of answer scripts. All the activities in this phase will be under the direct control of CoE of college

5.1.3 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 rechecking, publication of rechecking 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 institution portal are coordinated by the CoE, who are the authorized custodian of the answer scripts. The Chief CoE will hold the pass board meetings and declare the results.

5.2 EXAMINATION AND SCRUTINY COMMITTEE

For the scrutiny of Question Papers and smooth conduct of Semester End Examination (SEE), Examination and Scrutiny committee is constituted. Controller of Examination will be the chairman of the committee. All Head of Departments or or his nominee will be the members of this committee. This committee will scrutinize the question papers set for ESE and will perform all activities for the smooth conduct of examination and publication of results.

6. PRE-EXAMINATION PHASE

6.1 SCHEDULING OF EXAMINATIONS

6.1.1 Examination Calendar

- (i). CoE shall prepare the calendar of events for various examinations, in coordination with the Examination and Scrutiny committee and in consultation with the Principal in the beginning of each semester of an academic year.
- (ii). The calendar shall consist of reopening date, continuous assessment test periods, last working date, project viva-voce examination, end-semester theory examination dates, declaration of results and supplementary exam details.
- (iii). The calendar shall be disseminated to all the stake holders.
- (iv). Office of the CoE shall adhere to the schedules in the calendar.

6.1.2. Continuous Internal Evaluation

- (i). One Deputy shall be the in charge of monitoring Continuous Internal Evaluation
- (ii) Continuous Internal Evaluation shall be conducted as specified in the academic calendar.
- (iii). Rules and regulations specified in the Programme Regulations which is prepared in accordance with the regulations of the affiliating university, shall be followed in the conduct of Continuous Internal Evaluation.

6.1.3. Candidates Registration

- (i). Registration of all courses of a semester shall be completed within two weeks from the reopening of a semester.
- (ii). It is mandatory for students to register for the current as well as the arrear courses.
- (iii). Students shall register for the end-semester examination by paying the prescribed fee.
- (iv). Office of the CoE shall verify the registration details for eligibility and fee payment.
- (v). List of eligible candidates for each end-semester examination shall be prepared by the Office of the CoE.
- (vi). The list shall consist of the candidate's name, register number and course code.
- (Vii). The list shall be sent to the respective departments of the students. All examinations will be scheduled as per the examination Calendar. However, under exceptional circumstances, the Chief CoE may modify the examination calendar.

6.2 SETTING OF QUESTION PAPERS

The HODs/ Nominees will provide the list of all mapped faculty of each course to the CoE within one week of commencement of regular classes. The CoE shall tabulate it in the format of Table 1 and mail the list of mapped faculty members to the Head of Departments concerned. No faculty members shall act as question paper setter or member of board of scrutiny if his/her near relative is appearing in the corresponding examination. (A self-declaration form *ANNEXURE-1+ in this regard shall be furnished from all faculties who handle question paper related works).

On receiving the list from the CoE, the Head of each Department/ Nominee shall prepare a separate panel of faculty members for question paper setting. One set of Question paper with scheme of valuation and answer key will be prepared by each question paper setter. The panel of question paper setters will be

- i. Faculty who teaches the subject in the current semester
- ii. Another Faculty from the department having experience in the subject and
- iii. External Faculty

Three sets of Question paper with scheme and answer key will be prepared and send to CoE for further proceedings by the HoD within 10 working days from the receipt of communication from CoE. HoD will maintain the list of Question paper setters in the format provided in Table 1.

Table 1: LIST OF FACULTY MEMBERS AS QUESTION PAPER SETTERS

Programme : Semester :
Course : Branch :

Sl. No.	Name, Designation and highest qualification	Experience (Teaching/Research/Industry/Professional)	Mobile number	Mail ID	Remarks

HoD/ Nominee will forward the guidelines, format of question paper/scheme, syllabus and previous year question papers to the setters. Each setter shall prepare one set of question paper along with the scheme of valuation and answer key. The question papers, scheme of valuations and the answer keys shall be submitted to the CoE. All the question papers received from the question paper setters are subjected to scrutiny in order to validate its conformity with the prescribed syllabus, scheme and pattern. No question paper will be accepted without the scheme of valuation with detailed answer keys.

The three sets of Question paper with scheme of valuation and answer key will be scrutinized by the Examination and Scrutiny Committee. HoD / Nominee of the concerned department will scrutinize the question paper and will be approved by the committee. HoD/ Nominee shall ascertain that the required standards have been maintained and whether the question papers are in conformity with the prescribed syllabus, scheme and pattern. If any modifications are required, it will be

discussed in the Examination and Scrutiny Committee meeting. The scrutinized Question paper will be under the safe custody of CoE.

However, if sufficient number of scrutinized and unused question paper sets (from previous years) for the same examination is available with the office of the CoE new question papers may not be set every year.

The Chief CoE may cancel the appointment offered to any person as Chairperson/question paper setter/ scrutiny board member in case the person is found to be inefficient or indulging in misconduct, malpractice, negligence, disobedience, production of incorrect undertaking regarding examiner ship. The CoE will report the names of such persons to the Chief CoE Controller of Examinations who may disqualify such persons.

The period of appointment of all question paper setters/scrutiny board members shall be limited to the date of publication of results of the examination for which he/she is appointed. However, they are eligible for reappointment in subsequent examinations.

6.2.1 Duties and Responsibilities of HOD/ Nominee *QUESTION PAPER Setting+

The duties and responsibilities of HOD/ Nominee are listed below:

i) To collect minimum 3 sets of question papers for each course sufficiently in advance to the commencement of the examination period.

ii) To Coordinate the scrutiny of the question papers and its scheme for valuation/ answer keys, finalization of the scheme for valuation and to conduct pass board.

6.2.2 Assessment Based On Outcome Based Education (OBE)

Examination /student assessments play a very important role in deciding the quality of education. In the OBE framework, the educational outcomes of a program are clearly and unambiguously specified.

It is important to adopt reliable assessment methods and tools to ensure the attainment of Course Outcomes and program outcomes. The approach will be clearer from the detailed view of different levels and key words given as Annexure 2

6.2.3 Instructions to Question Paper Setters

Instructions to question paper setters while preparing the question paper are listed below:

- a) The question paper setter shall take all the necessary precautions for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted by him/ her.
- b) The question paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
- c) None of his/her relatives are appearing in the examination concerned.
- d) Each question paper must contain the name of the examination, branch, course title and code, duration, the maximum marks allotted to each question, choices, and maximum marks of the question paper.
- e) The question paper setter shall ensure that the instructions for the use of mathematical and physical tables, IS Codes, charts, data or hand books etc. which are permitted to be used by

the candidate are given in the question papers.

- f)
- g) The question paper setter should prepare the question paper(s) following Bloom's Taxonomy.
- h) The question paper setter should indicate the level and course outcomes mapped for each question in the question paper, in the checklist provided
- i) The questions shall be distributed as per the syllabus and course plan, covering all course outcomes and not concentrated on any one or a few units/ portions only. No question or part thereof shall be out of the prescribed syllabus. Repetition of questions with the previous year question papers must be avoided.
- j) The marks assigned to each question/sub-divisions of questions shall be noted to its right-hand side. Serial number of questions shall be given on the left-hand margin. When a question is divided into parts, the marks assigned to each part, shall be indicated on its right side.
- k) The number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
- l) Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague, or far-fetched, or beyond the required standard. "Equation Editor" shall be used for typing equations in question paper.
- m) The question paper shall be such that a student, who is well prepared in the course, can reasonably complete it within the allotted time.
- n) Abbreviations other than that usually given in the textbooks should not be used. Acronyms shall be expanded.
- o) Questions shall not be a mere reproduction from text books or other question papers and question paper once used/submitted earlier should not be resubmitted.
- p) Question paper setters shall preserve the strictest secrecy with regard to copies of textbooks or notes or extracts used in setting question papers, and drafts of copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the final question papers prepared are sent to the Chairperson.
- q) Detailed answer key with scheme for evaluation is mandatory for each question.
- r) The question paper setters should submit the scheme of valuation and answer key along with the question papers and the duly filled proforma to the Chairperson

No question paper setter shall undertake or shall have undertaken private tuition in the course for

any candidate who appears for the examination in the course concerned during the academic year immediately preceding the examination for which he/she accepts the appointment.

6.3. QUESTION PAPER SCRUTINY

Question paper scrutinizers are appointed for the purpose of carefully examining the question papers for any errors, spelling mistakes, aberrations in pattern and syllabus, distribution of marks etc. or any other lapse and providing necessary corrections. Under no circumstances, the scrutiny board members shall accept their appointment if any of their near relatives is a student for that programme/course. The question paper scrutinizer shall be present at the scrutiny board room at the office of the CoE of the institution on the assigned date and time to fulfil the given responsibility. He/ she shall express his/ her consent or otherwise to the CoE as soon as such an appointment of duty is received as suggested in the communication.

6.3.1. Duties and Responsibilities of Question Paper Scrutinizer

The duties and responsibilities of question paper scrutinizers are as follows:

- a) Ensure that the question papers have been set strictly in accordance with the prescribed syllabi, scheme, pattern and the instructions of the college.
- b) Ensure that the course outcomes and levels of Bloom's taxonomy are adequately addressed.
- c) Ensure that the questions cover the broad areas of the entire syllabus maintaining the prescribed standards and the course outcomes.
- d) Ensure that all the questions are from within the prescribed syllabus and are not getting repeated.
- e) Check and make sure that the name of the examination, course title and code, duration, the maximum marks allotted to each question, choices, and maximum marks of the question paper are as per the curriculum.
- f) Scrutiny board members may modify the questions in conformity with the pattern prescribed in the syllabus. The answer key and the scheme of valuation also shall be modified accordingly.
- g) Ensure that the questions are serially numbered.
- h) Check and ensure that the abbreviations other than that usually given in the textbooks are not used and the acronyms are expanded. Errors in punctuation, grammar and spelling should also be corrected.
- i) The question paper shall not leave any ambiguity/confusion.
- j) Ensure that all questions can be answered within the prescribed time duration.
- k) Scrutiny board members shall ensure that after the scrutiny of the question papers, draft copies of the question papers are destroyed. Printouts taken, if any, of the draft copies of the question papers, are to be destroyed once scrutiny is completed. The members shall ensure the confidentiality of the scrutiny process in its entire seriousness as per the norms.

No scrutiny board members shall undertake/shall have undertaken private tuition in the course for any candidate. Faculty entrusted with the scrutiny have to submit the prescribed undertaking once the scrutiny is completed.

6.3.2. Guidelines for Preparing/Scrutiny of Question Papers

The guidelines for preparing/scrutiny of question papers are listed below:

- a) Questions are inclusive of diverse learning levels of candidates.
- b) The setting of the questions shall be primarily oriented, enabling the student to apply, analyze, and demonstrate the application of knowledge acquired during the course.
- c) The distribution of marks shall be in proportion to the difficulty level of the question and the time required to answer.
- d) Questions should be free from any errors/ambiguity/confusion, ensuring the credibility of the questions.
- e) Choices/pattern of question paper shall be in accordance with the prescribed curriculum.
- f) The distribution of questions shall cater to the different knowledge levels of the candidates.
- g) Innovative questions, promoting inquisitiveness, shall be encouraged.
- h) The questions should be answerable within the prescribed duration by an average student and the answers should be within the number of pages of the answer-book.
- i) All the pages of the question paper shall be numbered. While numbering the pages the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1,2 etc. are the numbers of pages and 3 is the total number of pages.
- j) The question paper should not have any ambiguous figures, units or statements.

All the question papers shall be complete in respect of headings and directions to candidates, if any, and shall be in the form ready for uploading.

6.3.3. Instructions to QUESTION PAPER Setters/ Scrutiny Members While Preparing / Scrutinizing the Scheme of Valuation/Answer Key

Instructions to question paper setters/ scrutiny board members while preparing / scrutinizing the scheme of valuation/answer key are listed below:

- a) The question paper setters/scrutiny board members shall ensure that the answer key and scheme of valuation are being prepared appropriately.
- b) The total marks allotted for each question and each part of a question should be shown in the scheme and must tally with the marks shown in the question paper.
- c) All marks should be positive, and as far as possible candidates should gain credit for valid answers.
- d) Allocate marks for each question and parts of a question, with a more detailed breakdown wherever necessary, based on the quality of answering, time required to answer and the difficulty level.
- e) Alternate methods/answers, if any, to a question, shall be specified in the answer key. Provisions may be given in the answer-key to give due weightage to alternate methods which result in correct answers.
- f) Include as much details as possible (whichever is applicable) in the scheme/answer key such as,
 - i. Steps involved.
 - ii. Intermediate results.

- iii. Essential formulae/equations.
- iv. Diagram, graph with appropriate labels, flowcharts.
- v. Numerical answers.
- vi. Essential information/clues/techniques/methods to be applied.
- vii. Substitution of appropriate numerical values.
- viii. Units of parameters/results.
- ix. The mark allocation thereof to each.

6.3.4. Additional Guidelines / Instructions to Question Paper Setters / Scrutiny

Additional guidelines to question paper setter/scrutiny board members while preparing /scrutinizing the scheme of valuation/answer key are as follows:

- a) Extreme care shall be exercised in maintaining the confidentiality and security of the question papers.
- b) The emails shall be logged out immediately after the email transfers.
- c) The files corresponding to question papers and schemes shall be deleted permanently after sending the final edited question papers and schemes to the CoE.
- d) The question papers are to be compared with the previous ones, so as to avoid repetition of questions over the years.
- e) Any drafts or printed matters shall be scrapped / destroyed.
- f) Do not share the materials through any media.

6.4 PRINTING OF QUESTION PAPER

Three question papers with scheme of valuation and answer key shall be set for each subject in separate sealed covers under the custody of CoE. One set of out of the three will be selected by the concerned Deputy Controller of Examinations at random for printing. The required number of Question paper will be printed based on registration made by the students. Printing will be performed under the supervision of the Deputy CoE concerned. After printing this will be stored in sealed covers in the strong room. A separate register will be maintained for the number of question paper printed, used and remaining available with the office of the CoE. The printing, storage and distribution of Question papers for the conduct of SEE will under the Direct supervision of the Dy CoE. The unused question papers will be kept in safe custody and may be used in upcoming examinations

6.5.HALL TICKET

Office of CoE shall generate the hall tickets of the students who have registered and found eligible, and who satisfy the attendance requirements and other disciplinary norms of the Institution.

- i. The generated hall tickets shall be sent to the departments at least three days prior to the commencement of the examinations.

- ii. The hall ticket will contain information regarding the name of the candidate, register number, photograph, signature of the candidate, address and contact numbers, programme of study, Name of examination, department and the course code and course name in which he/ she is registered for the current examination
- iii. Departments shall get the Hall Tickets printed and distribute the hall tickets to the students after due verification and with due acknowledgement by signature.
- iv. Candidates shall be permitted for the end-semester practical, project and theory examinations only after verification of their hall tickets.
- v. Candidates shall appear only for the examinations of the courses printed in the Hall Ticket.
- vi. On receipt of the Hall Ticket, students shall verify the details on the Hall Ticket. Discrepancies, if any, shall be brought to the knowledge of the Office of the CoE for the possible corrective actions.
- vii. Those candidates who miss or fail to bring the Hall Ticket shall apply and get duplicate hall ticket from the Office of the CoE by paying the prescribed fee.

Hall tickets will not be issued to candidates who are reported to be under suspension or under pending disciplinary actions the disciplinary action taken against any student at the institution and make relevant entries in the web portal.

6.6 INSTRUCTIONS TO THE CANDIDATES

- i. Admission of candidates to the examination is provisional.
- ii. The hall ticket shall be issued subject to the candidate satisfying the attendance and other requirements as per rules, regulations and instructions by the Institution from time to time. If later, it is found that the candidate fails to comply with the above requirements, the examinations written by the candidate will be treated as cancelled.
- iii. Candidate shall sign on the hall ticket in the place provided for that purpose and shall not write anything on the hall ticket.
- iv. Any personal message to the candidate shall not be delivered to the candidate during examination hours.
- v. Candidates shall read the displayed posters and published documents containing the nature of violation in the examinations and the recommended punishments.
- vi. Candidates shall identify their hall of examination from the hall arrangement table displayed in notice board or prominent place and candidates shall identify their seat within the hall from the seating arrangement table displayed outside the hall and also available with the hall superintendent. Each candidate shall be provided with a seat marked with seat number representing his/her register number. No candidate shall be allowed to occupy a seat other than the seat allotted to him/her.
- vii. Candidates shall be under the disciplinary control of the hall superintendent and they shall obey the instructions of the hall superintendent.
- viii. The candidates should occupy their allotted seats in the examination Hall at least ten minutes before the commencement of the examination.
- ix. In normal case Candidates shall not be permitted to enter the hall after the commencement of the examination. However, candidates shall be permitted during the first thirty minutes of

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- the examination after obtaining the written permission from the Chief Superintendent on extraordinary circumstances.
- x. The candidates presenting themselves more than 30 minutes after the commencement of the examination will not be admitted to the examination Hall.
 - xi. The candidates who are suffering from infectious diseases of any kind will not be admitted for the examination.
 - xii. The candidate should bring the hall ticket to the examination Hall on each day of the examination. The candidate should also invariably bring any one of the photo-affixed identity cards such as a college ID card or any other valid ID card to confirm his/her identity.
 - xiii. The candidates should read and follow the instructions given in the hall ticket and answer book carefully.
 - xiv. Candidates shall use only a black ink fountain or ballpoint pen to write the examination. Candidates can use a pencil, only to draw diagrams and charts.
 - xv. The candidates are prohibited from writing upon their hall tickets/ question papers except their register number in the question paper. They are also prohibited from revealing identity in any form in the answer scripts and appealing for favourable consideration or mercy or mentioning statements offering money to evaluators on any part of the answer scripts.
 - xvi. Candidates shall not be permitted to ask any query related to the meaning of the full or part of the questions in the question paper.
 - xvii. No electronic gadgets, including mobile phones, tablets, iPads, electronic watches, programmable calculators, headset, earphones etc. are allowed in the examination hall.
 - xviii. The candidate is prohibited from bringing to the examination hall, any book or portions of the book, printed or manuscript and from communicating with any other candidates or any person outside the examination hall.
 - xix. Candidates shall bring their own permitted materials/objects required for the examination and shall not be allowed to borrow anything from others in the examination hall.
 - xx. Candidates shall not bring calculator cover, eraser cover and sharpener cover, purse, pouch into the examination hall.
 - xxi. Candidates shall not enter the examination hall with writings on their body parts or clothing.
 - xxii. The candidates should bring their own IS codes/Data Book /Tables/Hand Book permitted by CoE Office, which is necessary for any particular examination and should not have any written material or additional sheets or scribbling in them.
 - xxiii. No candidate will be allowed to leave the examination hall within one hour of commencing the examination and no candidate(s) will be allowed to return once he/she leaves the examination hall.
 - xxiv. The candidate should return the question paper to the Hall Superintendents if he/she leaves the hall before the last half an hour of the stipulated period of examination.
 - a. On receiving the answer booklet, the candidate shall verify whether all the pages of the answer book are intact and are free from any damage or misprint
 - b. Candidate shall fill up all the appropriate spaces provided in the first page of the answer booklet and not to write anything in any place of the answer booklet other than in the place provided for writing the answers
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- xxv. No additional answer booklet or sheets shall be supplied to the candidates.
- a. Candidates shall do the rough work, if any, in the answer booklet itself. No additional paper shall be supplied for the rough work.
 - b. On receiving the question paper, candidate shall ensure that he/she has received the correct question paper.
 - c. Candidate shall write his/her register number in the space provided in the question paper.
- xxvi. Candidate shall not write or draw anything other than writing their register number in the question paper.
- xxvii. Candidates shall not detach any sheet from the answer booklet and shall not leave any irrelevant material or sheets inside the answer booklet.
- xxviii. Candidate shall not talk or ask questions of any kind during the examination.
- xxix. No candidate shall pass any part or whole of answer papers or question papers to any other candidate.
- xxx. Candidates shall neither possess or refer to any forbidden materials in any form nor get assistance in any form from any person to answer the questions.
- xxxi. Candidates shall not assist other candidates in any form towards answering questions.
- xxxii. No candidate shall allow another candidate to copy from his/her answer booklet or copy from the answer booklet of another candidate. If found committing such malpractice, the involved candidates shall be liable for disciplinary action. Candidate found guilty of using unfair means of any nature shall be liable for disciplinary action.
- xxxiii. Candidates shall cooperate with the examination personal and obey their instructions in case of suspected malpractice by them.
- xxxiv. The Candidate shall not be allowed to exceed the prescribed time assigned for the examination. Candidates shall write on the front page of the answer script the total number of pages used and strike out with pen the unused pages.
- xxxv. Any candidate found violating any of the rules in the conduct of the examination will be sent out of the hall immediately. Resorting to malpractice will invite punitive measures as per rules specified by CoE Office.
- xxxvi. The candidates should hand over the answer book to the Hall Superintendents on completion of the Examination and should not leave the Hall leaving the answer book in their seats

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

- a. Hall ticket.
- b. ID card issued by the college or any other valid ID card (as stated in 1.6.1.d)
- c. Drawing equipment and accessories for writing.
- d. Non-programmable calculator, if permitted for the particular examination.
- e. other materials like IS codes/Data books/Tables/Hand Book etc. permitted by the college from time to time.

6.6.1 Use of Scribes

The use of scribes is allowed 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 and the Chief CoE/CoE. Candidates who are reported under medical emergency which hinders them from writing the examination, may also be permitted to use a scribe, subject to the recommendation of an approved government medical officer not below the rank of a civil surgeon and the Chief CoE/CoE. To avail the service of scribe, the candidate has to submit an application in the prescribed format mentioned in ANNEXURE-3, along with the declaration of the scribe. Completely filled up applications with necessary supporting documents should reach the office of the CoE before seven working days of commencement of examination. Details pertaining to engagement of scribe are mentioned 3.6.1

6.7. ANSWER SCRIPTS

Office of CoE will make arrangements for the printing and delivery of the required number of blank answer scripts for each examination. Answer sheets will be printed based on examination registration done in the portal and an additional number of spare Answer scripts will also be issued to the exam cell to handle unexpected shortages of answer scripts due to damages etc. Exam Cell shall keep a record of receipt and usage of answer scripts including spare ones. Unused pre-assigned barcodes (due to absence/ineligibility of students etc.) should be retained for 6 months and may be disposed of thereafter. Unused spare barcodes should be kept in the safe custody of the Deputy CoE and may be used in forthcoming examinations wherever necessary as per the direction of Office of CoE.

In case of inability to read barcodes and identify false numbers, Office of CoE shall generate additional false numbers in the portal and assign the same to answer scripts at valuation camps for the mark entry purpose.

6.7.1. General Instructions to CoE / Deputy CoE

- a. All the unused Answer Scripts should be kept under the custody of the Coe.
- b. The CoE shall enter the details of the number of Answer Scripts 'received', 'used', 'defective' and 'balance' in the Stock Register every day once the Examination is over.
- c. The CoE should retain the remaining unused Answer Scripts in his/her custody once the examinations are over. An entry, to this effect, may be made in the Stock Register of the Answer Scripts and the same may be used in the upcoming examinations

6.7.2. Instructions to Candidates on Answer Scripts

- a. The candidate shall make entries on the cover page of the answer scripts.
- b. The candidates must NOT write their Register Numbers anywhere in the answer scripts.
- c. The candidates should not tear out any page or part thereof from the answer- scripts.
- d. The candidates must score out the answer, which they do not want to be valued by the

examiner.

- e. The candidates should neither write their Name nor make any identification marks on any part of the answer-scripts.
- f. The candidates should not write on the reverse side of the front page. Both sides of the subsequent sheets in the answer-scripts can be used for answering.
- g. The candidate should cancel the unused portions/pages of the answer-scripts by putting cross lines.

6.7.3. Printing and Delivery of Barcodes

Office of CoE shall make arrangements for the printing and delivery of the required number of barcodes for each examination to the examination cell. Barcodes will be printed based on examination registration done in the Institution portal and an additional number of spare barcodes will also be issued to handle unexpected shortage of barcodes due to delay in delivery / damages etc. Exam cell should use a record of receipt and usage of barcodes including spare barcodes. Unused pre-assigned barcodes (due to absence / ineligibility of students etc.) should be retained for 6 months and may be disposed thereafter. Unused spare barcodes should be kept in the safe custody of CoE and may be used in forthcoming examinations wherever necessary.

In case of inability to read barcodes and identify false numbers, college shall generate additional false numbers in the portal and assign the same to answer scripts for the mark entry purpose.

6.7.4 Late Examination Registration

Students can request for examination registration after the last date, paying a fine fixed by the college per course. Requests for late registration, beyond the prescribed timelines, will not be entertained.

7.0 EXAMINATION PHASE CONDUCT OF EXAMINATION

7.1. INTRODUCTION

The honesty, integrity, and attentiveness of all examiners managing the system are critical to the proper administration of exams. The purpose of these guidelines is to establish consistent standards of behaviour for all officials involved in administering exams for different NCERC courses. NCERC uses its campus to provide a range of exams.

Deputy Controller Examinations with supporting staff is responsible for the smooth conduct of ~~ESE~~ SEE. They receive answer scripts and bar codes from the Office of CoE. The list of candidates registered for an examination will be provided by Office of CoE at least two working days prior to the examination's commencement. They will set up the seating, assign enough faculty members to serve as the Hall Superintendent, administer the test fairly, gather the response scripts, pack them in accordance with CoE requirements and hand over the answer book bundles to office of CoE. The standard operating procedure for conducting the examination is described in full in this section

7.2. ROLES AND RESPONSIBILITIES

7.2.1. Chief Controller of Examination

The Chief Controller of Examination (Principal) will be responsible for the proper and smooth conduct of examinations. He/she shall take all necessary actions before, during and after the examination, as prescribed by the college, for the smooth conduct of the examination. The examination and scrutiny committee under the Chairmanship of CCoE should ensure that the examinations are conducted with utmost precision and fairness and all the rules and procedures relating to the examinations should be so well demarcated as to leave nothing to chance and assumptions.

7.2.2 Controller of Examination

The primary duties and responsibilities of the Controller of Examination in connection with smooth conduct of end semester examination are summarized as follows:

Responsible for the proper and smooth conduct of examinations at college.

Appointment of the required number of invigilators / hall superintends from among the faculty members of various departments.

Appointment of sufficient number of examination assistants from technical staff, clerical staff and office attendants for assisting the examination management committee in printing, distribution, collection, packing, scanning, valuation and publishing the result.

The general timing of the Examination will be, forenoon session of Examination from 9:30 am and afternoon session Examination from 1:30 pm (on Fridays, the AN session will start at 2:00 pm). The

duration of the Examination will be three hours unless otherwise specified in the curriculum/syllabus of the respective programme/course. Any change in timing due to an unavoidable situation/condition will be notified well before the examination. The schedules for practical Examinations to be conducted in the specified laboratories of the departments should be notified in the department notice board at least three days in advance. Watch/clock shall be provided in each examination room and in the examination Control Room.

Once the examinations are over, the invigilator should count the used and unused answer scripts and tally them. The same should be returned to the examination control room. The invigilator should enter the details of the returned material in a register and sign it. The CoE/ Deputy CoE should ensure that the stock of answer scripts is tallying. The answer scripts from the examination halls shall be received at the control room within 15 minutes after the end of examination in each session. The CoE should maintain a dispatch register containing the dispatch details of answer scripts to scanning section for valuation.

7.3. EXAMINATION CONTROL ROOM

The examination control room is provided with entry restrictions. The examination control room shall have partitioned sections: the printing room and distribution room. Access to the printing room will be exclusively for the members of the examination management committee or any other duly authorized person from the college. Usage of mobile phones is strictly prohibited inside the examination control room.

A CCTV camera with recording facility should be installed in the printing section and shall record all the activities. The Controller of Examination should ensure that the camera is working properly before the start of the downloading and printing of question papers. The CCTV recordings of an examination should be securely kept for a minimum 180 days. A copy of the recorded footage of the examination halls/rooms shall be made available to the CoE after the completion of each examination schedule, if requested.

The distribution section shall also have a CCTV camera. The entry to the distribution section is restricted. Under no circumstances, candidates will be allowed inside the examination control room. The examination control room should have the facility to keep examination material securely, using lock and key arrangement.

7.3.1. IT infrastructure at the Examination Control Room

The examination control room shall have adequate computers, high-speed printers and scanners proportional to the student strength. The computers and printers in the examination control room should be isolated from the college LAN. Under no circumstances, file sharing and screen-sharing software should be enabled on the computers. No unnecessary software should be installed and the

exam committee members should exclusively use the computers kept in the examination control room to download and print question papers. Sharing the printer with other sections is also prohibited.

The examination control room should have a high-speed internet connection and a backup mobile/broadband/cable connection. The examination control room should have uninterrupted power and preferably a power outage contingency plan.

7.4. CONDUCT OF SEMESTER END EXAMINATIONS

7.4.1. Seating Plan

The examination committee members should prepare the seating plan of the allotted Halls well in advance. The seating arrangement for each day of examination shall be different to avoid the allocation of the same seat for different examinations. The display notice indicating Hall allotment for each session shall be displayed 30 minutes before the commencement of Examination at prominent places where candidates can easily find out their allotted Halls; this may include the college web-site. The seating plan should be displayed in the Hall also. One hall (preferably near the examination control room) may be made available for managing the discrepancy in the seating arrangements. When dealing with such incidents, the Controller of Examination should ensure that no disturbance/time-lapse for the candidate should happen. The Controller of Examination should ensure satisfactory seating of candidates writing the examination and resolve any contingency issues that may arise in seating arrangement. He /she shall ensure that all candidates are treated equally without any discrimination. Sufficient space between the seating of two candidates of the same course needs to be ensured in the examination hall to prevent any possible malpractice. A candidate writing a different course may be permitted to seat between two candidates of the same course.

7.4.2. Question Papers

The required number of question papers will be made available by the office of CoE at the examination hall. Deputy controller Examination is responsible for providing the attendance sheet, required number of question papers and answer sheets to each Examination Halls. He should pack the question papers required for each Hall into a cover and seal it properly. The examination committee members The question papers should be distributed to the hall five minutes before the commencement of the examination by the examination committee members themselves.

7.4.3. Attendance Sheet

The Deputy Controller of Examination shall arrange attendance sheets for each day of the examination. The format of the attendance sheet is given in ANNEXURE-4. The absentee statements are to be kept in the office of CoE under safe custody for future reference. After 30 minutes of the commencement of Examination, the Controller of Examination has to consolidate the attendance statements.

7.4.4 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 nature of offense committed by the student. A consolidated detail of punishments according to the nature of malpractice is listed below.

7.4.4.1 Recommended Punishment for Malpractices

Clause	Nature of malpractice	Recommended Punishment
1	<ul style="list-style-type: none"> Bringing or possessing any non-permissible material relevant to the examination inside the hall, including but not limited to bits of paper, hall tickets with scribbled notes, written content on calculators, handkerchiefs, data books/handbooks, instrument boxes, identity cards, rulers, clothing, footwear (chappals, socks), masks, or any part of the body, as well as similar forms of malpractice. Writing on the question paper and passing it to other students in the examination hall. Copying from a neighbour's answer script with mutual consent or by peeping into another's answer script. Deliberately sitting in an incorrect seat with the intention of cheating during the examination. Threatening or requesting a neighbouring student to show their answer script. Assisting neighbouring students in answering questions. Writing the register number, name, college name, or any other identifying marks inside the answer book. Including personal appeals to the examiner within the answer scripts. Refusing to return the question paper when leaving the examination hall during the exam. Using inappropriate or offensive language in the answer scripts. Receiving answers from outside the examination hall. Disobeying invigilators or other officials, or resisting instructions from the examination authorities. 	<p>Debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-</p>

Clause	Nature of malpractice	Recommended Punishment
2	<ul style="list-style-type: none"> • Possessing two hall tickets, with one containing written matter. • Adding unauthorized printed pages or materials to the code or data book. • Copying text verbatim from textbooks into the answer sheets, or answering multiple questions with content obtained from Google searches. • Carrying a large quantity of unauthorized materials (more than five bits or sheets). • Possessing unauthorized materials in the form of reduced photocopies. • Refusing to surrender unauthorized materials to the invigilator upon request. • Copying from any unauthorized material and resisting instructions or warnings from the invigilator. • Intentionally tampering with or overwriting barcodes and alphanumeric codes on answer sheets. • Deliberately altering or replacing register numbers. • Tampering with answer books, including removing pages. • Being in possession of Xerox copies of textbooks, printed materials, Xeroxed notes, or notebooks. • Possessing mobile phones, tablets, pen cameras, smartwatches, Bluetooth or wired headsets, or any other electronic communication or storage devices. • Copying from a neighbor's answer script with mutual consent, or exchanging or handing over answer sheets to a neighbor. • Destroying evidence of malpractice, such as tearing, mutilating answer scripts, refusing to hand over the answer scripts, or fleeing with the answer scripts from the examination hall. 	<p>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/-.</p>
3	<ul style="list-style-type: none"> • Repeating malpractice - second time. One time earlier, any type of malpractice. 	Debar all registered courses in that semester including supplementary and also, imposition of a penalty of Rs. 10,000/-
4	<ul style="list-style-type: none"> • Repeating malpractice – Third time. two time earlier, any type of malpractice 	Debar all registered courses in that semester including supplementary and also, imposition of a penalty of Rs. 20,000/-
5	<ul style="list-style-type: none"> • Disturbing the candidates from outside the examination hall • Stealing answer books • Breaking open the closed examination halls. • Purposefully tampering arrangements for conduct of examinations 	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/-.

Clause	Nature of malpractice	Recommended Punishment
6	<ul style="list-style-type: none"> 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. Smuggling question papers or other examination Impersonation Manhandling or threatening the invigilator/ officer or any authority of the University. College Tampering with the answer books of other candidates materials 	Permanent debarring, with the case referred to the police
	<p>Did not produce proper ID card</p> <p>Threatening/bribing invigilators, evaluators, officials and examiners in person or through the answer books.</p> <p>Disturbing the candidates by entering the examination hall from outside.</p> <p>Disturbing the candidates from outside the examination hall</p> <p>Stealing answer books</p> <p>Breaking open the closed examination halls.</p>	<p>CoE shall check whether impersonation has occurred.</p> <p>Registration for the current examinations shall be canceled.</p> <p>Refer to Police</p> <p>Registration for the current examination shall be canceled.</p> <p>Any such incidents should be reported to the police by the Chief CoE / CoE.</p>
	Purposefully tampering arrangements for conduct of examinations.	Registration or the current examination shall be canceled
	All the above punitive actions are applicable for Practical Examinations also.	
	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.	
	Candidates shall have the option of filing appeals to the Examination Appeals Committee of the College.	

7.4.4.2 Committees for the Inspection of Malpractice Cases**a) Disciplinary Action Committee (DAC)**

The Convener of DAC shall be a department head and shall have three other regular faculty members belonging to different departments as members. DAC shall be constituted by the Principal in the beginning of every Academic year.

b) Grievance Appeal Committee (GAC)

DAC shall be constituted by the Principal in the beginning of every Academic year. The Convener of DAC shall be CoE and shall have three department heads including the Convener of DAC

7.4.4.3 Reporting of Malpractice Cases**a) Malpractices During Examinations**

Malpractices in Examinations shall be viewed seriously and any such alleged incident observed or reported by a faculty member or an invigilator associated with the Examinations or any official deputed by Principal who in turn shall forward to the Disciplinary Action Committee (DAC) of the college.

In case of such alleged malpractice, the student shall be provided with a fresh answer book to continue with the examination. Both the answer scripts and the other materials including electronic gadgets used for malpractice shall be kept under safe custody of the CoE. The hearing report of the student and invigilator, recommendations of DAC with details of punishment imposed, scanned copies of answer scripts and photographs of other materials including electronic gadgets used for malpractice shall be uploaded through the portal within 7 days of the malpractice case reported.

7.4.4.4 Management of Malpractice Case**a) Processing of Malpractice Cases**

Reports of DAC will be placed in the meeting of the Grievance Appeal Committee for scrutiny. GAC will ensure that the recommended punishments, if any, are in accordance with the Examination Manual and will make any suitable alterations accordingly. The recommendations of the GAC on the matter shall be placed before the Examination and Scrutiny committee for a final decision.

a) Withholding the results until a decision is taken

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

b) Provision to appeal

A student shall appeal within 5 days, after the decision of the punishment through the institution portal. GAC will be the appeal committee.

d) Disposal/Return of Evidences

All the evidence related to reported malpractice cases stored in examination cell under the custody of Controller of Examination may be disposed/returned to party concerned (such as electronic gadgets) after 14 days of uploading the decision in the portal. In case, a student submitted an appeal on decision of Committee, materials can be disposed/returned only after 14 days of taking a decision on the appeal and uploading the same in the portal. The Chief CoE shall give an instruction to the Controller of Examination to dispose/return the materials.

7.4.4.5 Mass Copying Cases

Mass copying should be considered separately from individual malpractice cases and the same should be reported to the Controller of Examinations.

Modes of the mass copying are categorized as:

- a) Copying from the printed sheet circulated in the examination hall
- b) Displaying/projecting the copying material on the blackboard/Screen
- c) Use of loudspeakers from outside
- d) Dictating answer by the Invigilators etc.
- e) Any other evidence, which proves mass copying.

If more than three candidates are indulged in any sort of copying, with the same answers, it is considered as a mass copying case. Any incidence of mass copying shall have a punishment of debarring for minimum 2 chances for the course concerned; however, it can be a more severe punishment depending on the gravity of the malpractice modality.

7.4.5 Invigilators

Invigilation is considered as the most important task required to be performed during the conduct of Examination. The invigilation duty should be performed impartially with utmost sincerity. The invigilators are appointed by the Controller of Examination to perform invigilation work during the specified sessions of theory Examinations conducted by the Institution. Invigilators shall be appointed by the Controller of Examination in a manner that their ratio to candidates does not exceed one invigilator to 30 candidates registered at any particular session and part thereof. The invigilator should not be absent or abstain from invigilation duty without prior permission from the Controller of Examination. The teachers/academic staff members of the college appointed by the Chief CoE/Controller of Examination shall perform as invigilators in different Halls/rooms. The Faculty in charge of physical education and technical staff *Trade instructors and above+ may also be engaged as an invigilator if required.

7.4.5.1 Duties and Responsibilities of Invigilator

The sanctity of the Examination depends greatly on the conduct of an Invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the College. The duties and responsibilities of Invigilator can be summarized as follows:

The Invigilator should:

- a. Remain in the Examination Hall during the entire duration of Examination.
- b. Responsible for the maintenance of general discipline in the Examination Hall and inform the Chief CoE/Controller of Examination of any inconvenience/ incidents/ difficulties encountered during the conduct of Examination.
- c. Ensure that any undesired materials brought by the candidates are left outside the Examination Hall at his/her own risk.
- d. Help the candidates to locate their seats and as soon as they are seated, warn the candidates about the possession of mobile phones, smart watch, programmable calculators/digital diary or any electronic devices or equipment of any other kind or scripts/notes in coded form/manuscripts or any other material from which answers could be copied.
- e. Check whether each candidate has a valid college ID card and hall ticket issued by the college and admit only those who possess these items of evidence. Ensure that nothing is scribbled/ written on the hall ticket.
- f. Distribute answer scripts 10 minutes before the scheduled start of the Examination. Distribute the answer scripts only to those candidates who are seated in the examination hall and are not to be placed on the vacant seats.
- g. Announce the candidates to:
 - i. Check the answer scripts and ensure that it contains 32 pages (2 cover pages + 30 writing pages) in good condition.
 - ii. Do not write anything other than specified on the cover page of the Answer Scripts.
 - iii. Do not write name or register number anywhere in the Answer Scripts.
- h. Distribute the Question Papers to the candidates seated in the Examination Hall only when the commencement bell of the Examination is given.
- i. Ensure that the candidate has written the correct alpha numeric code, course code, course name, branch/stream, name of Examination, semester etc., in relevant fields of the first page of the Answer Scripts. Ensure that the candidate has written the Register number and Name in the space provided in the Question Paper and announce that nothing else should be scribbled down on the Question Paper.
- j. Ensure that the IS codes/Data books/Tables/Hand books brought by the candidates do not contain any written material or scribbling or additional sheets in them. If found, report it as malpractice.
- k. Inform the candidates that NO additional Answer Scripts will be provided and the candidates have to write their answers only in the Answer Scripts supplied.
- l. Ensure that Alpha numeric code on all the barcodes (pasted on attendance sheet as well as on Answer book) is the same and should take utmost care while pasting the barcodes.
- m. Ensure that all the fields to be filled on the facing sheet of the answer book (such as question

- paper code, date of exam, alpha numeric code, name of exam, course code, course name etc.) are completely filled up without any mistakes by the student.
- n. Ensure that the course code mentioned on question paper issued to a student is same as that mentioned in hall ticket and the same is written on the facing sheet of the answer book also by the student without any mistake.
 - o. Get the signature of the candidate on the space provided in the attendance sheet.
 - p. Mark the absentees only after the first 30 minutes of commencement of the examination and prepare the attendance and absentees list.
 - q. Ensure that no candidate will be allowed to enter the examination hall 30 minutes after the commencement of the examinations and leave within 60 minutes of the commencement of the examination.
 - r. Hand over attendance sheets, unused answer scripts and unused question papers to the examination control room through the examination assistants of the college after 30 minutes from the start of examination.
 - s. Collect the question paper from those candidates who leave the hall more than half an hour before the ending time of examination.
 - t. Remain alert in the examination hall and attend the candidates' requests for the graph sheets & other relevant materials. Ensure that there will be no communication or exchange of materials like calculator, data book etc., among the candidates in the examination hall and should not allow the candidates to use any unfair means in the examination hall.
 - u. Remain vigilant during the examination and report all cases of malpractice in writing to the Chief CoE/CoE, with supporting documents.
 - v. Announce, five minutes before the close of the examination, "last five minutes". 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.
 - w. Collect and arrange the answer scripts returned by the candidates at the end of the examination in the proper order for each course/subject and programme and tally the same with the attendance of the candidates.
 - x. Hand over the answer scripts to the designated staff in the examination control room and return the relevant materials of the examination session in his/her possession.
 - y. Hand over the answer scripts confiscated due to unfair and malpractice of the candidates separately, without mixing those with the regular answer scripts.

7.4.5.2 Instruction to Invigilators Before Examination

The Invigilators should report for duty at least 30 minutes before the commencement of the examination. The CoE/ DyCoE will allot an invigilator randomly to a hall. A register showing allotments should be kept and the invigilator should sign the register mentioning the hall he/she is allotted. DyCoE will provide seating charts, blank answer scripts and bar codes to the invigilator. The invigilator should ensure that he/she has received the exact number of answer scripts and bar codes for the allotted hall before proceeding to the hall.

7.4.5.3 During the Examination

The invigilator should reach the hall at least 15 minutes before the commencement of the exam and start the distribution of answer scripts to the candidates present. They should ensure that each

candidate has a valid hall ticket or other authorization/identity proof.

The question papers should be supplied to the invigilator in 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 distributed, two minutes before the commencement of the examination. The question papers should be distributed to the candidates personally. Under no circumstances, question paper bundles should be passed to candidates for distribution along a row of seats or candidates be asked to take their question paper individually. After completing the distribution of question papers, the invigilator should check the bar codes affixed on the answer sheets and take the attendance. The invigilators should put their initials in the hall ticket on each day of examination in the prescribed column.

Invigilators are prohibited from using mobile phones during the examination except for emergency contact with the examination control room. They are prohibited from photographing any examination material in the examination hall. Invigilators should not indulge in any other academic or non-academic work during invigilation and they should report malpractices to the Controller of Examination/ DyCoE. The invigilator should not leave the examination hall during the period of examination without the prior permission of the Controller of Examination. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the Controller of Examination and obtain approval before leaving the examination hall.

Candidates are expected to enter the hall at least 15 minutes before the commencement of the examination. A bell/siren will be sounded to mark the entry time. A second bell/siren will be sounded to mark the commencement of the examination. The doors of the hall should be closed after the second bell. A grace period of 30 minutes is allowed for the candidates to compensate for unexpected emergencies. Latecomers/Latecomers who are availing grace period should be allowed to enter the hall only after the distribution of question papers. No one is allowed to enter the examination hall while the invigilator distributes question papers. After the distribution of question papers, the invigilator should open the door and admit the latecomers. A third bell/ siren is again sounded after 15 minutes to indicate the entry time to the halls is over. The invigilator should ensure that no candidate enters the hall after the stipulated time. Candidates without valid hall tickets should not be allowed to enter the hall unless there is written permission from the Controller of Examination/ DyCoE. The invigilator should collect such additional authorizations and submit them to the examination control room at the end of the examination. Chief CoE/Controller of Examination will issue temporary permissions in case of real emergencies and no candidate should be allowed to write more than one examination without a hall ticket unless permitted by the College.

Under no circumstances, candidates will be permitted to enter the hall after the expiry of the 30 minutes grace period. Candidates will be allowed to leave the hall only after one hour from the commencement of the examination and the question paper should be handed over to the invigilator before leaving the hall till the last half an hour of the stipulated period of the examination. A warning bell should be sounded 10 minutes before the end of the examination. A final bell/siren should be sounded to indicate the end of examinations in all halls. The invigilator should not give any clarification to the candidates regarding mistakes in the question paper, insufficient data, mode of answering etc. The invigilators should grant the compensatory time/extra time as sanctioned by the Controller of Examination for all candidates with benchmark disability. Invigilators shall permit support of scribes for students based on the orders issued to them by the Institution.

If the invigilator notices that any candidate is indulging in copying or possessing a manuscript or answer scripts other than that of the candidate/ any written material on calculator/ geometry box/scale etc., he/she shall immediately take in his/ her possession the candidate's answer scripts, question paper, and the materials which was used or intended to use for copying and should immediately report the same to the Controller of Examination/ DyCoE. The Invigilator should give a new answer book to the candidate and permit him/her to continue the examination. Under any circumstances, the invigilator should not allow the candidate to leave the examination hall until the Controller of Examination/ DyCoE comes to the examination hall and takes over charge.

Malpractices should be recorded in the appropriate form along with a statement from the candidate in the presence of the Chief CoE/ Controller of Examination. The Chief CoE/ Controller of Examination should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the Controller of Examination in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter. If in an examination, a candidate voluntarily surrenders books or notes or papers in his possession to the invigilator or any other member of the supervisory staff before the question paper is distributed, no action may be taken against the candidate.

7.4.5.4 After the Examination

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. He/ she shall be responsible for the safe possession of all answer scripts until it is handed over to the staff, who are authorized to receive it 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 unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer scripts.

7.4.6. Affixing of Barcodes in the answer Scripts and Attendance Sheet

The Examination and scrutiny Committee supplies "pre-assigned barcodes" for each candidate, for each examination, in each course. The barcode consists of an alpha numeric code. Example: BR-CS-A7C4, MR-Y68U9P, UR-MBA-EFT3 etc. Candidates and invigilators should take utmost care in examination halls while pasting the barcodes on attendance sheet and answer scripts. The details of barcodes provided and how it is to be affixed on the attendance sheet and answer scripts is described below:

7.4.6.1 Instructions to be followed while affixing Barcodes

- a Ensure that alpha numeric code on all the barcodes (pasted on attendance sheet as well as on answer book) is the same.
- b Each pre-assigned barcode-set provided for a candidate consists of five parts.
- c First part consists of Register number, Name of the candidate, Alpha numeric code and Course code. The second, third, fourth and fifth parts are identical in all respects.
- d The alphanumeric code appearing in the first part will be repeated in the other four parts.
- e First part is to be pasted on the attendance sheet on the column under the title: "Name and Register number of the student".
- f Out of four identical parts, three are to be pasted on three specified spaces on the Answer Scripts of the candidate and one is to be pasted on the attendance sheet (on the column under the title: "Barcode"). Candidates can use spare barcodes in case of damage/non receipt of pre- assigned barcodes. In case of spare barcodes, the first part consists of only alphanumeric code, second, third, fourth and fifth parts are identical and carry the same alphanumeric code as in the first part. As mentioned above, the first part and one among the other four parts is to be pasted on the attendance sheet and the other 3 parts are to be pasted on the answer book.

7.4.7. Examination Session Timings

The general timing of the Examination will be, forenoon session of Examination from 9:30 am and afternoon session Examination from 1:30 pm (on Fridays, the AN session will start at 2:00 pm). The duration of the Examination will be three hours unless otherwise specified in the curriculum/syllabus of the respective programme/course. Any change in timing due to an unavoidable situation/condition will be notified well before the examination. The schedules for practical Examinations to be conducted in the specified laboratories of the departments should be notified in the department notice board at least three days in advance. Watch/clock shall be provided in each examination room and in the examination Control Room.

Once the examinations are over, the invigilator should count the used and unused answer scripts and tally them. The same should be returned to the examination control room. The invigilator should enter the details of the returned material in a register and sign it. The CoE/ Deputy CoE should ensure that the stock of answer scripts is tallying. The answer scripts from the examination halls shall be received at the control room within 15 minutes after the end of examination in each session. The CoE should maintain a dispatch register containing the dispatch details of answer

scripts to scanning section for valuation.

7.5 GUIDELINES FOR CONDUCTING WRITTEN EXAMINATION FOR PERSONS WITH BENCHMARK 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 Medical Officer/Civil. Surgeon of a Government health care institution as per Proforma at ANNEXURE -4

7.5.1. Granting Compensatory Time

All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3hours (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 CoE 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. Additional time should not be less than 5 minutes and should be in the multiple of 5.

7.5.2 Use of Scribes

The CoE 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 into 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 the scribe as per Performa. The Compensatory time should not be less than 20 minutes per hour of examination for candidates who are allowed use of scribe.

7.5.3 Appointment of Scribes

In case of candidates who are eligible to avail the services of scribes, the Chief CoE / CoE to nominate scribes according to the following conditions.

- a. The scribe shall not be an employee of the college, where the Examination is conducted.

- b. The scribe shall not be a relative of the candidate who is appearing for the Examination.
- c. The scribe will not be eligible for any remuneration.
- d. 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/B.Voc holder in any branch of engineering shall not be permitted as a scribe for a B.Tech/M.Tech student).
- e. An application with declaration in the format given in ANNEXURE-4 should be obtained from the scribe.
- f. The duly filled application form signed by the scribe should be forwarded to Chief CoE for approval.

7.6 CONDUCT OF SEMESTER END PRACTICAL EXAMINATIONS

HoD is the authority to assign examiners and to prepare the semester end examination schedule for the laboratory courses. HoD shall prepare the practical examination schedule along with the list of examiners for the Department. This appointment along with the examination schedule will be communicated to the examiners. The department shall publish the detailed schedule of examination. While appointing as examiners, the HoD should ensure that one mapped faculty is assigned the role of internal examiner and the other mapped faculty as external examiner. The examiners assigned shall attend the duty as examiner as per the schedule. Schedule of the examination cannot be changed under any circumstance. Change of examiners is permitted only in most deserving cases. In case any examiner is unable to engage the duty, he/she shall inform the CoE regarding the inconvenience with a substitute. The CoE is authorized to change the examiner ship. The CoE shall inform such changes in examiners to CCoE within one week.

Evaluation is to be conducted under the equal responsibility of both the Internal and External examiners if provided. The marks for the end semester shall be uploaded in the institute portal on the last day of the examination by the examiner. There shall be no scrutiny/rechecking for the semester end practical examinations. All records pertaining to the examinations including question paper, answer books etc. shall be confidentially kept under safe custody of the Examiner for a duration of six months.

8.0 POST-EXAMINATION PHASE

PREPARATION OF SCHEME AND ANSWER KEY

Faculty members appointed as question paper setters should prepare a detailed answer key and Scheme of valuation. Maximum number of question papers that can be scrutinized by a scrutiny member is limited to 2-3 question papers (including shuffling of Questions) per day. All question paper setters & Scrutiny members have to sign a checklist. In addition, a scrutiny member has to submit the following declaration also.

Declaration Regarding the Quality of Question Paper and its Scheme of Valuation

I hereby certify the following.

- 1) I understand that I will be personally responsible for any lapses in the setting of question papers and scheme of valuation.
- 2) I have made sufficient changes in the question paper and scheme of valuation to ensure that the Question paper and scheme of valuation are proper.
- 3) There are no questions which are out of syllabus or out of scope of the syllabus. Question paper conforms to the prescribed format specified in the syllabus.
- 4) Scheme of valuation has been prepared with the following details.
 - i) In case of problem questions, the scheme contains each step of computation and the final answer.
 - ii) In case of descriptive questions, the detailed answers incorporating relevant block diagrams, figures, graphs, tables, etc. have been incorporated in the scheme.
 - iii) If there is more than one approach for answering a question, all the approaches have been included in the scheme of valuation.
 - iv) Step-wise distribution of marks has been included in the scheme for each question.

Name & Signature of the scrutinizer with Date:

1.8) FINALIZATION OF SCHEME FOR VALUATION AND ANSWER KEY

After the conduct of an examination, the Examination and Scrutiny Committee will forward the scheme and Answer key of the question paper used for the examination to the Evaluators. Faculty members shall forward their Feedbacks / suggestions of the said course to the CoE. The CoE will convene a meeting of ESC and discuss all the feedback / suggestions received and will prepare a final scheme of evaluation and / or answer key. The scheme of evaluation and answer key approved by the will be final and all the examiners shall follow the same for the evaluation of answer scripts. The approved scheme and answer key will be uploaded / forwarded to all concerned.

1.9) VALUATION OF ANSWER SCRIPTS

The major activities involved during this phase includes the collection, verification and scanning of

answer scripts, distribution of answer scripts to the examiners through digital mode, valuation of answer scripts by various levels of examiners, providing necessary instructions and monitoring the valuation process, tabulation of the marks. All the activities of this phase will be under the direct control of CoE.

Faculty members who taught the course in a semester shall act as an evaluator/examiner. In case of absence of examiners, Head of the Department shall depute a competent faculty for the evaluation of answer scripts.

1.10) VERIFICATION OF ANSWER SCRIPTS

On receipt of answer book bundles from the scanning section, the supporting staff shall inspect that the packing of the answer book bundles is as per the instructions issued by the office of CoE and the seals are intact. This will be performed under the supervision of the Deputy CoEs. If any tampering of the seals or any other abnormality is noticed, it shall be brought to the notice of the Chief CoE immediately. If any discrepancy is found in the total number of answer scripts received, the same should be intimated to the CoE.

In order to improve the transparency of the valuation process, the CoE should take initiatives to distribute the scheme of evaluation and answer keys prepared by Question Paper setters to the evaluators well in advance.

1.11) VALUATION PROCEDURE FOR END SEMESTER EXAMINATIONS

The Answer sheets will be provided to the examiner through online or offline mode. In both the cases, after valuation of the answer book, marks obtained will be tabulated in the software by the evaluator.

1.11.1)UG EXAMINATIONS

For UG Examinations, 20% of the answer sheets will be valued / checked by another / External faculty who was involved in the setting of Question paper.

1.11.2) PG EXAMINATIONS

For PG Examinations, there shall be double valuation of theory papers for which semester end examinations are conducted by the Institute. The theory answer script shall be valued independently by the two examiners appointed by the Institute. If the difference between the marks awarded by the two Examiners is not more than 15% of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations. If the difference between the marks awarded by the two Examiners is more than 15% of the maximum marks, the Script shall be evaluated by a third Examiner. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between

the other two, then the highest two marks shall be taken for averaging. As double valuation is followed, there is no provision for rechecking or revaluation of the semester answer scripts of PG courses.

1.12) RESULT PASSING BOARD

To align the awarded marks/grades well with the expected standards of all the courses in the programme of study to ensure greater consistency in the process of evaluation. To ensure this Result Passing Board is constituted. Principal is the chairman of the passing board. CoE is the convener. All Head of Departments are members of the result passing board.

After valuation of the answer sheets, the marks will be tabulated by the evaluator in the software.

The internal marks and attendance shortage are to be uploaded in the institute website by the faculty as per the academic calendar published. For students who are eligible for grace marks under arts/sports category, it will be uploaded by the faculty. The internal mark, grace mark under arts/sports category uploaded by the concerned faculty and the Semester End Examination mark uploaded by the examiners will be added to arrive at the total marks secured by a candidate for each course. After completion of tabulation by the individual evaluators, consolidated list will be prepared and made available to CoE. This consolidated list will be placed before the Passing Board for finalising the moderation.

1.13) NORMS FOR AWARDING MODERATIONS

Moderation is a process/procedure adopted to ensure that the outcome of an evaluation is reasonable, legitimate and consistent. Moderation of marks is in no way, a legitimate right of students.

- a. Moderation of marks shall be awarded to students, based on the recommendations of the respective Pass Boards.
- b. 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 Result Passing Board. Details such as additional number of students who would secure pass on awarding moderation ranging from 0 to a fixed % 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.
- c. Based on the feedback from, the HOD may forward complaints, if any, related with question papers to the Chief CoE. Faculty members also can submit complaints, if any, related with question papers to the CoE, with specific remarks. The CoE shall present all such complaints to the Passing Board. The Passing Board is authorized to decide upon any considerations to be given based on the complaints.
- d. Moderation shall be awarded to enable a student just to secure a pass in theory courses/subjects registered by him. The total marks recommended by the Pass Board shall be distributed among all the theory courses registered by the student, for enabling the student to pass all the registered theory courses. In case a student got F E grade for any

course in a semester, he will not be eligible for moderation in the particular semester. There will be no moderation of marks for B. Tech Hons. and B. Tech. Minor.

- e. In case the student does not pass all the registered theory courses, after distributing the total moderation among the registered theory courses, no moderation shall be given to any course. It means, moderation of marks can be given only if the student clears all his failed registered theory courses in the semester, through the award of total moderation.
- f. For students who are eligible for grace marks under arts/sports category, moderation of marks will be applied after awarding the grace marks.
- g. If a student has applied for rechecking or review and his/her marks get modified by rechecking/review, the process of awarding moderation will be applied afresh to the student, for the particular semester.
- h. Limits of moderation of marks will be as follows:
 - i. Moderation can be awarded to students, subject to a maximum of 5 % of the total maximum marks of the Semester End University Examinations of all the theory courses registered by the student in the particular semester.
 - ii. In case of students who have not registered for all the theory courses in a semester, maximum moderation of marks will be proportional to the number of courses registered. Eg. Assume that the Passing Board decides to award a maximum moderation of 24 marks in a semester which has 6 theory courses. If a student has registered for only 2 courses in the particular semester, the maximum moderation he/she can get is only $24 \times 2/6 = 8$ marks.
 - iii. For a course, the maximum moderation that can be awarded shall be limited to 10% of the maximum marks of Semester End Examination of the course.
 - iv. If a student fails in a single theory course in the semester and passes all the other courses including practical courses of the semester, the limit of moderation can be enhanced to 15% of the total marks of the Semester End Examination of the course concerned. This clause is applicable only if the student has registered for all the theory courses; the clause is not applicable to supplementary examinations.
- i. All details pertaining to moderation shall be treated as strictly confidential.
- j. The Chief CoE shall have the right to approve the recommendations of the Pass Board. In case of any disagreement, the Chief CoE shall refer the matter to BoG for a review or advice.
- k. The results will be published on the college website. The students can login to the institute web portal and download his/her grade card.

1.14) PUBLISHING OF RESULTS

The internal marks and attendance shortage are to be uploaded in the institute website by the faculty as per the academic calendar published. The internal mark, grace marks under arts/sports category, if any, uploaded by the concerned faculty and the Semester End Examination mark uploaded by the examiners will be added to arrive at the total marks secured by a candidate for each course. Based on the decision taken by the passing board on moderation, final mark sheet will be prepared after applying moderation.

The results will be published on the college website. The students can login to the institute web portal and download his/her grade card.

The grades and grade points of a course will be allotted based on this total marks as per the regulation for the programme.

1.15) ANSWER SCRIPT COPY REQUEST/ SCRUTINY

After publication of the results, candidates can apply for Answer Script copy and rechecking, by registering on the portal by paying the prescribed fee. Candidates can submit their requests through Student login and can make payment through payment gateway in online mode.

1.16) SCRUTINY OF ANSWER SCRIPTS

Students who obtained a copy of their answer book through the portal 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 their Faculty Advisor. After scrutiny, complaints having following nature will only be considered for necessary action:

- (i) If certain answers are not valued by the examiner(s)
- (ii) If there is an adding mistake in tabulation sheet
- (iii) Mistake in mark entry in portal (a higher mark written on answer book, but a lower mark is entered in portal)

Complaints on these matters recommended by faculty advisors of the student. In all the three cases mentioned above, the CoE/ Dy CoE will contact the examiner who made a mistake in valuation and will direct the examiner for an error free evaluation and to send a revised mark / tabulation sheet. If there is a revision in mark, the CoE/ Dy CoE will make necessary corrections in the mark awarded to students and the result will be republished.

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 rechecking.

1.17) RECHECKING OF ANSWER SCRIPTS *For UG Examination only+

Rechecking is applicable only for theory courses and not for other Examinations such as Practical/Seminar/Thesis/Dissertation etc. A candidate, who is not satisfied with the marks obtained, may apply for rechecking of answer-script of the specific course, subject to the following conditions:

- a) The application for rechecking shall be submitted through the students' portal in the prescribed form.
- b) The application shall be submitted within the time prescribed in the notification publishing the result of the subject (Annexure 8).

c) The application fee will be refunded in full if the marks obtained after rechecking is more than 25% of the maximum Semester End marks for the subject and the fee forfeited in case the marks obtained after rechecking is equal to or less than 25% of the maximum end semester marks.

8.10.1 Rechecking Process

- 1) On receipt of the application along with prescribed fee, student will be provided with access for viewing the answer script along with the approved answer key for all the questions. Student can select the questions needs to be rechecked. The entire process will be done online.
- 2) Rechecking shall be done by another mapped faculty in the subject. This mapped faculty allotted for rechecking shall be known as 'Revaluer'. Revaluer will checks questions selected by the student. In case the answer-script has to be again valued for reasons contained in the Regulations, Revaluer value the answer script.

Manner of arriving at final marks after rechecking is as follows: -

- i) Where the mark obtained in the 1st valuation is higher than the marks arrived at in the revaluation or lower than only 10 or less % of the maximum marks, the marks obtained in the 1st valuation would be the final marks after rechecking.
 - ii) Where the marks awarded by the revaluer after rechecking is higher by 15% or less of the maximum end semester marks, the average of the marks obtained in the 1st valuation and rechecking shall be the final marks after rechecking
 - iii) Where the marks arrived at after rechecking is higher than 15% than the marks obtained in the 1st valuation, then that higher mark would be the final marks after rechecking.
- 3) Refund of fee remitted for rechecking and revaluation will be allowed to the student where there is variation of marks above 25% among first valuation and subsequent rechecking. CoE shall examine such cases and conduct proper enquiry to see whether any of the examiners are inadvertently responsible for negligent valuation of answer-scripts, then recommend for suitable action to the Chief CoE including fine from the faculty who indulged in negligent valuation.

8.11 SUPPLEMENTARY EXAMINATION

An additional chance in the form of supplementary exam conducted in the following circumstances:

- i) A student meets the relevant guidelines for awarding a supplementary exam.
- ii) Student who has applied for special consideration due to unexpected circumstances impacting their performance during the first exam.

Supplementary exams are scheduled after the formal exam period, and may not be available for all subjects, or for all examination types

8.11.1 Candidates Registration

- i. Registration of all courses of a semester shall be completed within one week from the publication of the examination results.
- ii. Students shall register for the supplementary examination by paying the prescribed fee.
- iii. Office of the CoE shall verify the registration details for eligibility and fee payment.
- iv. List of eligible candidates for each supplementary examination shall be prepared by the

Office of the CoE.

- v. The list shall consist of the candidate's name, register number and course code.

8.11.2 Conduct of Supplementary examination

A study leave of at least one week will be provided for supplementary examinations from the date of registration for supplementary examination.

- a. Office of CoE shall generate the hall tickets of the students who have registered and found eligible, and who satisfy the attendance requirements and other disciplinary norms of the Institution.
- b. The hall ticket will contain information regarding the name of the candidate, register number, photograph, signature of the candidate, address and contact numbers, programme of study, Name of examination, department and the course code and course name in which he/she is registered for the current examination.
- c. Candidates shall appear only for the examinations of the courses printed in the Hall Ticket.

8.11.3 Finalisation and Declaration of Results

- (i) Results shall be finalized after incorporating the decisions made in the Result Passing Board.
- (ii) Month of examination marked in the grade card of the supplementary chance conducted immediately after the regular examination will be same as that of the regular chance.
- (iii) The results shall be published in the student portal college website

8.12 PROCEDURE FOR OBTAINING VARIOUS CERTIFICATES

Various Certificates will be obtained from the University as per the norms prescribed in the University Examination Manual.

ANNEXURE-1

NEHRU COLLEGE OF ENGINEERING AND RESEARCH
CENTRE

SELF-DECLARATION FORM FOR CHAIRPERSON/QUESTION PAPER
SETTER/MEMBER OF SCRUTINY BOARD/MEMBER OF PASS
BOARD/ADDITIONAL/CHIEF CoE EXAMINER

DECLARATION

I hereby declare that,

1. None of my near relatives, such as son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, grand daughter-in-law, sister-in-law, brother-in-law, nephew, niece, brother, sister, uncle, aunt, wife, husband, is appearing for the **{Name of the Examination}** to which I have been appointed as the Chairperson/Question Paper Setter/ Member of Scrutiny Board/ Member of Pass Board/Additional Examiner/ Chief CoE Examiner.
2. I will keep the appointment confidential and perform the responsibilities with utmost honesty and will not be influenced by any person or circumstances.
3. I have not undertaken private tuition in the subject for any candidate who is appearing for the examination in the subject concerned during the academic year immediately preceding the examination for which I accept the appointment.
4. **I will keep confidential any classified information about any aspect of the question papers and will not divulge such information to any person at any time.**

Name :

Designation :

Signature:

Date:

Annexure 2

Details of Course Outcomes and program outcomes

Level	Descriptor	Level of attainment	Skill Demonstrated	Question Cues/Verbs for tests
1	Remembering	Recalling from the memory of the previously learned material	Ability to recall information like facts, definitions, jargon, categories, etc.	List, define, tell, describe, recite, recall, identify,
			Ability to recall procedures, principles, theories etc.	show, label, tabulate, quote,
			Knowledge of dates, events, places	name, who, when, where
			Mastery of subject matter	
<div>5. Write truth table and symbol of AND, OR, NOT, XNOR gates</div> <div>6. What are the valid places for the keyword “break” to appear?</div>				

Level	Descriptor	Level of attainment	Skill Demonstrated	Question Cues/Verbs for tests
2	Understanding	Explaining ideas or concepts	Understanding information	describe,
			Translate knowledge into new context	explain, restate,
			Interpret facts, compare, contrast	associate, contrast, summarize,
			Predict consequences	differentiate interpret, discuss

Sample Questions:

1. Explain the importance of sustainability in engineering design
2. Describe the characteristics of SCR and transistor equivalent for a SCR
3. Explain the terms: Particle, Rigid body and Deformable body giving two examples for each.
4. Discuss the effect of the Make in India initiative on the Indian manufacturing Industry.
5. Summarize the importance of ethical code of conduct for engineering professionals
6. What is the meaning of base address of the array?
10. Differentiate between entry and exit controlled loops.
11. How is an array different from a linked list?

Level	Descriptor	Level of attainment	Skill Demonstrated	Question Cues/Verbs for tests
3	Applying	Using the information in another familiar situation	Use methods, concepts, laws, theories in new situations	calculate, predict, apply, solve, illustrate,
			Solve problems using required skills or knowledge	demonstrate, determine, model,
			Demonstrating correct usage of a method or procedure	experiment, show, examine, modify

Sample Questions:

1. Model and realize the following behaviors using diodes with minimum number of digital inputs.
 - (i) Turning on a burglar alarm only during night time when the locker door is opened.
 - (ii) Providing access to an account if either date of birth or registered mobile number or both are correct.
 - (iii) Updating the parking slot empty light in the basement of a shopping mall.
2. One of the resource persons needs to address a huge crowd (nearly 400 members) in the auditorium. A system is to be designed in such a way that everybody attending the session should be able to hear properly and clearly without any disturbance. Identify the suitable circuit to boost the voice signal and explain its functionality in brief.

3. A ladder 5.0 m long rests on a horizontal ground & leans against a smooth vertical wall at an angle 200 with the vertical. The weight of the ladder is 900 N and acts at its middle. The ladder is at the point of sliding, when a man weighing 750 N stands on a rung 1.5 m from the bottom of the ladder. Calculate the coefficient of friction between the ladder & the floor.
4. A single array A*1. MAXSIZE+ is used to implement two stacks. The two stacks grow from opposite ends of the array. Variables top1 and top2 (top1 < top2) point to the location of the topmost element in each of the stacks. What is the condition for “stack full”, if the space is to be used efficiently.
6. Consider the following table of arrival time and burst time for three processes P0, P1 and P2. Process Arrival time Burst Time

P0	0 ms	9 ms
P1	1 ms	4 ms
P2	2 ms	9 ms

The preemptive shortest job first scheduling algorithm is used. Scheduling is carried out only at arrival or completion of processes. What is the average waiting time for the three processes?

7. A CPU generates 32-bit virtual addresses. The page size is 4 KB. The processor has a translation look-aside buffer (TLB) which can hold a total of 128-page table entries and is 4-way set associative. What is the minimum size of the TLB tag?

Level	Descriptor	Level of attainment	Skill Demonstrated	Question Cues/Verbs for tests
4	Analyzing	Breaking information into the part to explore understandings and relationships	break down a complex problem into parts Identify the relationships and interaction between the different parts of a complex problem	classify, outline, break down, categorize, analyze, diagram, illustrate, infer, select
			identify the missing information and the contradictory information, if any	

Sample Questions:

1. A class of 10 students consists of 5 males and 5 females. We intend to train a

model based on their past scores to predict the future score. The average score of females is 60 whereas that of male is 80. The Overall average theclassis70. Give two ways of predicting the score and analyze them for fitting model.

2. Suppose that we want to select between two prediction models, M1 and M2. We have performed 10 rounds of 10-fold cross-validation on each model, whereas the same data partitioning in round one is used for both M1 and M2. The error rates obtained for M1 are 30.5, 32.2, 20.7, 20.6, 31.0, 41.0, 27.7, 26.0, 21.5, 26.0. The error rates for M2 are 22.4, 14.5, 22.4, 19.6, 20.7, 20.4, 22.1, 19.4, 16.2, 35.0. Comment on whether one model is significantly better than the other considering a significance level of 1%.
3. Return statement can only be used to return a single value. Can multiple values be returned from a function? Justify your answer.
4. Bob wrote a program using functions to find the sum of two numbers whereas Alex wrote the statements to find the sum of two numbers in the main () function only. Which of the two methods is efficient in execution and why?
5. Davies working on a Campus Management Software but is unable to identify the maximum number of students per course. He decided to implement the same using arrays but discovered that there's memory wastage due to over-provisioning. Which method of memory storage should be used by Dave and how it can be implemented using C?
6. Albert is working on a 32-bit machine whereas Julie is working on a 64-bit machine. Both wrote the same code to find factorial of a number but Albert is unable to find factorial of a number till 9 whereas Julie is able to find the factorial of higher number. Identify the possible reason why Albert is unable to find the factorial. Suggest some changes to the code so that Albert can handle bigger inputs.
7. While writing a C code, the problem faced by the programmers is to find if the parenthesis are balanced or not. Write an algorithm to check if the parenthesis in C code is balanced. Initially your code should work for balanced ,and- braces.
8. Swapping of the data in a linked list can be performed by swapping the

contents in the linked list. Can the contents of a linked list be swapped without actually swapping the data?

Both higher order cognitive skills ‘Evaluate’ and ‘Create’ are difficult to assess in time-limited examinations. These need to be assessed in a variety of student works like projects,

Level	Descriptor	Level of attainment	Skill Demonstrated	Question Cues/Verbs for tests
5	Evaluating	Justifying a decision or course of action	Compare and discriminate between ideas	assess, decide, grade, test, defend, recommend, convince, judge, support, conclude, argue, justify, evaluate
			Assess value of theories, presentations	
			Make choices based on reasoned argument	
			verify value of evidence	
			use of definite criteria for judgments	
6	Creating	Generating new ideas, products or new ways of viewing things	use old ideas to create new ones	design, formulate, build, invent, create, compose, generate, derive, modify, develop, integrate
			Combine parts to make (new)whole	
			generalize from given facts	
			relate knowledge from several areas predict, draw conclusions	

Both higher order cognitive skills 'Evaluate' and 'Create' are difficult to assess in time- limited examinations. These need to be assessed in a variety of student works like projects, open ended problem-solving exercises etc. Typical examples of problem statements or need statements which need higher order abilities to solve are given below

Sample Problem/Need Statements:

1. An electric vehicle uses LIO N batteries. The batteries have to be charged and get discharged during use. The batteries require continuous monitoring during charging and discharging so that they remain healthy and yield along life. Design a system to monitor and manage the health of batteries.
2. A Biotech industry needs automation for filling its product into 20 ltr bottles. Design a system to meter the flow into the bottles so that each bottle has 20ltr of the liquid. There will be more than one filling station and the system has to monitor all the filling stations as well as keep count of the total production on a daily basis.
3. Microwave Doppler radar with a range of 9m is available for motion detection. Design a surround view monitoring system for a 3-wheeler to detect human obstacles while the vehicle is in motion.
4. Design a system to assist the driver by using cameras to detect lane markers and pedestrians while the vehicle is in motion.
5. Develop a small size USB 2.0 / 3.0 CMOS camera system which can be used for industrial inspection, medical applications, microscopy, etc. The system should be able to capture the image quickly and be able to process the captured image and then store it also.

While using Bloom's taxonomy in the assessment of student learning, following points may be noted:

Normally, the first three learning levels; remembering, understanding and applying and to some extent the fourth level analyzing are assessed in the continuous internal evaluation and end semester examinations, where students are given a limited amount of time. The analysis, evaluation and creation can be assessed in extended course works or in a variety of student works like course projects, mini/major projects, internships etc.

Question paper must consist of various difficulty levels to accommodate the different capabilities of students. Bloom's taxonomy framework helps the faculty to set question papers that are well balanced, testing the different cognitive skills without a tilt towards a tough or easy paper perception. Since the nature of every course is different, the weightage for different cognitive levels in the question papers can also vary from course to course.

The question paper for series/internal test and end semester examination shall be prepared in the following format as per the assessment plan mentioned in the respective course syllabus:

Question No.			BL	CO
1			L2	CO1
2		10	L3	CO3
3	Derive an expression for transient current in an RL circuit with a voltage V.	8	L2	CO1

ANNEXURE-3

NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

APPLICATION FOR PROVISIONAL HALL TICKET

1. Name of candidate [in capital letters] :
2. Register number :
3. Name of Examination :
4. Semester :
5. Course Code :
6. Course [Subject] Name :
7. Branch/Stream :
8. Date of Examination :
9. Specimen signature of the Candidate :

DECLARATION

I hereby declare that the information furnished above is true and correct to my knowledge. I am aware that the permission granted is provisional and I will not use this Hall Ticket for writing any other examinations.

Place:

Signature of Candidate:

Date:

Countersigned by the Chief CoE/
Controller of Examination/HoD:

PROVISIONAL HALL TICKET																	
NAME OF CANDIDATE																	
REGISTER NUMBER												SEMESTER					
NAME OF EXAMINATION																	
COURSE CODE																	
COURSE /SUBJECT NAME																	
BRANCH/STREAM																	
DATE OF EXAMINATION																	
SPECIMEN SIGNATURE											STUDENT						
											DEPUTY CHIEF SUPERINTENDENT						

Affix centre seal here

Annexure 4

NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

APPLICATION FORM TO AVAIL THE SERVICE OF SCRIBE

1. Name of the candidate [in capital letters]:

2. Register Number :

3. Programme :

4. Semester :

5. Branch :

6. Course[s]/Subject[s] for which
the service : of scribe is needed

- (i)
- (ii)
- (iv)
- (v)
- (vi)
- (vii)

*Affix recent
passport
size/stamp size
photo here*

DECLARATION

I hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Candidate:

Countersigned by the Chief/Controller of Examination:

Annexure 4a

DECLARATION FORM FOR SCRIBES

1. Name and Address of the scribe [in capital letters] :

*Affix recent
passport
size/stamp size
photo here*

2. Date of Birth :

3. Details of educational qualifications/ examinations appeared:

4. Name and Register No. of the student
for whom the scribe is appearing :

5. Specimen signature of the scribe :

DECLARATION

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in the Appointment of Scribes under section 7.52 of the Examination Manual.

Place:

Date:

Signature of Scribe:

Countersigned by the Chief/Controller of Examination

Annexure 5

NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

ATTENDANCE SHEET				
Name of the Examination :				Hall No:
Semester		Programme		
Day :		Date	Session	FN/ A N
Name of the Course/Subject				
Sl No	Student Name	Register No	Barcode	Signature
1				
2				
3				
4				
5				
6				
7				
<p align="center">Declaration</p> <p>I do hereby certify that I have examined the answer scripts of all the students in this exam hall and found all the entries in the facing page are correct. Also the barcodes pasted on this attendance sheet against a student and on his/her answer book are the same and are corresponding to the concerned student.</p>				
Total No. of students		Name & Signature of Invigilator 1:		
No. of Students present		Name & Signature of Invigilator2:		

Annexure 6

NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

INVIGILATION SQUAD MALPRACTICE CASE DIARY

Name of the Examination:

Date of the Examination:

No	Name and Register Number of Candidates	Programme	Course code	Time of reporting	Details of malpractice

Signature, Name and Designation of DES members:

Signature of Chief/Controller of Examination:

Annexure 7

NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE**Minutes of the preparatory meeting prior to the commencement of valuation**

Date and Time of Meeting

Mode: ~~Online~~/Offline :**1. Details of Examination:**

Programme	Semester	Branch	Month/Year	Name of the Course/Subject

2. Details of Chairperson:

Name	Designation	Mobile No.	Email	Institution

3. Details of Chief Examiner(s):

Name	Designation	Mobile No.	Email	Institution

4. Details of Additional Examiner(s):

Name	Designation	Mobile No.	Email	Institution

1. Course code and Name of Course:

2. Number of answer scripts allotted for the subject/course:

3. a) Whether the Scheme of Valuation was obtained ?

b) If Yes, state whether the scheme of valuation has:

- ☐ Answers to all problems with steps of computation?
- ☐ Answers to all descriptive questions with key points?
- ☐ Relevant equations, block diagrams and figures for all the questions?
- ☐ Detailed Mark distribution of all questions?
- ☐ State whether the Scheme of Valuation is Satisfactory/Good/Excellent

4. If answer to any question in 3b) is 'No':

Have you taken measures to correct the Scheme of Valuation with sufficient details?

5. Are there any questions which are to be treated as '**out of syllabus**'

or '**out of scope**' ? If so, please specify details of such question(s):

6. If answer to question 5 is 'Yes',

Whether details of **out of syllabus** or **out of scope** questions are specified in the scheme of valuation?

- a) Whether suitable consideration was given in the scheme of valuation, to questions, which are **out of syllabus** or **out of scope**? Please specify the details.

7. Date of Commencement of valuation:

8. Stipulated date of completion of valuation:

9. Name and details of examiner(s) absent in the meeting

10.

Name	Designation	Mobile No.	Email	Institution

Certified that the original/modified (please tick) Scheme of Valuation has sufficient details to carry out proper valuation. Further, the Scheme of Valuation has answers to all problems with steps of computation, answers to all questions with key points, relevant equations, block diagrams and figures, and detailed Mark distribution of all questions. The Scheme of Valuation was discussed in detail in the preparatory meeting and is satisfied to proceed with the valuation.

Name and dated Signature of Chief Examiner(s):

Name and dated Signature of all Additional Examiners:

Name and dated Signature of Chairperson / CoE:

Annexure 8

**NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE
APPLICATION FORM FOR REVIEW (UG)**

Name of Student :
Register Number :
Programme :
Mobile No :
Name of Exam (as in portal) :
Course code: Course Name:
Name of Institute: Branch :
Email ID :
Date of publication of Revaluation result:
Alpha numeric code of the Answer book :

Account details of student

Account No. Name of bank :
IFSC :
Branch :

Declaration

I am aware that in case of no grade change after the review, I will not be eligible for refund of the fee paid and also that there will not be an option for a valuation / re-evaluation after review.

Date: Signature and Name of Student: