

EXAMINATION MANUAL



ST THOMAS COLLEGE PALAI AUTNOMOUS

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PREFACE ON EXAMINATION MANUAL

Paragraph 106(3) of the Mahatma Gandhi University Kottayam (Amendment Act) of 2013 states that, "The Academic Council of an Autonomous College shall frame a Manual of Examinations for the conduct of examinations within three months from the grant of autonomy or six months before the first set of examinations, whichever occurs earlier." The Act further stipulates that, "in framing the Manual of Examinations, an Autonomous College must ensure that the safeguards outlined in the University's Examination Manual are, to the extent possible, incorporated in the Manual of Examinations for the conduct of examinations in the Autonomous College."

In accordance with these regulations, this manual has been prepared based on the Mahatma Gandhi University's Manual of Examinations, incorporating all necessary provisions for the planning, conduct, evaluation, and result declaration of internal and external evaluations for Undergraduate and Postgraduate programmes within the autonomous stream, effective from the 2024-2025 admissions. Ph.D. programmes remain under the direct control of Mahatma Gandhi University Kottayam.

The basic provisions related to attendance, the ratio of internal-external examination components, examination duration, grading systems, examination fees, and penalties for examination malpractices are being followed in accordance with the existing rules and regulations of Mahatma Gandhi University Kottayam.

Changes have been made in matters concerning the selection of question paper setters, scrutiny, and the formation of various committees and boards. However, great care has been taken to maintain the independence of framing questions, valuation, and monitoring processes, ensuring the integrity of the examination procedures.

For matters not addressed in this manual, the provisions outlined in the Examination Manual of Mahatma Gandhi University Kottayam shall remain valid.

For Academic Council, Name of Members

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CHAPTER 1**THE ADMINISTRATIVE STRUCTURE OF THE EXAMINATION SECTION****1.1. POWERS OF THE STATUTORY BODIES RELATING TO EXAMINATION****1.1.1. The Governing Body**

The Governing Body (GB), appointed by the Managing Council, serves as the college's executive body. The GB has the authority to establish academic guidelines, issue instructions for the efficient administration of examinations, and ensure the credibility of the examination process.

The powers of the GB include: -

- a) Conduct examinations for each programme and publish results.
- b) Recommend and forward the examination results to Mahatma Gandhi University Kottayam for the award of degrees, diplomas, or any applicable titles.
- c) Approve the issuance of student marklists.
- d) Determine, with the concurrence of the Government of Kerala, the fees and other charges to be paid by the college students.

1.1.2. The Academic Council

The Academic Council (AC) shall have the following powers, responsibilities and functions in connection

with the conduct of examinations.

- a) Making or amending regulations for the conduct of examinations.
- b) Prescribing the scheme of examinations.
- c) Prescribing qualifications and criteria for student admission to the examinations and the conditions under which exemptions may be granted.

- d) Prescribing criteria for evaluating student performance and classifying them based on their examination results.
- e. Making arrangements for examinations and deciding remuneration, if applicable, for individuals involved in the examination process.

1.1.3. The Board of Studies

The Board of Studies for each discipline has the authority to recommend a panel of names to the Controller of Examiner (CE) for appointing question paper setters and examiners.

1.2.THE EXAMINATION SECTION

In accordance with the UGC guidelines for autonomous colleges and subject to the provisions of the Mahatma Gandhi University Kottayam (Amendment) Act 2013, St Thomas College Palai Autonomous has established an Examination Section led by a Controller of Examiner (CE). The CE will be a permanent faculty member appointed by the College Principal based on their potential. The CE will be supported by two Deputy Controllers of Examinations appointed by the Principal for an initial period of one year, extendable by the Principal. These individuals will continue with their regular teaching duties as per the college schedule.

The Examination Section will include a team of five office personnel, comprising examination assistant, data entry operators and office attendant, The Examination Section will also house a printing unit for the preparation of question papers, marklists, and other confidential materials. The Principal will have the authority to assign additional personnel when necessary.

1.2.1. Controller of Examinations

All examinations in the college shall be conducted under the supervision of the Controller of Examinations. It shall be their duty to arrange the preparation, scheduling, and conduct of examinations in the college, as well as to oversee other incidental matters. The Controller of Examinations, in the execution of their office, shall periodically report to the Principal on the performance of their duties. The responsibilities of the Controller of Examinations include:

1. The conduct of all end-semester examinations. It shall be their duty to arrange the preparation, scheduling, marking, and reporting of all examinations, as well as the payment of remuneration to question paper setters and examiners, and handling all other incidental matters connected with examinations.
2. Direct superintending control over the examination wing, including examination sections, examination confidential wing, examination stores, examination computer section, and records.
3. Making decisions on all matters related to examinations not falling within the powers of statutory officers of the college.
4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates, etc., by the officers under whom such documents are kept.
5. CE shall convene meetings and issue notices to the board of examinations and committees and conduct official communications thereof.
6. Keeping the minutes of the Board of Examiners and all committees appointed by the said boards.
7. Ensuring that secrecy and confidentiality are maintained in connection with examinations.

8. Handling the payment of remuneration and travelling allowances to question paper setters and examiners, as per the decision of the Governing Body.
9. Making quick decisions as circumstances warrant, with or without taking advice from subordinate officers.
10. Exercising control over the space allotted for the examination wing, including that for centralized valuation. Furthermore, they should ensure that the rooms, buildings, laboratories, stores, etc., are properly maintained.

1.2.2. Deputy Controllers of Examinations

The Deputy Controller of Examinations shall perform duties assigned by the Principal/Controller of Examinations, which include assisting in various activities such as:

Deputy Controller 1

1. Prepare list of courses for which examinations are to be conducted in a semester and maintain the syllabus of the courses
2. Preparation of examination schedule and examination calendar
3. Selection of Question paper setters, scrutinisers and examiners from the panel approved by the BOS.
4. Communication and appointment orders to the question paper setters (syllabus, model question paper, books etc.,)
5. Taking follow up measures to obtain the question papers in time
6. Arranging payment to question paper setters
7. Typing, editing, and formatting the question papers
8. Scrutiny of QPs (including getting feedback from scrutinisers about the question paper and question paper setter)
9. Printing, packing and distribution of question papers
10. Supply of answer booklets to the Chief Superintendent of Examinations (CSE)

11. Printing of Hall Tickets and supplying them to the General Superintendent in the college office (to be distributed to the students through HODs after clearance of dues if any)

Deputy Controller 2

1. Receiving of answer script bundles from the CSE
2. Making arrangements for domestic valuation
3. Making arrangements for external valuation
4. Entry of marks
5. Tabulation
6. Preparation of marklist
7. Declaration of result
8. Revaluation
9. Inspection
10. Expert Valuation
11. Dealing with Examination malpractices
12. Issues related to Grace Marks
13. Concessions to physically and mentally challenged candidates
14. Other such duties assigned by the CE

1.2.3. Examination Personnel

It shall be the duty of the personnel in the examination wing to carry out all the work assigned to them by the CE/ DyCE. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for:

1. Assistance for preparation and printing of answer booklets for various examinations.
2. Assistance for the preparation of all concerned forms related to board of question paper setting, board of scrutiny, board of examiners, valuation, marklist, tabulation register, registers in the section etc in consultation with deputy controller of examination.
3. Receive papers submitted for typing and enter it in register kept for the purpose.
4. Examination related typing work will be done by the data entry operators in the Examination wing.
5. Ensure timely completion of the typing work, compare with the draft and if required make appropriate corrections and put-up file properly in consultation with the DyCE.
6. Make ready all forms related to examinations (Applications, Hall tickets, Chelan etc.)
7. Processing of application for registration to examinations. Prepare nominal roll and dispatch hall tickets.
8. Make question papers ready for examinations.
9. Distribution of answer scripts for valuation
10. Collection of answer scripts after valuation
11. Prepare a list of remuneration for all examination related activities (question paper setters, invigilators, C.V. Camp, revaluation, recounting, supplementary examinations etc.) in consultation with DyCE
12. Arrangements of Board meetings of examiners as and when required and ensure minutes are recorded.

13. Entry of marks, tabulation, etc.
14. Make sure the examination office, computer desks and typing pool neat and clean.
15. Examination related records will be kept safely by maintaining their confidentiality.
16. They shall discharge duties entrusted to them by superior officers from time to time. They shall also ensure that unauthorized persons do not enter the examination section.

CHAPTER 2

THE EVALUATION SYSTEM

2.1. COMPONENTS OF EVALUATION

Evaluation consists of two components, Continuous Evaluation (CE) and End Semester Examination (ESE). The various components of evaluations of both UG and PG are as per the regulations of PG and UG programmes of ST Thomas College Palai Autonomous.

UG - The assessment shall be a combination of Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE). 30% weightage shall be given for CCA. The remaining 70% weight shall be for the ESE.

PG - 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both End Semester Evaluation (ESE) and Continuous Evaluation (CE) shall be carried out using direct grading system.

2.2. CONTINUOUS EVALUATION

UG: Continuous Comprehensive Assessment (CCA) has a Teacher Specific Content. CCA will have two subcomponents Formative Assessment (FA) and Summative Assessment (SA). The further specifications of the CCA shall be in accordance with the St Thomas College Palai Autonomous Undergraduate Programmes (Honours) Regulations, as amended from time to time.

PG: Continuous evaluation for postgraduate programmes shall be in accordance with the Regulations for Postgraduate Programmes under the Credit Semester System (STCP-PG-CSS), as amended from time to time.

2.2.1. Attendance

UG: A student shall be permitted to register for the end-semester evaluation of a specific course to acquire the credits only if he has completed 75% of the prescribed classroom activities in physical, online, or blended modes, including any makeup activities as specified by the course faculty of that particular course. A student is eligible for attendance as per the existing university and government orders which includes participation in a meeting, or events organized by the college or the university, a regularly scheduled curricular or extracurricular activity prescribed by the college or the university. Due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, care-related responsibilities, bad or severe weather conditions, academic or career-related interviews students are eligible for authorized absence. Apart from this, all other eligible leaves such as maternity leave, and menstrual leave shall also be treated as authorized absences. The condonation facility can be availed as per the university norms.

PG: The minimum requirement of aggregate attendance during a semester for appearing at the end-semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of the programme may be granted by the College. Further details shall be in accordance with the Regulations for Postgraduate Programmes under the Credit Semester System (STCP-PG-CSS), as amended from time to time.

2.2.2. Assignment and / Seminar / Viva

The purpose of this component is to acknowledge and appreciate the creativity, independent thinking and individual efforts of the student.

For undergraduate programmes, the methodology shall be in accordance with the St Thomas College Palai Autonomous Undergraduate Programmes (Honours) Regulations, as amended from time to time.

For postgraduate programmes, the methodology for assignments and seminars shall be in accordance with the Regulations for Postgraduate Programmes under the Credit Semester System (STCP-PG-CSS), as amended from time to time.

2.2.3. In-Semester Examination

The In-Semester Examination shall be conducted in accordance with the Regulations of the St Thomas College Palai Autonomous Undergraduate Programmes (Honours), as amended from time to time, and the Postgraduate Programmes under the Credit Semester System (STCP-PG-CSS), as amended from time to time. The question papers shall be prepared by the course teacher. If any course is handled by more than one teacher, the teacher in charge should prepare the question paper in consultation with the other teacher of the course.

2.2.3.1. Question Paper Pattern for In Semester Examination

Separate question paper patterns for Arts and Science, as well as Commerce, shall be implemented in accordance with the existing question paper pattern of Mahatma Gandhi University Kottayam

2.2.3.2 Conduct of In-Semester Examination

The question papers will be printed by the Chief Superintendent of Examinations (CSE). The CSE will arrange seating, assign invigilation duties, and oversee the examination. The CSE will promptly deliver the answer scripts to the course teachers for evaluation through department attendants. The valuation process shall be completed within five working days from the last examination. The graded answer scripts will be distributed to the students in their respective classes.

Course teachers are responsible for entering the marks on the examination portal, with marklist submission monitored by the Deputy Controller of Examinations-II (DyCE-II). The examination portal will be accessible immediately after the examination and will remain open for the following five working days. Within 15 working days after the In-Semester Examination, the results will be published. Class-wise consolidated marklists will be prepared by the respective Head of Department (HOD) or faculty advisor and displayed on the department notice board. Students can also access their results through their login accounts. In the event of any grievance, students may report it to the Grievance Redressal Cell in the department within three days of the publication of the consolidated marklist. If the issue is not resolved, the student should contact the college-level Grievance Redressal Cell within the next two days.

2.2.3.3. Attendance entry of In-Semester Examination

Attendance sheet shall be given to the college office through the CSE. The attendance will be entered in the system in the college office.

2.2.3.4. Re-Test for In-Semester Examination

There is no re-test for the In-Semester examination. But for those who could not attend the examination due to valid reason (medical ground, representing the college in academic, cultural and sports activities) separate examination may be conducted by the course teacher and enter the marks in the examination portal before its closure.

2.3.END SEMESTER EXAMINATION

2.3.1. Question Pattern of End Semester Examination

There shall be separate question paper patterns for Arts and Science and Commerce as per the existing question paper pattern of the Mahatma Gandhi University Kottayam

2.3.2. Notification for End Semester Examination

The notification for ESE will be made on the 60th working day. The Notification shall be displayed on College Website and College Notice Board and through email and message to all teachers and CSE and SMS to all the students

2.3.3. Payment of Examination Fee

- a. The examination fee is to be paid on online mode along with a printout of the online-submitted application form, duly signed by the Head of the Department. The fee amount will be specified in the notification.
- b. The examination fee should be paid without a fine within five working days of the notification, with an extension of three additional working days allowed with the prescribed fine. After this period, the fee may be paid with a super fine only with the permission of the principal, up to the 80th working day.

2.3.4. Registration for Examination

- a) For end semester examination, the student can register online using his username and password. The username is his UID (Unique Identity Number) which is given at the time of joining the programme.
- b) All registration for examination is provisional. Registration will be made final on the basis of attendance for the whole semester.
- c) On login, his / her auto filled application form will appear. He/she has to select the courses he/she wants to appear or reappear. A printout of the completed form duly signed

by the concerned Head of the Department is to be submitted to the college office along with the required fee in cash (later online payment facility may be considered).

- d) These forms are to be sent to the office of the CE along with the list of fee payment. These applications are to be approved in the office of the CE for generation of Hall tickets.

2.3.5. Generation of Hall Tickets

- a) Hall tickets are generated in the office of the Controller of Examination two days prior to the commencement of the examination.
- b) The registration for examination will be complete on generation of hall tickets. The information will be published on the college website. A message may also be sent to the mobile phones of the candidate “registration for ----- examination is successful” will be given.

2.3.6. Condonation from shortage of attendance

- a) Those with 75% or more attendance, the hall tickets are generated automatically. In the case of students with less than 75 % attendance, hall tickets cannot be generated.
- b) The list of those students who do not have 75% attendance will be published on the college notice board and website on the last working day of the semest. The students may be informed by mobile phone message also.
- c) Students who have 65% or more attendance but less than 75% attendance can do condonation from shortage of attendance by paying the requisite fee in the college office only on medical ground. For this purpose, he/she has to login, and apply for condonation online and It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course teacher and HOD.

- d) On the recommendation of the Principal, the student may pay fees in the college office and submit the application there.
- e) Condonation is restricted to two times during a programme.
- f) The application for condonation should be submitted within 3 days of publication of attendance for registration for examination. This may be extended to one more day by paying the prescribed fine. It may be further extended up to three working days prior to the commencement of examination by charging prescribed superfine.
- g) Once the fee for condonation is paid in the office it will be entered in the system and the Hall ticket generation shall be automatically activated.
- h) The list of such students who have got permission for condonation shall be forwarded to the office of the CE and Principal. In the office of the CE necessary activation should be made to generate hall tickets for condoned students also.
- i) Students who do not have 65% of attendance cannot appear for the End Semester examination.

2.3.7. Attendance closing for Examination Registration

- a) To determine eligibility for examination registration, cumulative attendance up to the last working day of the respective semester will be considered.

2.3.8. Distribution of the Hall Tickets

- a) The Hall Tickets will be printed in the office of the CE and digitally signed by the CE with the college seal.
- b) The printed Hall tickets, along with the nominal roll, will be given to the college office for checking whether the students have paid all the fees, and no disciplinary action is pending against the student.
- c) After clearance from the college office, the printed Hall tickets, along with the nominal roll, will be given to the heads of departments before the commencement of the exam.

- d) A copy of the Nominal roll shall be forwarded to the CSE, also including seating arrangements.
- e) The HODs shall distribute the Hall tickets to the students, including supplementary students, with their signature.
- f) The Hall Tickets will be distributed on the previous day of the examination from the department. The student can obtain the Hall Tickets from the department by signing on the Hall tickets and nominal roll in the presence of the HOD/Faculty Advisor.
- g) The nominal roll is generated in the office of the CE program-wise, indicating the name of the examination, serial number, UPRN, name, course codes, photo of the student, and space for the student's signature. This will be forwarded to the CSE at least two days before the start of the ESE.

2.3.9. Issue of duplicate hall ticket

- a) If a student loses his/her hall ticket, his/her has to apply to the Chief Superintendent of Examinations by paying the requisite fee. The CSE can issue the duplicate hall ticket after verifying the student's identity card. The duplicate hall tickets should carry the word 'Duplicate'.
- b) If a student is taking a supplementary examination after leaving the college, a duplicate hall ticket may be issued after verifying any other photo identity card.
- c) The Duplicate Hall Ticket can be downloaded by the CSE from the examination portal.

QUESTION PAPER SETTING (END SEMESTER EXAMINATION)**3.1 SELECTION OF QUESTION PAPER SETTERS**

- Each course shall have a panel of examiners suggested by the Board of Studies.
- The CE, with the Principal's approval, shall select the required number of question paper setters for each semester.
- For each course, at least two question paper setters shall be chosen.
- The duties of the Board of question paper setters include setting the question papers for the subject, providing answer keys/schemes for valuation, ensuring that the prescribed standards and scope of the questions align with the prescribed syllabus, and performing any other duties as prescribed by the Academic Council.
- A model question paper, along with the corresponding syllabus and blueprint approved by the Academic Council as regulations for question setting, may be provided to the question paper setter well in advance.
- The following guidelines will be followed in the selection of question paper setters:
- Separate panels of question paper setters will be established for each discipline in various PG and UG programs.
- These panels will be suggested by the Board of Studies (BOS) of the relevant subject. The Chairpersons of the Boards will submit the panels to the CE at the beginning of the semester.
- The panels suggested by the BOS are considered highly confidential and will not be included in the minutes of BOS meetings or department records. The Chairperson of the BOS shall deliver the panel, including email addresses, phone numbers, and complete

mailing addresses of question paper setters, to the CE in a sealed envelope, addressed to the Controller, clearly marked as 'CONFIDENTIAL' at the start of the semester.

- Every two semesters, the existing panel held by the CE is sent to the Chairman of the Board of Studies (BOS) for revision.
- The CE selects individuals from the panel for consideration as question paper setters. They are contacted to obtain their consent to serve according to the terms and conditions of the Autonomous College. If anyone declines, an alternative person from the panel is approached for consent.
- Once a sufficient number of persons are available for a subject, a formal appointment is issued to them.
- Question paper setters are appointed by the CE in the first month of each semester. They serve for one semester and can be reappointed for successive semesters starting from the year of their first appointment.
- The appointment of all paper setters is limited until the publication date of the results for the relevant examinations. However, they are eligible for reappointment in subsequent examinations.
- Copies of all relevant communications from the examination cell for the proper conduct of examinations are maintained in the CE's office.
- Each course/paper must have a panel of at least three question setters, and this panel's validity will be for two semesters.

3.1.1 Qualifications of Question Paper Setters

Question paper setters must be individuals currently teaching relevant subjects at any university, college affiliated with universities, or research institutes, including Mahatma Gandhi University, Kottayam (Except the teachers working in St Thomas College Palai Autonomous). This requirement applies to all institutions, except for teachers at St Thomas College, Palai.

No person shall be appointed as a question paper setter unless he or she has at least seven years of teaching experience in the relevant subject at a college or university.

The Principal reserves the right to approve appointments as question paper setters while waiving the above requirements in exceptional cases. His/her actions shall be reported to the Academic Council.

3.1.2. Instructions to Question Paper Setters

Question paper setters should strictly adhere to the following instructions.

1. All question paper setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the CE preferably via **password-protected email (encrypted document)**
3. Handwritten questions shall be submitted in exceptional cases, where the questions must be legibly written in the paper setters' own handwriting on one side of the paper and should contain no alterations, additions, or erasures as much as possible. (When writing questions, care should be taken to ensure that words or phrases peculiar to India, technical terms, and proper names are clearly written in block letters to prevent the possibility of mistakes. Abbreviations of any kind should be avoided). Special care must be taken in the depiction of mathematical signs and index figures.
4. The necessary frontend software should be provided along with Hindi, Malayalam, and any other language (if needed) question papers.

5. Each question paper must include the name of the examination, the name of the subject, the total marks assigned, the duration of the paper, and special directions as provided in the model question paper. In the case of question papers common to two or three examinations, this should be indicated in the heading itself. The marks assigned to each question shall be noted alongside the respective questions on the question papers, except when it is stated that all questions carry equal marks. The maximum marks for the entire paper should also be noted at the top of each question paper. Marks for subdivisions of questions should also be indicated. Any special instructions, such as the use of graph paper, Clark's table, ordinary calculators, etc., may be mentioned.
6. All question papers must be complete in terms of headings and directions to candidates, if any, and be in a format ready for transmission to the press.
7. All pages should be numbered consecutively in Arabic numerals.
8. The questions should be typed or written on blank sheets on one side of the paper only. The paper setter should not sign their name or put their initials on any part of the sheets on which the questions are written.
9. Any "special direction to candidates" and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
10. Questions must be set with relation to the prescribed programme and the books recommended by the Academic Council of the College and must conform to the standard and syllabi lay down by the College. Question paper setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy

as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the CE.

11. All questions shall be clear and unequivocal in language. They should be logical in terms of the form and nature of the answer expected. Questions shall not be farfetched, or beyond the scholastic level expected of the student. Questions are to be evenly distributed over the whole course and cover all the prescribed texts, as specified in the syllabus.
12. Question papers shall be prepared in such a manner that a well-prepared candidate in the subject can reasonably answer the paper completely within the allotted time and secure full marks.
13. There shall not be any repetition of questions.
14. The special attention of question paper setters is drawn to the instruction that question papers shall be set in a way that allows optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer to permit a choice of questions.
15. Information regarding drawing sheets, squared paper, tables, and charts, if any, to be supplied to the candidates, may be included in the question paper itself to avoid wastage and delay. These details may also be furnished separately to the CE.
16. Model question papers or the question papers from the previous year will be supplied to the question paper setters. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
17. Questions shall not be mere reproductions from standard textbooks or other question papers set for earlier examinations in any other university or college.
18. No question paper setter shall undertake or have undertaken private tuition in the subject of their paper for any candidate who appears for the examination in the subject concerned

during the academic year immediately preceding the examination for which they accept the appointment.

19. Question paper setters, after finishing the work of setting question papers, shall send to the CE, along with the memorandum showing the work done by them and their remuneration bills, at the earliest. The remuneration shall be paid after the successful completion of the scrutiny by the chairman and the board of question paper setters.

3.1.3. Appointment of question paper setters and their duties

The appointment of question paper setters and maintaining the confidentiality of the process are considered the most important responsibilities of the college. The paper setters are required to prepare two entirely different set of question papers, along with the answer key and scheme of valuation, for each course.

For each course, separate question papers, along with the scheme of valuation and answer keys, are to be obtained from at least two question paper setters. The question paper setters shall be provided with:

- a) Copy of the guidelines for question paper setters
- b) Syllabus of the concerned course /courses
- c) Model question papers
- d) Text Books prescribed, **if language papers** are to be set.
- e) Facing sheet and additional sheets for writing questions.
- f) Bill forms for remuneration and TA/DA as applicable.
- g) Covers required for sending question papers/ answer key properly labelled.
- h) Any other items to suit particular requirements, if necessary.

Remuneration will be fixed by Finance Committee and the remuneration is to be paid immediately on getting the question papers from the question paper setters, through electronic bank transfer.

The question paper setters shall send the question papers, along with the answer key and scheme of valuation, in separate covers properly labelled to the CE before the last date as intimated or through email as password-protected documents, or by other methods specifically instructed by the CE.

If required, the CE may request question paper setters to correct proofs of the papers they have set. In such cases, they shall promptly return the corrected proofs and the original manuscripts in sealed covers, following the instructions provided.

Copies of communications from the examination cell to the question paper setters and any other relevant documents that are pertinent to the conduct of examinations shall be maintained in the office of the CE.

3.2. SCRUTINY OF QUESTION PAPERS

The question papers obtained from the question paper setters are to be scrutinized by an expert or experts.

The expert or experts are to be selected by the CE from the panel of question paper setters obtained from the Chairman of BOS.

The scrutinizers shall be individuals with a minimum of five years' teaching experience in the concerned discipline.

The question papers received from the setters shall be confidentially and meticulously scrutinized in the office of the CE, with the scrutinizers physically present.

The objectives of the scrutiny shall include ensuring that the questions are:

- a) In conformity with the prescribed syllabi and examination schemes of the required standard.
- b) Free of typographical and grammatical errors.
- c) In accordance with the marks allotted.

- d) In line with the directions issued in the scheme and as per the model question paper supplied.

The expert shall modify the question papers if required to achieve the objectives mentioned above. After scrutiny, the question paper(s) are to be handed over to the CE. Separate minutes are to be prepared for the scrutiny, and the minutes book is to be maintained by the CE. After scrutiny, the question papers shall be sent for printing after entering the details in the Question Paper Register. The remuneration for scrutiny is to be paid within two working days.

3.3 Option for Setting Question Papers Through Question Bank

Question papers shall be generated using appropriate question bank software, which employs randomness to automatically create question papers according to a predetermined pattern. After external vetting, the Controller of Examinations will upload various types of questions based on the required pattern received from the Board of Question Paper Setters. Once a sufficient number of questions to ensure randomness is attained, the Controller of Examinations will lock the question bank for the subjects and generate two sets of question papers. Subsequently, the Controller of Examinations will randomly select and approve one set from the generated sets.

CHAPTER 4**CONDUCT OF END SEMESTER EXAMINATIONS**

The Office of the CE will prepare the examination calendar for every academic year/semester well in advance and shall publish it on the college website. Information regarding the same will be conveyed to the heads of all departments. All examinations for the year/semester shall be conducted in accordance with the examination calendar. Separate notifications will also be issued in this regard.

4.1. METHODS OF EXAMINATIONS

i. Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods:

a. Written

b. Practical

c. Oral

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

4.1.1. General Rules for the Conduct of End Semester Examination

1. The Chief Superintendent of Examinations is responsible for conducting the exams.
2. Question papers will be delivered to the Chief Superintendent of Examinations one day before the exam.
3. Question papers will be packed in sealed packets Each packet corresponds to one subject, and these covers will be bundled for each day of the exam.
4. The question papers will have a QP code, which consists of the first two digits representing the year, the next two letters indicating whether the exam is UG or PG, the

following two digits representing the type of exam, such as regular, special supplementary, or mercy chance, and the final three digits representing the serial numbers for a particular year.

5. The QP code will be affixed to the question paper packets. The sticker on the packet may include the QP code, the number of question papers inside the packet, and space for signatures by the invigilator and two students.
6. Answer booklets for each set of examinations will be delivered to the Chief Superintendent of Examinations one week before the start of the semester exams.
7. The Chief Superintendent of Examinations can generate a course-wise list of students who are taking the exam on a given day.
8. The Chief Superintendent of Examinations shall assign invigilation duties to the teachers and arrange the seating.

4.1.2. Seating Arrangements

- a) The Office of the Chief Superintendent of Examinations is responsible for making the seating arrangements. Each room will accommodate 30 students, ensuring one invigilator for every 30 students.
- b) The allocation of students will be posted on the college notice board daily during the examination period. Seating arrangements will be posted outside each classroom or room, and mobile messages will be sent to each student indicating their assigned room and seat number.
- c) Each examination table will be numbered consecutively from 1 to 30.
- d) The Unique Identity Number (UID) will be displayed alongside the seat number on the seating arrangement sheet.

4.1.3. Examination Attendance Entry

- a) An attendance sheet is prepared, showing serial number, UID, name, seat number, subject code, Programme Code, space for writing answer book serial number, space for writing QP code, and space for a signature.
- b) Based on the attendance sheets; the absentees are marked. The QP code should also be entered. Then the statement to accompany the bundle of answer scripts is generated and printed, showing the total number of students present and absent for each QP code separately, along with their UID.

4.1.4. Opening and Distribution of Question Paper

- a) On the day of the examination, the Office Superintendent (General) shall open the bundle of question papers for the day in the presence of the CSE. Then the CSE and one invigilator shall sign on the sealed cover containing the question paper packets for each course. Then the sealed covers are opened by the Office Superintendent (General).
- b) The Chief Superintendent has to distribute the question paper packets of ten and five to each room. The packets should be opened in the examination room only by the teacher in charge of invigilation in the presence of at least one student.

4.1.5. Packing of Answer Scripts

- a) The answer scripts are to be packed by QP Code. Each bundle should be accompanied by a statement of students who are present and absent.
- b) A packing slip should also be generated and affixed to the cover, displaying the QP code, Course Code, course title, Examination title, Date of examination, and the number of answer scripts in the bundle. It should be signed by both the CSE and the Office Superintendent (General).

- c) The answer booklet bundles shall be issued by the Office of the CE to CSE a day before the examination. The answer scripts should be packed in the order of the QP Code, and there should be a list of students with their UID.

4.1.6. Answer Book for Semester End Examination

1. Separate answer booklets shall be used for End Semester Examinations. They should have 24 pages for Undergraduate Programmes Postgraduate Programmes.
2. The facing page has two parts, A and B. Part A (top) contains the college emblem, the name of the college, a place for writing the name of the examination (Programme, Stream/Branch), course code, course title, QP code, and the date of the examination. Part B (bottom part) contains the serial number, a place for writing the name of the examination (Programme, Stream/Branch), course code, course title, QP code, the date of the examination, and the register number in words and figures.
3. There should be a place for the invigilator's signature, stating that "the information entered in the answer booklet has been verified and found correct."
4. Part B will be torn off and kept separately at the time of distributing the answer scripts for valuation.
5. Before tearing off Part B, false numbers should be applied to both Parts A and B using a false number seal.

4.1.7. Storing of Answer Scripts Before Valuation

- a) Details of the answer script bundles sent to the CE are entered in the dispatch register maintained in the college office, which is kept under the custody of CSE. The answer script bundles are delivered to the office of the CE.
- b) When they are brought into the office of the CE, the details are entered in the Answer Script Inward Register maintained by the CE.
- c) The unvalued answer script bundles are stored in Store 1, organized by programme and course.
- d) Before the answer scripts are issued for valuation, the serial number of the answer scripts shall be entered manually, and the false number shall be recorded against the UPRN.

4.2. APPOINTMENT OF CHIEF SUPERINTENDENT, ADDITIONAL CHIEF SUPERINTENDENT ETC.

The Governing Body shall appoint a senior teacher of the college (with a minimum of 10 years of teaching experience) as the Chief Superintendent of Examinations upon the recommendation of the principal. The term of office for the Chief Superintendent will be two years. An additional Chief Superintendent and any other staff required for the conduct of the examinations shall be appointed by the Principal. These individuals shall receive remuneration as determined by the Governing Body of the college.

4.2.1. Instructions to Chief Superintendent and Additional Chief Superintendent at the Examination Venue

The Chief Superintendent is responsible for the efficient conduct of examinations at the venue. The following guidelines may be followed for the smooth conduct of the examinations:

1. The Chief Superintendent shall ensure that (a) the list of candidates appearing for the examination, (b) the required number of answer books, and (c) the stationery needed for packing answer books are received at the venue at least THREE days before the commencement of examinations.
2. They should also ensure that the question papers are received at least one day before the examination from the office of the CE.
3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
4. The following arrangements shall be made for the conduct of the examination:
5. Ensure a seating arrangement for the candidates where the examination room is clean, properly illuminated, and free from any writing or graffiti on the desks/walls or blackboard.
6. Display the room-/hall-wise seating plan for candidates at a visible and prominent place in the college.
7. Select an appropriate number of invigilators from among the faculty members well in advance, as per the norms in this regard.
8. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/additional chief superintendent appointed by the Principal. Ensure that the seal of the question paper cover is intact and have them sign in the space provided for the same.
9. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of the examination and proceeds to the examination room.

10. Do not allow mobile phones, programmable calculators, or other electronic gadgets in the examination room, even if they are switched off. If any student brings such gadgets to the examination room, they must be taken into custody by the invigilator and submitted to the Chief Superintendent promptly.
11. Allow only hall tickets and standard writing instruments (pen, pencil, eraser, and standard calculator) in the examination room. Handbags should not be permitted inside the examination rooms.
12. Maintain a high level of vigilance throughout the examination process. The Chief/Additional Chief Superintendent should frequently visit examination halls to ensure that invigilators are performing their duties and not engaged in talking, using mobile phones, standing on the veranda, or reading/writing inside the examination hall.
13. A candidate shall not be allowed to write the examinations if they do not have a valid hall ticket. However, if a student reports that their hall ticket is lost, the Chief Superintendent, after receiving a written request and the required fees, can issue a duplicate hall ticket. This can be allowed only if their name is included in the nominal roll issued by the college.
14. All used answer books shall be packed within one hour after the examination is over. They should first be covered using brown paper, and then sealed. Write the name of the subject, question paper code, date of the exam, number of answer scripts, and roll numbers of candidates on all packets using a sketch pen.
15. Seal all packets using the metal seal of the institution.
16. Count the unused answer books and keep them in safe custody, maintaining a stock register for this purpose.

17. The Chief Superintendent shall go through the 'Instructions for the Invigilators' and provide necessary directions as and when required.
18. The Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. This decision should be made one hour before the commencement of the examination. Maintain a register for recording the series of answer scripts used for various days.
19. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the main answer books and additional sheets.
20. In no case blank main or additional books, be kept by anyone other than the Chief Superintendent. The Chief Superintendent is responsible for ensuring this.
21. Provide the invigilators with a Performa of paper accounts along with the blank main and additional books and ensure they return them to the Chief Superintendent, duly filled, at the end of the session, along with the scripts and unused answer books.
22. The blank main or additional book should not be used for any other purpose.
23. Prepare a consolidated list of absentees and forward it to CE's office daily.
24. The Chief Superintendent/Additional Superintendent should maintain a detailed list of invigilators with their signatures, indicating their room numbers, in a given format. After the completion of the particular end-semester examinations, the Chief/Additional Superintendent must provide a schedule of work done by each invigilator using the above format, stating the date, session, and hall number they have invigilated. This statement is crucial in cases of malpractice reported during the valuation process.

4.2.2. Instructions to the Invigilators

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

1. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
2. Be present at the time of opening the question paper cover.
3. Collect the correct number of question booklets and answer books from the Chief Superintendent and ensure that the question papers are for the examination scheduled for the day.
4. Candidates should only be admitted if they possess a valid hall ticket. If not, direct them to the Chief Superintendent for necessary guidelines.
5. Help the candidates locate their seats. If any candidates are in possession of mobile phones, calculators, or digital diaries or any other electronic equipment, instruct them to keep them outside the examination hall.
6. Verify the candidate's identity through the photograph on their hall ticket and mark their attendance.
7. Candidates shall be admitted to your hall if their register number is allotted to your seating plan. If the register number of a candidate does not appear in your seating plan, direct them to the control room for further verification and action.
8. Distribute the answer book 5 minutes before the commencement of the examination and direct the candidates to fill in the roll number and other entries in appropriate places.

9. The invigilator shall mark the sign on the answer book after verifying that the details filled in by the candidate are correct.
10. Get their signature in the distribution sheet against their register number.
11. Distribute the question paper at the third stroke of the bell and ask the candidates to start writing immediately.
12. Ten minutes before the end of the examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell (3 strokes) ask the candidates to stop writing and put their pens down.
13. Collect the answer books and arrange them in the order of register numbers and hand them over, along with the attendance list and unused answer books, to the Chief Superintendent.
14. Report to the Chief Superintendent before leaving the examination premises.
15. The rule that candidates are not to leave the hall before the expiry of half an hour from the commencement of the examination must be strictly enforced.
16. No candidate who leaves the examination room during the examination shall be allowed to re-enter.
17. Candidates who leave the examination hall more than half an hour earlier than the scheduled time of the examination should surrender their question papers with their name and register number written on them to the Invigilator /Assistant Superintendent. Candidates may collect them back after the examination, if they so desire.
18. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to take the examination on subsequent days, and the matter may be reported to the Chief Superintendent and CE.

19. Candidates shall only be permitted to leave the examination hall after the invigilator has taken charge of their answer book.

4.2.3. Important Notes for Invigilators

1. Candidates without a valid hall ticket will not be admitted into the hall.
2. Candidates shall be admitted to the examination hall 5 minutes before the scheduled time.
3. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. Ensure that strict silence is maintained in the examination hall. Talking among candidates, borrowing materials, etc., should be strictly forbidden.
5. Do not provide clarifications to students about mistakes in the question paper or the mode of answering. If clarification is needed, instruct the candidate to submit it in writing to the chief superintendent, who will then forward it to the CE.
6. Allow the use of logarithm tables, calculators, etc., only if their use is permitted as per the instructions given in the question paper. Do not allow mobile phones or any electronic equipment in the examination hall.
7. Remain alert and vigilant, and check for the use of unfair means in the examination hall.
8. In case of any unfair indulgence, immediately take custody of the answer book and submit a written report to the chief superintendent, who will, in turn, forward it to the CE.
9. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
10. Do not allow refreshments for the candidates in the examination hall.
11. Do not make any correction in the roll number written by a candidate on their answer book. In any such cases, ask them to correct it and then countersign it.
12. Candidates should not be allowed to leave the hall until at least half an hour has passed since the commencement of the examination.

13. Ensure that candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
14. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for the examination on subsequent days, and the matter may be reported to the Chief Superintendent and the CE.
15. Permit candidates to leave the examination hall only after they have handed over their answer books to the invigilator.

4.2.4. Instructions to Candidates

1. Every student shall register for the college examination of the relevant semester in which they intend to obtain promotion to the next semester.
2. Every student who is eligible to write the examination should submit their application through the Principal/HOD within the stipulated time.
3. Candidates should ensure that they receive their hall tickets at least ONE day prior to the examinations, provided they have adequate attendance and have paid the required examination fees.
4. They should bring their hall tickets on all days of the examination; failing to do so will result in them not being admitted to the examination hall.
5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the CSE through the HOD.
6. The candidates should enter the examination room at least 10 minutes before the commencement of the examination and shall not leave the room during the last five minutes. In exceptional cases, the Chief Superintendent can permit relaxation for candidates to enter the examination hall, up to a maximum of 30 minutes. No candidate

shall be allowed to leave the examination room before 30 minutes after the commencement of the examination.

7. Candidates are permitted to use only blue or black ink pens for writing examinations. No other coloured ink pens are allowed for writing the exam.
8. No materials except writing materials and hall tickets shall be allowed in the examination room. Mobile phones, programmable calculators, and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators, and other drawing equipment may be allowed only if they are required for answering questions, and the question paper contains a note to this effect.
9. Instances of malpractice such as copying from manuscripts, copying from other candidates, smuggling of answer books, indecent behaviour in the examination room, use of unfair means, etc., are liable to be punished as per MG University rules.
10. The candidate should write their roll numbers/stick the barcode, name of the examination, etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also, they are not permitted to write their roll number anywhere over additional/main book.
11. They should not write anything on the question paper other than their name and register number. The last page of the main question booklet can be used for rough work.
12. Strict silence should be maintained in the examination hall. Candidates are not allowed to seek clarification from other students. In case of any doubt, they can seek the help of the invigilator.
13. They should return all answer books and unused additional sheets before leaving the room. Candidates are not permitted to leave the examination hall without the permission of the invigilator during the course of the examination.

14. Candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed not to answer any inquiries related to the question papers, whether for explanations of meaning or correction of typographical errors. Candidates are not allowed to write anything except their register number and name on the question papers supplied to them.
15. Candidates shall take their places in the examination hall at least FIVE minutes before the time fixed for distributing the question papers. Candidates presenting themselves more than half an hour after the commencement of the examination should not be admitted.
16. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly followed.
17. No candidates shall be allowed to leave the examination hall until the expiry of half an hour after a question paper has been given. No candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
18. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their name and register number written on them to the invigilator/Assistant Superintendent. They may collect them after the examination if they desire to do so.
19. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for examinations on subsequent days, and the matter may be reported to the Chief Superintendent and CE.
20. Candidates shall be permitted to leave the examination hall only after their answer book is taken charge of by the invigilator on duty. They should not be permitted to leave the hall after keeping their answer books in their seats.

4.2.5. Exclusion of candidates for disease

The Chief Superintendent may exclude any candidate from an examination if they are found to be suffering from an infectious or contagious disease. In such cases, immediate reporting to the CE is required.

4.2.6. Provisional Admission

No candidate will be allowed to enter the examination hall without their hall ticket. However, the Chief Superintendent has the authority to provisionally admit a candidate who has lost their hall ticket or a candidate whose hall ticket is missing due to a mistake in transmission or in the registration/preparation of the list of candidates.

These candidates must submit a written declaration stating that their applications have not been rejected by the college. The answer scripts of such candidates will be sent separately once their register number is assigned.

Cases like these will be promptly reported to the CE, whose office will regularize them with sufficient proof, provided the candidate is eligible to take the examination.

4.2.7. Exclusion of Candidates for Misbehaviour

Candidates taking an examination must follow the instructions of the Chief Superintendent and invigilators. If a candidate disobeys these instructions or behaves rudely towards the Chief

Superintendent or any invigilator, they may be excluded from that day's examination. If the misbehaviour continues, the Chief Superintendent can exclude the candidate from the rest of the examinations.

In all such cases, a detailed report of each incident will be sent to the CE and the Governing Body (GB). After giving the candidate an opportunity to present their case, they may, based on the seriousness of the offense, confirm the Chief Superintendent's actions or impose further

penalties. This could include cancelling part or all of the examination taken by the candidate, debarring them from appearing for any future examinations in the college for a specific period or permanently

4.2.8. Punishment for Malpractice

If the GB is satisfied after an enquiry that there have been malpractices in the conduct of examinations, the body, after providing an opportunity to present his/her case, may punish such person in such manner as it may deem fit.

4.2.9. Leaving the Examination Hall

The rule that candidates should not leave the hall before half an hour from the start of the examination must be strictly enforced. Here are the guidelines:

1. No candidate shall be allowed to leave the examination hall until half an hour has elapsed after the question paper has been distributed, and no candidate who leaves the room during the allotted paper duration shall be allowed to return within that period.
2. Candidates who leave the examination hall more than half an hour before the scheduled end of the examination must hand in their question papers with their name and register number written on them to the invigilator. They may retrieve their papers after the examination if they wish.
3. Candidates who leave the hall without surrendering their question papers, as mentioned above, will not be allowed to participate in subsequent examination days. This issue should be reported to the Chief Superintendent and the CE.
4. Candidates may only leave the examination hall after handing over their answer books to the invigilator on duty in the hall.

4.2.10. Postponement of examinations under emergency circumstances

Normally, the scheduled examination dates shall not be postponed. If the date of an examination is to be changed due to unavoidable reasons, the decision will be made by the Principal on the recommendation of the CE.

VALUATION OF END SEMESTER EXAMINATION**5.1. BOARD OF EXAMINERS**

There shall be separate BOE for each discipline (Together for theory and practical).

5.1.1. Constitution of Board of Examiners

The panel of external and internal examiners for theory paper valuation for each course shall be prepared by the Chairman, BoS, in consultation with the two senior-most members of the department and shall be forwarded to the CE in the prescribed format. The Chairman of the Board of Examiners shall maintain minutes of the meetings held by the Boards, recording the names of the members present and the resolutions passed, and forward the same to the CE when the duties of the Board have been completed.

5.1.2. Functions of the Board of Examiners

Make arrangements for the preparation of an answer key and a scheme of evaluation if they are not obtained from the question paper setters.

Give specific directions to the examiners whenever it is deemed necessary.

Conduct viva voce examinations for programmes where viva voce is a part of the examination.

Suggest modifications.

5.2 VALUATION METHOD

- A stock register must be maintained for each examination, noting the names of examiners to whom the answer papers are distributed.
- The valuation of answer papers for theory examinations shall take place in centralized valuation camps. An external chief examiner (outside the college) will be appointed for each course and should have at least 5 years of teaching experience.

- Valuations must be based on the answer keys prepared by the question paper setter or by the board of examiners concerned.
- Before the start of the camp valuation, the chairman is responsible for collecting the answer keys from the examiners or chief examiners, as appropriate. The chairman must also ensure that the answer keys are created in accordance with the difficulty level, quality of questions, and syllabus scope. Additionally, the chairman can engage experts to verify any issues related to the 'keys to question papers' provided by the respective examiner or chief examiner.
- The answer papers shall be distributed to the examiner along with the question paper, scheme of examinations, and mark-sheet.
- The valuation camp shall commence immediately after the examination.
- The chairman shall be responsible for the proper valuation of the answer scripts and submission of final results as per the schedule proposed by the controller of examinations.
- The chairman shall provide a detailed statement including the names and subjects allotted to examiners and chief examiners. The distribution of work among the chief and additional examiners shall aim to allocate, as far as possible, papers different from those taught by an examiner during the current semester.
- There may be only a single valuation for both UG and PG examinations.
- The examiners shall count the number of answer papers received and verify them with the entries in the accompanying statement.
- The examiners should try for uniformity in awarding marks. The additional examiner should use a green ink pen for valuation.
- No marking should be done anywhere in the answer area. The marks shall be entered on the facing sheet only.

- The chief examiner shall use a red ink pen for revaluation if there is a change from the first valuation.
- Answers must be checked a second time by both additional and chief examiners to verify that no answers to a question or sub-division have been left out.
- Marks should be meticulously and accurately recorded on the mark-sheets provided by the college, following the order of the candidates' false numbers as indicated in the answer scripts.
- The additional examiners must submit the evaluated answer papers along with a correctly prepared mark sheet, signed, to the chief examiner.
- 20% of the valued answer scripts shall be revalued by the chief examiner, and the remainder shall be checked by the chief examiner.
- This process ensures that the standard of valuation is maintained throughout.
- The marks after revaluation by the chief examiner shall be considered final for tabulation.
- If more than half of the valued answer papers have a deviation in marks between the first and chief valuations ($\pm 15\%$ of the maximum marks), then the entire batch of answer papers is subjected to another valuation as the final one.
- The chairman will periodically evaluate the progress of the camp valuation, taking necessary corrective actions to ensure the quality of the valuation process and that examiners adhere to the timelines.
- The examiners appointed for the valuation of answer papers shall be paid remuneration at rates fixed by the Governing Body from time to time.
- The answer scripts should be kept in the safe custody of the office of the controller of examinations for a period of six months after the publication of results.

- Practical examinations will be conducted at the college according to the program's scheme and syllabus. The chairman of the board of examiners will prescribe the work at practical examinations.
- There should not be any deletion, corrections, or overwriting in the mark-sheet. The mark list can also be prepared in duly printed form, using the soft copy of the mark list supplied by the Office of the CE.
- Marks should also be written in words. Fractions of marks in the total of each paper should be rounded off to the next higher figure, which should be entered in the mark book. If grades are used for evaluation, grades and weights are properly entered.
- The chairman shall scrutinize and approve the marks awarded by the examiner to each candidate in each paper and forward the mark-sheets to the controller of examinations on or before the specified date.

5.3. VIVA VOCE EXAMINATION

5.3.1 Viva Voce Board

It shall be competent for the Board of Studies (BOS) and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The Viva-voce Board shall have a Chairman and two senior most faculty members teaching the subject.

5.3.2 Guidelines for Conduct of Comprehensive Viva Voce Examination

- a) The comprehensive viva voce examination is mainly to assess the knowledge of the student on theoretical principles and concepts, developments and applications in the chosen subject of study.
- b) All the topics covered in all the papers in a semester/all semesters/as per the scheme of examinations shall form the basis for the viva.
- c) 50 % of the questions may be simple and direct so that any average student can answer the questions. 30% of the question may be of a greater degree of

difficulty and the remaining 20% of the questions may be of higher degree of difficulty.

- d) Efforts must be to reveal what the student knows rather than to expose what he/she doesn't know.
- e) The Board may fix the minimum and maximum number of questions to be asked and the questions may be asked in the order of the increasing degree of difficulty.
- f) Scoring must be made at the time of viva and the total marks must be proportional to the percentage of the number of questions answered correctly.

TABULATION AND PUBLICATION OF RESULTS**6.1 Tabulation**

The entire process of calculating the final marks shall be automated using appropriate computer programs. The marks from the centralized valuation camp shall be entered into the system in the office of the CE and signed by the data entry operator on the mark sheet. The entries should be verified by the examination assistant in the office of the CE and signed. A Tabulation Register is to be maintained.

6.2 Finalization of Results

a) A statistical report of the results with the following details shall be prepared:

- Name of exam with month and year
- Number of candidates registered for the exam
- Number of candidates appeared
- Total number of passes
- Percentage of passes

Statistics showing the increase in the percentage of passes for every additional mark from 1 to a certain level (up to 10) may also be prepared.

b) The Controller of Examinations shall convene a meeting of the Board of Examiners (Pass Board) for each programme. The statistics of results shall be presented, and after scrutinizing the statistics, the Board may recommend awarding moderation of marks if found necessary for any of the following reasons:

- To compensate for out-of-syllabus questions or unusual difficulties in the question paper that could not be properly weighted at the time of valuation.
- To condone deficiency in marks for securing a complete pass in the semester examinations.

- Moderation of marks shall be limited to written examinations only (regular and supplementary), even if the candidate failed in viva, project, or practical exams.
 - Moderation of marks shall not be given for practicals, viva-voce, internal assessments, or project evaluations.
 - The moderation recommended by the Board of Examiners shall be effected only with the approval of the Controller of Examinations.
 - The marks secured due to moderation shall not be considered for calculating rank.
- c) The Chairman of the Board of Examiners shall record the minutes of the meeting held by the Board. The minutes of the Pass Board meeting shall include the following details:
- Time, day, date, venue, and place of the meeting
 - Names and signatures of the members present
 - A brief statement regarding the consideration and approval of the results
 - The percentage or marks of moderation, if any, recommended by the Board
 - Any other remarks relevant to the conduct and results of the examination
 - Signature of the Controller of Examinations

The minutes book shall be kept in the safe custody of the Controller of Examinations.

- d) If a candidate secures the minimum marks prescribed for each part/paper of the examination and the total minimum marks required for a pass, their result shall be marked as 'Passed' in the remark/result column. The class secured by the candidate based on the total marks shall also be noted in the register.
- e) The Controller of Examinations shall submit the final results to the Governing Body for approval. Alternatively, the results may be submitted to the Principal for

publication, pending the Governing Body's approval. If the latter approach is taken, it must be reported at the next Governing Body meeting.

- f) **Publication of Results:** Any moderations recommended by the Board of Examiners and approved by the Controller of Examinations shall be effected in the marks tabulated for the eligible candidates. A provisional list of register numbers of successful candidates shall be prepared, and the register numbers of candidates who have passed a part/paper of an examination shall also be included in the results. Register numbers of candidates whose results are withheld for various reasons should also be published, specifying the reason for withholding the results. The results shall be published on the college notice board and website.

g) Supplementary Examination

Supplementary examination means reappearing for an examination when the student could not obtain the minimum marks required for passing the examination either in the regular examination or in the betterment. Such students shall to apply for the supplementary examination along with the students of the subsequent batch (es) by paying the prescribed fee.

For registering for supplementary examination the same procedure for registering for regular examination shall be followed.

A student will be permitted to register for supplementary examinations three times after which additional supplementary examinations may be conducted by charging the fee prescribed.

The registration for additional supplementary examination shall also be made in the same way as in the case of regular examination

When the student logs in for registering for the examination the courses for which he/she is failed and for which he/she is eligible to appear for supplementary examination will be shown.

If a student passes a course, he / she not eligible for supplementary examination.

When there is a change in syllabus the students registering for supplementary examination should follow the syllabus with which they have enrolled for the programme.

If a student passes a course, he / she not eligible for supplementary examination.

h) Special Supplementary Examination

Special supplementary examinations shall be conducted on demand for those who fail in the 5th Semester UG and 3rd Semester PG. In addition, there is a provision for a 'Save a Year' programme for 6th and 8th Semester UG students who fail only two courses. The same applies to the 4th Semester PG programme. Special supplementary examinations shall be conducted for candidates who have no arrears in previous semesters. These examinations shall be completed within 15 days of the publication of the final semester examinations. For registering for the SSEs the students shall to apply to the CE by paying the prescribed fee within three days of the publication of results of final semester examination. The result of the SSE will be declared within 15 days of the last exam.

i) Mercy Chance Examination

Those candidates whose supplementary examination chances are already expired, can apply for "Mercy Chance" examination.

j) Issue of Mark List/Grade Card:

All candidates who have appeared for an examination shall be issued a "Statement of Marks" (Mark List) irrespective of the result of the examination and as per the

regulations and scheme of each programme. The fee for the Mark List is to be collected along with the exam fee. The Mark List shall be issued by the Controller of Examinations.

The Mark List/Grade Card shall contain the name of the examination, year and month of the exam, name and register number of the candidate, and names of subjects including optional ones. Care shall be taken not to prepare the mark list of candidates whose results are withheld for various reasons.

The name of the candidate shall be entered in the mark list exactly as given in the Secondary School Certificate and qualifying certificate.

- The date on the Mark List of an examination shall be the date of publication of the results of the examination.
- The dates on the Mark Lists issued to candidates whose results were withheld at the time of publication and were released subsequently shall be the date of release of the results.
- Duplicate Mark Lists shall be dated with the original date of issue of the Mark List, with a superscription as "Duplicate Issued on...".

If any error occurs in the preparation of a Mark List, the erroneous list shall be cancelled and kept separately. Mark Lists shall not be prepared for candidates who were absent for all the papers of the exam.

The Mark List shall be issued to the candidates after entering the details in a register maintained for this purpose.

6.3 Corrections in Mark Lists

Corrections in the entries in the mark lists issued by the College are not permissible except in cases where corrections are necessitated due to a disparity with the name entered in the qualifying certificate of the previous examination passed by the candidate. The candidate is required to submit an application along with the mark sheets that require correction.

In cases of name changes or corrections in the records and documents of the examinations, a fresh Mark List shall be issued after verifying the originals of the related documents. The candidate shall remit the fee prescribed for issuing a new Mark List.

6.4 Cancellation of Mark Lists

If the mark list issued to a candidate is later found or reported to be defective, either in the entries of marks or in the details of subjects recorded, the defective mark list shall be cancelled, and a fresh mark list shall be issued to the candidate with the approval of the Controller of Examinations.

6.5. PROMOTION TO THE NEXT HIGHER SEMESTER

The students who have registered for the examination will be promoted to the subsequent semester. Those who have not registered for the examination will not be promoted to the next semester. They will have to seek re-admission to the same semester in the subsequent year(s) and redo the entire semester, including Continuous Evaluation components. Those who have met the required attendance but could not register for the examination may be granted Notional Registration.

6.4.1. Notional Registration

Subject to the regulations of each course and the norms fixed by the college from time to time, Notional Registration may be granted. Students who could not apply for registration for the examination before the prescribed last date for reasons beyond their control can apply for Notional Registration.

The Governing Body periodically reviews such situations and may decide to extend the benefit of promotion to students undergoing specified courses, subject to the following conditions, by granting them a chance to register for the examinations notionally:

1. Students must have earned the required minimum attendance prescribed for the semester.
2. They should apply for Notional Registration in the prescribed format and remit the fee for notional registration, as fixed by the GB from time to time, in addition to the normal fee prescribed for the examination.
3. The applications should be sent to the CE through the Principal.
4. The provision of Notional Registration is applicable to students who have been punished for malpractice and are attending regular classes to complete their courses. However, they shall not be allowed to appear for the examinations until a final decision is taken in their malpractice cases.
5. Applications for Notional Registration shall be entertained only against the college order communicating the decision of the GB in this regard.

SCRUTINY/ REVALUATION

7.1 Scrutiny

Any candidate (UG & PG) can apply for calculation (totalling) of marks on payment of fee.

- A candidate who has appeared at an Examination may apply to the CE for scrutiny of his/her marks i.e. for checking whether any answers had not been given marks and whether there are mistakes in totalling. Such applications, if any, shall be made within the stipulated time with the prescribed fee. This fee is only for scrutiny and not for revaluation of the paper. Every such application shall be submitted within seven (07) days from the date of publication of result.
- A candidate shall not be entitled to a refund of the fee, remitted by him.
- The outcome of the scrutiny and the marks obtained for the paper/subject will be communicated to the candidate. If the scrutiny affects the result, the revised results will be published.

Applications for scrutiny of answer scripts in respect of all examinations and details of all applications for scrutiny received in the Section shall be recorded.

Action for the processing of applications shall be started immediately on receipt of the applications without waiting for the last date fixed for receipt of applications.

On completion of the scrutiny of answer scripts by the office of the CE, the applicant shall be summoned and allowed to identify the answer scripts and to check the award of marks for the different answers and to verify the correctness of the addition of marks. The candidate shall make an endorsement in the front page of the answer paper to the effect that he/she has seen the answer script.

IN NO CASE THE ORIGINAL MARK SHEET RECEIVED FROM THE EXAMINER(S)

BE SHOWN TO THE APPLICANT(S) WHICH MAY RESULT IN REVEALING THE IDENTITY OF THE EXAMINERS.

7.1.1. Result of Scrutiny

If any errors in the mark tally are discovered, the necessary corrections will be made as instructed by the Controller of Examinations.

If any answers or parts of answers were not evaluated and marked by the additional examiner, the examiner will be summoned and instructed to evaluate them. If a candidate receives more marks after this revaluation, the records and previously announced results will be amended accordingly, following authorization from the Controller of Examinations. The original mark list issued to the candidate will be recalled and cancelled before issuing a new mark list that includes the benefits from the scrutiny.

If no mistake is detected in awarding the marks, he / she shall be informed in writing that there is '**NO CHANGE**' in the marks awarded to the paper/papers concerned or in the result of the examination taken by him.

7.2 Revaluation of Answer Books

Revaluation will be available for papers assessed by a single valuation system upon payment of a fee. Applications must be submitted to the Controller of Examinations' office within **ten days** of the semester results being published. A different examiner will reevaluate the paper, and the higher of the two marks will be considered final.

- Unless specifically stated otherwise, a candidate who has taken an end semester examination (excluding Practical Examinations/Viva) may apply to the Controller of Examinations for revaluation of their answer book if they wish.
- The Controller of Examination shall announce the last date for receipt of application for scrutiny and revaluation along with notification publishing the results of the examination concerned.

- Application for revaluation submitted after the last date will not be considered.

7.2.1 Guidelines for Revaluation of Answer Books of End Semester Examinations

Unless otherwise expressly provided in any of rules or guidelines or orders, the revaluation result shall be finalized as follows:-

- a) The original marks secured by the candidate shall not be changed if the revalued marks are less than the marks secured in the original valuation
- b) The original marks / grade points awarded to a candidate will be modified to that extent, in cases where the Marks / WGP awarded after first revaluation is below 15% of the maximum Marks / WGP. (Better of the two valuations shall be the final mark.)
- c) If the increase in Marks / WGP on the first revaluation is greater than or equal to 15% of the maximum Marks / WGP of the paper / course, a second revaluation shall be conducted. After the second revaluation, the average of the nearest two Marks / WGP from the three valuations ie, the original valuation, first revaluation and second revaluation, shall be awarded to the candidate.

If the difference between any two Marks / WGP of the above three valuations happens to be the same, the average of the highest two Marks / WGP shall be awarded to the candidate.

- d) The Marks / WGP after first revaluation or the average after second revaluation happens to be less than the original Marks / WGP, the original score will stand.

The revaluation result shall be released with the approval of the Controller of the

Examinations.

In cases where the candidate has applied for revaluation of more than one paper, the result of individual papers may be intimated as and when they are ready.

Fresh mark lists incorporating the change, if any, shall be issued to the candidate who gets the benefit of the higher marks on revaluation. Revised mark list shall be issued only on surrendering the original mark list issued to the candidate earlier and the memo communicating the results of revaluation.

All work relating to revaluation shall be treated, as extremely confidential and therefore interim enquiries shall not be entertained.

The candidates who are not eligible for a change in marks as a result of revaluation shall be permitted to identify their answer scripts after the revaluation results are finalized and communicated to them. Only the candidate shall be given the chance to identify the papers. No Complaints shall be entertained thereafter.

CHAPTER 8

CERTIFICATES

8.1 Provisional Certificate

A provisional certificate will be issued to the candidate by the College during the period after the publication of the results of the examination taken by the candidates and before the issue of the original degree /diploma certificates by the Mahatma Gandhi University, Kottayam.

8.2 Degree Certificates

As provided in the MG University Act 1985 (Amendment of Act 12 of 1985) the University will award the degree certificate to the successful candidates on remittance of the prescribed fee.

8.3 Rank certificate

The College publishes a provisional rank list for each examination conducted every year. Candidate shall be ranked in the order of merit and based on other conditions stipulated earlier. Ranking of an examination shall be done only after completing the revaluation process of the particular examination. Rank certificates up to third position will be issued with the signature of the Controller of Examinations.

8.4 Position certificate

Candidate who secures positions from the fourth to tenth in the rank list shall be issued a position certificate indicating their positions in the rank list. Applications for rank certificates and position certificates shall be submitted in the prescribed format remitting the prescribed fee.

The benefits of classifying results and ranking, based on the marks scored by candidates appearing for the examinations conducted by the College, are limited to candidates who pass the examination on their first attempt. Marks obtained in subsequent attempts, whether due to

absence from an examination, partial completion of an examination, or after a prior classification failure, will not be considered for ranking or the issuance of position certificates. Furthermore, there is no opportunity for improving marks for the part(s) or semester(s) in which a candidate has previously passed with lower marks than expected.

8.5 Migration certificate

Candidates who have completed a course of study at this College and have gained admission to courses at other institutions or universities may obtain a migration certificate from M. G. University by submitting an application in the prescribed format and paying the required fee.

8.6 Confidential reporting of marks

The marks obtained by a candidate in the final semester examination of a programme will be sent to other universities or institutions for admission or employment purposes before the official publication of results, upon submission of an application and the prescribed fee. This service is available to candidates who have submitted the required verification documents to the Controller of Examinations.

The marks shall be communicated to the Person/Institution concerned with a request to keep the marks confidential till the official publication of results by the College.

8.7 Attestation of Documents

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

8.8 Verification of Genuineness of Certificate and mark list

The Principal is the authorized officer to issue certificates of genuineness of documents and mark lists issued by the College. If the documents produced are found to be fake or manipulated, the facts shall also be communicated to the concerned immediately.

The request for verification of genuineness shall be sanctioned by the Principal. If the request is made by the candidate or his authorized representative, the prescribed fee shall be levied for issuing the same.

If the request is made by other Universities/Embassies/Government Institutions/Professional Agencies, no fee shall be levied for the same.

CHAPTER 9

MISCELLANEOUS PROVISIONS

9.1. CANCELLATION

A student may cancel his / her registration for examination as a whole or a particular examination

9.1.1. Cancellation of Registration for Examination

Registration Cancellation for Examinations is limited for the following purposes only:

- a) To secure admission in other colleges or universities that require the production of a certificate of registration cancellation for examinations at St Thomas College Palai Aautonomous.
- b) To join other programs at St Thomas College Palai Aautonomous. Registration cancellation is permitted for both degree and postgraduate programmes. There is no time limit for applying for cancellation of registration. Applications, along with the prescribed fee, should be submitted to the Controller of Examinations. The concerned tabulation section will process the applications and issue cancellation orders signed by the Controller of Examinations. Necessary entries will also be made in the Tabulation Registers and the Register of Candidates to prevent the candidate from being registered for the same examination subsequently.

9.1.2. Cancellation of Examination

To extend the benefits of classification and ranking to students who are unable to appear for examinations due to circumstances beyond their control or those who couldn't answer questions to their satisfaction, the College has introduced a provision for exam cancellation. Appearance after the cancellation of an examination will be treated as the candidate's first attempt for all purposes.

9.1.3. General Conditions for Cancellation of Examinations

1. Cancellation of an examination is applicable only for Undergraduate Programmes. This facility is not available for Postgraduate Programmes. However, for Postgraduate Programmes, there is a facility for Class/Grade Improvement.
2. Cancellation pertains to examinations for which results have not been announced for the entire examination, consisting of all the papers, or for each part or parts, or separately by semester/semesters.
3. The application for cancellation shall be submitted to the University within two weeks from the date on which the candidate has taken the last examination, i.e., the last paper, written or practical, taken by the candidate for the entire examination.
4. The application for cancellation shall be forwarded through the Principal along with the hall ticket.
5. Cancellation shall be allowed only on the first attempt, and candidates who cancel the examination taken by them shall get only four more chances to take the examination (and not four more chances to cancel the examination).
6. The different parts of an examination will be treated as separate units, and candidates will be allowed to cancel each part of the examination independently.
7. If cancellation involves a part of the examination for which there are more than one paper with examinations conducted in different years, the cancellation of the examination of one paper or more papers held in a subsequent year shall result in the cancellation of the examination of the paper/papers he/she had appeared for in the previous year/years, irrespective of whether he/she had secured higher marks or not for the paper/papers. For example, if a candidate secures high marks for Paper I and Paper II English of the B.A/B.Sc examination in Paper III English held at the end of the second year of the

- course, the examination papers I and Paper II taken by him at the first year shall also be cancelled.
8. For the B. Com Degree Examination, the cancellation of the Examination of Part III papers at the end of the sixth semester results in the cancellation of all papers of Part III appeared at the end of all previous semesters of the programme.
 9. The rules for cancellation of examinations given above are not applicable in cases where the Discipline Committee imposes cancellation of examination as punishment to students who are found guilty of malpractice.
 10. Cancellation of examination in such cases shall be subject to the decisions of the Syndicate. The cancellation of an examination with a view to improving the marks by appearing again for the examination is not permitted.
 11. For the cancellation of examinations where specific norms are prescribed in the regulations, the same shall be followed.
 12. The application for cancellation of end-semester examinations shall be submitted by the candidates along with the prescribed fee and application on plain paper along with the original hall ticket to the CE's office, forwarded with recommendations by the HOD and Principal.
 13. No student shall be allowed to cancel an examination more than once in their programme. Cancellation will be effected for the entire examinations for which the candidate has registered in a particular chance.
 14. The application, along with the prescribed fee, has to be submitted to the CE via HOD and Principal within three days of the last date of the examination.
 15. The candidate seeking cancellation shall not be considered for ranking. Internal assessment marks shall be carried over to the subsequent semester examination.

9.1.4 Debarring candidates and quashing results

If, at any time after the publication of results, it is found that a candidate was not eligible to appear for the examination as per the regulations, norms, or orders issued by the college related to the concerned course, or if they obtained admission to the course or the examination by providing false information in the application form, or if they used unfair means during an examination, the GB (Governing Body) shall have the authority to nullify the examination results, cancel the registration, and debar the candidate from appearing in any college examination either permanently or for a specified period, depending on the gravity of the offense. In all such cases, before the GB makes a final decision, the candidate shall be given an opportunity to present their case.

9.2 IMPORTANT REGISTERS TO BE MAINTAINED IN THE CE'S OFFICE

1. Register of Candidates (The CE's office maintains a Register of Candidates in respect of all examinations. The register shall contain the following details: Register number, name of the candidate & date of birth, programme & year of admission, religion/community, fee remitted, particulars of examination taken, results, and remarks, if any)
2. Inward Registers
3. Dispatch registers
4. Minutes book of board meetings.
5. All Registers related to the planning, question paper setting and conduct of examination.
6. Answer book inward register
7. Register related to valuation of answer scripts
8. Register of Answer Script sent for third valuation
9. Revaluation Register
10. Mark/Tabulation registers

11. Semester Mark Score sheets
12. Other registers specifically directed to be maintained in CE's office.

9.3 MALPRACTICES IN EXAMINATIONS

9.3.1 Malpractices – General conditions

1. Malpractice in the Examinations includes any act or acts by a candidate or their agents performed with the intention of gaining undue advantages through unfair means, either during the examinations or afterwards.
2. If any student is found to be engaging in malpractice (such as copying from other students' answer scripts, books, papers, or any similar material; possessing any such material; keeping electronic devices like mobile phones, smart watch, or any other device; disturbing the examination procedure; writing on the furniture in the examination hall; misbehaving with the invigilator; dislocating the furniture; or engaging in other activities that may be considered malpractice by the CSE or CE), appropriate action may be initiated against them.
3. The actions may include cancelling the particular examination, cancelling all the examinations of the semester, cancellation of the hall ticket, suspension, and debarment as decided by the Principal.
4. Malpractices may be reported by the invigilator, CSE, Chairman of the Board of Examiners, examiner, members of the examination monitoring committee to the CE. CCTV footage may also be considered as a basis for taking action against malpractices.

9.3.2 Different types of malpractices and the punishments

Sl. No	Type of Malpractice	Punishment
1	Introduction of any material relevant to the Examination, inadvertently	Debarring for one or two chances
2	Possession of any material relevant to the examination willfully with the intention of copying or writing on the furniture or walls of the examination hall	Debarring for three chances
3	Resisting to handover the materials to the invigilator	Debarring for six chances
4	Introduction of any material and copying from it or attaching the same as part of the answer script	Debarring for six chances
5	Copying from any material and resisting the instruction of the invigilator	Debarring for six to eight chances
6	Copying from the neighbouring candidate's answer scripts	Debarring for two to three chances
7	Copying from the neighbouring candidate's answer scripts and disobeying the invigilator or resistance to instructions from authorities	Debarring for four to six chances
8	Using filthy language in the answer scripts Depending on the extent of gravity.	Debarring for three to six chances
9	Manhandling or threatening the invigilator / officers or any authority of the college	Inform to Police Permanent debarring.
10	Impersonation	Permanent debarring Report to the police Dismissal from the college
11	Possessing mobile phones or other such electronic devices	Debarring for one to three chances

12	Possessing mobile phones or other such electronic devices and copying from them	Debarring for four to six chances
13	Tampering with the arrangements such as:	
	a. Sitting on wrong seat	Debarring for one chance
	b. Rubbing or removing of register number or seat number	Debarring for one chance
	c. Threatening the neighbouring candidate to show the answer scripts	Debarring for two chances
	d. Threatening the invigilator, peons, attenders	Debarring for three to six chances
	e. Shouting answers from outside	Registration as student shall be cancelled Debarring for two chances Report to the Police
	f. Stealing answer books, additional sheets, smuggling question papers outside examination halls	Registration as student shall be cancelled. Debarring for two to four chances Report to the police
	g. Breaking open the closed examination halls	Registration as student shall be cancelled. Debarring for two chances Report to the police
	h. Disturbing the candidates from outside	Registration as student shall be cancelled. Debarring for two chances Report to the police
	i. Helping neighbours to answer question in the examination hall	Debarring for two to four chances.

	j. Tampering with answer books of neighbouring students	Debarring to six chances to permanent debarring Report to the police
14	Tampering with college records and documents	
	a. Wilful tampering of marklists to promote own interest such as getting admission etc.,	Permanent debarring and cancellation of marklists issued Report to University
	b. Inadvertent tampering of marklists which cannot be used for procuring admission	Cancellation of marklist. New marklist shall be issued for a prescribed fee
	c. Forgery in the Hall ticket	Report to the Police Cancelling the particular chance Debarring for six chances

In any other case of malpractice, the College Discipline Committee shall take appropriate action

9.3.3 Instructions to tabulation section for dealing with malpractice cases

All reports related to malpractice cases received by the college shall first be handed over to the Tabulation Section responsible for the particular examination of the students involved in the reported cases. The Deputy Controller of Examinations (DyCE) -II shall immediately, upon receipt of the report, record the details of the case in the Register of Malpractice Cases. In the Tabulation Register, a red ink circle shall be drawn around the name of the candidate(s) involved, and an entry 'Reported case of Malpractice' shall be made in the Remarks column of the tabulation register. Similar entries shall be made in the office copy of the Nominal Roll in the respective section.

It has been observed that some candidates, after being caught in malpractice cases, appear

for subsequent examinations before the resolution of the malpractice cases against them. Therefore, the various tabulation sections within the examination branch are instructed to be vigilant in this regard. In this context, the following instructions are also issued:

Malpractice cases shall be noted in the tabulation sheet for the candidates' previous and current appearances in red ink, soon after receiving the candidates' names and registration numbers from the Chief Superintendent, Chairman of the Board of Examiners, or Examiner.

When reporting malpractice cases to the Students' Discipline Cell, the name, register number, year, full home address, and details of the examinations taken by the candidate shall be provided.

Malpractice cases are returned to the concerned Tabulation Section soon after the Committee's decision. The tabulation sections should take utmost care to record the Committee's decision in the tabulation sheet and also in the Malpractice Case Register maintained in the section.

The final decision of the Examination Standing Committee shall be promptly communicated to the candidates.

9.4 CONCESSIONS TO PHYSICALLY / MENTALLY HANDICAPPED CANDIDATES

Physically handicapped candidates who appear for examinations are eligible for concessions, including the use of scribes during the examination, extra time to complete the examination, and grace marks. These concessions are determined based on the degree and nature of disability of the candidates, subject to the norms prescribed by Mahatma Gandhi University Kottayam at any given time.

Summary of Concessions to Physically and Mentally Handicapped Candidates in Examinations (based on UO 2203 /A1/2011/Acad. Dtd.02.05.2011)

Sl. No	Category	Concession / Benefit	Conditions	U.O.
1	Physically challenged candidates with a permanent nature of disability who are unable to move their hands freely and write with normal speed	Extra time of 15 minutes per hour for all the examinations of the entire programme	Application in the prescribed form along with medical certificate and photograph	U.O No. Ac.A1(2) 348 /98 dtd.19.04.1999
2	Partially blind candidates having visual standards from 20% to 50% (i.e a disability of 50% to 80%)	Extra time of 30 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards /visual disability	UO NO.AcA1/3/2211/ 2001 dtd., 12.11.2001
3	Blind candidates having visual standards from 1% to 19% (i.e., a disability of 81% to 100%)	<ol style="list-style-type: none"> 1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Benefit of a scribe to write the examination 3. Exemption from the payment of examination fee 	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards /visual disability	UO NO.AcA1/3/2211/ 2001 dtd., 12.11.2001

4	Mentally challenged candidates having a disability of 40% or more	<ol style="list-style-type: none"> 1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Service of an Interpreter 3. Grace marks @20% of the marks scored by the candidate in the written examination in addition to the total marks scored by the candidate. 	Application in the prescribed form along with certificate from a competent medical board specifying the disability	UO No.1227 / Dtd.09.03.2010
5	Deaf and dumb candidates having a disability of 40% or above	<ol style="list-style-type: none"> 1. Exemption from writing the second language examination 2. 25% grace marks /10 grade points as applicable 	Application in the prescribed format along with certificate from a competent medical board specifying the disability	<p>U.O.No Ac.A1/1/2661/2003 dtd.31.12.2003</p> <p>U.O.No 5244/03/10AcAV III dtd. 25.06.2010</p>

9.4.1 Concessions to Blind Candidates

Blind Candidates who appear for the examinations are allowed concessions subject to the norms fixed by the Mahatma Gandhi University Kottayam from time to time.

9.4.2 Special Instructions for packing Answer Scripts of Blind Students.

The Chief Superintendents shall write 'BLIND CANDIDATE' in bold letters on the top

of the facing sheet of the answer scripts of blind candidates in separate covers with the superscription 'BLIND CANDIDATE' after each day's examination.

9.4.3 Appointment of Scribes

Subject to the norms established by Mahatma Gandhi University Kottayam, candidates eligible to use the services of scribes may avail the same appointed by the Chief Superintendent, in accordance with the following conditions:

1. The person appointed as a scribe must not be an employee of the college.
2. They must not be a relative of the candidate appearing for the examination.
3. The educational qualifications of the scribe must be lower than those of the candidate.
4. A proforma with a declaration in the format provided below should be obtained from the scribe.
5. The proforma, signed by the scribe, should be forwarded to the office of the CE.

9.4.4 Proforma Showing Details of Scribes at the Examinations

1. Name and Address of the scribe
2. Age and Date of Birth (with copy of the relevant page of SSLC Book)
3. Details of course for which he/she is studying/studied.
4. Educational Qualifications
5. Specimen Signature of the Scribe
6. Two copies of the Passport size photograph of the scribe attested by the Principal
7. Name and address of the candidate and the examination for which the candidate is appearing
8. Register No. of the Candidate

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 clause (4) above.

Date:

Signature of the Scribe

9.4.5 Deaf and Dumb Candidates

Granting Additional Marks: Subject to the norms established by Mahatma Gandhi University Kottayam, deaf and dumb candidates with a disability of 40% or more appearing for the examinations shall be awarded 25% of the total marks for theory papers in all examinations because they are considered to have a limited language ability.

The additional marks for deaf and dumb candidates shall be awarded by the tabulation sections, similar to the process for awarding grace marks to sportsperson, following the guidelines issued by the Office of the CE in each case.

Method of application

Candidates eligible for concessions under any of the categories mentioned above should apply to the CE on plain paper to claim the concessions for which they are eligible, following the prescribed rules. These applications should be submitted to the examination section of the college and must be duly forwarded by the Head of the Department (HOD).

Applications for granting concessions to physically handicapped students should reach the Office of the Controller of Examinations no later than 2 months before the commencement date of the relevant examination.

These applications must be accompanied by a Medical Certificate issued by a qualified specialist Medical Officer in Government Service, which should be affixed with a recent photograph of the candidate. The photograph should clearly depict the candidate's actual handicap and must be attested by the doctor. Attested copies of the medical certificate will not be accepted.

Other Conditions

1. Applications for concessions should be submitted for each semester's examination of a programme.

2. The previous semester's sanction should not be considered as a precedent for granting concessions in subsequent years.
3. Except in the case of permanent disabilities, fresh medical certificates must be provided for each semester's examination.
4. The original medical certificate will be returned to the candidate after the examinations if a copy of the medical certificate is also enclosed with the application.
5. Grace marks may be awarded by the Tabulation Section and will not be taken into consideration for ranking.
6. The application for a special concession, along with the original and a copy of the medical certificate and a photograph of the candidate certified by a specialist doctor, must be submitted two months before the commencement of the examination.

Processing of applications

The applications for concessions for physically handicapped students will be processed, and their eligibility will be ascertained after verifying each application with reference to the rules. A brief note, along with a list of eligible candidates in each category, will be prepared and submitted to the Controller of Examinations for approval. Once the Controller of Examinations approves, separate orders for each candidate will be prepared and signed by the competent officer authorized by the Controller of Examinations. Copies of these orders will be sent to the candidates, the relevant tabulation sections, the Chief Superintendent, and other sections dealing with the payment of remuneration to the scribes, etc.

9.5 EXAMINATION MONITORING CELL

9.5.1 Constitution of the Examination Monitoring Cell

- Five members of which THREE should be Heads of Departments. There should be at least one lady member.
- The senior most member will be the chairman of the Cell.

9.5.2 Functions of the Examination Monitoring Cell

- To visit examination halls and to see that no malpractices are conducted
- To ensure that the invigilation is done properly

9.5.3 Reporting by the Examination Monitoring Cell

- The Examination Monitoring cell may report its findings and suggestions to the CE

9.6 GRACE MARKS

- Students who participate in sports, arts, NSS, and NCC will be awarded grace marks in accordance with the guidelines established by MG University Kottayam and ratified by the Governing Body of the college.
- The items eligible for consideration in the allocation of grace marks, along with the percentage of grace marks that may be awarded for each item, are shown in the following table, as per the university orders issued from time to time.

9.6.1 Guidelines for claiming grace marks

1. Grace marks for courses other than CBCSS and CSS are in accordance with U.O. No. Ac.AI/1/2661/2003 dated December 31, 2003.
2. The maximum allowable grace marks for a student in a given year, considering all activities, should not exceed 25%.
3. Grace marks will be awarded for both undergraduate and postgraduate courses.
4. Grace marks will be awarded in the year in which the certificate is issued (NSS).
5. Grace marks will be given for all papers, parts, or subjects of a course within a year, regardless of whether the course is annual or semester-based. For semester courses, the percentage will be the same as applicable to the annual scheme.
6. For both semester and annual courses, the academic year will be considered from June 1st to May 31st.

7. Grace marks will be initially awarded to the candidate based on their performance in the respective academic year.
8. Students must claim grace marks within one year after the end of the academic year. For example, the claim for 2023-2024 should be made before May 31, 2025.
9. Grace marks will be awarded for one additional chance, including improvement/betterment, and also for the supplementary examination papers of the candidate in the next immediate opportunity, including readmitted candidates. Grace marks will be awarded to eligible candidates for Part I/II and Part III subjects as applicable.
10. Grace marks will be awarded for the written examination. If a candidate's marks are below the required minimum for a pass in internal/viva/practical, the grace mark can also be redistributed to these items to achieve a pass.
11. Grace marks will be distributed on a paper-wise basis, and grace marks need not be awarded to a student if they secure less than 5% of the maximum marks for that theory paper (External).
12. Awarded grace marks can be redistributed to help the candidate pass in part(s)/paper(s) among the entire range of examinations.
13. Eligible grace marks will be added together for a candidate excelling in one or more games at different levels (District, Intercollegiate, University, State, National, and International) in the same year.
14. Moderation will be applied after adding the grace marks to the student's original marks.
15. Grace marks awarded will not be considered for ranking, and the total marks after grace marks will be one mark below the third-ranked student.
16. The Department of Physical Education should compile a list of sports/games events approved by the National Federations and the Kerala Sports Council, and

recommendations should be regulated accordingly.

17. Deaf and Dumb candidates with a disability of 40% or above, with a medical certificate obtained from a Medical Board, are eligible to receive grace marks.
18. Applications with all relevant documents and attested copies of certificates for grace marks should be submitted to the Controller of Examinations Office through the Principal, the DPE, the DSS, NSS, or NCC Coordinator. Proper entries should be made in the originals of the certificates of proficiency by the office of the verifying authority.
19. The rate of grace marks will be effective from the 2024-2025 academic year onwards, and any earlier university orders stand modified to that extent.
20. The last date for submitting applications for Grace Marks without a fine for an academic year will be notified by the Principal. A late fee will be levied as per U.O. No. 4943/A1/2009/Acad. dated November 6, 2009, for late submission of applications.

9.7 DISCLAIMER REGARDING MOBILE ALERTS AND EMAILS

St. Thomas College Palai (Autonomous) does not assume any liability to any party for any loss, damage, or disruption caused by the non-receipt of SMS alerts or emails associated with examinations due to human error, technical issues, or any other reasons. Candidates are advised to confirm the relevant information from the official website of the college (www.stcp.ac.in) and the college notice board.
